



PeopleSoft Training

Time Keeper Manager - HCSD View Only

Version Date: June 2012

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2011, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

Table of Contents

Time Keeper Manager - HCSD View Only	1
Timesheet Overview.....	1
Overview of an Employee Timesheet.....	1
Reports.....	19
Time Detail	19
Attendance History	40
Early/Late Exceptions Report.....	52
Employee Float Report	62
Inquire.....	68
BI TL Employee No Payable Time	68
BI TL Employees < 80 Hrs.....	70
BI TL Employees < FTE	71
BI TL Employees > 80 Hrs.....	72
BI TL Employees > FTE	73
BI TL Exceptions.....	74
BI TL General TRC Query	75
BI TL Long Shift Punch	77
BI TL Punch with Comment.....	78
WK TL Employees < 40 Hrs	79

Time Keeper Manager - HCSD View Only

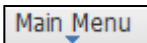
Timesheet Overview

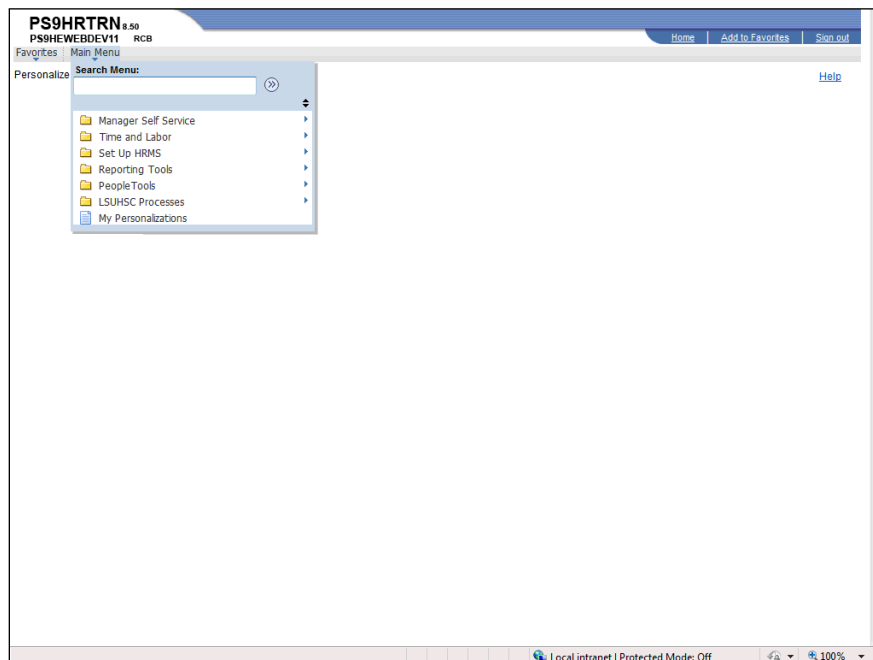
Overview of an Employee Timesheet

Procedure

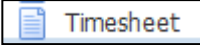
In this topic, you will be provided an **Overview of an Employee Timesheet**.

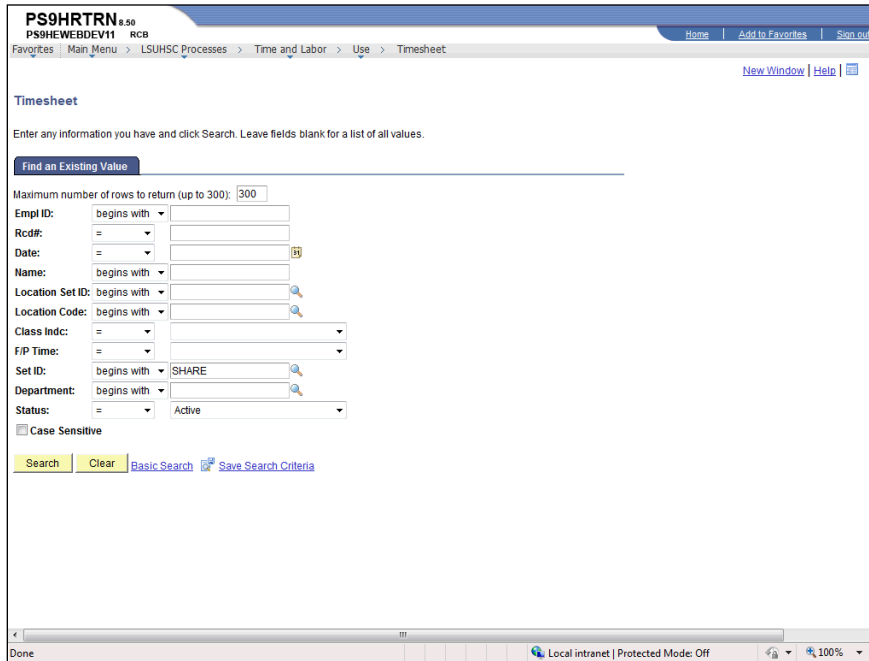
Note: The Earl K. Long Business Unit will be used for all exercises in this manual for demonstration purposes only. When working in Production, use the Business Unit associated with your User ID.

Step	Action
1.	Click the Main Menu button. 

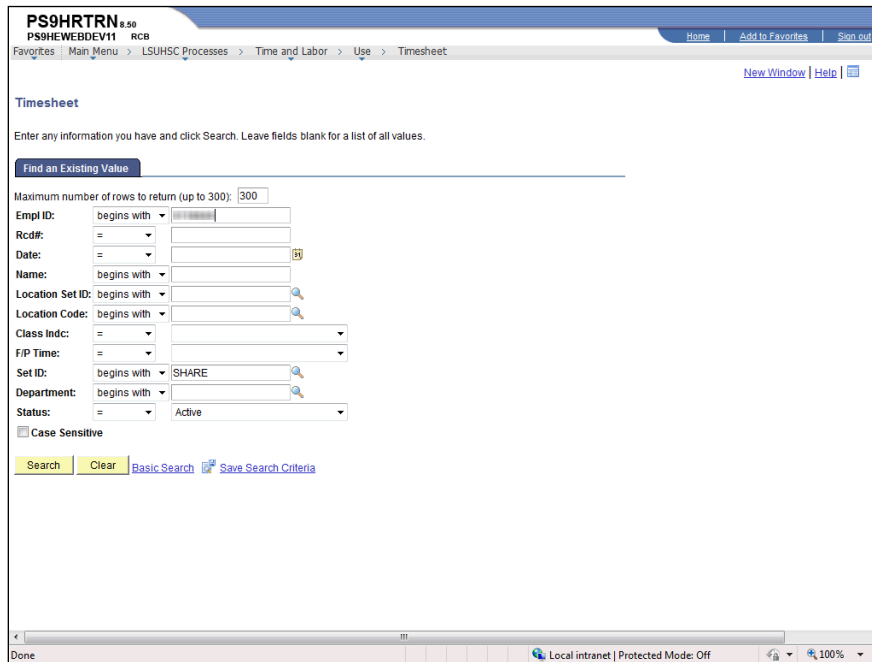


Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.

Step	Action
5.	Click the Timesheet menu. 



Step	Action
6.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".



PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet

[New Window](#) | [Help](#) |

Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Empl ID:

Rcd#:

Date:

Name:

Location Set ID:

Location Code:

Class Indc:

F/P Time:

Set ID:

Department:

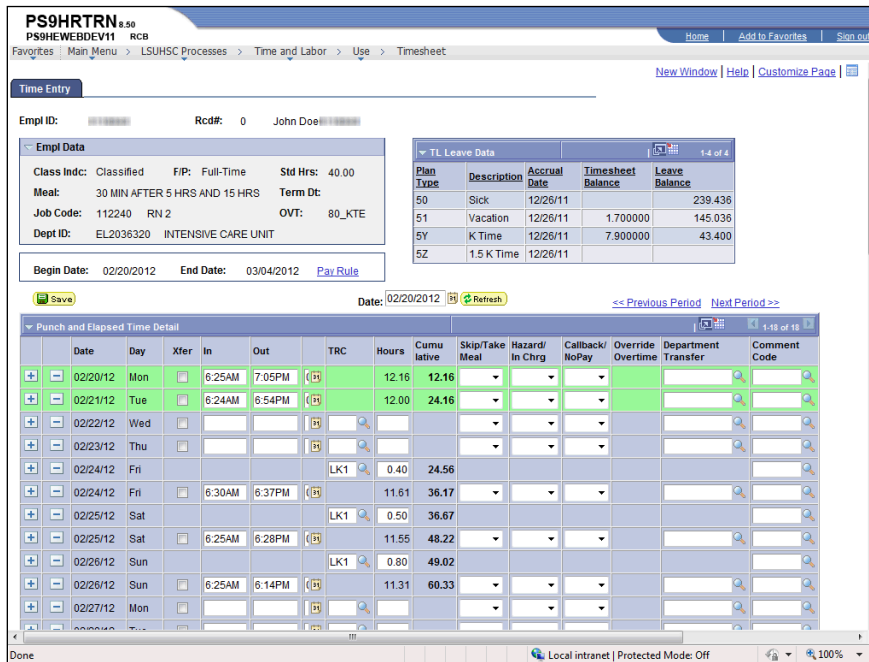
Status:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

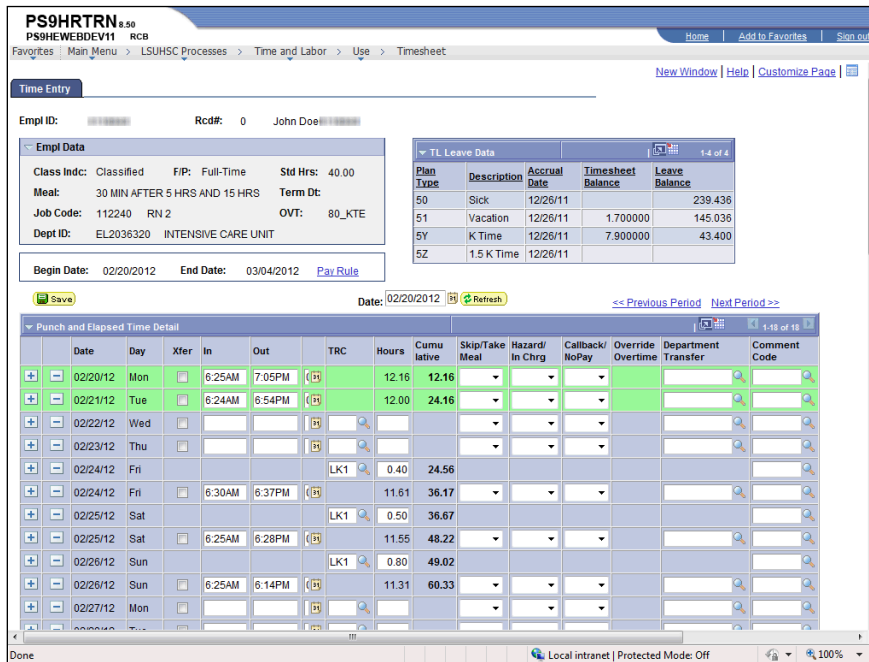
Done | Local intranet | Protected Mode: Off | 100%

Step	Action
7.	Click the Search button to display the employee's current timesheet. <input data-bbox="443 1024 561 1066" type="text" value="Set ID:"/>



Step	Action
8.	The Header of the timesheet contains the EmplID, Rcd# and Name of the employee whose timesheet is being viewed.
9.	<p>Below the Header information is the Empl Data section. The Empl Data section provides a summary of the employee's basic Job Data elements. Job Data information may be viewed in the Workforce Administration section. The individual fields are defined as follows:</p> <p>Class Indc: Classified or Unclassified; Meal: Defines when a meal deduction is taken; Job Code: Current job code and description of position DeptID: Current department number and name; F/P: Full-time or Part-time; Std Hrs: Number of standard hours worked in a week; Term Dt: Will be blank for all active employees; and OVT: Defines overtime compensation options.</p>

Step	Action
10.	<p>The TL Leave Data section is to the right of the Empl Data. The TL Leave Data section provides basic summary information regarding an employee's leave options and hours earned. The individual fields are defined as follows:</p> <p>Plan Type: Numerical value assigned to a leave option for which the employee is eligible;</p> <p>Description: Leave option associated with specified plan type;</p> <p>Accrual Date: Date the system last updated leave time;</p> <p>Timesheet Balance: Amount of time used by an employee since last system update; and</p> <p>Leave Balance: Current amount of leave time earned and available for use by the employee.</p>



PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet

New Window | Help | Customize Page

Time Entry

Empl ID: [REDACTED] Rcd#: 0 John Doe [REDACTED]

Empl Data

Class Indc: Classified FIP: Full-Time Std Hrs: 40.00
Meal: 30 MIN AFTER 5 HRS AND 15 HRS Term Dt:
Job Code: 112240 RN 2 OVT: 80_KTE
Dept ID: EL2036320 INTENSIVE CARE UNIT

Begin Date: 02/20/2012 End Date: 03/04/2012 [Pay Rule](#)

[Save](#) Date: 02/20/2012 [Refresh](#) << Previous Period Next Period >>

TL Leave Data 1-4 of 4

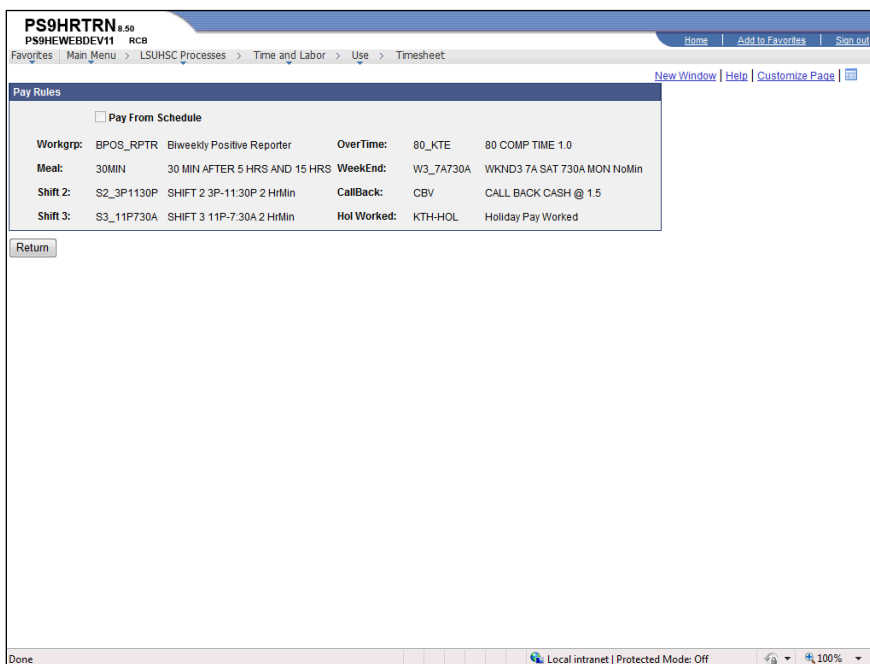
Plan Type	Description	Accrual Date	Timesheet Balance	Leave Balance
50	Sick	12/26/11		239.436
51	Vacation	12/26/11	1.700000	145.036
5Y	K Time	12/26/11	7.900000	43.400
5Z	1.5 K Time	12/26/11		

Punch and Elapsed Time Detail 1-15 of 15

Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/No Pay	Override Overtime	Department Transfer	Comment Code
02/20/12	Mon		6:25AM	7:05PM		12.16	12.16						
02/21/12	Tue		6:24AM	6:54PM		12.00	24.16						
02/22/12	Wed												
02/23/12	Thu												
02/24/12	Fri				LK1	0.40	24.56						
02/24/12	Fri		6:30AM	6:37PM		11.61	36.17						
02/25/12	Sat				LK1	0.50	36.67						
02/25/12	Sat		6:25AM	6:28PM		11.55	48.22						
02/26/12	Sun				LK1	0.80	49.02						
02/26/12	Sun		6:25AM	6:14PM		11.31	60.33						
02/27/12	Mon												

Done Local intranet | Protected Mode: Off 100%

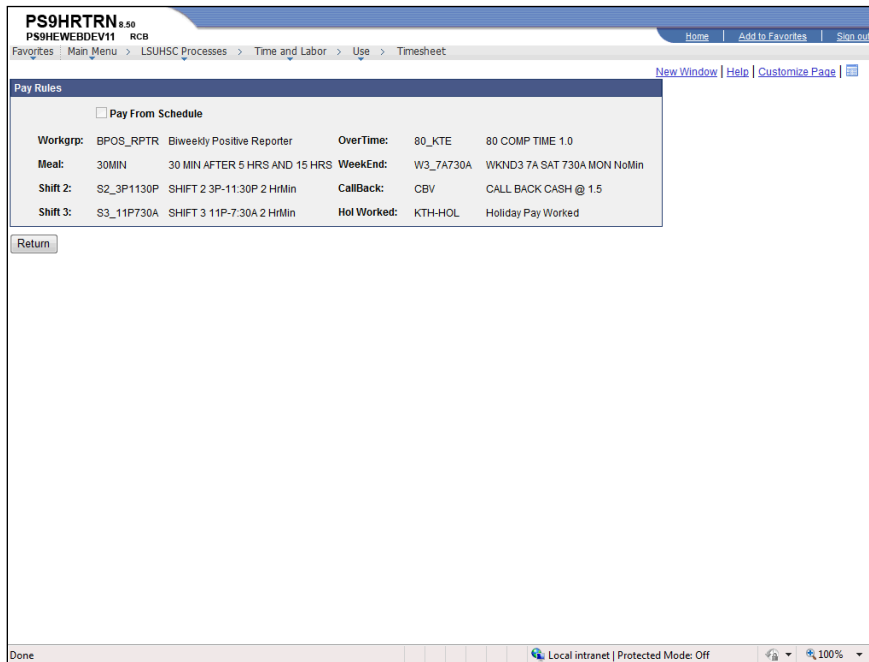
Step	Action
11.	<p>Below the Empl Data section is where the timesheet Begin Date and End Date is displayed.</p> <p>The Pay Rule link displays to the right of the End Date. The information displayed in a timesheet is governed by the employee's Pay Rule. The Pay Rule is programmed into the system and provides a view of pertinent information on how the employee will be paid based on designated job circumstances or events. Pay Rule data is entered in the Workforce Administration section by the Human Resources Department.</p> <p>Click the Pay Rule link.</p> <p>Pay Rule</p>

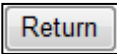



Step	Action
12.	<p>The Pay From Schedule indicates if the employee is paid based on a specified schedule or based on the punch information viewed in the timesheet.</p> <p>If the Pay From Schedule is unchecked and grayed out, the employee will be paid based on the punch information found in the timesheet. If the Pay From Schedule box is checked, the employee will be paid according to a specified schedule.</p> <p>NOTE: The Pay from Schedule option is not available at all Business Units.</p>
13.	<p>The Pay Rules are defined as follows:</p> <p>Workgrp: Designates if employee will punch time or just exceptions; Meal: Determines when a meal deduction is taken; Shift 2: Indicates if the employee is eligible for Evening shift differential pay; Shift 3: Indicates if the employee is eligible for Night shift differential pay; OverTime: Defines overtime compensation options; WeekEnd: Indicates if the employee is eligible for WeekEnd shift differential pay; CallBack: Defines CallBack compensation options; and Hol Worked: Defines compensation options for holidays worked by the employee.</p>

Training Guide

Time Keeper Manager - HCSD View Only



Step	Action
14.	Click the Return button to return to the employee's timesheet. 



	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	02/20/12	Mon		6:25AM	7:05PM		12.16	12.16						
+	02/21/12	Tue		6:24AM	6:54PM		12.00	24.16						
+	02/22/12	Wed												
+	02/23/12	Thu												
+	02/24/12	Fri				LK1	0.40	24.56						
+	02/24/12	Fri		6:30AM	6:37PM		11.61	36.17						
+	02/25/12	Sat				LK1	0.50	36.67						
+	02/25/12	Sat		6:25AM	6:28PM		11.55	48.22						
+	02/26/12	Sun				LK1	0.80	49.02						
+	02/26/12	Sun		6:25AM	6:14PM		11.31	60.33						
+	02/27/12	Mon												
+	02/28/12	Tue												
+	02/29/12	Wed				LK1	7.90	68.23						
+	02/29/12	Wed		6:31AM	10:37AM		4.10	72.33						
+	03/01/12	Thu		6:24AM	6:55PM		12.01	84.34						
+	03/02/12	Fri												
+	03/03/12	Sat												
+	03/04/12	Sun												

Step	Action
15.	<p>The options discussed below are displayed directly above the Punch and Elapsed Time Detail/Timesheet grid:</p> <p>Save: Allows you to “Save” changes made to the Timesheet in the system;</p> <p>Date: Display the current date that you are working in the timesheet. You can view a previous timesheet by changing the date and clicking the Refresh button;</p> <p>Refresh: Allows you to view previous timesheets by changing the date in the Date field;</p> <p>Previous Period: Allows you to view the previous calendar period timesheet; and</p> <p>Next Period: Allows you to view the next calendar period timesheet.</p>

Training Guide

Time Keeper Manager - HCSD View Only



PS9HRTN 8.50
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes | Time and Labor | Use | Timesheet

Save Date: 03/04/2012 Refresh << Previous Period Next Period >>

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	02/20/12	Mon		6:25AM	7:05PM		12.16	12.16						
+	02/21/12	Tue		6:24AM	6:54PM		12.00	24.16						
+	02/22/12	Wed												
+	02/23/12	Thu												
+	02/24/12	Fri				LK1	0.40	24.56						
+	02/24/12	Fri		6:30AM	6:37PM		11.61	36.17						
+	02/25/12	Sat				LK1	0.50	36.67						
+	02/25/12	Sat		6:25AM	6:28PM		11.55	48.22						
+	02/26/12	Sun				LK1	0.80	49.02						
+	02/26/12	Sun		6:25AM	6:14PM		11.31	60.33						
+	02/27/12	Mon												
+	02/28/12	Tue												
+	02/29/12	Wed				LK1	7.90	68.23						
+	02/29/12	Wed		6:31AM	10:37AM		4.10	72.33						
+	03/01/12	Thu		6:24AM	6:55PM		12.01	84.34						
+	03/02/12	Fri												
+	03/03/12	Sat												
+	03/04/12	Sun												

Save

Time Admin Status

Last Update Earliest Chg

Local intranet | Protected Mode: Off

Step	Action
16.	<p>The Next Period link allows you to view an employee's next timesheet.</p> <p>Click the Next Period link.</p> <p>Next Period >></p>
17.	<p>Click the Previous Period link to view the employee's previous timesheet.</p> <p><< Previous Period</p>



Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
02/20/12	Mon		6:25AM	7:05PM		12.16	12.16						
02/21/12	Tue		6:24AM	6:54PM		12.00	24.16						
02/22/12	Wed												
02/23/12	Thu												
02/24/12	Fri				LK1	0.40	24.56						
02/24/12	Fri		6:30AM	6:37PM		11.61	36.17						
02/25/12	Sat				LK1	0.50	36.67						
02/25/12	Sat		6:25AM	6:28PM		11.55	48.22						
02/26/12	Sun				LK1	0.80	49.02						
02/26/12	Sun		6:25AM	6:14PM		11.31	60.33						
02/27/12	Mon												
02/28/12	Tue												
02/29/12	Wed				LK1	7.90	68.23						
02/29/12	Wed		6:31AM	10:37AM		4.10	72.33						
03/01/12	Thu		6:24AM	6:55PM		12.01	84.34						
03/02/12	Fri												
03/03/12	Sat												
03/04/12	Sun												

Step	Action
18.	<p>The Punch and Elapsed Time Detail section may also be referred to as the Timesheet Grid. The columns that comprise the Punch and Elapsed Time Detail are defined as follows:</p> <p>Date: Calendar days included in the pay period; Day: Day of the week that coincides with the specified date; Xfer: Links punch data sets when an employee punches In and Out multiple times on a scheduled workday, or indicates if employee clocked in as a Float or In Charge on the specified date; In: Time that the employee began his/her work day; Out: Time that the employee ended his/her work day; TRC: Time Reporting Code – Identifies earnings and/or leave associated with specified elapsed hours; and Hours: Total number of hours associated with specified date.</p>

Step	Action
19.	<p>Punch and Elapsed Time Detail Section (continued)</p> <p>Cumulative: Running total of posted hours in the designated period. Cumulative should not be confused with Payable Time;</p> <p>Skipped Meal: Indicates if employee will receive pay for meal break</p> <p>Hazard/In Chrg: Indicates if change in compensation is warranted based on the employee encountering a specified hazard or working in a more senior capacity;</p> <p>CallBack: Indicates the employee is due CallBack compensation;</p> <p>Override Overtime: Indicates the employee is approved for cash overtime on a specified date. This option can only be elected by Payroll;</p> <p>Department Transfer: Indicates the employee worked as a float in another department; and</p> <p>Comment Code: Specifies reason for Manual Edits, Overtime Override, or Department Transfer.</p>
20.	<p>Timesheet Colors</p> <p>The colors used to highlight row or field a timesheet indicate the following:</p> <p>Grey Row - Row that is being edited.</p> <p>Green Row - A green row(s) indicates a Holiday.</p> <p>Red Row – A red row(s) indicates there is an error on the row.</p> <p>Yellow Row – A yellow row(s) indicates a row has been added to the timesheet;</p> <p>Red Field – A red In or Out field(s) indicates a missed punch; and</p> <p>Purple Field - Time highlighted in purple indicates a Transfer was recorded, however, the "Out" punch was missed on the original punch.</p>

PS9HRTRN 8.50
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes | Time and Labor | Use | Timesheet

Save Date: 03/04/2012 Refresh << Previous Period Next Period >>

4-18 of 18

	Date	Day	Xfer	In	Out	TRC	Hours	Cumulative	Skip/Take Meal	Hazard/In Chrg	Callback/NoPay	Override Overtime	Department Transfer	Comment Code
+	02/20/12	Mon		6:25AM	7:05PM		12.16	12.16						
+	02/21/12	Tue		6:24AM	6:54PM		12.00	24.16						
+	02/22/12	Wed												
+	02/23/12	Thu												
+	02/24/12	Fri				LK1	0.40	24.56						
+	02/24/12	Fri		6:30AM	6:37PM		11.61	36.17						
+	02/25/12	Sat				LK1	0.50	36.67						
+	02/25/12	Sat		6:25AM	6:28PM		11.55	48.22						
+	02/26/12	Sun				LK1	0.80	49.02						
+	02/26/12	Sun		6:25AM	6:14PM		11.31	60.33						
+	02/27/12	Mon												
+	02/28/12	Tue												
+	02/29/12	Wed				LK1	7.90	68.23						
+	02/29/12	Wed		6:31AM	10:37AM		4.10	72.33						
+	03/01/12	Thu		6:24AM	6:55PM		12.01	84.34						
+	03/02/12	Fri												
+	03/03/12	Sat												
+	03/04/12	Sun												

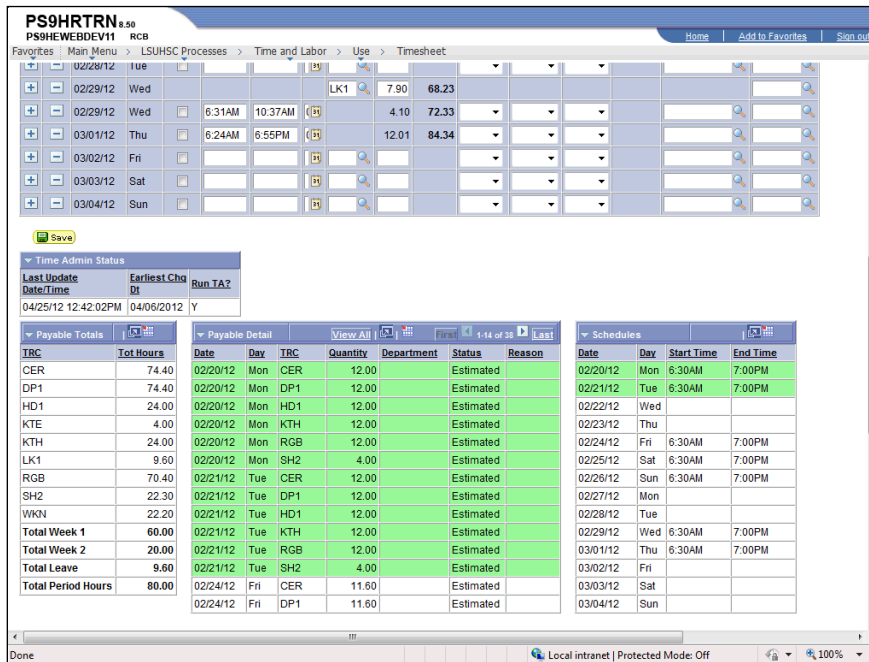
Save

Time Admin Status

Last Update Earliest Cho

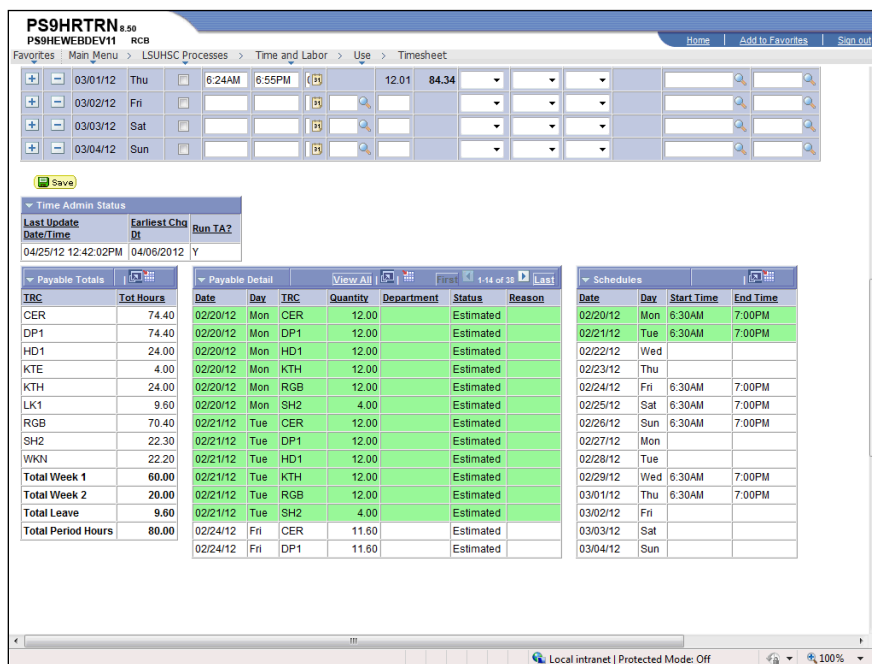
Local intranet | Protected Mode: Off | 100%

Step	Action
21.	Click the Down button of the scrollbar to view Time Admin Status, Payable Totals, Payable Detail, and Schedules sections.



The screenshot displays the PS9HRTRN 8.50 application interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' options. Below this is a 'Timesheet' view for user 'PS9HEWBEDEV11' on '02/29/12'. The timesheet shows a grid of dates from 02/29/12 to 03/04/12 with columns for 'Lk1', '7.90', and '68.23'. Below the timesheet is a 'Time Admin Status' section with fields for 'Last Update Date/Time' (04/25/12 12:42:02PM) and 'Run TA?' (Y). There are also sections for 'Payable Totals', 'Payable Detail', and 'Schedules', each containing data tables with columns for dates, times, and statuses.

Step	Action
22.	<p>The Time Admin process calculates Payable Time. If the Time Admin process does not run, Payable Time cannot be re-calculated. The Time Admin process begins running a new Business Unit every 5 minutes. The system automatically runs the Time Admin process. It takes approximately 15 - 20 minutes to re-calculate a Business Unit. Therefore, every Business Unit should re-calculate once an hour.</p> <p>The Time Admin Status section displays information on: Last Update Date/Time: Displays last date and time the Time Admin Process ran.</p> <p>NOTE: Any manual entries made to the timesheet will not appear in Payable Time until Time Admin has run.</p>
23.	<p>Earliest Chg Dt.: When certain actions are entered in Job Data, Timesheet and Schedule the earliest change date will need to be updated. The Earliest Change Date represents the day changed, not the date the change occurred.</p> <p>Example: If the current date is 02/29/12 and the timekeepers deletes the punched time for 02/20/12, the earliest Chg Dt. is changed to 02/20/12. If the punch time for 02/25/12 is also deleted, the earliest change date remains 02/20/12.</p> <p>Run TA: Indicates the status of the Time Admin process. Y = Need to run Time Admin; N = No need to run Time Admin; or X = Time Admin is currently running.</p>



TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason
CER	74.40	02/20/12	Mon	CER	12.00		Estimated	
DP1	74.40	02/20/12	Mon	DP1	12.00		Estimated	
HD1	24.00	02/20/12	Mon	HD1	12.00		Estimated	
KTE	4.00	02/20/12	Mon	KTH	12.00		Estimated	
KTH	24.00	02/20/12	Mon	RGB	12.00		Estimated	
LK1	9.60	02/20/12	Mon	SH2	4.00		Estimated	
RGB	70.40	02/21/12	Tue	CER	12.00		Estimated	
SH2	22.30	02/21/12	Tue	DP1	12.00		Estimated	
WKN	22.20	02/21/12	Tue	HD1	12.00		Estimated	
Total Week 1	60.00	02/21/12	Tue	KTH	12.00		Estimated	
Total Week 2	20.00	02/21/12	Tue	RGB	12.00		Estimated	
Total Leave	9.60	02/21/12	Tue	SH2	4.00		Estimated	
Total Period Hours	80.00	02/24/12	Fri	CER	11.60		Estimated	
		02/24/12	Fri	DP1	11.60		Estimated	

Step	Action
24.	<p>The Payable Totals section provides information on:</p> <p>TRC: Identifies all edits made to the timesheet; and</p> <p>Tot Hours: Total time payable based on each edit made to the timesheet.</p>
25.	<p>The Payable Detail Header</p> <p>The Payable Detail header allows you to view a summary of all payable information by day. In this exercise, payable items 1-14 of 28 are shown.</p> <p>Additional details may be viewed by utilizing one of the following: Click the View All link to view all timesheet details on the screen. Click the Arrows, First link, or Last link to move forward or backward through the pages of items.</p>
26.	<p>The Payable Detail section provides information on:</p> <p>Date: Calendar date of the day worked; Day: Day of the week worked; TRC: Manual or system generated edit code; Quantity: Amount of payable time associated with each TRC code; Department: Code to which time will charged if other than home department; and Status: Identifies if timesheet has been approved to pay.</p>

PS9HRTRN 8.50
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Use > Timesheet

03/01/12	Thu	6:24AM	6:55PM	12.01	84.34
03/02/12	Fri				
03/03/12	Sat				
03/04/12	Sun				

Save

Time Admin Status

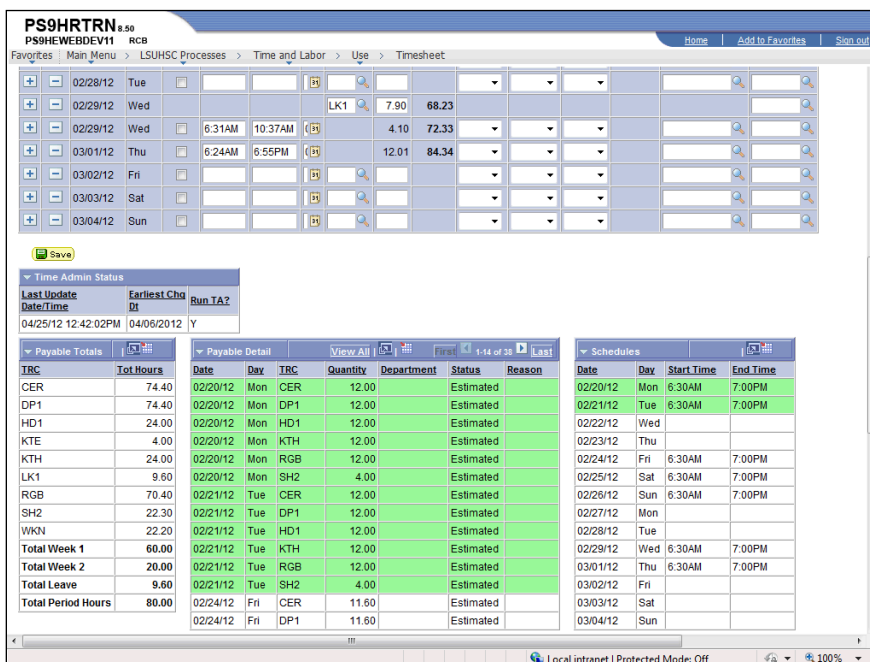
Last Update Date/Time	Earliest Cho Dt	Run_TA2
04/25/12 12:42:02PM	04/06/2012	Y

TRC	Tot Hours	Date	Day	TRC	Quantity	Department	Status	Reason
CER	74.40	02/20/12	Mon	CER	12.00		Estimated	
DP1	74.40	02/20/12	Mon	DP1	12.00		Estimated	
HD1	24.00	02/20/12	Mon	HD1	12.00		Estimated	
KTE	4.00	02/20/12	Mon	KTH	12.00		Estimated	
KTH	24.00	02/20/12	Mon	RGB	12.00		Estimated	
LK1	9.60	02/20/12	Mon	SH2	4.00		Estimated	
RGB	70.40	02/21/12	Tue	CER	12.00		Estimated	
SH2	22.30	02/21/12	Tue	DP1	12.00		Estimated	
WKN	22.20	02/21/12	Tue	HD1	12.00		Estimated	
Total Week 1	60.00	02/21/12	Tue	KTH	12.00		Estimated	
Total Week 2	20.00	02/21/12	Tue	RGB	12.00		Estimated	
Total Leave	9.60	02/21/12	Tue	SH2	4.00		Estimated	
Total Period Hours	80.00	02/24/12	Fri	CER	11.60		Estimated	
		02/24/12	Fri	DP1	11.60		Estimated	

Date	Day	Start Time	End Time
02/20/12	Mon	6:30AM	7:00PM
02/21/12	Tue	6:30AM	7:00PM
02/22/12	Wed		
02/23/12	Thu		
02/24/12	Fri	6:30AM	7:00PM
02/25/12	Sat	6:30AM	7:00PM
02/26/12	Sun	6:30AM	7:00PM
02/27/12	Mon		
02/28/12	Tue		
02/29/12	Wed	6:30AM	7:00PM
03/01/12	Thu	6:30AM	7:00PM
03/02/12	Fri		
03/03/12	Sat		
03/04/12	Sun		

Local intranet | Protected Mode: Off | 100%

Step	Action
27.	<p>The Schedules section displays the employee's current work schedule if has been assigned in the system.</p> <p>The system utilizes the 6-minute Rounding Rule when calculating an employee's time based on his/her Scheduled In and Out time.</p> <p><i>See Add Punches for additional information on the Rounding Rule.</i></p>
28.	<p>The Schedules column information is defined as follows:</p> <p>Date: Calendar date the employee is scheduled to work; Day: Day of the week the employee is scheduled to work; Start Time: Time of the day the employee is scheduled to begin work; and End Time: Time of the day the employee is scheduled to end work.</p>



PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes > Time and Labor > Use > Timesheet

Date	Day	Start Time	End Time	TRC	Quantity	Department	Status	Reason
02/28/12	Tue							
02/29/12	Wed			LK1	7.90	68.23		
02/29/12	Wed	6:31AM	10:37AM		4.10	72.33		
03/01/12	Thu	6:24AM	6:55PM		12.01	84.34		
03/02/12	Fri							
03/03/12	Sat							
03/04/12	Sun							

Save

Time Admin Status

Last Update: 04/25/12 12:42:02PM
 Earliest Cho: 04/06/2012
 Run TA?: Y

TRC	Tot Hours
CER	74.40
DP1	74.40
HD1	24.00
KTE	4.00
KTH	24.00
LK1	9.60
RGB	70.40
SH2	22.30
WKN	22.20
Total Week 1	60.00
Total Week 2	20.00
Total Leave	9.60
Total Period Hours	80.00

Date	Day	TRC	Quantity	Department	Status	Reason
02/20/12	Mon	CER	12.00		Estimated	
02/20/12	Mon	DP1	12.00		Estimated	
02/20/12	Mon	HD1	12.00		Estimated	
02/20/12	Mon	KTH	12.00		Estimated	
02/20/12	Mon	RGB	12.00		Estimated	
02/20/12	Mon	SH2	4.00		Estimated	
02/21/12	Tue	CER	12.00		Estimated	
02/21/12	Tue	DP1	12.00		Estimated	
02/21/12	Tue	HD1	12.00		Estimated	
02/21/12	Tue	KTH	12.00		Estimated	
02/21/12	Tue	RGB	12.00		Estimated	
02/21/12	Tue	SH2	4.00		Estimated	
02/24/12	Fri	CER	11.60		Estimated	
02/24/12	Fri	DP1	11.60		Estimated	

Date	Day	Start Time	End Time
02/20/12	Mon	6:30AM	7:00PM
02/21/12	Tue	6:30AM	7:00PM
02/22/12	Wed		
02/23/12	Thu		
02/24/12	Fri	6:30AM	7:00PM
02/25/12	Sat	6:30AM	7:00PM
02/26/12	Sun	6:30AM	7:00PM
02/27/12	Mon		
02/28/12	Tue		
02/29/12	Wed	6:30AM	7:00PM
03/01/12	Thu	6:30AM	7:00PM
03/02/12	Fri		
03/03/12	Sat		
03/04/12	Sun		

Step	Action
29.	<p>Once the Time Admin process has completed, if exceptions have been detected on the timesheet the Exceptions section will display to the right of the Time Admin Status section. High level exceptions are flagged by the system and display on the timesheet as a red field.</p> <p><i>Note: All High level exceptions must be corrected for time to calculate for that day.</i></p>
30.	<p>This completes Overview of an Employee Timesheet. End of Procedure.</p>



Reports

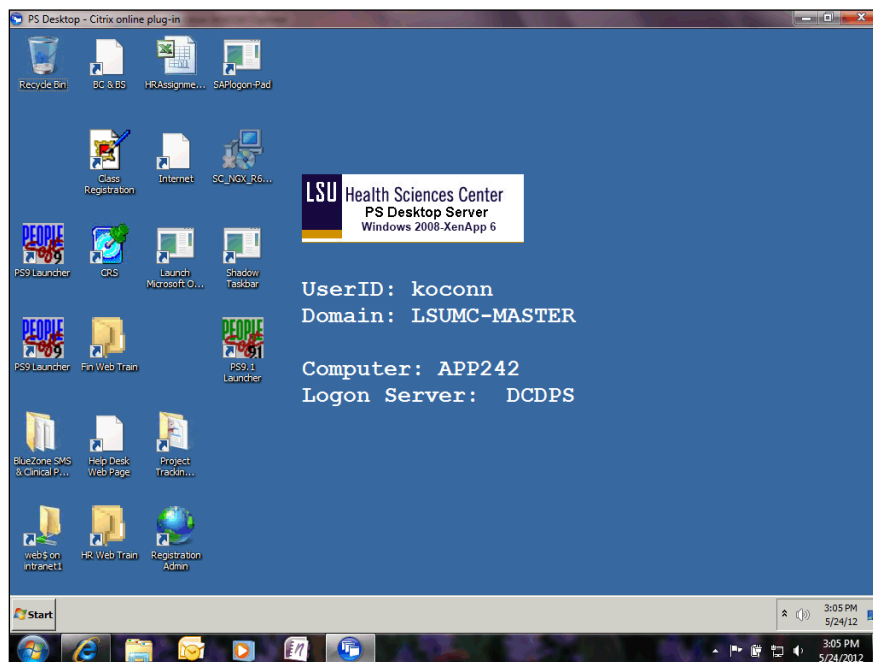
Time Detail




Procedure


In this topic you will learn how to run the **Time Details Report**.

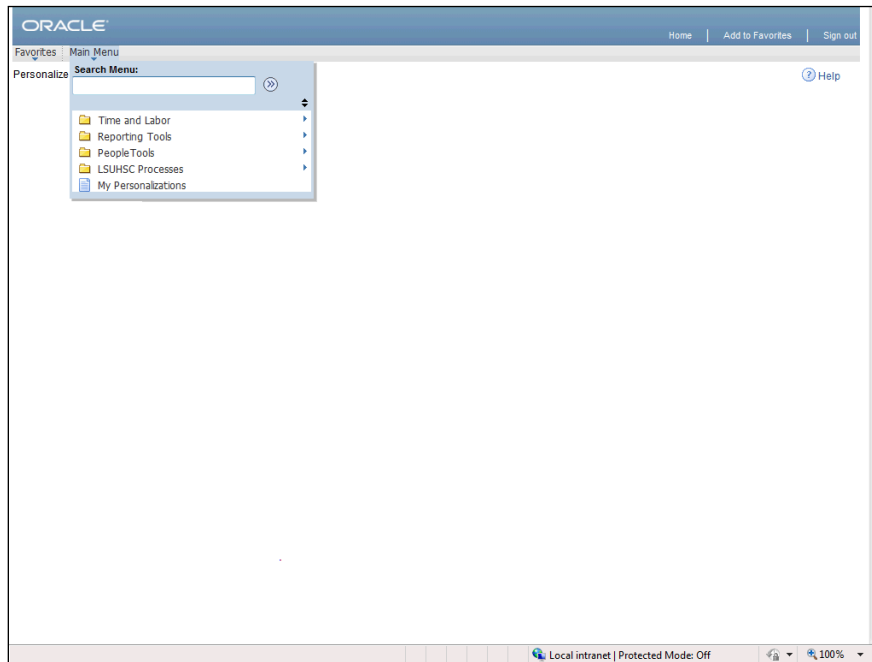
NOTE: The Time Details cannot be used if an employee is Paid from Schedule.


Step	Action
1.	The Time Details Report can be run for an individual as well a department. Exercises demonstrating both options are provided in this topic.



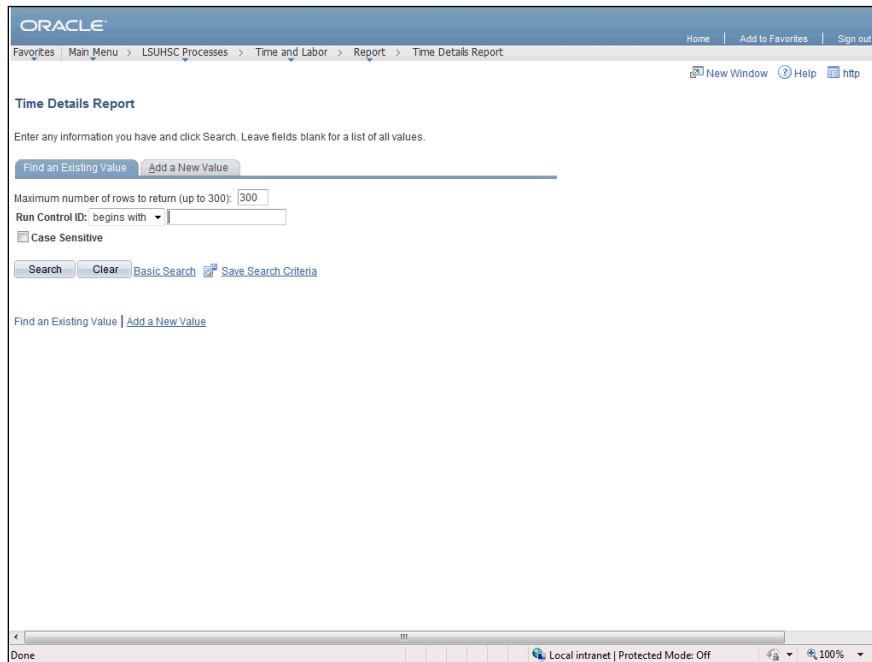
Step	Action
2.	Click the PS9.1 Launcher button.
3.	Click the button to the right of the Database field. 
4.	Click the PS 9.1 HCM Reports (PS9HRRPT) link. 
5.	Click the Start button. 

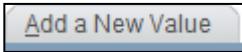
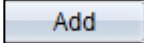
Step	Action
6.	Click the Main Menu button. 



Step	Action
7.	Point to the LSUHSC Processes menu.
8.	Point to the Time and Labor menu.
9.	Point to the Report menu.
10.	Click the Time Details Report menu. <i>NOTE: You will run the Time Details Report after Payroll has been confirmed.</i> 
11.	<i>NOTE: This report cannot be run for any employee paid from "Schedule".</i>
12.	Run Control ID The system defaults into the Find an Existing Value tab. The first time the Time Details report is run, select the Add A New Value tab to add a Run Control ID. Thereafter, when the Time Details report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button..

Step	Action
13.	<p>A Run Control ID must be created to run the Time Details Report. The same Run Control ID can be used when running the Time Details Report in the future.</p> <p>A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Time Detail Report page displays the information from the most recent Print Request.</p> <p>A Run Control ID is:</p> <ol style="list-style-type: none">1. Specific to the end-user's Operator ID;2. Can be entered in upper case, lower case, or mixed case;3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.

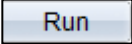


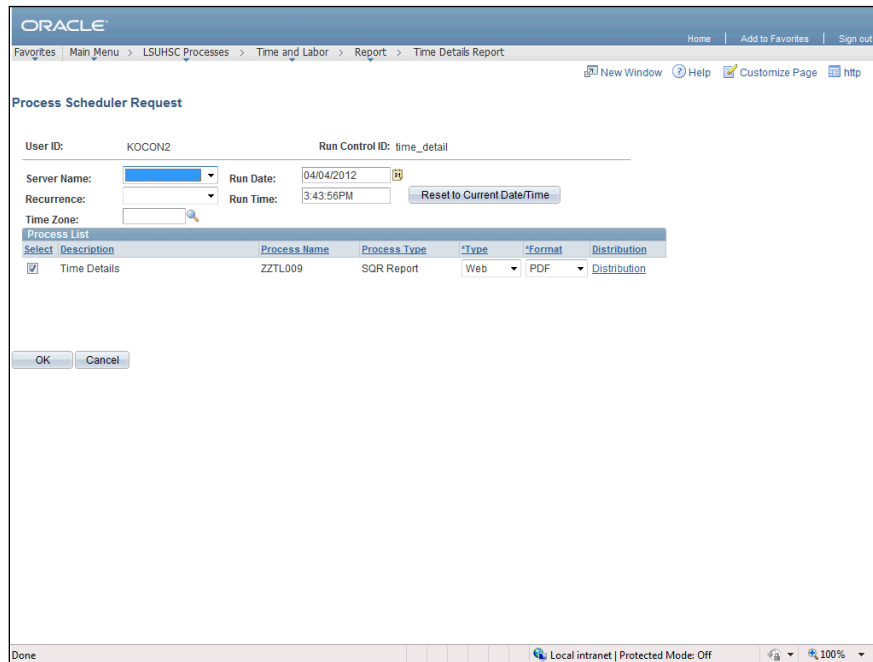
Step	Action
14.	Click the Add a New Value tab. 
15.	Enter the desired information into the Run Control ID field. Enter " time_detail ".
16.	Click the Add button. 
17.	In this exercise, you have been asked to run the Time Details Report for an employee at for the pay period 02/20/12 - 03/04/12.



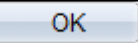
Training Guide

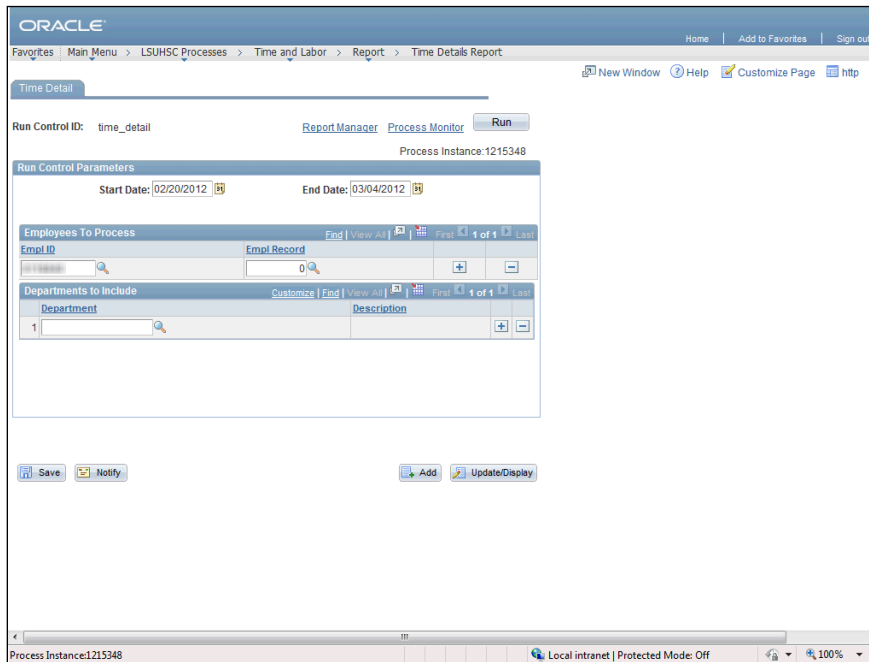
Time Keeper Manager - HCSD View Only



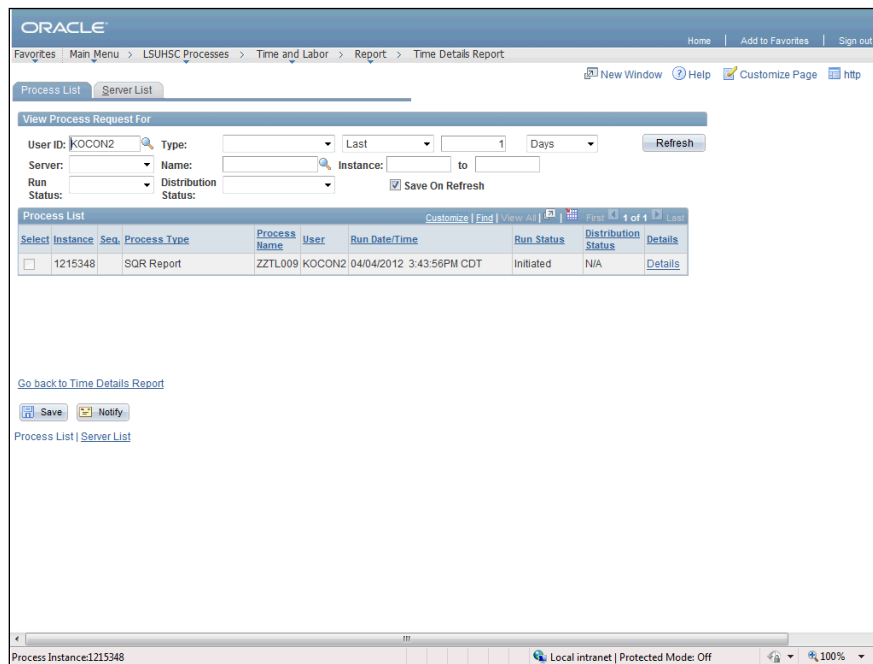
Step	Action
18.	Enter the beginning date for the pay period in the Start Date field. Enter the desired information into the Start Date field. Enter " 02202012 ".
19.	Enter the ending date of the pay period in the End Date field. Enter the desired information into the End Date field. Enter " 03042012 ".
20.	Enter the desired information into the Empl ID field. Enter " 7-digit Employee ID Number ".
21.	Click the Run button. 

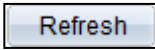
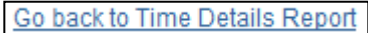


Step	Action
22.	Click the button to the right of the Server Name field. 
23.	Click the PSNT option from the drop-down list. 
24.	Click the OK button. 
25.	<p>Process Monitor</p> <p>Since Time Details Reports <u>must be requested and printed one at a time</u> by each end-user to prevent blocking of the database, the end-user may confirm whether he/she has a Print Process running and monitor the status of his/her Print Request, by accessing the Process Monitor.</p>



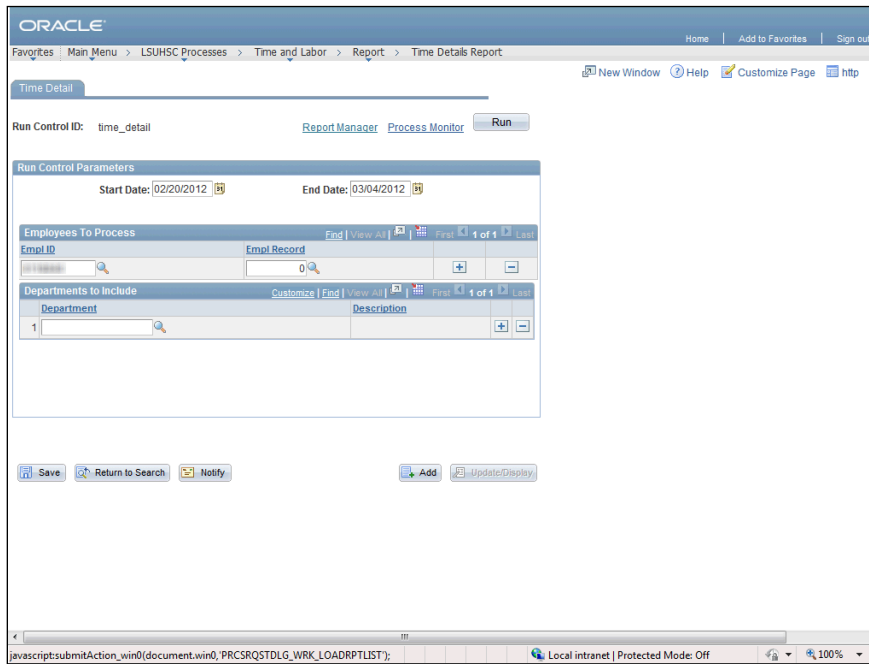
Step	Action
26.	<p>Click the Process Monitor link.</p> <p><i>NOTE: You do not have to access the Process Monitor to confirm your print request is running. You can navigate directly to the Report Manager.</i></p> <p>Process Monitor</p>
27.	<p>Run Status indicates the status of the process:</p> <p>Queued: The process is in line to run. Initiated: The process has begun. Processing: The process is running. Success: The process ran successfully. Not Successful: The process did not run successfully. Cancel: The process has been canceled.</p>
28.	<p>In the Process List, you want the Run Status = Success and the Distribution Status = Posted. Click the Refresh button to update the page until the appropriate results display.</p> <p><i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p>



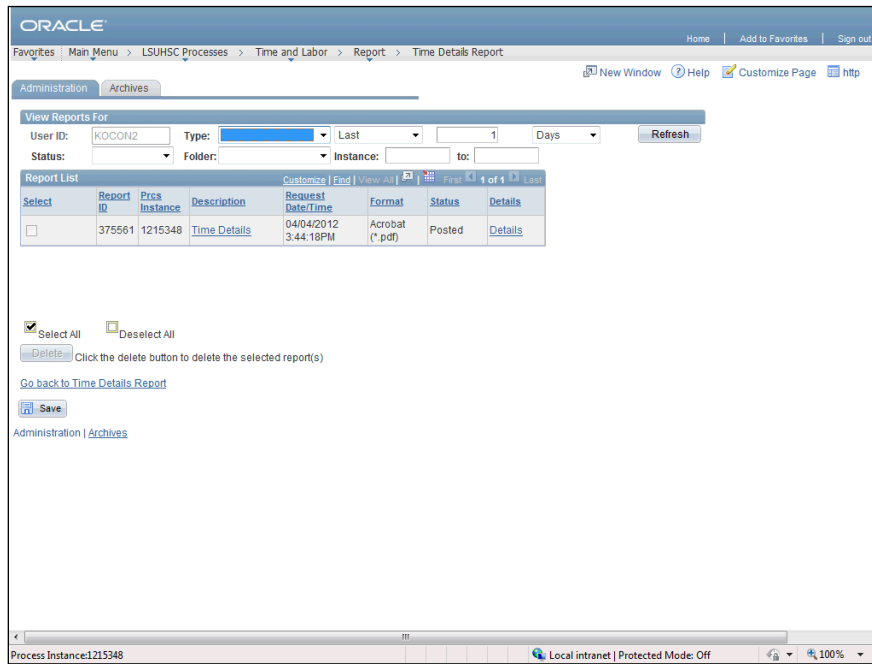
Step	Action
29.	Click the Refresh button. 
30.	NOTE: The Run Status = Success and the Distribution Status = Posted. Click the Go back to Time Details Report link. 

Training Guide

Time Keeper Manager - HCSD View Only



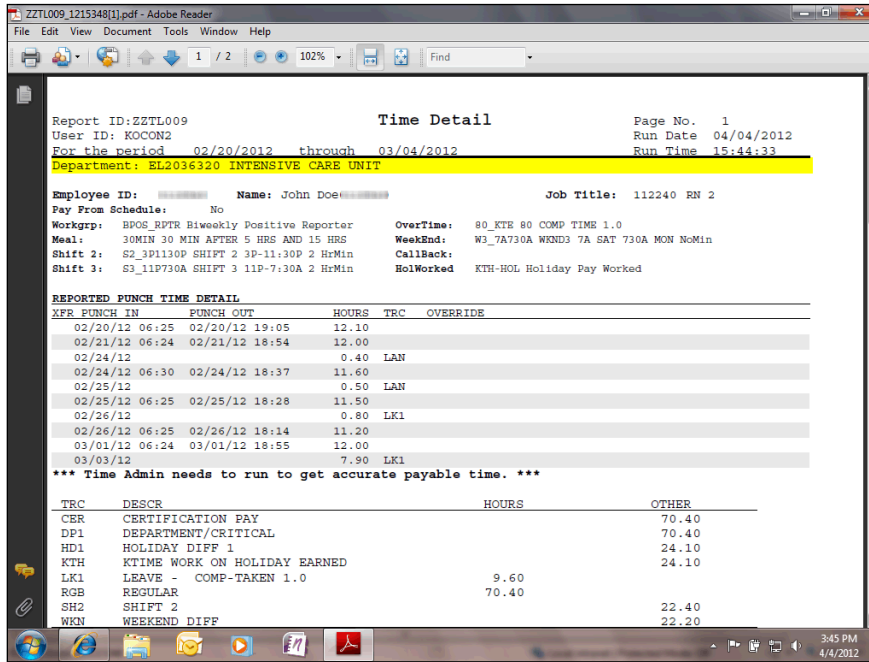
Step	Action
31.	<p>The Report Manager allows you to view and print your report.</p> <p>Click the Report Manager link.</p> <p>Report Manager</p>
32.	<p>In this exercise, the Status = Posted and the Time Details displays as a blue link. For future requests, you may need to click the Refresh button to complete the print process in the Report Manager.</p>



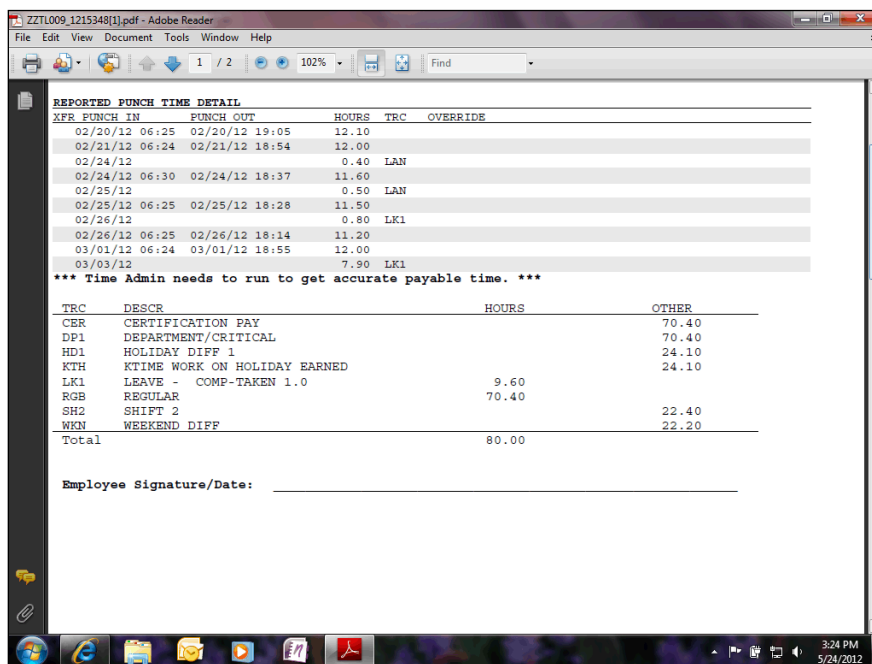
Step	Action
33.	<p>Click the Time Details link.</p> <p>The Time Details Report will open in a new window.</p> <p>Time Details</p>

Training Guide

Time Keeper Manager - HCSD View Only



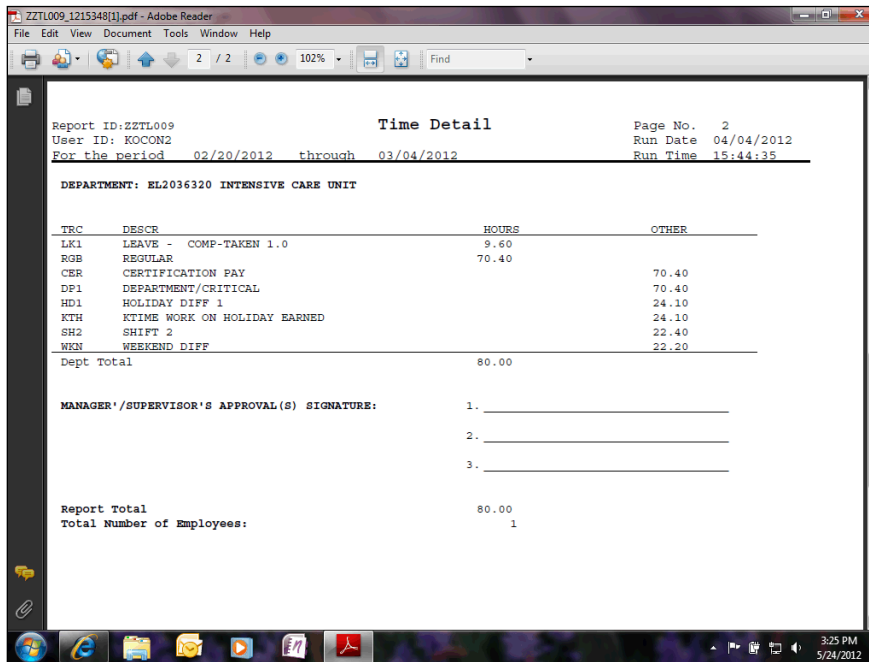
Step	Action
34.	The employee's punch information for the pay period displays. Click the Down Arrow on the scrollbar to view additional report information.




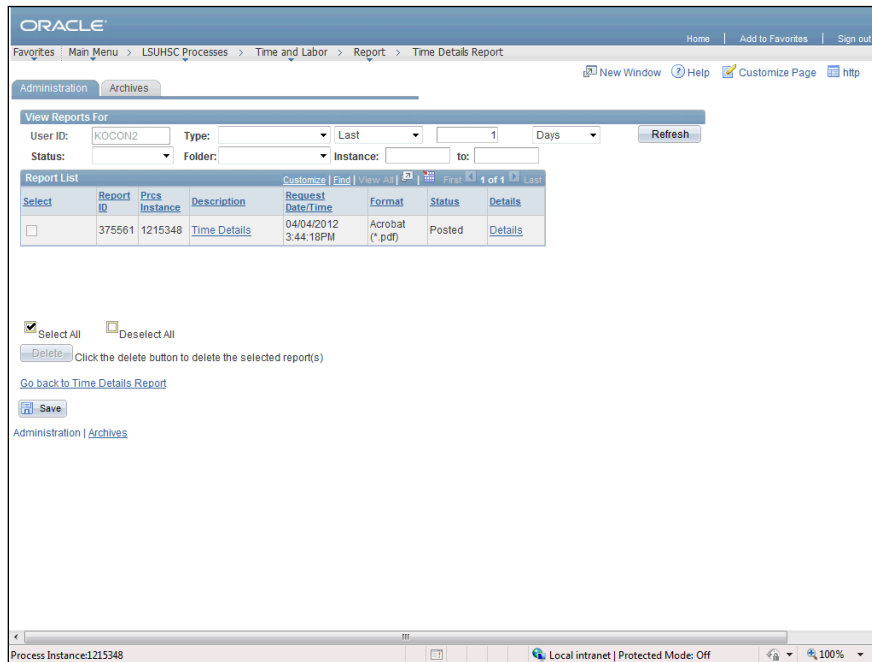
Step	Action
35.	Click the Down Arrow on the scrollbar to view additional report information. <input type="checkbox"/>
36.	The last page of the report is a summary page. <i>NOTE: The Time Details report will be printed after payroll has been confirmed. The summary page will be distributed to obtain appropriate signatures.</i> <i>NOTE: You may want to save a copy of the Time Details Report to a secure folder.</i>
37.	The Total Hours displayed here is the <i>total hours Paid only</i> .

Training Guide

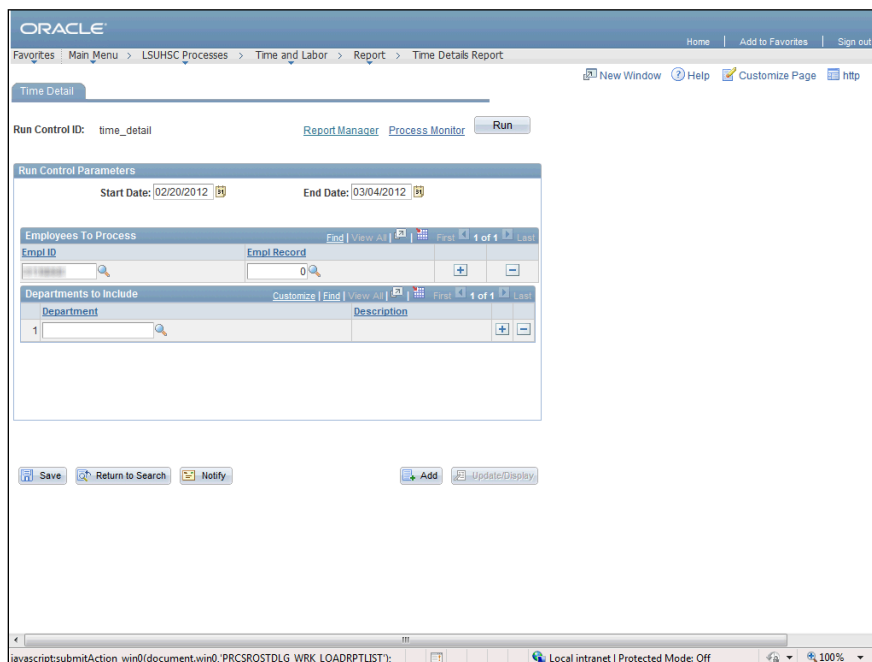
Time Keeper Manager - HCSD View Only






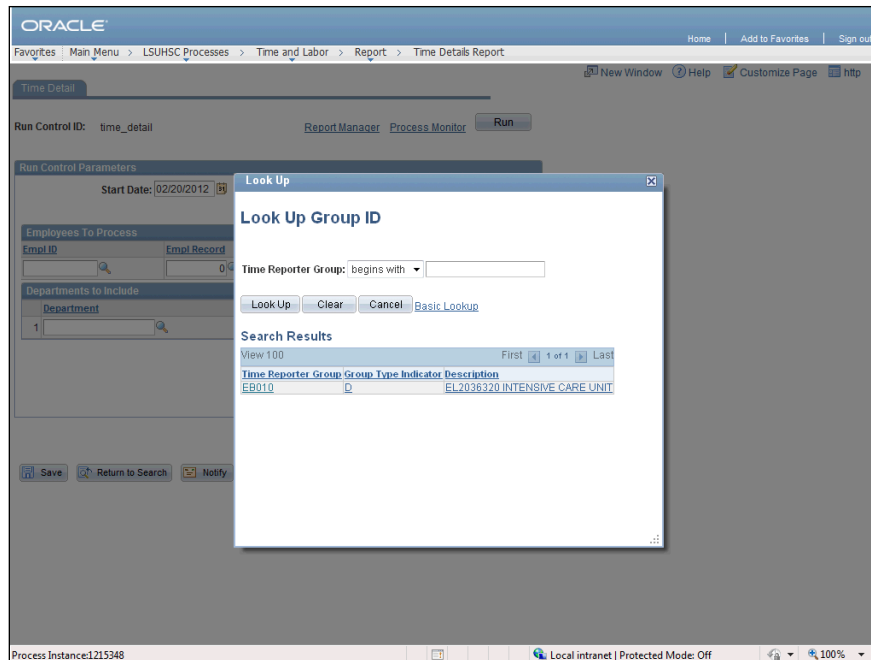
Step	Action
38.	Click the Close button. 






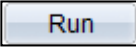
Step	Action
39.	Click the Go Back to Time Details Report link. Go back to Time Details Report
40.	In this exercise, you will run the Time Details Report for the entire Intensive Care Unit for pay period 02/20/12 - 03/04/12.

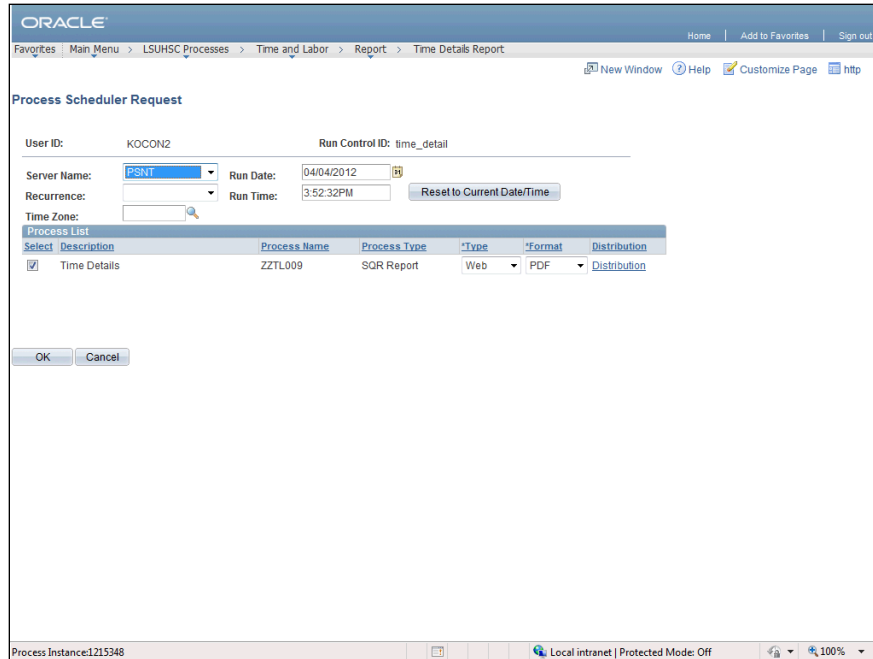


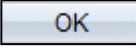
Step	Action
41.	Click the Delete Row link to delete the EmplID and refresh the Time Detail page. 
42.	Click the OK button. 
43.	NOTE: By deleting the EmplID the page refreshed and the Group ID field displayed. Click the Look up Group ID button. 



Step	Action
44.	Click the EB010 link. 
45.	Click the Look up Department button. NOTE: The Time Details report can be run for an entire Business Unit if you have the appropriate security access. 

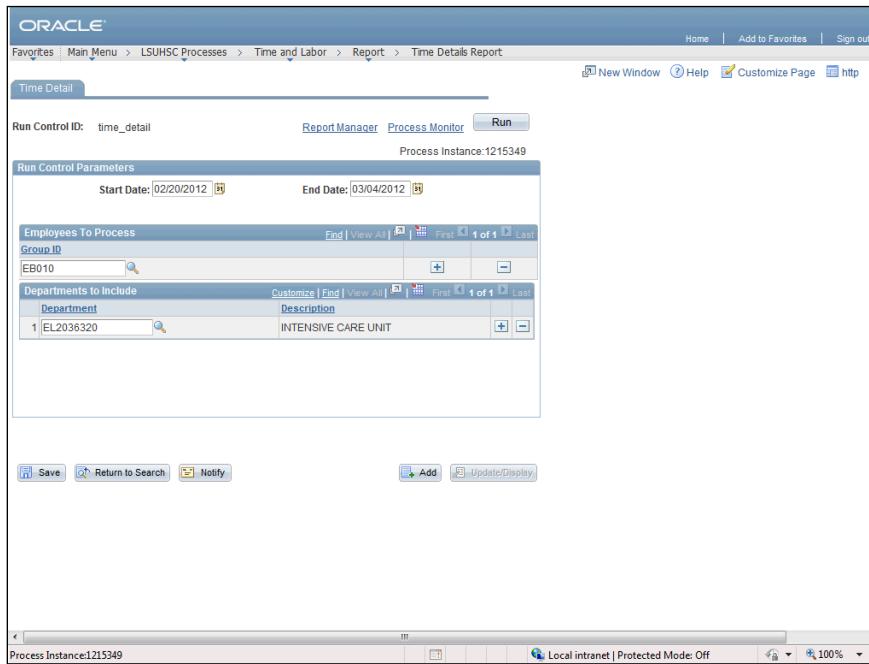
Step	Action
46.	Click the EL2036320 link. 
47.	Click the Run button. 



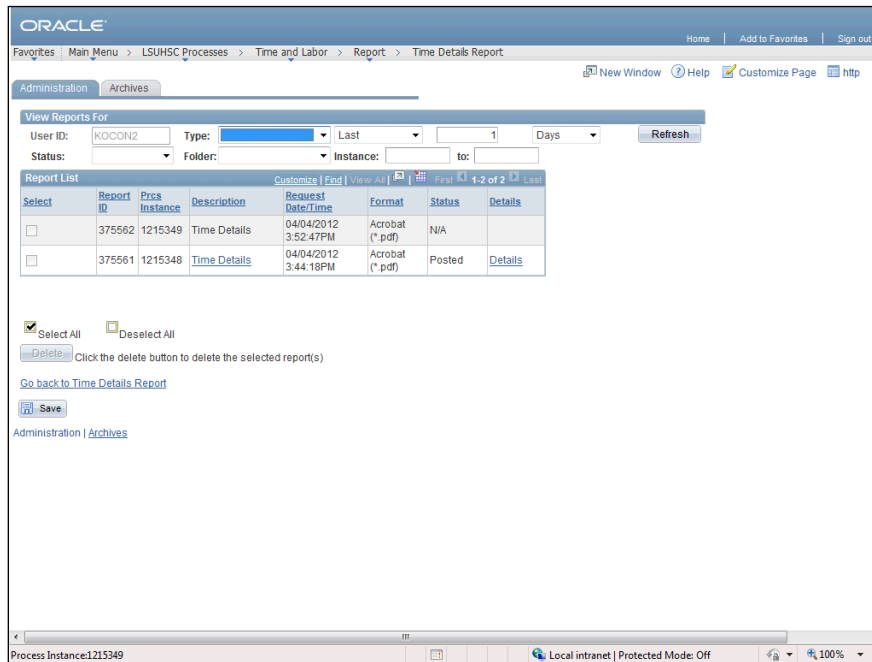
Step	Action
48.	Check to see that the PSNT option is selected for the Server Name. Click the OK button. 

Training Guide

Time Keeper Manager - HCSD View Only



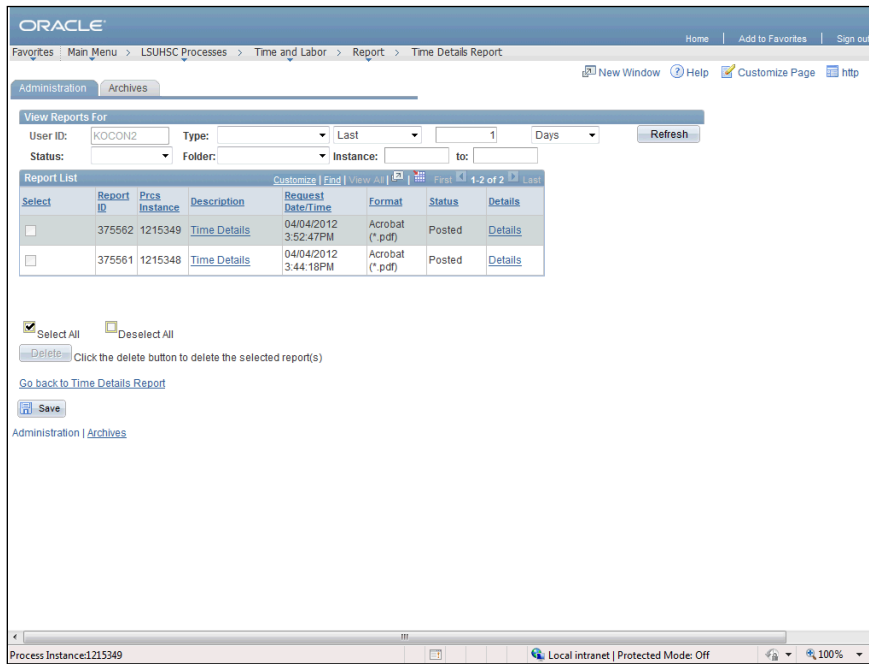
Step	Action
49.	Click the Report Manager link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Report Manager</div>




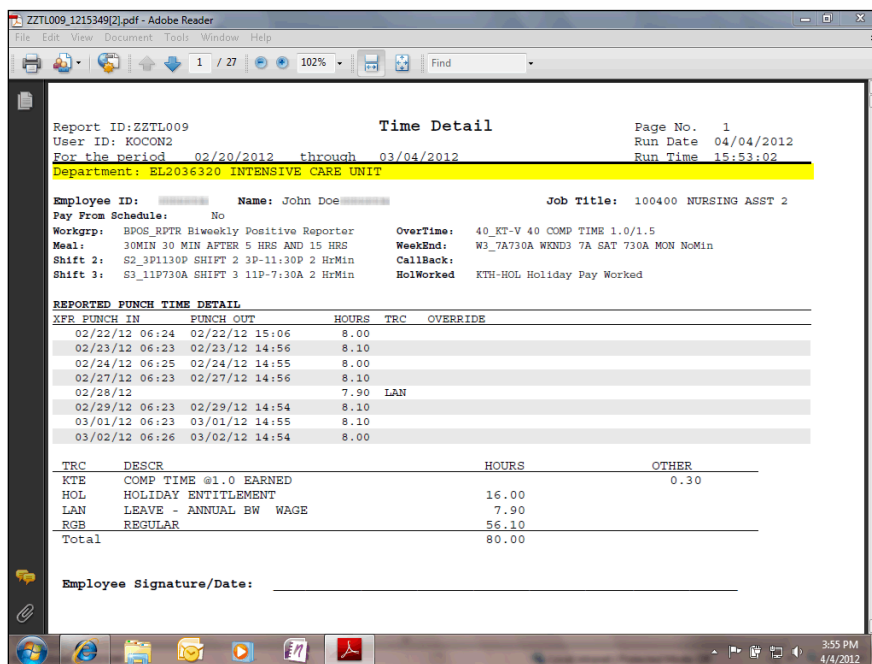
Step	Action
50.	<p>Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link.</p> <p><i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Refresh</div>

Training Guide

Time Keeper Manager - HCSD View Only



Step	Action
51.	Click the Time Details link. 
52.	When running the Time Details Report for a specific department, information will be sorted by employee in alphabetical order. When running the Time Details Report for an entire Business Unit, information will first be sorted by Department and then by employee in alphabetical order.



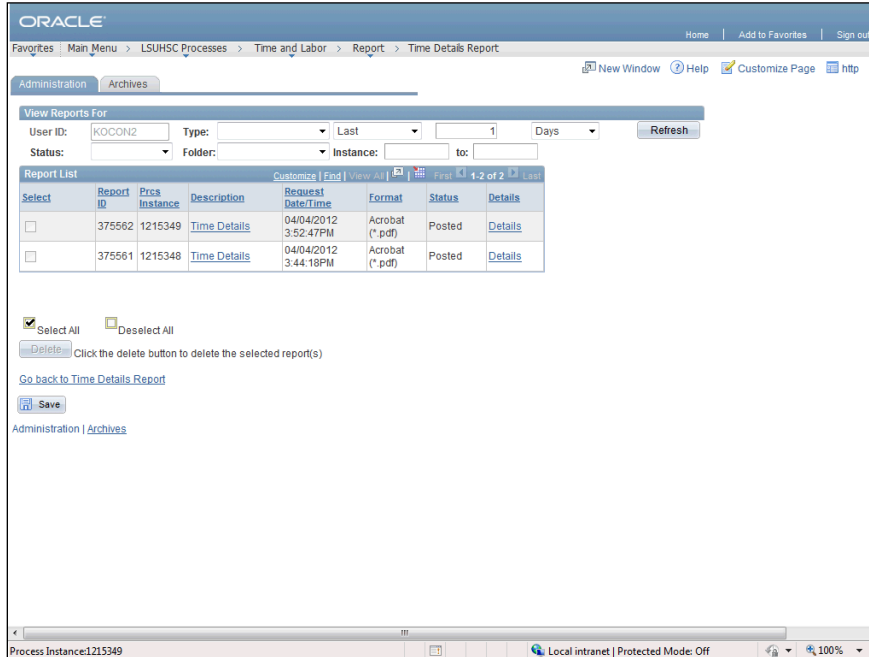
Step	Action
53.	Click the Down Arrow on the scrollbar to view additional report information. <input type="checkbox"/>
54.	Click the Down Arrow on the scrollbar to view additional report information. <input type="checkbox"/>
55.	The Total Hours displayed here is the <i>total hours Paid only</i> .
56.	The timekeeper will print the Time Details Report and distribute it for appropriate employee and departmental signatures.
57.	This completes Time Details Report . End of Procedure.


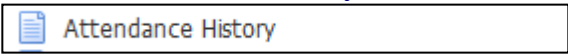
Attendance History

Procedure

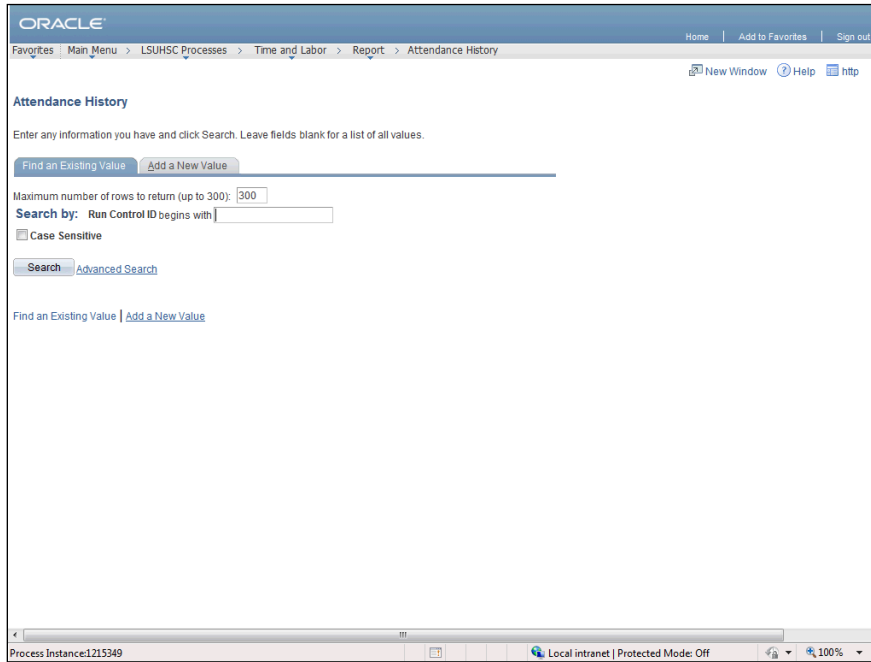
In this topic you will learn how to run the **Attendance History** report.

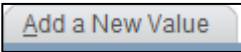
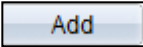
NOTE: Run the Attendance History report to view information on a single employee, a single department or multiple departments.

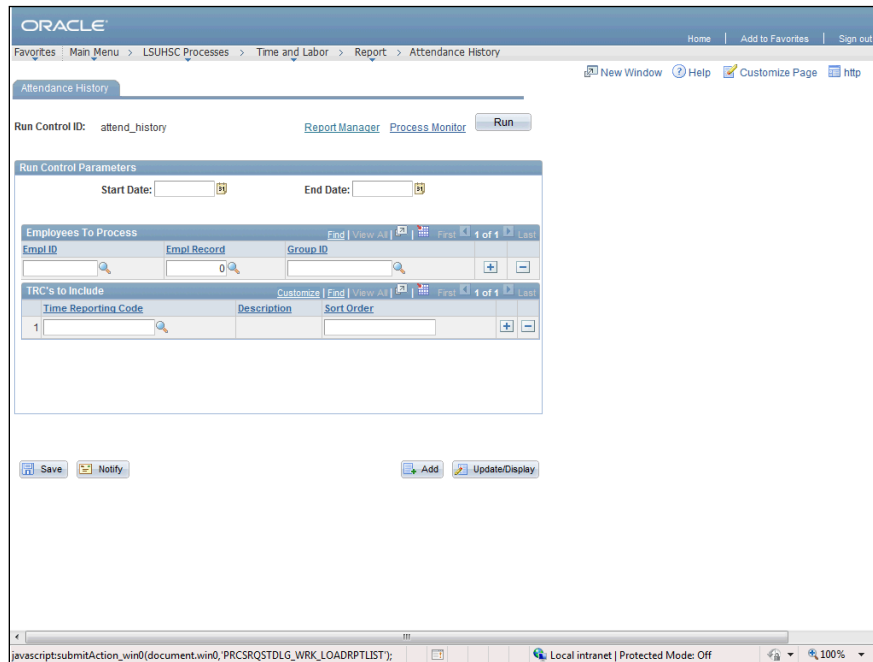



Step	Action
1.	Click the Report link. 
2.	Click the Attendance History link. 
3.	<p>Run Control ID</p> <p>The system defaults into the Find an Existing Value tab. The first time you run the Attendance History report, you must select Add A New Value tab to add a Run Control ID.</p> <p>Thereafter, when the Attendance History report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.</p>

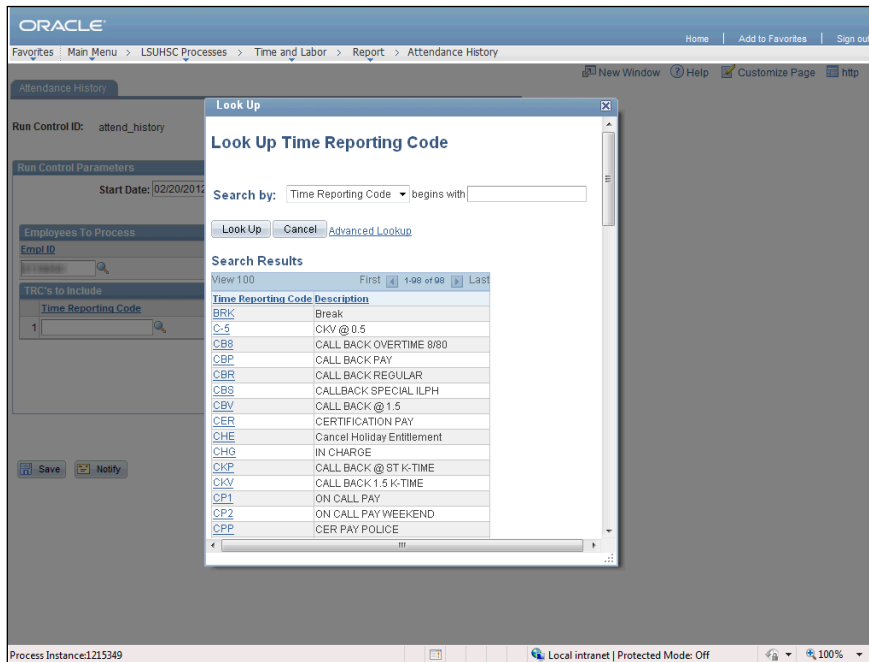
Step	Action
4.	<p>A Run Control ID must be created to run the Attendance History report. The same Run Control ID can be used when running the Attendance History Report in the future.</p> <p>A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Attendance History report page displays the information from the most recent Print Request.</p> <p>A Run Control ID is:</p> <ol style="list-style-type: none">1. Specific to the end-user's Operator ID;2. Can be entered in upper case, lower case, or mixed case;3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.










Step	Action
5.	Click the Add a New Value tab. 
6.	Enter the desired information into the Run Control ID field. Enter " attend_history ".
7.	Click the Add button. 
8.	In this exercise, you are asked to run the Attendance History report for a single employee for pay period 02/20/12 - 03/04/12. You will use the LAN (Leave - Annual BW Wage) and LBS (Leave - Sick Biweekly Wage) Time Reporting Codes to generate report data.

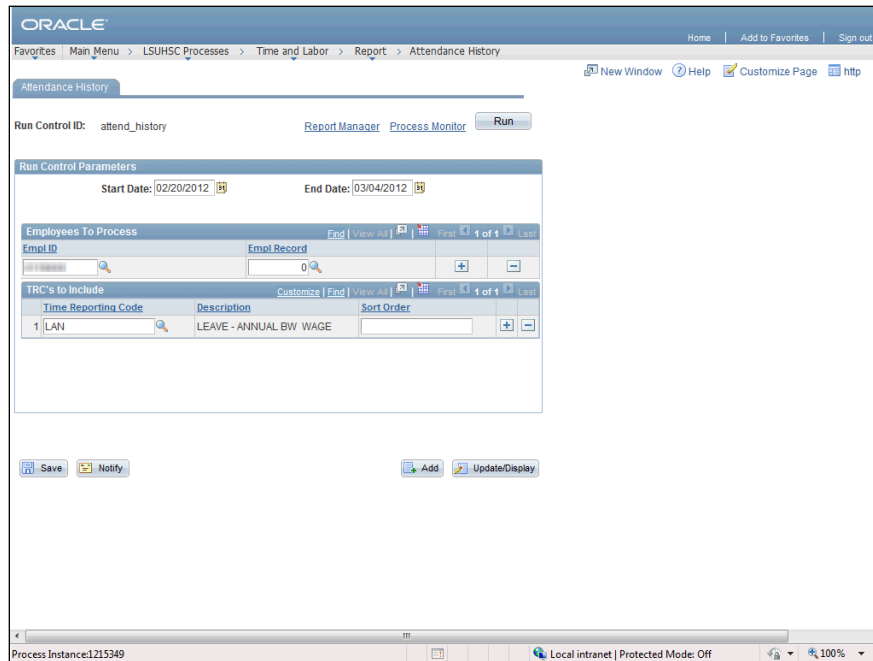





Step	Action
9.	Enter the beginning date for the pay period in the Start Date field. Enter the desired information into the Start Date field. Enter " 022012 ".
10.	Enter the ending date of the pay period in the End Date field. Enter the desired information into the End Date field. Enter " 030412 ".
11.	Enter the desired information into the Empl ID field. Enter " 7-digit Employee ID Number ".
12.	Select the desired Time Reporting Codes (TRC) for the report. Click the Look up Time Reporting Code button. 


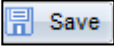
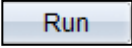


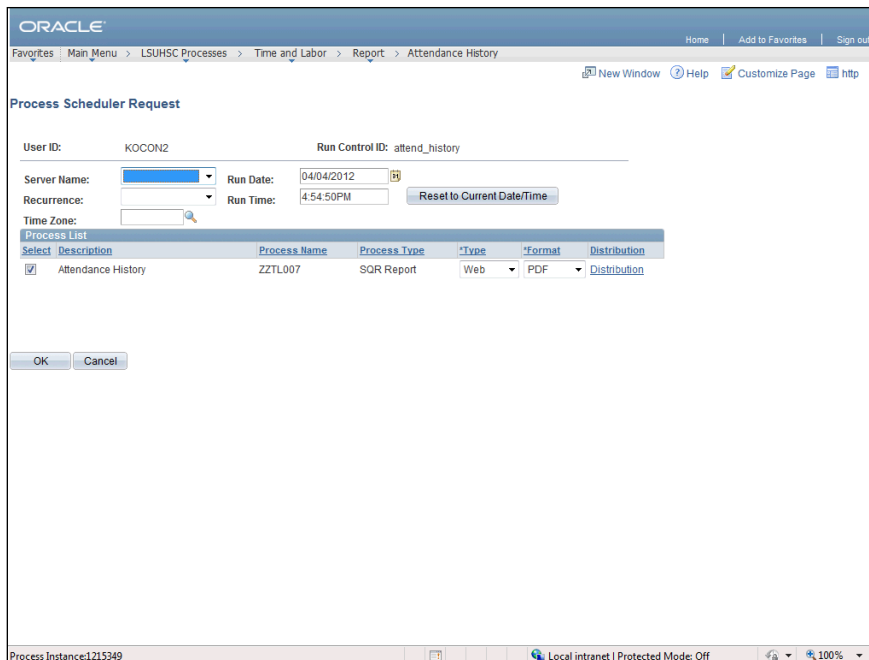
Step	Action
13.	View TRC options. Click the Down Arrow button of the scrollbar. 
14.	View TRC options. Click the Down Arrow button of the scrollbar. 
15.	View TRC options. Click the Down button of the scrollbar. 
16.	View TRC options. Click the Down button of the scrollbar. 
17.	Click the Up button of the scrollbar. 
18.	You can search for the TRC option you wish to utilize. In this exercise you will search for the LAN (Leave - Annual BW Wage). Enter the desired information into the Search by field. Enter " L ".



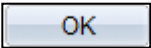
Step	Action
19.	Click the Look Up button. 
20.	Click the LAN link. 

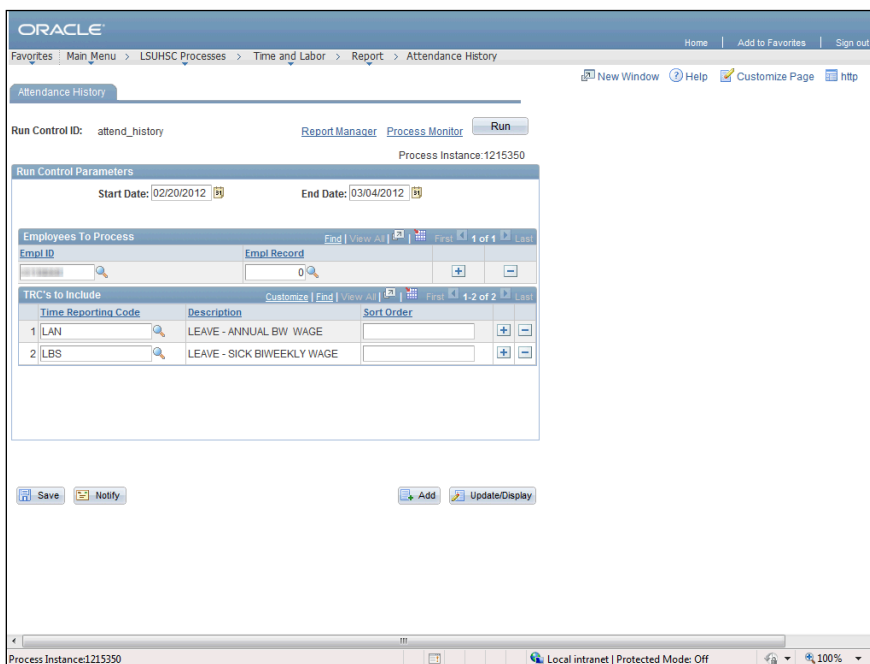


Step	Action
21.	Additional TRC parameters may be included by clicking the "+" sign. Conversely, TRC parameters may be removed by clicking the "-" sign. Click the Plus (+) button. 
22.	You will now enter or select the LBS Time Reporting Code. <i>NOTE: If you know the TRC code you wish to use, you may enter it directly into the TRC field.</i> Click the Look Up Time Reporting Code button. 
23.	Enter the desired information into the Search by field. Enter " L ".
24.	Click the Look Up button. 

Step	Action
25.	Click the LBS - Leave - Sick BiWeekly Wage link. 
26.	Click the Save button. 
27.	Click the Run button. 



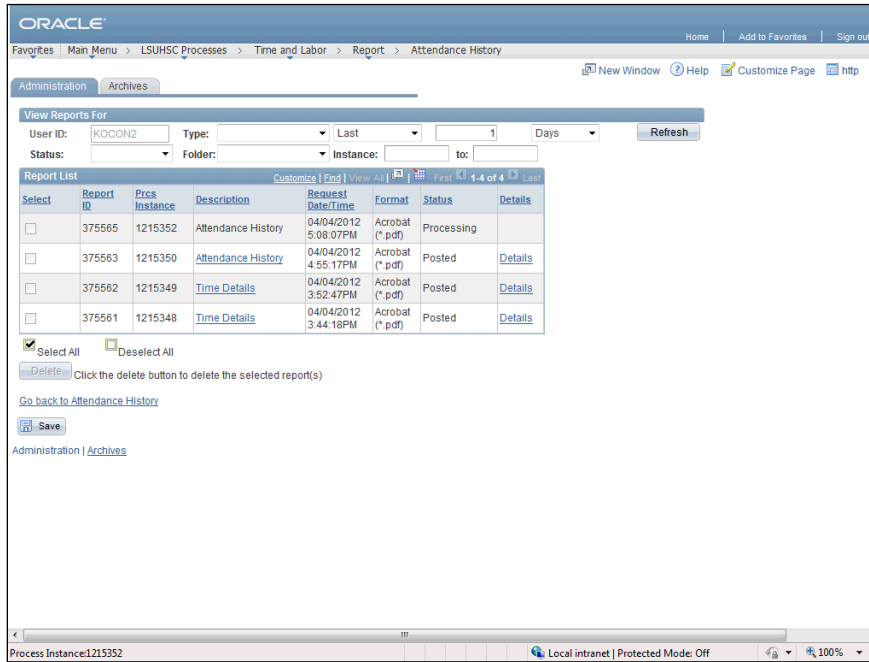
Step	Action
28.	Click the button to the right of the Server Name field. 
29.	Click the PSNT option from the drop-down list. 
30.	Click the OK button. 



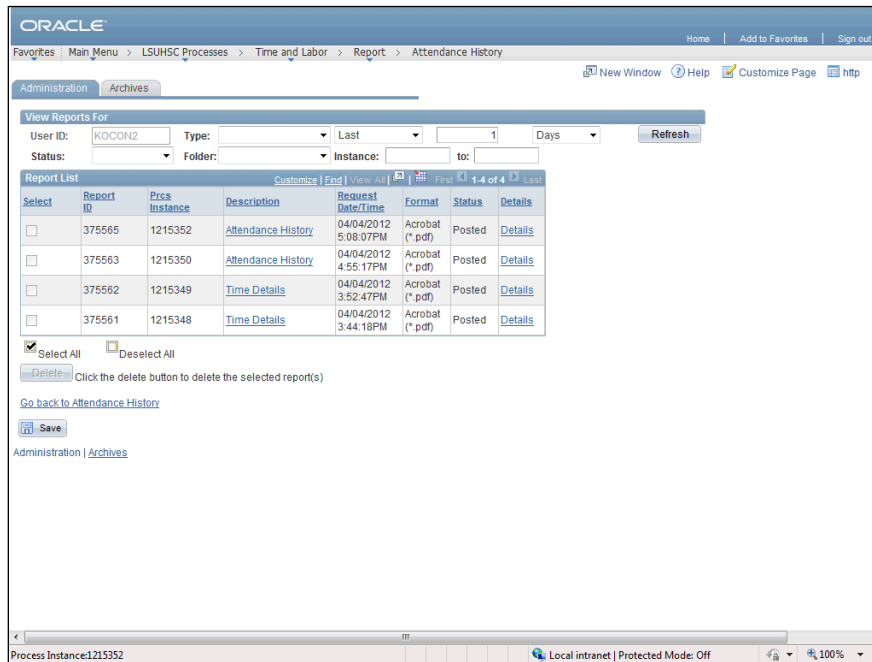
Step	Action
31.	<p>The Report Manager allows you to view and print your report.</p> <p>Click the Report Manager link.</p> <p>Report Manager</p>
32.	<p>The Status indicates the status of the process:</p> <p>Queued: The process is in line to run. Initiated: The process has begun. Processing: The process is running. Posted: The process ran successfully. Not Successful: The process did not run successfully. Cancel: The process has been canceled.</p>

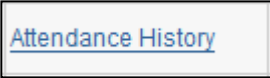




Training Guide



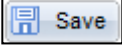
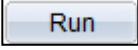
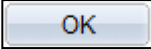

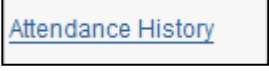


Time Keeper Manager - HCSD View Only



Step	Action
33.	<p>Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link.</p> <p>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Refresh</div>




Step	Action
34.	<p>Click the Attendance History link to view your report.</p> <p>This will open a new window.</p> 
35.	<p>The Weekly Time section provides leave information for each day in the pay period.</p> <p>The Monthly Time section provides leave information by calendar month.</p>
36.	<p>Click the Close button for the new window only.</p> 
37.	<p>Click the Go back to Attendance History link.</p> 
38.	<p>In this exercise, you will run the Attendance History for the entire Intensive Care Unit using the LAN and LBS Time Reporting Codes.</p> <p>Click the Minus (-) button.</p> 
39.	<p>Click the OK button.</p> 

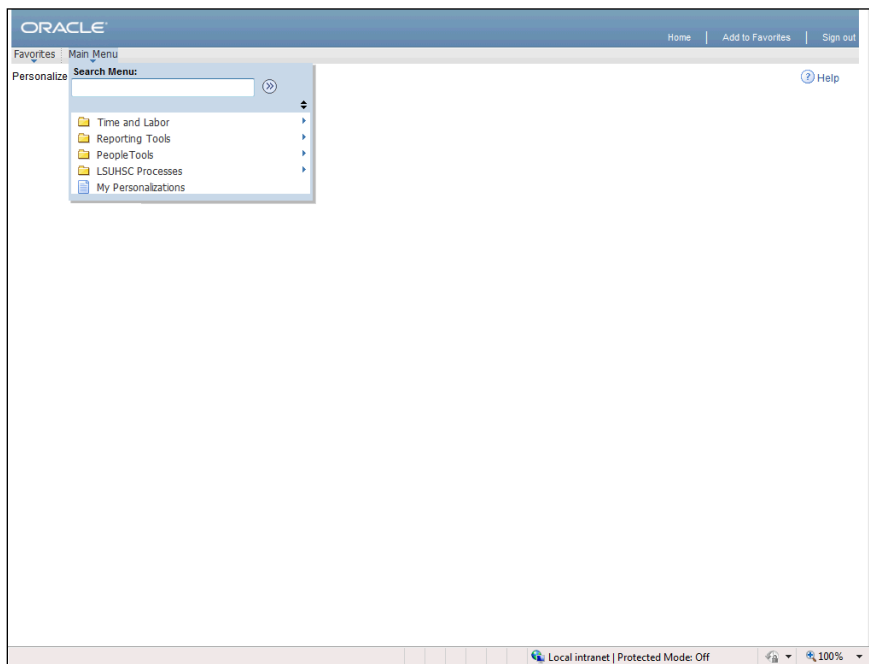
Step	Action
40.	<p><i>NOTE: By clicking the Minus (-) button, the system automatically displays the Group ID field.</i></p> <p>Click the Look up Group ID button.</p> 
41.	<p>Click the EB010 link.</p> 
42.	<p>You may use the current parameters or make changes by utilizing the Plus (+) and Minus (-) signs displayed at the end of each row.</p> <p>Click the Save button.</p> 
43.	<p>Click the Run button.</p> 
44.	<p>Click the OK button.</p> 
45.	<p>Click the Report Manager link.</p> 
46.	<p>In this example the Status = Posted and Attendance History is a blue link.</p> <p><i>NOTE: If the Status was not Posted, you would have clicked the Refresh button until Status = Posted and the Attendance History in the Description column displays as a blue link. Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p>
47.	<p>Click the Attendance History link.</p> 
48.	<p>View the report results.</p> <p>Click the Down button of the scrollbar.</p> 
49.	<p>View results.</p> <p>Click the Close button.</p> 
50.	<p>This completes Attendance History. End of Procedure.</p>


Early/Late Exceptions Report

Procedure

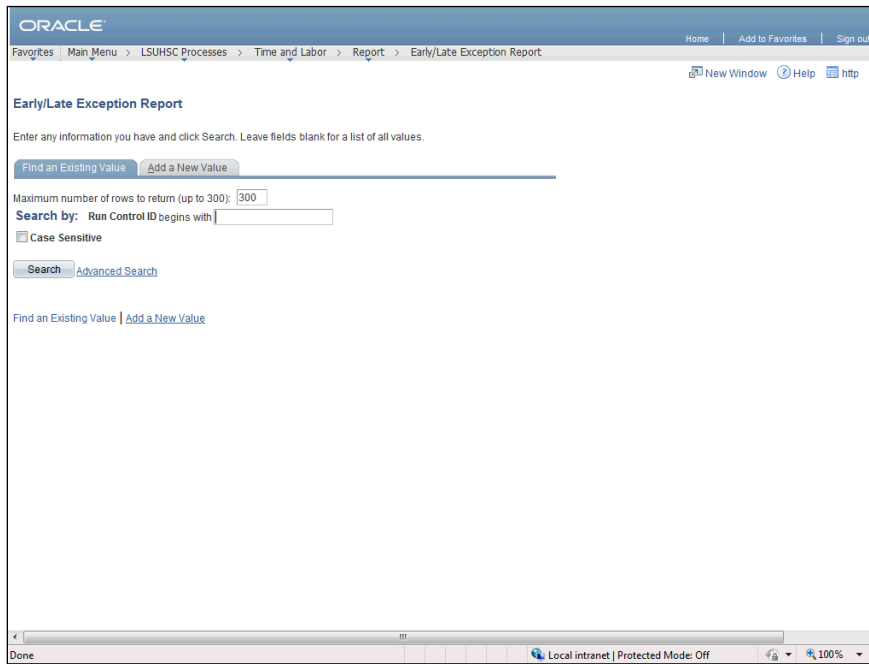
In this topic you will learn how to run the **Early/Late Exceptions Report**.

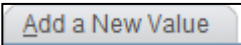
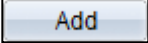
Step	Action
1.	Click the Main Menu button. 

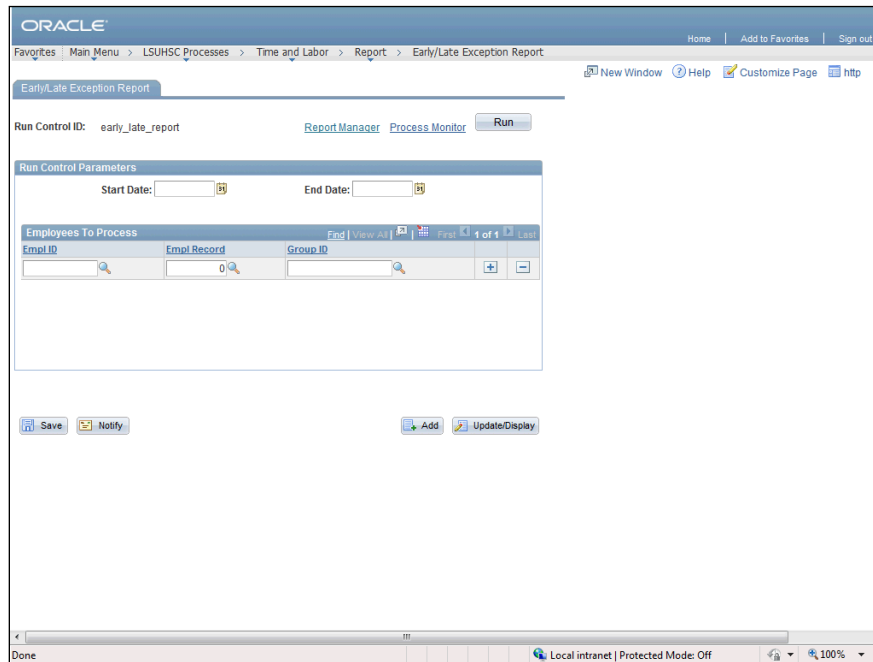


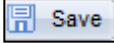
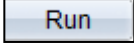
Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Report menu.
5.	Click the Early/Late Exception Report menu option. 

Step	Action
6.	<p>Run Control ID</p> <p>The system defaults to the Find an Existing Value tab. The first time the Early/Late Exceptions Report is run, select the Add A New Value tab to add a Run Control ID.</p> <p>Thereafter, when the Early/Late Exceptions Report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.</p>
7.	<p>A Run Control ID must be created to run the Early/Late Exceptions Report. The same Run Control ID can be used when running the Time Details Report in the future.</p> <p>A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Early/Late Exceptions Report page displays the information from the most recent Print Request.</p> <p>A Run Control ID is:</p> <ol style="list-style-type: none"> 1. Specific to the end-user's Operator ID; 2. Can be entered in upper case, lower case, or mixed case; 3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.



Step	Action
8.	Click the Add a New Value tab. 
9.	Enter the desired information into the Run Control ID field. Enter " early_late_report ".
10.	Click the Add button. 
11.	In this exercise, you will run the Early/Late Exceptions Report for an employee for pay period 02/20/12 - 03/04/12.



Step	Action
12.	Enter the desired information into the Start Date field. Enter " 022012 ".
13.	Enter the desired information into the End Date field. Enter " 030412 ".
14.	Enter the desired information into the Empl ID field. Enter " 7- digit Employee ID Number ".
15.	Click the Save button. 
16.	Click the Run button. 

Training Guide

Time Keeper Manager - HCSD View Only



ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Early/Late Exception Report

New Window | Help | Customize Page | http

Process Scheduler Request

User ID: KOC0N2 Run Control ID: early_late_report

Server Name: Run Date: 04/10/2012

Recurrence: Run Time: 2:12:04PM

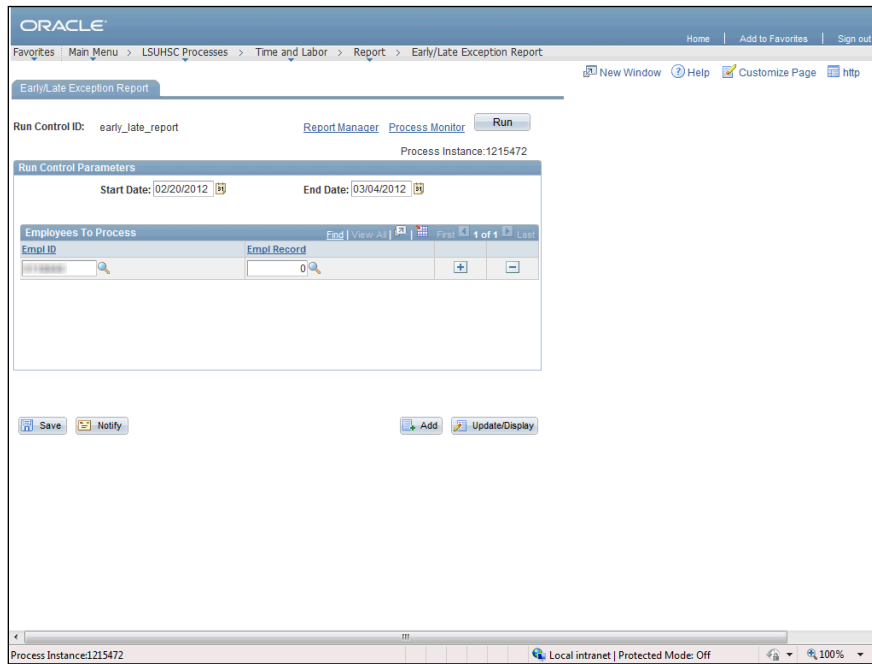
Time Zone:


Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Early/Late Exception Report	ZZTL012	SQR Report	Web	PDF	Distribution

Done

Local intranet | Protected Mode: Off | 100%

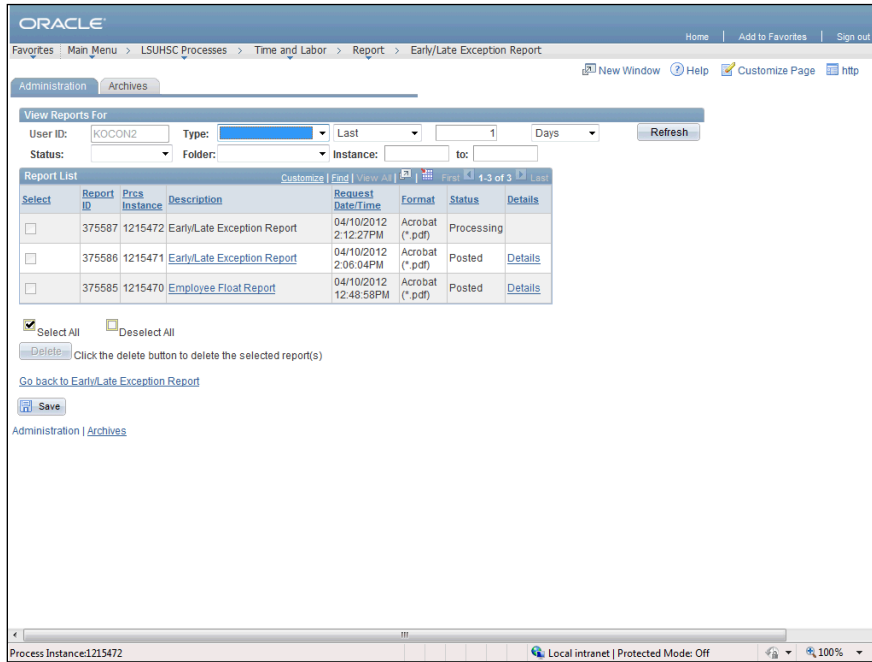
Step	Action
17.	Click the button to the right of the Server Name field. <input type="button" value="dt"/>
18.	Click the PSNT list item. <input type="text" value="PSNT"/>
19.	Click the OK button. <input type="button" value="OK"/>

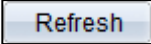
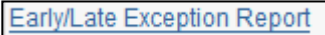


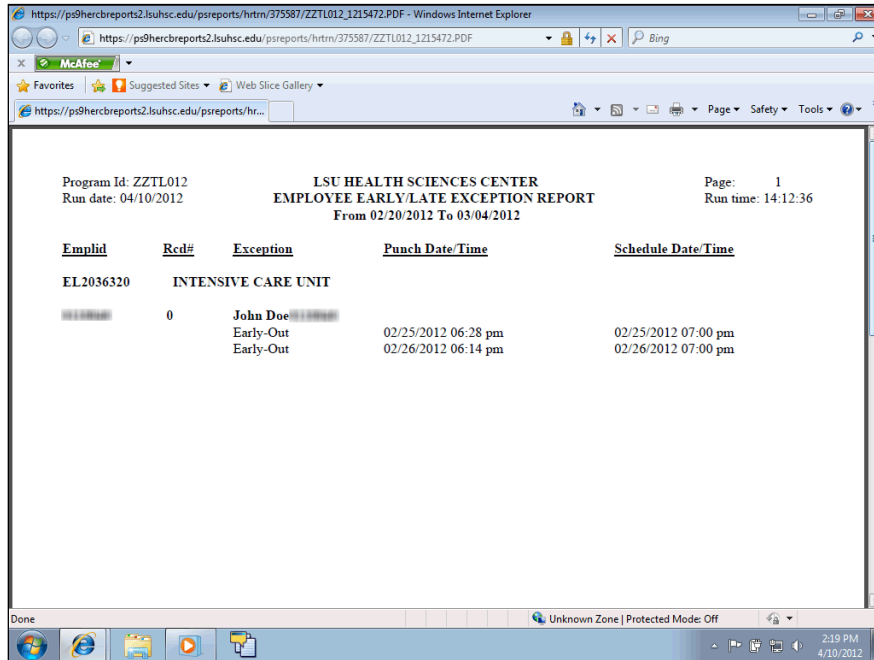
Step	Action
20.	Click the Report Manager link. 


Training Guide

Time Keeper Manager - HCSD View Only



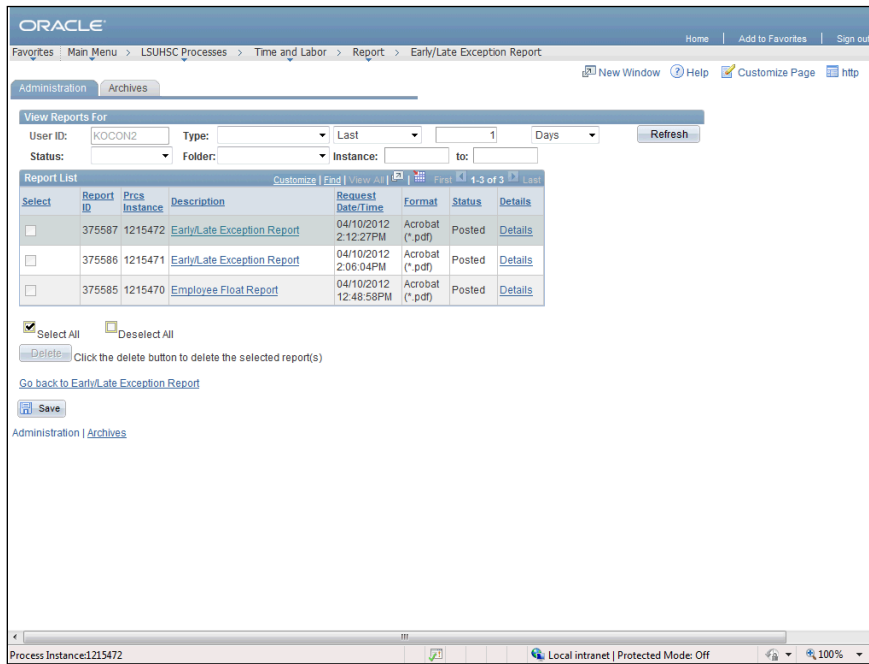
Step	Action
21.	<p>Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link.</p> <p><i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p> <p></p>
22.	<p>Click the Early/Late Exception Report link.</p> <p></p>



Step	Action
23.	Click the Close button. 

Training Guide

Time Keeper Manager - HCSD View Only



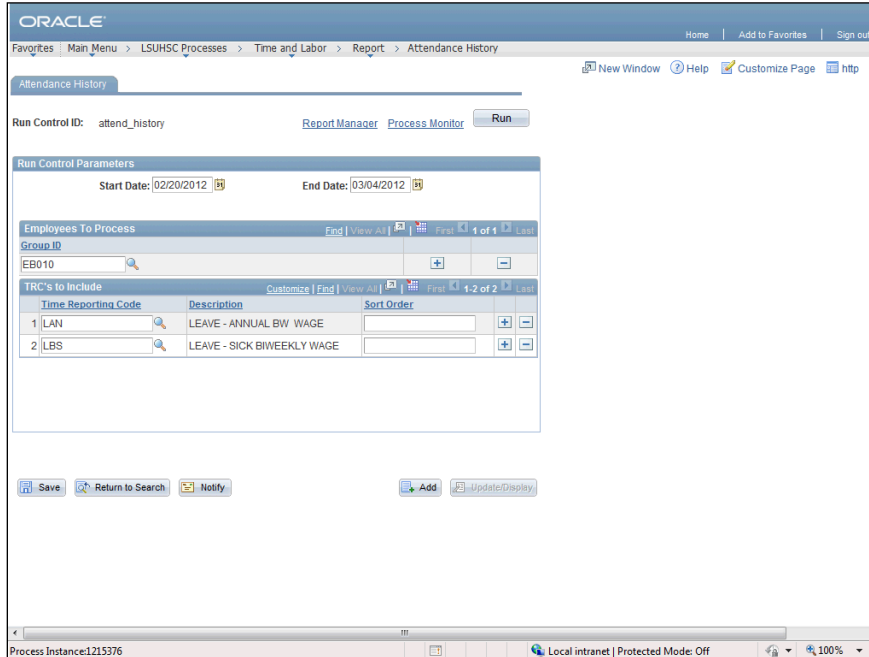
Step	Action
24.	Click the Go back to Early/Late Exception Report link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Go back to Early/Late Exception Report </div>
25.	This completes Exceptions . End of Procedure.



Employee Float Report

Procedure

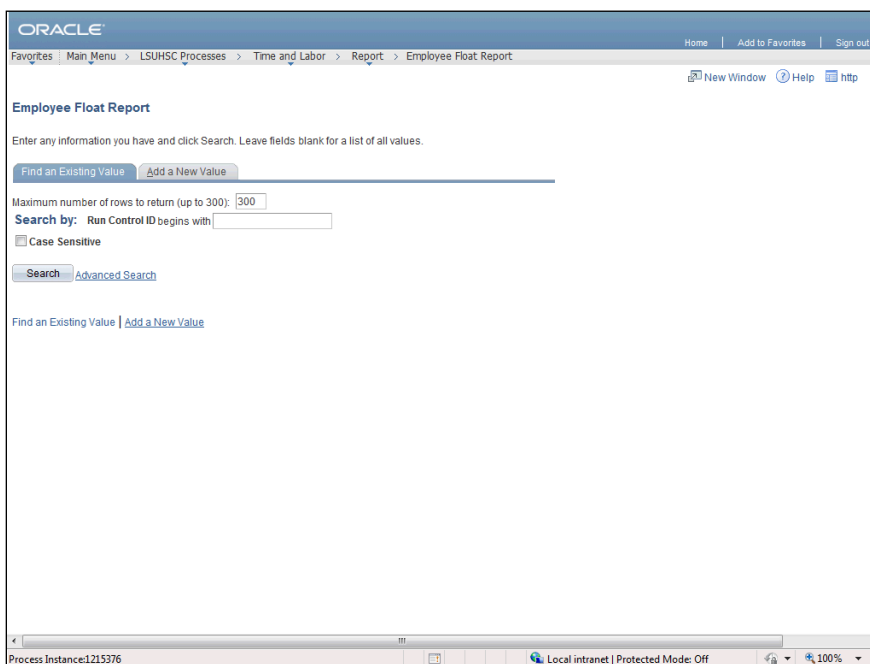
In this topic you will learn how to run **Employee Float**.

NOTE: Run the *Employee Float* report to view information on a single employee, a single department or for multiple departments.








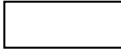
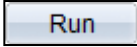


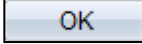

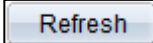

Step	Action
1.	Click the Report link. 
2.	Click the Employee Float Report link. 
3.	Run Control ID <p>The system defaults to the Find an Existing Value tab. The first time the Employee Float report is run, select the Add A New Value tab to add a Run Control ID.</p> <p>Thereafter, when the Employee Float report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.</p>

Step	Action
4.	<p>A Run Control ID must be created to run the Employee Float report. The same Run Control ID can be used when running the Employee Float report in the future.</p> <p>A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Employee Float report page displays the information from the most recent Print Request.</p> <p>A Run Control ID is:</p> <ol style="list-style-type: none"> 1. Specific to the end-user's Operator ID; 2. Can be entered in upper case, lower case, or mixed case; 3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.



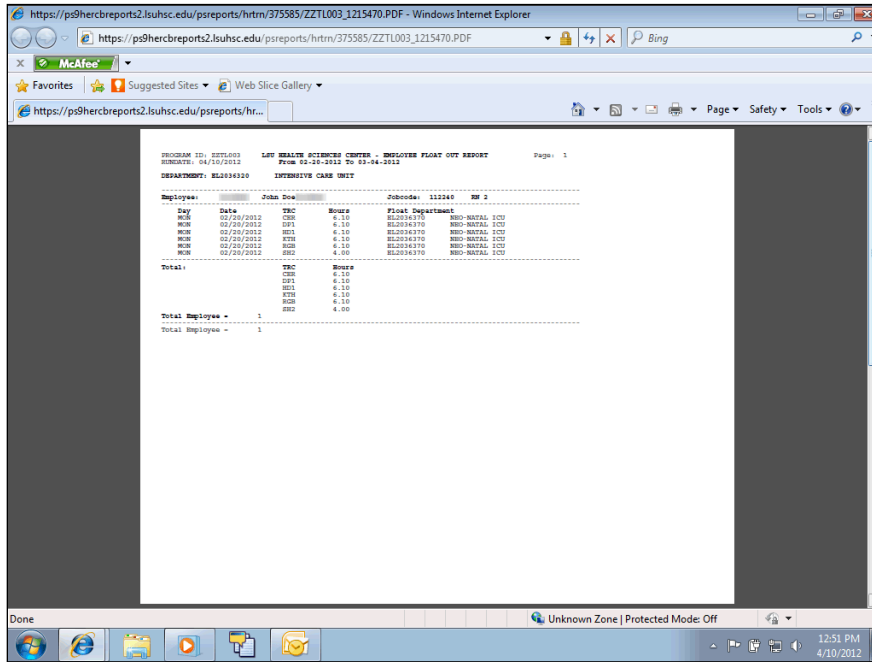
Step	Action
5.	<p>Click the Add a New Value tab.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Add a New Value</div>
6.	<p>Enter the desired information into the Run Control ID field. Enter "empl_float".</p>
7.	<p>Click the Add button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: yellow;">Add</div>


Step	Action
8.	In this exercise, you will run the Float Out Report for a single department for pay period 02/20/12 - 03/04/12.
9.	<p>Before entering the Start Date and End Date the Select Report Type must be determined.</p> <p>In the Select Report Type section, the system defaults to the Float In Report options. The system will not allow you to run a Float In report and a Float Out Report on the same request. You must select one or the other.</p> <p><i>NOTE: The Start and End dates will have to be re-entered if the Select Report Type is not indicated first.</i></p>
10.	<p>Click the Float Out Report option.</p> 
11.	<p>Enter the beginning date for the pay period in the Start Date field.</p> <p>Enter the desired information into the Start Date field. Enter "022012".</p>
12.	<p>Enter the ending date of the pay period in the End Date field.</p> <p>Enter the desired information into the End Date field. Enter "030412".</p>
13.	<p>The Employee Float report can be run for a single employee, a single department, or a group of departments. In this example the report will be run for a single department.</p>
14.	<p>The Group ID number must be entered in the Group ID field.</p> <p><i>NOTE: If you know the Group ID number you can enter it directly into the Department field.</i></p> <p>Click the Look up Group ID button.</p> 
15.	<p>A list of available Group IDs will display. Select the appropriate Group ID.</p> <p>Click the EB010 link.</p> 
16.	<p>The 7-digit Department number must be entered in the Department field.</p> <p><i>NOTE: If you know the Department number you can enter it directly into the Department field.</i></p> <p>Click the Department button.</p> 

Step	Action
17.	<p>A list of available Departments displays. Select the appropriate Department from the list provided.</p> <p>Click the EL2036320 link.</p> 
18.	<p>Additional departments can be included by clicking the plus sign (+). Departments can be removed from the report by clicking the minus sign (-).</p>
19.	<p>Click the Save button.</p> 
20.	<p>Click the Run button.</p> 
21.	<p>Click the button to the right of the Server Name field.</p> 
22.	<p>Click the PSNT option from the drop-down list.</p> 
23.	<p>Click the OK button.</p> 
24.	<p>Click the Report Manager link.</p> 
25.	<p>Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link.</p> <p><i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i></p> 
26.	<p>Click the Employee Float Report link.</p> 

Training Guide

Time Keeper Manager - HCSD View Only



Step	Action
27.	Click the Close button. 
28.	This completes Employee Float Report . End of Procedure.




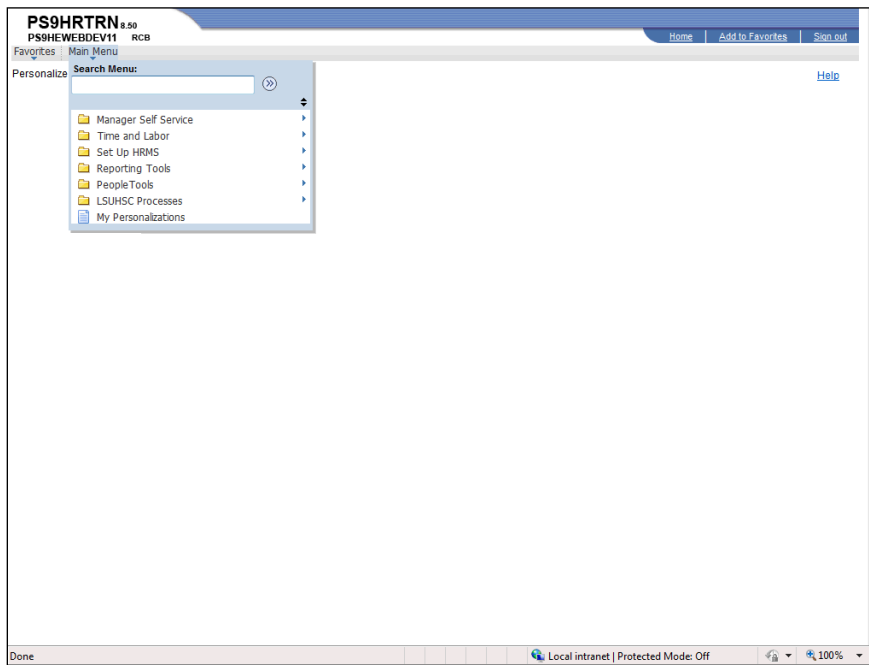
Inquire

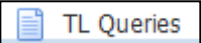
BI TL Employee No Payable Time

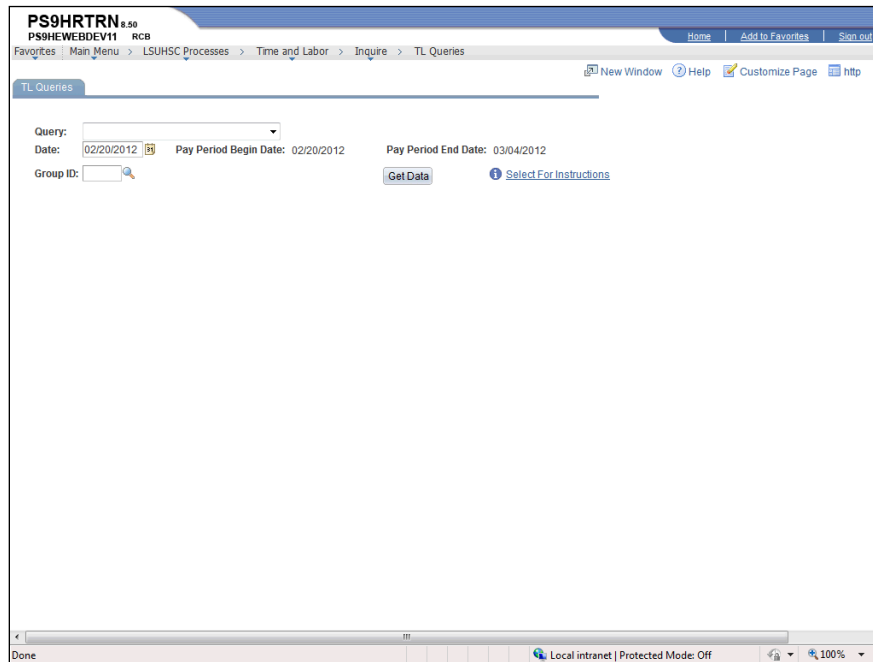
Procedure


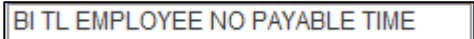

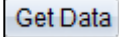
In this topic you will learn how to run the **BI TL Employee No Payable Time**.

Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Inquire menu.
5.	Click the TL Queries menu. 

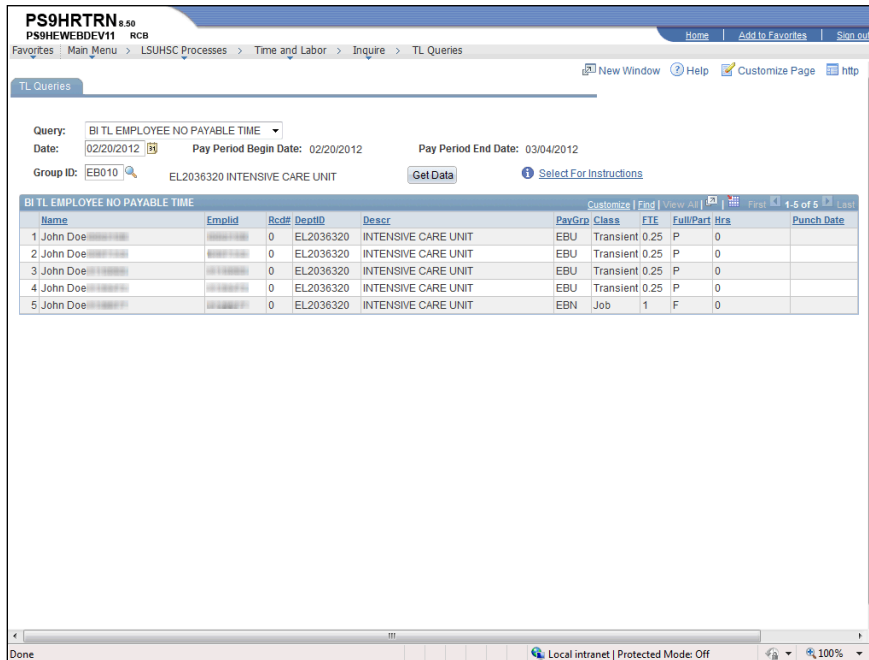



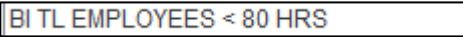
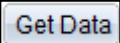
Step	Action
6.	Click the button to the right of the Query field. 
7.	Click the BI TL EMPLOYEE NO PAYABLE TIME list item. 
8.	Click the Look Up Group ID button. 
9.	Click the EB010 link.
10.	Click the Get Data button. 
11.	View query results.
12.	This completes BI TL Employee No Payable Time . End of Procedure.

BI TL Employees < 80 Hrs

Procedure

In this exercise you will learn how to run **BI TL Employees < 80 Hrs**.

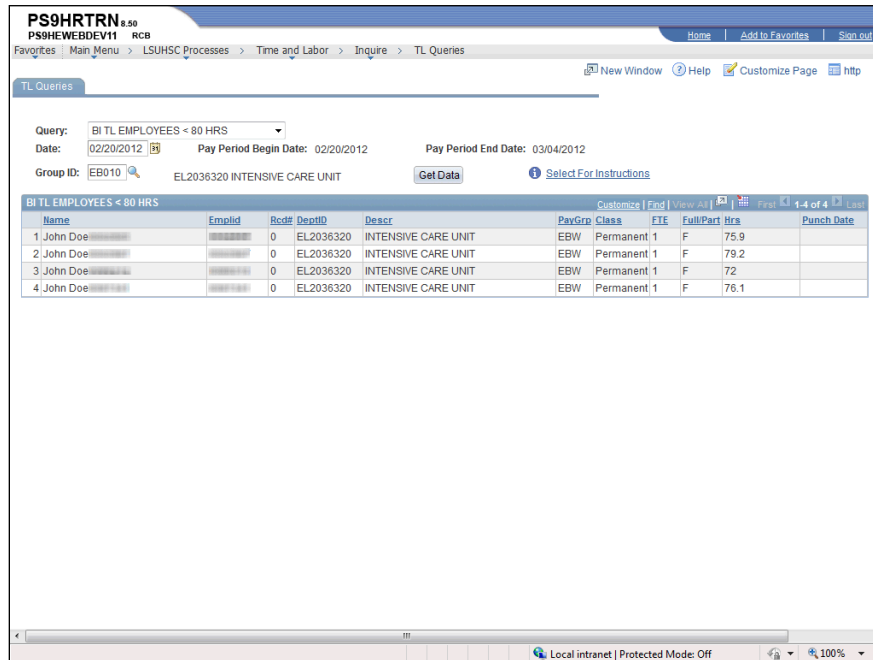



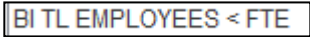
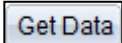
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Employees < 80 Hrs list item. 
3.	Click the Get Data button. 
4.	View results.
5.	This completes BI TL Employees < 80 Hrs . End of Procedure.

BI TL Employees < FTE

Procedure

In this topic you will learn how to run **BI TL Employees < FTE**.

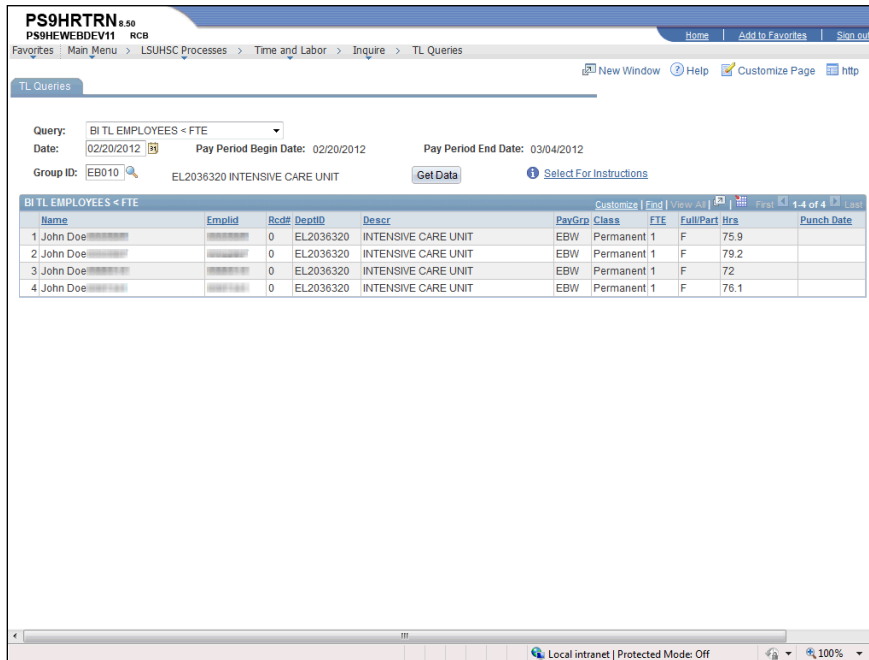



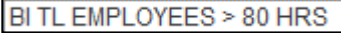
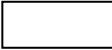
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Employees < FTE list item. 
3.	Click the Get Data button. 
4.	View results.
5.	This completes BI TL Employees < FTE . End of Procedure.

BI TL Employees > 80 Hrs

Procedure

In this topic you will learn how to run **BI TL Employees > 80 Hrs**.

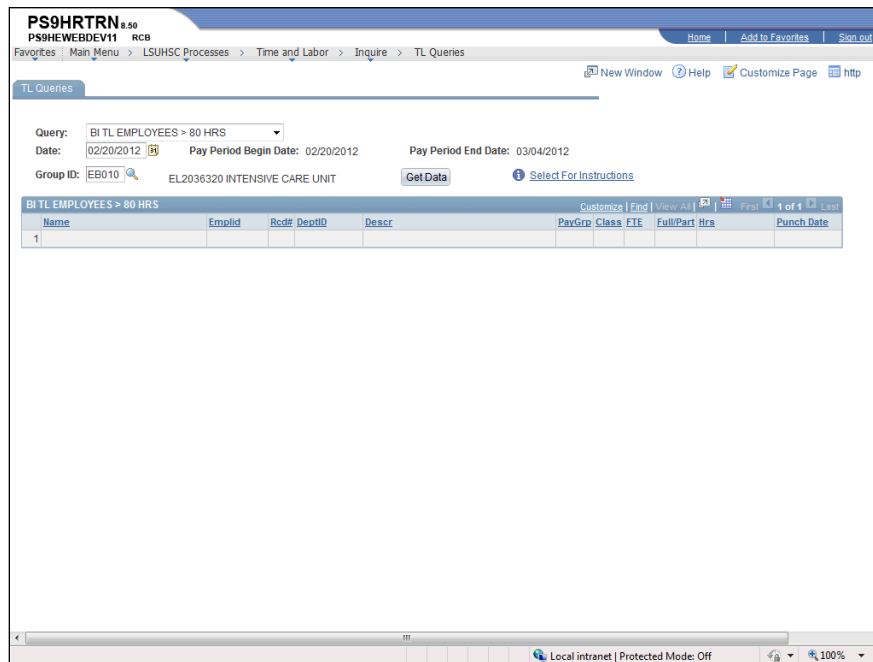



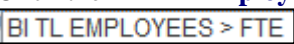
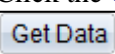
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Employees > 8- Hrs list item. 
3.	Click the Get Data button. 
4.	For this example there are no results.
5.	This completes BI TL Employees > 80 Hrs . End of Procedure.

BI TL Employees > FTE

Procedure

In this topic you will learn how to run **BI TL Employees > FTE**.

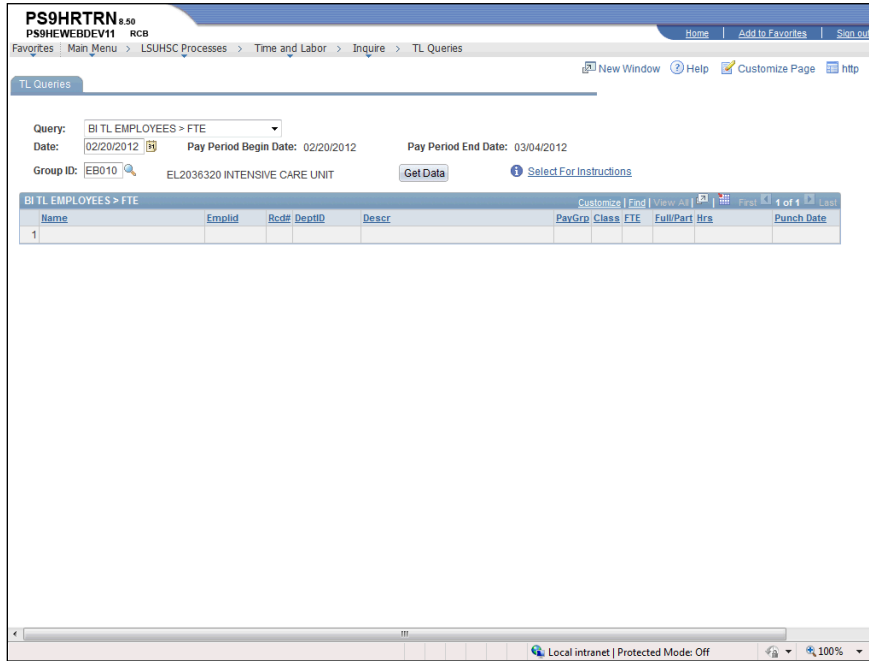



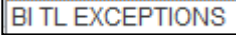
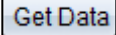
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Employees > FTE list item. 
3.	Click the Get Data button. 
4.	For this example there are no results.
5.	This completes BI TL Employees > FTE . End of Procedure.

BI TL Exceptions

Procedure

In this topic you will learn how to run **BI TL Exceptions**.

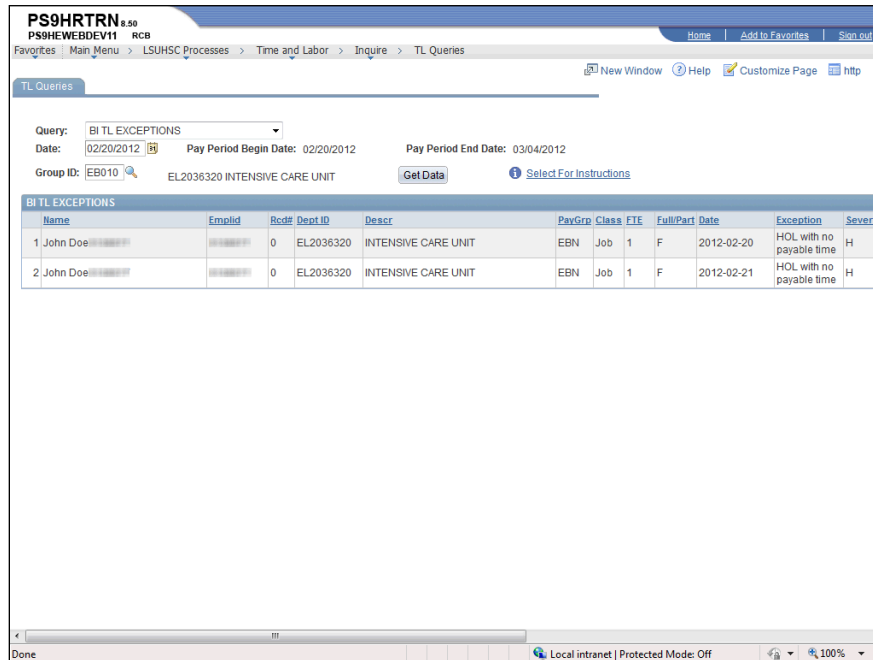



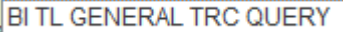


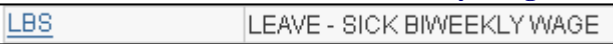
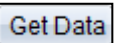
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Exceptions list item. 
3.	Click the Get Data button. 
4.	View results.
5.	View additional query information.
6.	This completes BI TL Exceptions . End of Procedure.

BI TL General TRC Query

Procedure

In this topic you will learn how to run **BI TL General TRC Query**.



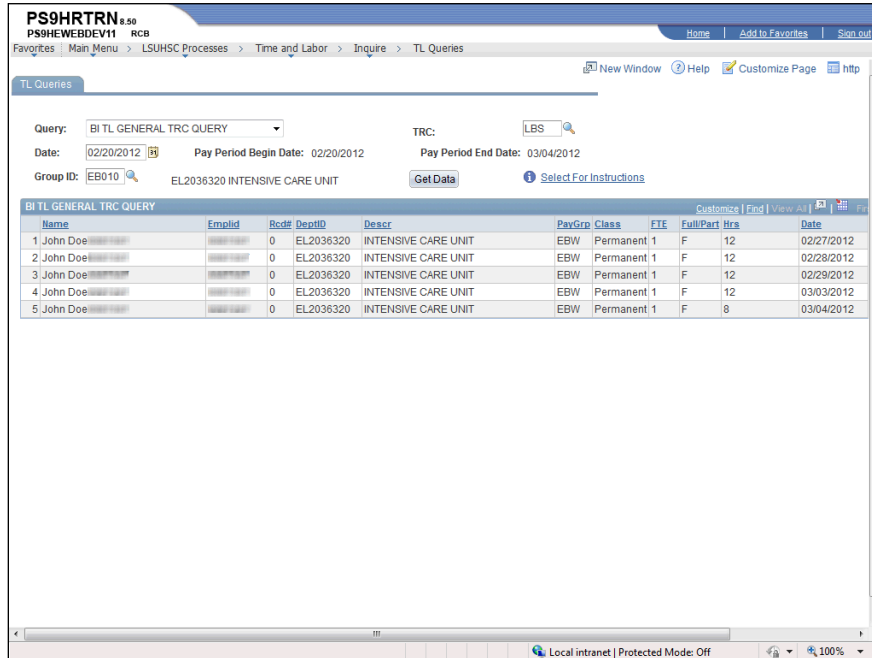
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL TRC Query list item. 
3.	Click the Look Up TRC button. 
4.	Click the Down button of the scrollbar. 
5.	Click the LBS - Leave - Sick BiWeekly Wage link. 
6.	Click the Get Data button. 
7.	View results.
8.	This completes BI TL General TRC Query . End of Procedure.



BI TL Long Shift Punch

Procedure

In this topic you will learn how to run **BI TL Long Shift Punch**.



PS9HRTRN 8.50
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes > Time and Labor > Inquire > TL Queries

TL Queries


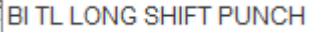
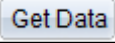
Query: BI TL GENERAL TRC QUERY TRC: LBS

Date: 02/20/2012 Pay Period Begin Date: 02/20/2012 Pay Period End Date: 03/04/2012

Group ID: EB010 EL2036320 INTENSIVE CARE UNIT Get Data Select For Instructions

Name	Emplid	Rcd#	DeptID	Descr	PayGrp	Class	ETE	Full/Part	Hrs	Date
1 John Doe		0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	12	02/27/2012
2 John Doe		0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	12	02/28/2012
3 John Doe		0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	12	02/29/2012
4 John Doe		0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	12	03/03/2012
5 John Doe		0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	8	03/04/2012

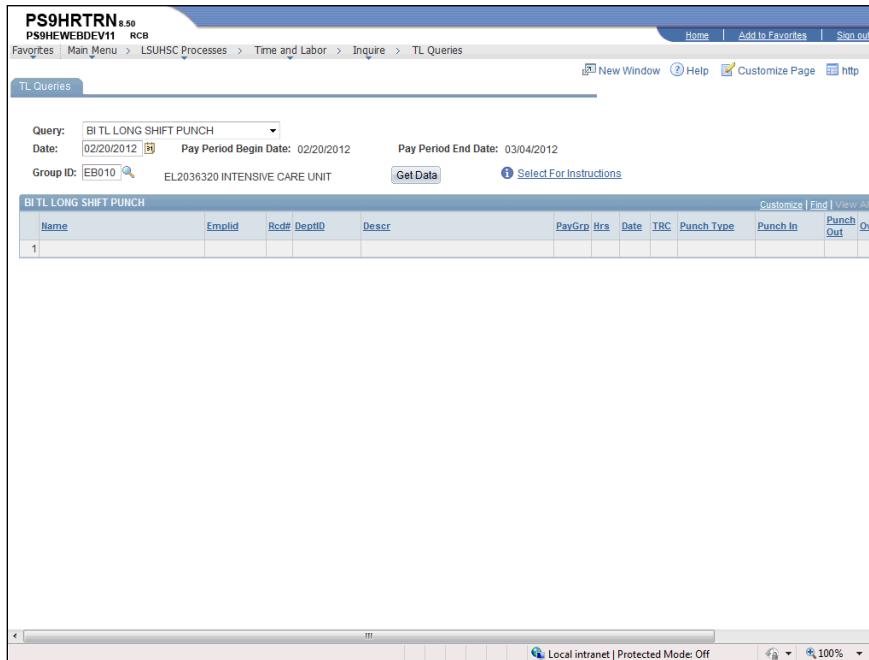
Local intranet | Protected Mode: Off 100%


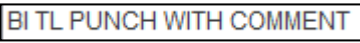
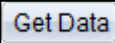
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Long Shift Punch list item. 
3.	Click the Get Data button. 
4.	For this example there are no results.
5.	This completes BI TL Long Shift Punch . End of Procedure.

BI TL Punch with Comment

Procedure

In this topic you will learn how to run **BI TL Punch with Comment**.

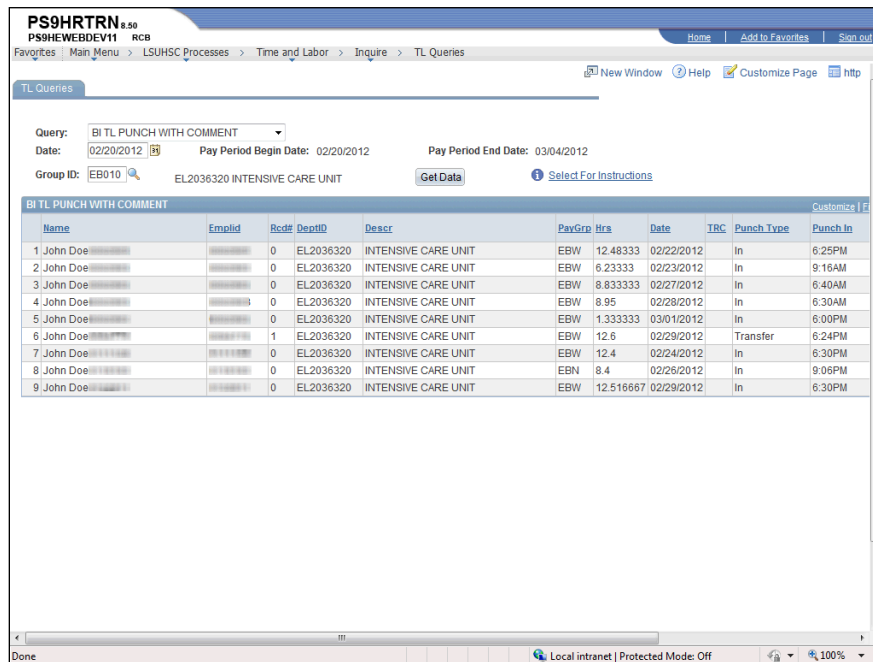



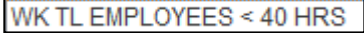
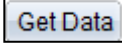
Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the BI TL Punch With Comment list item. 
3.	Click the Get Data button. 
4.	View results.
5.	View additional query information.
6.	This completes BI TL Punch with Comment . End of Procedure.

WK TL Employees < 40 Hrs

Procedure

In this topic you will learn how to run **WK TL Employees < 40 Hrs**.



Step	Action
1.	Click the button to the right of the Query field. 
2.	Click the WK TL Employees < 40 Hrs list item. 
3.	Click the Get Data button. 
4.	View results.
5.	This completes WK TL Employees < 40 Hrs . End of Procedure.