

Reporting Time

Each employee's job is categorized by **Employee Class**. You will see your Employee Class at the top of your timesheet. The screens you see will be customized on the basis of your job classification.

Time Reporting Codes (TRC) are in categories that determine how they affect earnings, leave usage, and credit for time worked.

The chart below shows each employee class and the type of time that can be reported, along with the appropriate Time Reporting Code (TRC).

The matrix indicates which TRC codes can be used by each employee class to report time.

| | | Exempt Staff | Non-Exempt Staff | Post-Doctoral | Temporary |
|-----------------------------|-------|--------------|------------------|---------------|-----------|
| Description | TRC | | | | |
| Holiday | HOL | Y | Y | | |
| Holiday Taken (prev worked) | HTK | Y | Y | | |
| Holiday Worked | HWK | Y | Y | | |
| Jury Duty | JURY | Y | Y | | |
| Military Leave | MIL | Y | Y | | |
| Overtime - Premium | OPT | | Y | | Y |
| Overtime at 2.5 | OT2 | | Y | | |
| Overtime at Straight | OTS | | Y | | |
| Regular | REG | Y | Y | Y | Y |
| Sick Leave | SICK | Y | Y | | |
| Unpaid Leave | UNPDL | Y | Y | | |
| Vacation Leave | VAC | Y | Y | | |
| Bereavement | BRVMT | Y | Y | | |

**For a complete list of TRC codes, please visit our website.

What To Do If...

You need to change an approved transaction:

Provided the transaction has not been processed by Payroll, you may go back to the approval page, click the details icon, and correct the transaction. You must click Save on the bottom left side of the screen to save any adjustment made. If the transaction has been processed, please contact the Payroll Department.

Employee has not entered time:

Contact the employee directly and request they report their time for the current period.

Employee is away on leave or out sick:

A supervisor may enter time for employees.

A transaction has been processed in error:

You may contact payroll with the original entry details and the corrected information. Payroll may be reached at x4290.

Need Additional Help:

Please contact the Help Desk at x4357.



For more information on the ERP Project and the PeopleSoft implementation, please visit our website at: www.case.edu/projects/erp



CASE

CASE WESTERN RESERVE UNIVERSITY

Time Approval in the PeopleSoft System



Overview

Case will be using the PeopleSoft System for time entry. This will allow employees to enter their time through a web browser; supervisors will be able to view and approve time online.

How to Access the System:

You will be using a URL to access the PeopleSoft System. Once you receive the e-mail with the URL, you may want to save it as a favorite in your web browser.

When the sign-on page appears, enter your Case Network ID and password. This is the same information you use to check your e-mail. After you sign in, your PeopleSoft home page appears.

From the left-hand navigation menu select **Manager Self Service**. Next, select **Case Time Reporting**. Then select **Time Approval**.

Groups are a way to organize employees for security and are generally defined by department, employee type, or specific supervisor ID.

Time Approval Summary Page

Group ID: PAYGROUP 51

| Empl ID | Rcd Mbr | Name | Dept | Job Title | Employee Class | GL Pay Type | Total Hours | Status | Details |
|------------|---------|-------------------|---------|-----------|-------------------|-------------|-------------|----------------|---------|
| 1 1001041 | 0 | Abrick, Jerry | 600000 | | Staff | 162001 | 255.00 | Needs Approval | Q |
| 2 1001077 | 0 | Dyma, Nicole N | 200000 | | Staff | 151021 | 368.50 | Needs Approval | Q |
| 3 1001090 | 0 | Fil, Ben E | 600000 | | Staff | 155054 | 255.00 | Needs Approval | Q |
| 4 1001091 | 0 | Flave, Sue | 500000 | | Staff | 101010 | 255.00 | Needs Approval | Q |
| 5 1001092 | 0 | Finda, Jane | 600000 | | Staff | 162001 | 255.00 | Needs Approval | Q |
| 6 1001093 | 0 | Ford, Harrison | 105500 | | Staff | 172032 | 262.50 | Needs Approval | Q |
| 7 1001094 | 0 | Fureal, Candace B | 271554 | | Staff | 172032 | 255.00 | Needs Approval | Q |
| 8 1001095 | 0 | Fusion, Ken | 200000 | | Staff | 181041 | 346.00 | Needs Approval | Q |
| 9 1001095 | 1 | Fusion, Ken | STUDENT | | Undergrad Student | | 27.50 | Needs Approval | Q |
| 10 1001096 | 0 | Gamer, Jennifer | 201115 | | Staff | 181041 | 255.00 | Needs Approval | Q |
| 11 1001111 | 0 | Kidden, Jess | 271554 | | Staff | 172032 | 255.00 | Needs Approval | Q |

Total Employees: 11 Total Hours: 2709.50

Buttons: Return to Search, Next in List, Previous in List, Query

Annotations: Group ID (points to Group ID field), Details Icon (points to Details column), Total Number of Employees in Group (points to Total Employees), Total Number of Hours (points to Total Hours), Status of Time Entry (points to Status column).

Steps to Approving Time

1. From the left-hand navigation menu select **Manager Self Service**.
2. Select **Case Time Reporting**.
3. Select **Time Approval**.


If you can access more than one group, you will enter the Group ID.

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

Find an Existing Value

Search by: Group ID begins with []

Search Advanced Search

4. Enter the Group ID for the set of employees you want to review. This will show the summary page for all employees you have access for. You may also click the yellow search button to see all the groups you have access to.
5. To see an employee's time in more detail, click the details icon  located on the right hand side of the screen. This will show the employee's time sheet.

Exception Time Entry Approval

Employee ID: 1001085 Fusion, Ken Title: Farm Utility Worker Rcd:

Empl Class: Staff Department: University General FLSA Status: Nonexempt

Available Leave Hours: Sick: Vacation: Std Weekly Hours: 37.50

Current Pay Period Start: 12/01/2004 End: 12/15/2004

Override Default SpeedType

| Date | Day | TRC | Hours | Default Speed Type | Override Speed Type | Speed Type | Reason Code | Apprv | Dispute | Add | Delete |
|--------------|-----|-----|-------|--------------------|---------------------|------------|-------------|-------------------------------------|--------------------------|-----|--------|
| 1 09/16/2004 | Thu | REG | 7.50 | | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ADD | DELETE |
| 2 09/17/2004 | Fri | REG | 7.50 | | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ADD | DELETE |
| 3 09/20/2004 | Mon | REG | 7.50 | | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ADD | DELETE |
| 4 09/21/2004 | Tue | REG | 7.50 | | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ADD | DELETE |
| 5 09/22/2004 | Wed | REG | 7.50 | | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ADD | DELETE |

Total Entries: 49 Total Hours: 346.00

Buttons: Approve All, Unapprove All, Save, Return

Annotations: Approve All Entries Button (points to Approve All), Unapprove All Entries Button (points to Unapprove All), Save Button (points to Save), Return to Summary Screen Button (points to Return).

Review detailed time transactions. You may approve, dispute, or approve and dispute an entry. At the bottom of the page there is an "Approve All" button which will allow you to approve all the entries listed.



If you need to make a request for a flat dollar amount, use the payment request screen.

Payment Request

Group ID: PAYGROUP 51 Paygroup 51 Total Entries: 4 Amount: 626.00

| Empl ID | Rcd# | Date | TRC | Amount | SpeedType | Comment | Emp | Total (4) of 4 (1) |
|---------|------|------------|-----|--------|-----------|---------|-----------------|---------------------|
| 1001093 | 0 | 11/15/2004 | ADL | 500.00 | OPR271554 | | Ford, Harrison | Dept: Job Title: |
| 1001095 | 0 | 12/05/2004 | ADL | 22.00 | OPR101200 | | Fusion, Ken | Dept: Job Title: |
| 1001096 | 0 | 11/23/2004 | ADL | 100.00 | OPR101000 | | Gamer, Jennifer | Dept: Job Title: |
| 1001111 | 0 | 11/15/2004 | OTB | 4.00 | ADV420206 | | Kidden, Jess | Dept: Job Title: |

Buttons: Save, Return to Search, Next in List, Previous in List, Query