

Elapsed Time Entry Job Aid for Employees

Important:

Employees must complete timesheets in PeopleSoft through Employee Self Service (ESS) by 2:00PM on Monday for the previous week. Supervisors must approve their employee's timesheets by 12:00PM on Tuesday for the previous week.

Failure to submit timesheets on time may result in a delay in receiving your paycheck.

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Timesheet Layout

Time Entry Format Guidelines

Time will be entered as the total hours worked on an elapsed timesheet. You will not need to enter the time you arrive and leave on the timesheet.

When you enter a quantity, you must enter the time as a percent of an hour. For example 3 hours and 30 minutes would be entered as 3.5 not as 3:30 and 4 hours and 45 minutes would be entered as 4.75.

Selecting a Timesheet

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

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

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

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

If you change the View By, Date, or calendar fields, click the refresh button to display the change.

Click **Print Timesheet** to print your timesheet.

Timesheet Field Descriptions

Allows you to view previous and future timesheets.

Allows you to change the week you are recording your time on.

Do not change the Business Unit.

Click to submit your timesheet for approval.

Insert the number of hours you worked to be charged a specific TRC.

Where you select the appropriate Time Reporting Code.

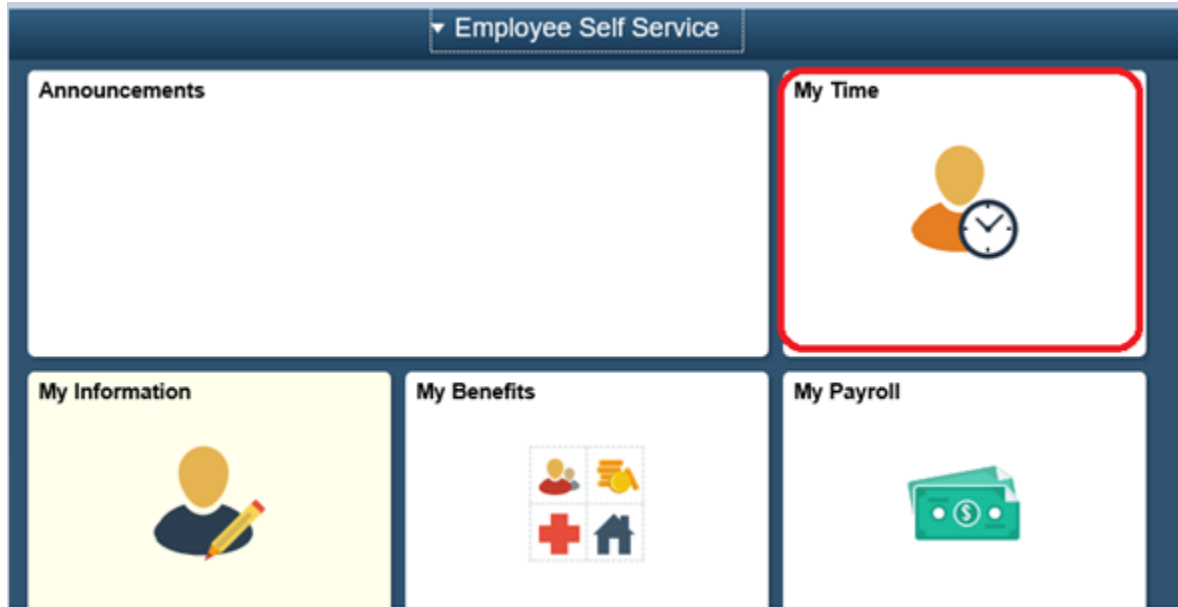
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Time Reporting Code	Rule Element 1	Business Unit	Combination Code	ChartFields
									39500		ChartFields
									39500		ChartFields
									39500		ChartFields

How to Enter Your Hours in PeopleSoft

Note: Please make sure to follow all steps outlined in this job aid. Entry of chartfields is required for all time worked.

1. Access PeopleSoft Employee Self Service (ESS) using the following link: <https://ess.wi.gov>
2. Log in to PeopleSoft Employee Self- Service (ESS) using your IAM Account.
3. Click **My Time** on your PeopleSoft dashboard.

Dashboard



4. Select the day of the week you wish to report time for by clicking in the box below the day. Enter the total amount of hours worked on each applicable day.

From Sunday 04/03/2016 to Saturday 04/09/2016 ?						
Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9
	5					

5. Use the dropdown list to select the applicable **Time Reporting Code (TRC)**. If a selection is NOT made, then the TRC code defaults to *01 REGLR –Regular Hours Worked*.

From Sunday 05/01/2016 to Saturday 05/07/2016 ?							Total	Time Reporting Code
Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7		
	8	8	8	8				01 REGLR - Regular Hours Worked ▼
					4			02 CMPUS - Compensatory Time Used ▼
								▼

Submit

- To designate hour/units to a different project, activity code or **Time Reporting Code** for a day, you will need to:
- Add another row for the day by clicking on the plus sign.
 - Select the appropriate **Time Reporting Code** from the dropdown list.
 - Enter hours/units reported for the day. For this example 4 hours of Compensatory Time Used was reported on Friday.

From Sunday 05/01/2016 to Saturday 05/07/2016							Total Time Reporting Code	Rule Element 1	Business Unit	Combination Code	ChartFields
Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7					
	8	8	8	8	4		01 REGLR - Regular Hours Worked		39500		ChartFields
					4		02 CMPUS - Compensatory Time Used		39500		ChartFields
									39500		ChartFields

Submit

Note: The Time Reporting Code (TRC) field allows an employee to designate hours to a specific activity that may not need to be charged to a project but still recorded. Examples of when you would change the TRC code would be for activities such as Jury Duty, Compensation Time being used, or Exam/Promotional time. When a selection is not made this field defaults to "Regular Hours Worked". If you are unsure what TRC code to use, ask your supervisor.

Note for Division of State Patrol: Pilot Pay would be included here.

Time Reporting Code

01 REGLR - Regular Hours Worked

11 JURY - Jury Duty

10 CMPUS - Compensatory Time Used

20 EXAM - Promotional Exam Hours Tal

Project Charging

Note: These steps are required and must be completed for all time worked with the exception of time when using the TRC Codes for Promotional Exam Hours Taken (EXAM) or Compensatory Time Used (CMPUS). In these cases, the ChartField information should not be completed.

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

From Sunday 05/01/2016 to Saturday 05/07/2016							Total Time Reporting Code	Rule Element 1	Business Unit	Combination Code	ChartFields
Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7					
	8	8	8	8	4		01 REGLR - Regular Hours Worked		39500		ChartFields
					4		02 CMPUS - Compensatory Time Used		39500		ChartFields
									39500		ChartFields

Submit

7. In the **Chartfield Detail** pop up, click the **Speed Types** (previous project ID) button and click **Search**.

ChartField Common Component

ChartField Detail

Employee ID 100066620
 Combination Code

Search Options
 Combination Codes
 Speed Types

ChartField Detail

Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	PC Business Unit	Project	Activity	Source Type	Category	Subcategory
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Search Speed Types

SpeedType Key

Search by ChartFields

Budget Reference <input type="text"/>	Product <input type="text"/>	Affiliate <input type="text"/>
Department <input type="text"/>	PC Business Unit <input type="text"/>	Fund Affiliate <input type="text"/>
Appropriation <input type="text"/>	Project <input type="text"/>	
Department <input type="text"/>	Activity <input type="text"/>	
Account <input type="text"/>	Source Type <input type="text"/>	
Program Code <input type="text"/>	Category <input type="text"/>	
Operating Unit <input type="text"/>	Subcategory <input type="text"/>	

ChartField Detail

Select	SpeedType	Account	Department	Project	Product	Fund Code	Program Code	Appropriation	Affiliate	Operating Unit	Budget Reference	Fund Affiliate	PC Business Unit	Activity
1	<input type="button" value="Select"/>													

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

Look Up SpeedType Key

Search by: SpeedType Key begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-30 of 30 Last

SpeedType Key	Description
02000099	COSTS TRANSFERRED FROM
02001004	TRAINING SECTION
02001529	DAMAGE CLAIMS - EXPENDITURES
02001531	DAMAGE CLAIMS - EXPENDITURES
02002300	DBM / BUR OF MANAGEMENT SERVICE
02002302	OFFICE OF BUSINESS OPERATIONS
02002341	RECORDS AND FORMS MANAGEMENT
02002350	AUTOMATION TECHNOLOGY UNIT

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

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

- Verify that the Chartfield information that has prepopulated in the **Search by ChartField** is correct. Do not enter additional information into **Search by ChartFields** box (see screenshot below).

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

Search Speed Types

SpeedType Key 02002400

Search by ChartFields

Budget Reference Product Affiliate

Department 21100 PC Business Unit 39500 Fund Affiliate

Appropriation 46100 Project 39502002400

Department 0204000000 Activity

Account Source Type OTHER

Program Code Category

Operating Unit Subcategory

Search Clear Cancel

ChartField Detail

Select	SpeedType	Account	Department	Project	Product	Fund Code	Program Code	Appropriation	Affiliate	Operating Unit	Budget Reference	Fund Affiliate	PC Business Unit	Activity
1	02002400		0204000000	39502002400		21100		46100					39500	

Do not change this information or enter any additional information (e.g. Budget Reference, Account, Program Code etc.) in this box. Click Select to enter this information. Leave what populates.

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

- Type your **Account** number into the **Account Section** and click the Look up icon (magnifying glass). Your number should pop up in the box shown. Click on your number to select it. The number will then populate in the **Chartfield Detail** section.

ChartField Common Component

ChartField Detail

Employee ID 100064051

Combination Code

Search Options

Combination Codes

Speed Types

ChartField Detail

Budget Reference Fund Code Appropriation Department Account

21100 46100 0204000000 700000

Ok Cancel

Look Up Account

Search by: Account begins with 700000

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-4 of 4 Last

Account	Description	Account Type	Control Flag
7000000	Classified Civil Svc Salaries E	N	N
7000001	Mgr Salary - Classified E	N	N
7000002	Admin Staff-Salary E	N	N
7000004	Clerical Salary E	N	N

Refer to the Welcome to PeopleSoft email you received from your payroll and benefits specialist to determine your account number.

List of account numbers

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

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

ChartField Common Component

ChartField Detail

Employee ID 100064051
Combination Code

Search Options
 Combination Codes
 Speed Types

Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	PC Business Unit	Project	Activity	Source Type
<input type="text"/>	<input type="text" value="21100"/>	<input type="text" value="46100"/>	<input type="text" value="0204000000"/>	<input type="text" value="700000"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text" value="39500"/>	<input type="text" value="39502002400"/>	<input type="text" value="LABOR-DLVY-OTHR"/>	<input type="text" value="OTHER"/>

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

Look Up Program Code

Search by: Program Code begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-275 of 275 Last

Program Code	Description
0101	WORK TIME
0104	SUPERVISION
0117	STAR INITIATIVE
0121	TRAINING
0122	MEETINGS AND CONVENTIONS
0123	TRAVEL TIME

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

ChartField Common Component

ChartField Detail

Employee ID 100066020
Combination Code

Search Options
 Combination Codes
 Speed Types

Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	Business Unit	Project	Activity	Source Type	Category	Subcategory
<input type="text"/>	<input type="text" value="21100"/>	<input type="text" value="46100"/>	<input type="text" value="0204000000"/>	<input type="text" value="700000"/>	<input type="text" value="0121"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="39500"/>	<input type="text" value="39502002400"/>	<input type="text" value="LABOR-DLVY-OTHR"/>	<input type="text" value="OTHER"/>	<input type="text"/>	<input type="text"/>

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

18. To enter the **Activity**, click the Look up icon (magnifying glass) in the **Activity** field.

19. Select the **LABOR-DLVY-OTHR** option. You will always use this selection.

Activity	Description	Research Activity Type	Status as of Effective Date
LABOR-DLVY-OTHR	LABOR-DLVY-OTHR	(blank)	Active
STATE	STATE DISTRIBUTIONS	(blank)	Active

20. The **Source Type** field is populated from your **SpeedType**. The remainder of the fields are left blank (**Category, Subcategory, Affiliate, and Fund Affiliate**).

21. Click on **OK**.

22. You will be taken back to your timesheet, and a Combination Code will be populated.

If all items in the ChartFields are the same for every entry you have, you can copy/paste the Combination Code for each row. You can also copy/paste this Combination Code for each week if the ChartFields are the same. If you have several activities and/or program codes, you will need to create a Combination Code for each variation and click the plus sign to add another row.

From Sunday 04/03/2016 to Saturday 04/09/2016							Total Time Reporting Code	Rule Element 1	Business Unit	Combination Code	ChartFields
Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9					
	8						01 REGLR - Regular Hours Worked		39500	000043537	ChartFields
									39500		ChartFields
									39500		ChartFields

23. If you have multiple projects you are charging to in the same day, enter the number of hours you are charging to each project under the correct day, and ensure the combination code for that project is reflected on that line by going through the above process again and adding in the new program code.

Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9	Total Time Reporting Code	Rule Element 1	Business Unit	Combination Code	ChartFields
	4.00	4.00	4.00	4.00	4.00		01 REGLR - Regular Hours Worked		39500	000043537	ChartFields
	4.00	4.00	4.00	4.00	4.00		01 REGLR - Regular Hours Worked		39500	000008370	ChartFields
Submit											

The 8 hours for the day are broken into two sets of 4 hours to account for work on two different projects.

The different Combination Codes are reflected here. By having a different **Program Code**, a different Combination Code will be generated.

If you have more than 3 codes for one day, click the plus button to add another line.

24. Once your timesheet is complete, click **Submit**.

Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Fri 4/8	Sat 4/9	Total Time Reporting Code	Rule Element 1	Business Unit	Combination Code	ChartFields
	4.00	4.00	4.00	4.00	4.00		01 REGLR - Regular Hours Worked		39500	000043537	ChartFields
	4.00	4.00	4.00	4.00	4.00		01 REGLR - Regular Hours Worked		39500	000008370	ChartFields
									39500		ChartFields
Submit											

25. Once you receive the following message you have successfully submitted your timesheet. Click **OK**.

Rules have successfully been applied. (13504,1626)
Press OK to refresh your timesheet with updated payable time.

OK

If You Worked Overtime

As an exempt employee you will need to enter any payable overtime as a separate line with a unique **Time Reporting Code** on your timesheet. **As a reminder, payable overtime for exempt employees may only occur with supervisor approval and when the employee works more than 80 hours in a pay period (2 weeks).** Please click [here](#) for the most current payroll calendar.

- If the employee has worked greater than 80 hours within a pay period, select one of the following **Time Report Codes**. *Be sure to enter all of the overtime hours on a separate line.* The Time Reporting Code selected determines whether the over time will be paid out in cash or be placed into comp time. TRCs to use:
 - EXCSH – Exempt Straight Time Paid Cash (paid in cash at straight hourly rate)
 - EXCMP – Exempt Comp Total Hours Straight (earn compensatory time at straight hourly rate)
 - Overtime charged to Federal Grants (in rare cases and only with supervisory direction, employees will use these codes):
 - OCTOCA – Overtime Override by Day Cash
 - OTOCM – Overtime Override by Day Comp
 - Division of State Patrol specific codes, formerly called 589 time:
 - E15CA – Exempt Time and Half Paid Cash (earned as cash)
 - E15CM – Exempt Time and Half Paid Comp (earned as compensatory time)

*Note: Overtime is only received for pay periods where the hours **worked** are greater than 80 hours. Recorded Leave and Compensatory Time are not included in the hours work. Please consult your division policy on overtime.*

Example: Once the employee reaches 80 hours within the pay period (2 weeks), they will designate all additional hours with one of the Overtime Time Reporting Codes.

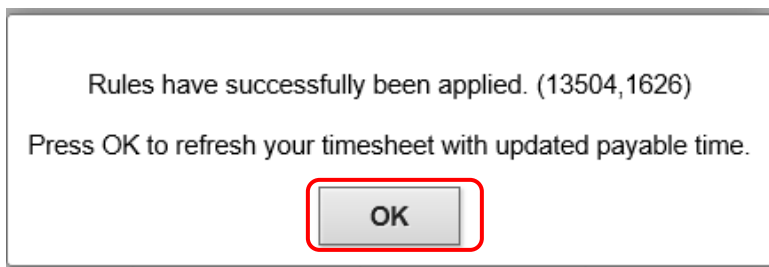
Week One (no overtime is recorded)

From Sunday 05/22/2016 to Saturday 05/28/2016							Total Time Reporting Code	Rule Element 1	Business Unit
Sun 5/22	Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28			
	10	10	10	10	10		01 REGLR - Regular Hours Worked		39500

Week Two (overtime is recorded)

From Sunday 04/10/2016 to Saturday 04/16/2016							Total Time Reporting Code	Rule Element 1	Business Unit
Sun 4/10	Mon 4/11	Tue 4/12	Wed 4/13	Thu 4/14	Fri 4/15	Sat 4/16			
	10	10	10				01 REGLR - Regular Hours Worked		39500
				10	10		14 EXCSH - Exempt Straight Time Paic		39500

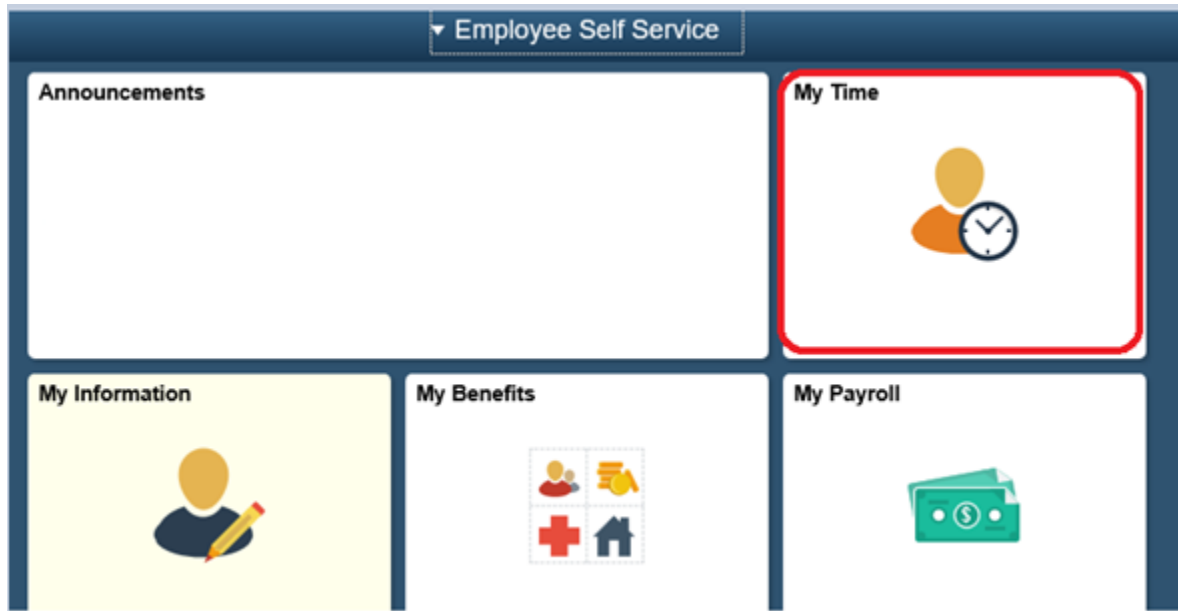
- Enter the **project charging** information by clicking on the **ChartFields** link to enter project and activity information that will generate the **Combination Code**.
- When you have finished recording your time for the day, click **Submit**.
- Once you receive the following pop up you have successfully submitted your timesheet. Click **OK**.



Reviewing your Payable Time

1. Access PeopleSoft Employee Self Service (ESS) using the following link: <https://ess.wi.gov>
2. Log in to PeopleSoft Employee Self- Service (ESS) using your IAM Account.
3. Click **My Time** on your PeopleSoft dashboard.



Dashboard



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

The screenshot shows the 'Payable Time' tab selected in the timesheet window. The window title is 'From Sunday 06/05/2016 to Saturday 06/11/2016'. Below the title is a table with columns for days of the week (Sun 6/5, Mon 6/6, Tue 6/7, Wed 6/8, Thu 6/9, Fri 6/10, Sat 6/11) and a 'Total Time Reporting Code' column. Below the table is a 'Submit' button. At the bottom, there are tabs for 'Reported Time Status', 'Summary', 'Absence', 'Exceptions', and 'Payable Time' (which is highlighted with a red border). Below the tabs is a 'Payable Time Viewing Option' section with three radio buttons: 'By TRC and Status', 'By TRC, Status and Day', and 'Show In Detail' (which is selected). At the bottom of the window is a table with columns: Date, TRC, Description, TRC Type, Payable Status, Quantity, Estimated Gross, and Currency Code. The table is currently empty.

5. This will display the dates you recorded time, type of TRC codes you used, approval status and number of hours/units you recorded for each TRC (quantity).

Summary		Absence		Exceptions		Payable Time	
Payable Time Viewing Option							
<input type="radio"/> By TRC and Status <input type="radio"/> By TRC, Status and Day <input checked="" type="radio"/> Show In Detail							
View Full Detail							
Payable Time ? Personalize Find   1-5 of 5							
Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
03/28/2016	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00		USD
03/29/2016	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00		USD
03/30/2016	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00		USD
03/31/2016	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00		USD
04/01/2016	REGLR	Regular Hours Worked	Hours	Taken by Payroll	4.00		USD

Adjusting Reported Time

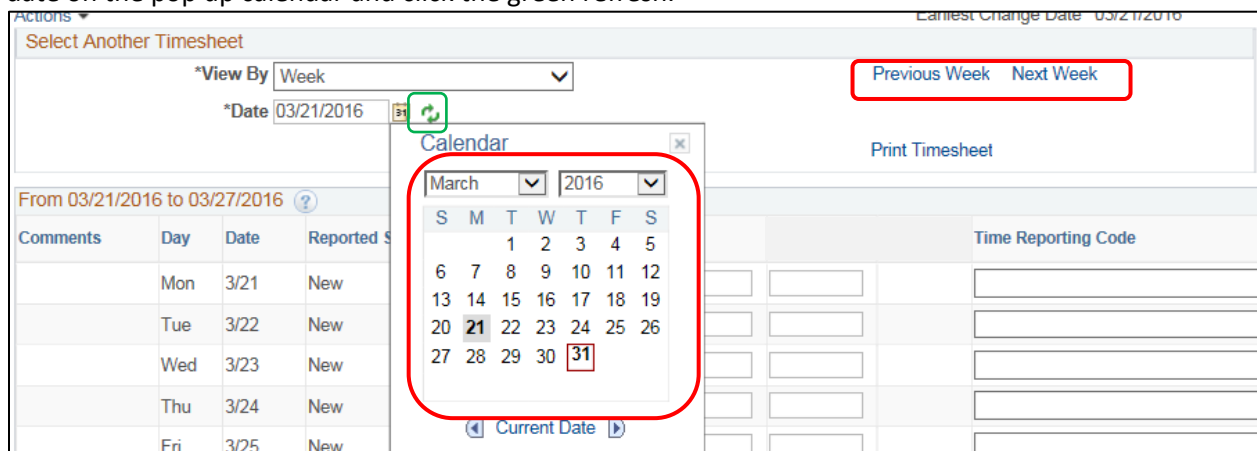
Employees are able to make adjustments to their own timesheets within the pay period (2 weeks). Please click [here](#) for the most current payroll calendar. When an employee makes an adjustment to a previous week's timesheet, they will also need to submit the timesheet for the other week within the pay period. If an adjustment is needed for a timesheet that exceeds the current pay period, please contact your Payroll Coordinator.

1. Access PeopleSoft Employee Self Service (ESS) using the following link: <https://ess.wi.gov>
2. Log in to PeopleSoft Employee Self- Service (ESS) using your IAM Account.
3. Click **My Time** on your PeopleSoft dashboard.

Dashboard



4. Select the date of the pay period by using either the **Previous Week** or **Next Week** buttons or by selecting the date on the pop up calendar and click the green refresh.



5. Select element that requires adjustment. *In this example we are changing the Monday and Friday hours.*

From Monday 05/23/2016 to Sunday 05/29/2016 ?

Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28	Sun 5/29
9	8	8	8	7		

Submit

6. Make the adjustment in the timesheet.

From Monday 05/23/2016 to Sunday 05/29/2016 ?

Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28	Sun 5/29
8	8	8	8	8		

Submit

7. Click **Submit**.

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

Rules have successfully been applied. (13504,1626)
 Press OK to refresh your timesheet with updated payable time.

OK

NOTE: Once an adjustment is made BOTH weeks of the pay period need to be submitted. The system will only allow you to go back 16 days from the current week. If the adjustment exceeds 16 days prior to the current week, please contact your payroll and benefits specialist.