

NAU Online Timesheet Application

Online-Timesheet Application

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OBJECTIVES

- Understand the use of the Revised Online Timesheet Application
- Log into and navigate within the PeopleSoft Online Timesheet Component
- Understand User Roles and Permissions
- Understand the Administration, Enter and Approve Time, and Reporting Modules
- Assign Supervisors, enter time, approve/unapprove a Timesheet, assign employees, and run a Report

Introduction

This application consists of a component within PeopleSoft that allows hourly employees to enter hours worked for the current pay period (two-week period), departmental administrators/supervisors to enter and approve hours worked in the current pay period and in the previous pay period, and for those hours to be loaded to the employees' paylines. Last minute hires and changes will take effect within the pay period if the appropriate documentation is submitted in a timely manner per the posted payroll schedule. Communication between HR and departments has been streamlined. HR will monitor approved/not approved hours and communicate with departments via email when some action is required.

Inquiry pages have been added for departments to view assigned areas and employees, approved and overtime hours. Students/Departmental Administrators and Supervisors will have the ability to view approved hours for the current and prior pay periods.

Functional working levels are:

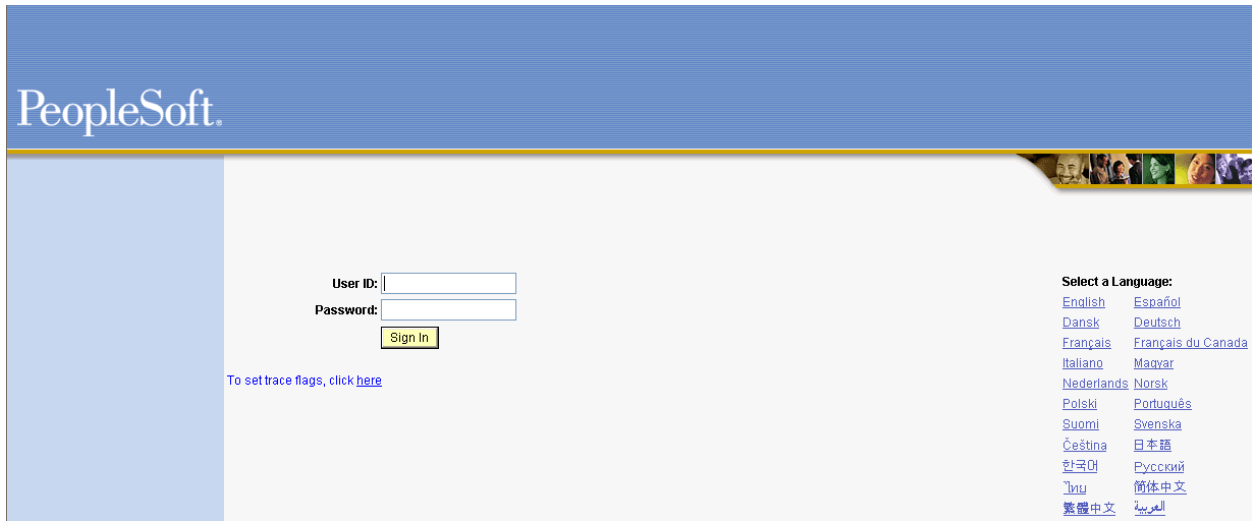
- HR Manager (Payroll Staff)
- Departmental Administrator (Departmental employee assigning Supervisor)
- Departmental Supervisor (Hourly Employee Supervisor)
- Hourly Employee (All hourly employees who are required to enter time)

Online Timesheet Component includes:

- Calculation of overtime pay is automated.
- Students have the ability to view approved hours for the current and prior pay periods.
- A 'manager view' provides a view of departments that have not been assigned an administrator/supervisor and a view of students who have not been assigned a supervisor.
- Page security, along with dynamic roles, handles the large volume of users in each level.

NAU ONLINE TIMESHEET

As before, in order to access timesheets online, you will need your Jan or Dana userid/password, which is obtained from the Solution Center in the Information Technology Services Department or off of the Internet. You may contact the Solution Center for assistance at 523-1511 or Ask-TTS@nau.edu.



Security and Roles

HR managers will assign security to department administrators (By filling out the **Timesheet Security Form**, you acknowledge and accept the responsibility for the specific **User Role** you will fill.)

On-Line Time Administrator/Supervisor security is assigned in two phases:

1. HR managers assign Administrator security (Administrators assign Supervisors security) using on-line pages . . .
2. PeopleSoft dynamic roles are assigned at the appropriate level (Job runs hourly). All Administrators and Supervisors must complete the FERPA tutorial (<https://www4.nau.edu/ferpa/>) before they can actually use their assigned roles in the time application.

User Roles

1. Administrator

Administrators have the highest departmental security role which provides the necessary security to enter and approve time and assign supervisors who can also enter and approve time. This will allow you to perform the permissions selected from the User Permissions section, but you will not be able to move employees around to different managers. This is a good option if you will be the only person overseeing all the employees within your department. If you have multiple supervisors overseeing certain employees within your department, you will need to select one of the options for assigning employees to another manager. (The department administrator can only assign for a department that has been assigned to them)

The employee's supervisor must always validate and approve the hours the employee will be paid for on each pay check. The form this takes may vary from department to department:

1. In some departments the supervisor will validate the hours worked and also do the entry in the time application.
2. In some departments a time application administrator will do the approval in the time application *after* the supervisor has approved and validated the hours the employee has worked. The supervisor may validate by signing the paper timesheet, an attendance spreadsheet, or other timekeeping mechanism that their department has developed with the consultation of HR.

Any authorization that is done outside of the time application must be maintained within the department for three fiscal years, per the document retention requirements. These authorizations must be made available to auditors upon request. At the end of the retention period they must be destroyed by confidential shredding.

Reports are available to administrators that indicate the number of hours and dollars that will be expensed each pay day. Those reports should be printed and reviewed after the time application closes on the Monday prior to payday. Any errors or anomalies that are identified can then be

resolved prior to pay day by contacting the appropriate Human Resources contact for your department (<http://hr.nau.edu/m/content/view/326/338/>).

2. Supervisors

Supervisors obtain security when the Department Administrator assigns specific departments/hourly employees to them.

The employee's supervisor must always validate and approve the hours the employee will be paid for on each pay check. The best way to handle this is for the supervisor to do the approval in the time application after the employee has entered their hours.

Any authorization that is done outside of the time application must be maintained within the office for three fiscal years, per the document retention requirements. These authorizations must be made available to auditors upon request. At the end of the retention period they must be destroyed by confidential shredding.

3. Hourly Employees

Hourly employees obtain security to enter their own time by having an active hourly job in the system for the given pay period.

User Permissions

1. Enter Time
2. Approve Time
3. Unapprove Time
4. Assign Supervisor
5. Assign Employees (to administrators/supervisors)
6. Run Reports

ADMINISTRATORS

Departmental Administrators will be able to assign supervisors for their department, copy the supervisor permission from one employee to another, and delete supervisor authorization for an employee.

All three of these functions are located in PeopleSoft at: Home>Payroll for North America>Payroll Processing USA>Administer Hourly Time>Manage and Secure Timesheets



- Supervisor Security (Home>Payroll for North America>Payroll Processing USA>Administer Hourly Time>Manage and Secure Timesheets > Supervisor Security) – allows the administrator to select one or more employee IDs from within the department to serve as supervisor & to assign employees to that supervisor. Click on the magnifying glass to see the list of employee IDs associated with a specific department assigned to the administrator.

NORTHERN ARIZONA UNIVERSITY

Home

Menu

- Manage and Secure Timesheets
 - Open/Close Timesheet
 - Manager Security
 - Administrator Security
 - Delete Administrator Utility
 - Supervisor Security**
 - Copy Supervisor Utility
 - Delete Supervisor Utility
 - Mark Employee Time Manual
 - Manager Approve/Enter Time
- Review Timesheets
- Process Timesheets
 - Reverse/Adjust Paychecks
 - Load leave to payline
- Retroactive Payroll
- Payroll Distribution
- Pay Period Tax Reports USA

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

Find an Existing Value Add a New Value

Related People ID: begins with 1234567

Company: begins with NAU

SetID: begins with NAU00

Department: begins with

EmpID: begins with

Description: begins with

Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-25 of 25 Last

Company	SetID	Department	Description	EmpID	Name
NAU	NAU00	17000	Gateway Student Success Center	1234567	Employee 1
NAU	NAU00	30520	Information Technology Sys	1234567	Employee 2

The screenshot shows the 'Assigned Employees' page in the NAU Online Timesheet system. At the top, there are two tabs: 'Supervisor' and 'Assigned Employees'. The 'Assigned Employees' tab is active. The page displays the following information:

- Company:** NAU Northern Arizona University
- Employee, Supervisor:** (with an arrow pointing to the 'Assigned Employees' tab)
- EmpID:** 1234567
- SetID:** NAU00
- Department:** 17000 Gateway Student Success Center
- As Of Date:** 05/22/2006
- Assignee's Operator ID:** abc1 (with an arrow pointing to the 'Assigned Employees' tab)

Below this information, there are three checkboxes, all of which are checked:

- Can Approve Specific EE Time
- Can Enter Time for Specific EE
- Can Print Dept Reports

At the bottom of the page, there are several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Add'. The 'Supervisor | Assigned Employees' link is also visible at the bottom left.

Annotations on the right side of the page provide additional context:

- A box at the top right states: "Administrator has added an employee as a supervisor in the Gateway Center." with an arrow pointing to the 'Assigned Employees' tab.
- A box in the middle right states: "The Assignee's Operator ID corresponds to the administrator making the assignment." with an arrow pointing to the 'Assignee's Operator ID' field.
- A box at the bottom right states: "EE = Employee" with an arrow pointing to the 'Can Enter Time for Specific EE' checkbox.

NAU ONLINE TIMESHEET

NORTHERN ARIZONA UNIVERSITY

Home Worklist Add to Favorites

Supervisor Assigned Employees

Company: NAU Northern Arizona University
Cislo,Julie M

EmpID: 1034787
SetID: NAU00
All Dept EE

Department: 30520 Information Technology Sys

Payee EmplID	Empl Rcd Nbr	Name	Position Number	Descr	As Of Date	Assignee's Operator ID
1 1234567	0	Employee Hourly, One	00011338	Student Wage - Temporary	08/11/2005	HR_ALL
2 2345678	0	Employee Hourly, Two	00011338	Student Wage - Temporary	08/11/2005	HR_ALL

Save Return to Search Previous in List Next in List Add

Supervisor | Assigned Employees

Payee Emplids are hourly employees within the department and can be assigned individually by using the 'plus' button.

Or all hourly employees can be assigned to the supervisor by using the "All Dept...." button

- Copy Supervisor Security (Home>Payroll for North America>Payroll Processing USA>Administer Hourly Time>Manage and Secure Timesheets > Copy Supervisor Security) – allows the administrator to copy the supervisory role of one employee to the employee ID of another. This is especially convenient for departments that have supervisors who monitor a large number of employees. When it is time to replace a supervisor or assign a “back up” supervisor, this is the tool that will help you accomplish that task quickly. The employee must first be assigned as a supervisor before the ‘copy supervisor utility’ will be successful. Click on the magnifying glass to see the list of employee IDs who are supervisors.

Copy Supervisor

Company: NAU EmplID: 1034787 Employee, Supervisor 1

SetID: NAU00 Department: 30520 Information Technology Svs

Supervisor Emplid:

Assigned Employees

Payee EmplID	Empl Rcd Nbr	Name	As Of Date	Assignee's Operator ID
1 1234567	0	Employee Hourly, One	08/11/2005	HR_ALL
2 2345678	0	Employee Hourly, Two	08/11/2005	HR_ALL

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

Annotations:

- Current Supervisor (points to EmplID: 1034787)
- Creates new Supervisor when you type in the EMPLID (points to Supervisor Emplid field)
- Populate (points to the Populate button)

Pressing the 'Populate' button will copy the EMPLIDs from the current supervisor into the new supervisor security.

Copy Supervisor

Company: NAU **EmplID:** 1234567 Employee, Supervisor 1

SetID: NAU00 **Department:** 30520 Information Technology Svs

Supervisor EmplID: Employee, Supervisor 2

Populate

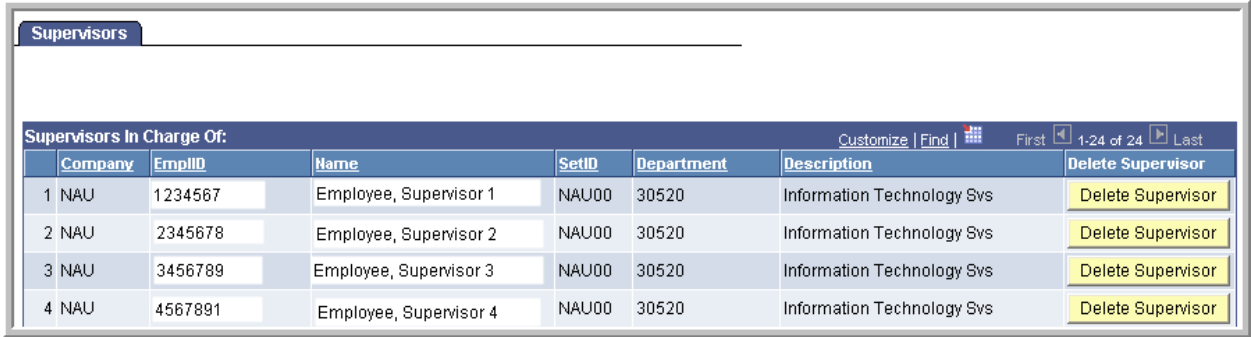
Assigned Employees						
	Payee EmplID	Empl Rcd Nbr	Name	As Of Date	Assignee's Operator ID	
1	1234567	0	Employee Hourly, One	08/11/2005	HR_ALL	+ -
2	2345678	0	Employee Hourly, Two	08/11/2005	HR_ALL	+ -

The Assignee's Operator ID is associated with the Administrator who made the supervisor assignment.

EMPLIDs can be deleted individually by pressing minus button.

Save Return to Search

- 3. Delete Supervisor Security (Supervisor Security (Home>Payroll for North America>Payroll Processing USA>Administer Hourly Time>Manage and Secure Timesheets > Delete Supervisor Utility) – allows the administrator to remove security from an employee who is no longer supervising employees.



The screenshot shows a web interface titled 'Supervisors'. Below the title is a table with the following columns: Company, EmpID, Name, SetID, Department, Description, and Delete Supervisor. There are four rows of data, each representing a supervisor. The 'Delete Supervisor' column contains a yellow button with the text 'Delete Supervisor' for each row.

Supervisors In Charge Of:						
Company	EmpID	Name	SetID	Department	Description	Delete Supervisor
1 NAU	1234567	Employee, Supervisor 1	NAU00	30520	Information Technology Svs	Delete Supervisor
2 NAU	2345678	Employee, Supervisor 2	NAU00	30520	Information Technology Svs	Delete Supervisor
3 NAU	3456789	Employee, Supervisor 3	NAU00	30520	Information Technology Svs	Delete Supervisor
4 NAU	4567891	Employee, Supervisor 4	NAU00	30520	Information Technology Svs	Delete Supervisor

When an employee terminates from a specific department or is no longer a supervisor, pressing the 'Delete Supervisor' button will delete the EMPLID.

Any employees assigned to the deleted Supervisor will become 'Unassigned Employees' and will need to be assigned to another Supervisor.

Administrators can view the departments that have been assigned to them:
 Home>Payroll for North America>Payroll Processing USA>Administer Hourly Time>Review Timesheets>Administrator Utility.

The screenshot shows the 'Administrator Utility' page for Northern Arizona University. On the left is a navigation menu with options like 'Payroll for North America' and 'Administer Hourly Time'. The main content area is titled 'Departments' and displays the following information:

- Company: NAU Northern Arizona University
- EmplID: 1234567
- NAU Administrator
- User ID: abc

Below this information is a table titled 'Departments In Charge Of:'. The table has columns for SetID, Department, Description, and Unassigned Employee. Two rows are visible:

SetID	Department	Description	Unassigned Employee
1 NAU00	17000	Gateway Student Success Center	Unassigned Employees
2 NAU00	30520	Information Technology Svs	Unassigned Employees

A callout box with an arrow pointing to the 'Unassigned Employees' button in the first row contains the text: 'Pressing the 'Unassigned Employee' button produces this type of results.'

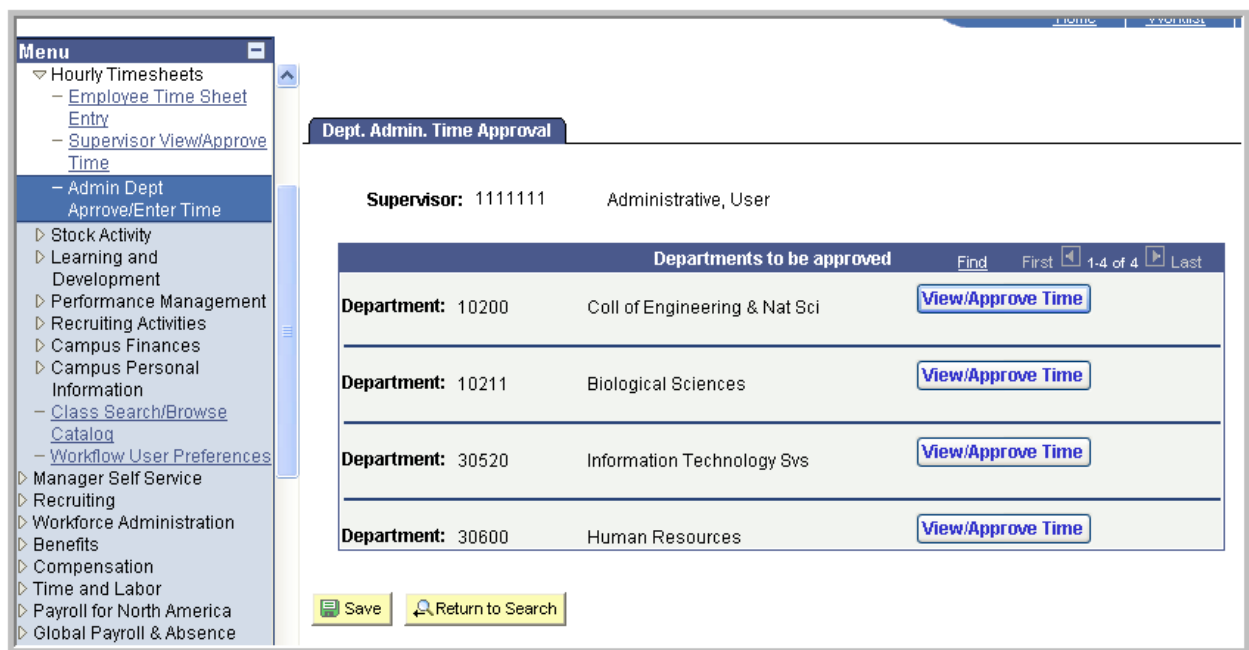
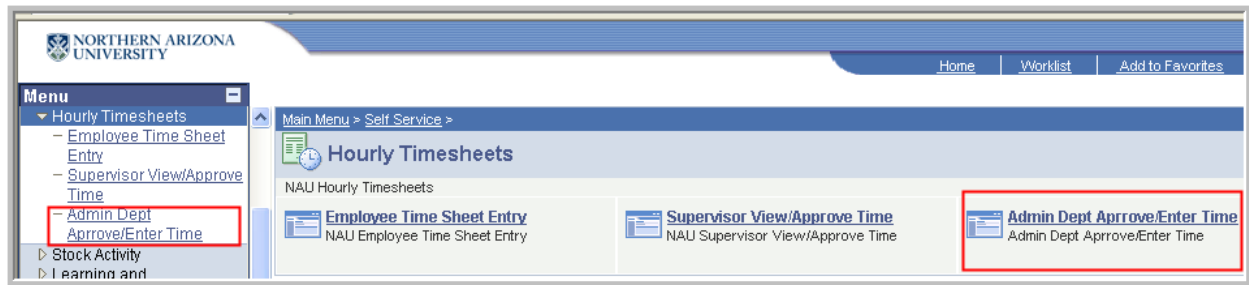
This screenshot shows the results of clicking the 'Unassigned Employees' button. It displays a table titled 'Hourly Employees w/o Supervisors' for SetID: NAU00 and Department: 17000 (Gateway Student Success Center). The table lists five hourly employees who are not assigned a supervisor.

	EmplID	Empl Rcd Nbr	Name	Pay Group	Position Number
1	1111111		1 Hourly Employee, 1	TMP	00015228
2	2222222		2 Hourly Employee, 2	TMP	00015228
3	3333333		1 Hourly Employee, 3	TMP	00015228
4	4444444		3 Hourly Employee, 4	TMP	00015228
5	5555555		3 Hourly Employee, 5	TMP	00015228

The administrator utility allows for viewing of hourly employees who have not been assigned a supervisor.

NAU ONLINE TIMESHEET

Administrators can enter, change or view the hours their employee's worked each day at: Home>Self Service>Hourly Timesheets. Choose "Admin Dept Approve/Enter Time" to either view or enter hours.



If the employee has more than one active hourly job in the administrator's department, all jobs will be available for view, entry, change or approval. Be careful to choose the job with the correct position number and department name. Select the [View/Approve Time](#) box to see all employees in the selected department.

NAU ONLINE TIMESHEET

Hourly Time Entry

EmplID: 1234567 Administrative, User

PS Department: 10200 Coll of Engineering & Nat Sci

Employees Hours

First 1-9 of 9 Last

PS Department	Position	Dept	Unit	Hrs	Back Hrs	Time Approved	Enter Time		
10200	Hourly Employee, 1	00001046	Student Casual - Temporary	ENS	1100	0.00	0.00	N	
10200	Hourly Employee, 2	00001046	Student Casual - Temporary	ENS	1100	0.00	0.00	N	
10200	Hourly Employee, 3	00001048	Student Casual - Temporary	ASD	2501	0.00	0.00	N	

After you get a list of EMPLIDs for the department, you can select an employee. The timesheet displays the 14 days in the current pay period and on a separate tab the 14 days in the previous pay period. The administrator may either enter the hours worked in the box provided or click the approve button in the upper right-hand corner of this page. The approve button approves time entered on both pay periods. To calculate the total number hours entered, click the box marked “recalculate total hours.” Click on the “apply” button to save your entry. The “ok” button will also save your entry and return you to the previous screen.

Hourly Time Entry

EmplID: 1234567 Hourly Employee, 1

Pay Period Begin Date: 08/28/2006

Pay Period End Date: 09/10/2006

Paygroup: Student

PS Department 10200 Coll of Engineering & Nat Sci

Position Number 00001048 Student Casual - Temporary

Dept ASD **Unit** 2501

Approve

Total Hours:

Recalculate Total Hours ==>

Enter Hours Worked			Find	First	1-14 of 14	Last
Date Worked		Hours worked	Hourly Rate			
08/28/2006	MONDAY	<input type="text"/>	9.500000			
08/29/2006	TUESDAY	<input type="text"/>	9.500000			
08/30/2006	WEDNESDAY	<input type="text"/>	9.500000			
08/31/2006	THURSDAY	<input type="text"/>	9.500000			

At the top of the employee’s hourly time entry page are two tabs. The first tab is for the current pay period, and is called “enter daily time.” The second tab is for unreported hours worked in the previous pay period, and is called “enter back pay.” The approve check box for both the current and the previous pay period entry is located on the first tab – enter daily time.

Employees who are not eligible for back pay because their job was not active during the previous pay period will have an “enter back pay” tab, but there will be no place under that tab to enter any hours.

SUPERVISORS

Supervisors may approve or enter the time their employee's worked at: Home>Self Service>Hourly Timesheets, choose Supervisor View/Approve Time to see the hours your employee's have entered. The supervisor can view, enter, change and approve time here.

Hourly Time Entry

EmpID: 1021452 Fleece,Pamela Sharon
PS Department: 30600 Human Resources

Employees Hours									
PS Department	Position	Dept	Unit	Hrs	Back Hrs	Time Approved	Enter/View		
30600	Hourly, Employee 1	HMR	2501	30.00	15.00	Y			
30600	Hourly, Employee 2	HMR	1165	48.00	0.00	Y			
30600	Hourly, Employee 3	HMR	2582	105.00	154.00	Y			

Hourly Time Entry

EmpID: 1234567 NAU Employee
Pay Period Begin Date: 08/28/2006
Pay Period End Date: 09/10/2006
Paygroup: Student Work Study
PS Department: 30600 Human Resources
Position Number: 00111111 Work Study - Temporary
Dept: HMR **Unit:** 1165

Approve

Total Hours: 48.00

Recalculate Total Hours =>

Enter Hours Worked			
Date Worked		Hours worked	Hourly Rate
08/28/2006	MONDAY	<input type="text"/>	6.250000
08/29/2006	TUESDAY	<input type="text" value="9.00"/>	6.250000
08/30/2006	WEDNESDAY	<input type="text" value="9.00"/>	6.250000
08/31/2006	THURSDAY	<input type="text" value="9.00"/>	6.250000
09/01/2006	FRIDAY	<input type="text" value="9.00"/>	6.250000

Menu

Search:

- My Favorites
- Self Service
 - Payroll and Compensation
 - Benefits
 - Hourly Timesheets
 - Supervisor View/Approve Time
 - Campus Finances
 - Campus Personal Information
 - Advisement
 - Faculty Center
 - Class Search/Browse Catalog
 - Workforce Administration
 - Benefits
 - Compensation
 - Payroll for North America
 - Organizational Development
 - Campus Community
 - Curriculum Management
 - Set Up HRMS
 - Worklist
 - Reporting Tools
 - PeopleTools

Enter Daily Time | **Enter Back Pay**

Hourly Time Entry

EmpID: 1234567 NAU Employee
 Pay Period Begin Date: 08/28/2006
 Pay Period End Date: 09/10/2006
 Paygroup: Student Work Study
 PS Department: 30600 Human Resources
 Position Number: 00111111 Work Study - Temporary
 Dept: HMR Unit: 1165

Recalculate Total Hours => **Total Hours: 48.00**

Date Worked	Hours worked	Hourly Rate
08/28/2006 MONDAY		6.250000
08/29/2006 TUESDAY	9.00	6.250000
08/30/2006 WEDNESDAY	9.00	6.250000
08/31/2006 THURSDAY	9.00	6.250000
09/01/2006 FRIDAY	9.00	6.250000

Approve

If you unapproved time to make a change (uncheck box), you must exit the page and come back in before you can make the changes.

This employee was not hired until 8/29/06, thus the first two days are 'blocked' from anyone entering time.

You will also see changes that are made on hourly rates in a given pay period, i.e., rate today is \$7.50 and tomorrow \$8.00.

Additionally, if the employee terminates from your department mid pay period, the remaining days will also be 'blocked' from entering time.

At the top of the employee’s hourly time entry page are two tabs. The first tab is for the current pay period, and is called “enter daily time.” The second tab is for unreported hours worked in the previous pay period, and is called “enter back pay.” The approve check box for both the current and the previous pay period entry is located on the first tab – enter daily time.

Employees who are not eligible for back pay because their job was not active during the previous pay period will have an “enter back pay” tab, but there will be no place under that tab to enter any hours.

Enter Daily Time
Enter Back Pay

Hourly Back Pay Entry

Pay Period for Retro Pay Check

EmpID:	1234567	NAU Employee	
Pay Period Begin Date:	08/28/2006		
Pay Period End Date:	09/10/2006		
Paygroup:	Temporary Employees		
PS Department	30600	Human Resources	
Position Number	00004368	Part-Time Temp Employees	
Dept	HMR	Unit 1165	

Recalculate Total Hours =>

	Totals
	Prev + Back Pay Hrs
	0.0
	Back Pay Hrs
	0.0

Enter Back Pay Hours				
		Prev. Hours Paid	Rate Paid	Back Pay Hours:
08/14/2006	MONDAY	0.00		<input style="width: 50px;" type="text"/>
08/15/2006	TUESDAY	0.00		<input style="width: 50px;" type="text"/>

Hourly Employee

Hourly employees will enter the hours they worked each day at: Home >Self Service > Hourly Timesheets. Choose “Employee Time Sheet Entry” and begin entry.

The screenshot shows the 'Employee Time Sheet' interface. On the left is a navigation menu with options like 'My Favorites', 'Self Service', 'Time Reporting', 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Hourly Timesheets', 'Supervisor View/Approve Time', 'Admin Dept Approve/Enter Time', 'Stock Activity', 'Learning and Development', 'Performance Management', 'Recruiting Activities', 'Campus Finances', 'Campus Personal Information', 'Class Search/Browse Catalog', 'Workflow User Preferences', and 'Manager Self Service'. The main content area is titled 'Employee Time Sheet' and includes a 'Return to Search' button. Below this, there are two sections: 'Hourly Time Entry' and 'Employee Department Time'. The 'Hourly Time Entry' section shows 'EmpID: 1234567', 'Hourly, Employee 1', 'Pay Period Begin Date: 08/28/2006', and 'Pay Period End Date: 09/10/2006'. The 'Employee Department Time' section contains a table with the following data:

Paygroup:	PS Department:	Position Number	Dept	Unit	Reg Hrs	Back Hrs	Time Approved	Enter Time
Student	Human Resources	00011122	Student Wage - Temporary	HMR	2501	30.00	15.00	Y

A callout box with an arrow pointing to the 'Y' in the 'Time Approved' column contains the text: 'Time has been approved. (N= No, Y= Yes)'.

If the message “*** The Time Keeping System is available for VIEW ONLY at this time***”, appears at the top of the page, the application is not open. No time entry will be allowed. This means it will be view only.

If the employee has more than one active hourly job on campus, all jobs will be available for time entry by the employee. Choose the job with the correct position number and department name, and then begin the entry by clicking on the box that says “enter time.” The timesheet displays the 14 days in the current pay period. Enter the hours worked in the box provided. To calculate the total hours entered, click the box marked “recalculate total hours.” Click on the “apply” button to save your entry. The “ok” button will also save your entry and return you to the previous screen.

An employee may make changes to the time entered if necessary until the supervisor has approved the time. To make changes after the supervisor has approved the time, the supervisor must first remove the approval. Then the employee may enter the changes and the supervisor must approve the time again.

[New Window](#)

Enter Daily Time
Enter Back Pay

Hourly Time Entry

EmplID: 1234567

Pay Period Begin Date: 08/28/2006

Pay Period End Date: 09/10/2006

Paygroup: Student

PS Department: 30600 Human Resources

Position Number: 00111111 Student Wage - Temporary

Dept: HMR **Unit:** 2501

Recalculate Total Hours =>
Approve
Total Hours:
30.00

Enter Hours Worked		
Date Worked	Hours worked	Hourly Rate
08/28/2006	MONDAY	5.850000
08/29/2006	TUESDAY	5.850000

Employees cannot enter back pay for themselves. Back pay is entered by the supervisor or administrator for their department.

No changes may be made once Payroll has closed the Time Sheet Application and has loaded the hours to the employee's paysheet.

To view the hours entered and approved, the employee will use: Home>Payroll for North America>Payroll Processing USA>Administer Hourly Time>Review Timesheets>Inquire Employee Time. Enter the employee ID and hit search. Click on “View Entered Hours” to see the detail. NOTE: hours must be approved by supervisor to be seen here. The employee can also see back pay entered and approved by their supervisor or administrator.

Menu

- ▷ Compensation
- ▷ Time and Labor
- ▷ Payroll for North America
 - ▷ Employee Pay Data USA
 - ▷ Payroll Processing USA
 - ▷ Create and Load Paysheets
 - ▷ Update Paysheets
 - ▷ Produce Payroll
 - ▷ Review Processing Messages
 - ▷ Produce Checks
 - ▷ Create Direct Deposits
 - ▷ Pay Period Reports
 - ▷ Create Online Checks
 - ▷ Create Final Checks
 - ▷ Administer Hourly Time
 - ▷ Manage and Secure Timesheets
 - ▷ Review Timesheets
 - [Manager Utility](#)
 - [Administrator Utility](#)
 - [Inquire Employee Time](#)
 - [Manual Employees Summary](#)
 - [Peek at Back Pay Calculations](#)
 - [List EEs Without](#)

Inquire Employees Time

EmpID: 1234567 Hourly Employee, 1

Weeks Worked with Approved Time		Find	First	1-53 of 53	Last
Pay Period Begin Date	Pay Period End Date	View Entered Hours			
07/19/2004	08/01/2004	View Entered Hours			
08/02/2004	08/15/2004	View Entered Hours			
08/16/2004	08/29/2004	View Entered Hours			
08/30/2004	09/12/2004	View Entered Hours			

Timesheet Inq Daily hrs

EmpID: 1234567

Pay Period Begin Date: 07/19/2004 Pay Period End Date: 08/01/2004

Daily Hours Recorded											Find	View All	First	1-14 of 14	Last
PS Dept.	Position:	Dept	Unit	Day	Hrs wrk'd	Reg Hrs	Rate	OT Hrs	OT Rt	Entered By					
STU Campus Services	00010723 StdntWage	OCS	4736	MONDAY	4.00	4.00	6.250000	0.00	0.00	Employee					
STU Campus Services	00010723 StdntWage	OCS	4736	TUESDAY	0.00	0.00	6.250000	0.00	0.00	Employee					
STU Campus Services	00010723 StdntWage	OCS	4736	WEDNESDAY	0.00	0.00	6.250000	0.00	0.00	Employee					
STU Campus Services	00010723 StdntWage	OCS	4736	THURSDAY	4.00	4.00	6.250000	0.00	0.00	Employee					
STU Campus Services	00010723 StdntWage	OCS	4736	FRIDAY	2.00	2.00	6.250000	0.00	0.00	Supervisor					

This page is available to both the employee and the Manager. Indicates who entered hours on the timesheet.

REPORTING

The department reports can be found at: Home>Payroll for North America>Payroll Processing USA>Administer Hourly Time>Review Timesheets>Time Sheet Dept Report. The departmental reports contain the following information:

The report will show the current pay period: regular pay and overtime pay information along with back pay regular and overtime information.

Detail Department Report

PS Department: 12345 NAU Department Pay Run ID: J01
 Pay Period End Date: 07/02/2006

Entered Time Sheets for Department

Pay Grp:	Dept/Unit:	Position:	Name:	EmplID:	Reg Hrs	Reg Pay	OT Hrs	OT Pay	BackPay Reg Hrs	BackPay Reg Pay	BackPay OT Hrs	BackPay OT Pay
STU	ABC 1234	12345	Employee 1	1234567	67.00	\$469.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
WKS	ABC 1234	12345	Employee 2	1234568	68.00	\$425.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
WKS	ABC 1234	12345	Employee 3	1234569	21.58	\$129.48	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
WKS	ABC 1234	12345	Employee 4	7654321	18.00	\$108.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
Totals:						\$1131.48		\$0.00		\$0.00		\$0.00

Cancel

TIME CONVERSION CHART

Minutes	Hundredths	Minutes	Hundredths	Minutes	Hundredths
00	0.00	20	0.33	40	0.67
01	0.02	21	0.35	41	0.68
02	0.03	22	0.37	42	0.70
03	0.05	23	0.38	43	0.72
04	0.07	24	0.40	44	0.73
05	0.08	25	0.42	45	0.75
06	0.10	26	0.43	46	0.77
07	0.12	27	0.45	47	0.78
08	0.13	28	0.47	48	0.80
09	0.15	29	0.48	49	0.82
10	0.17	30	0.50	50	0.83
11	0.18	31	0.52	51	0.85
12	0.20	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.90
15	0.25	35	0.58	55	0.92
16	0.27	36	0.60	56	0.93
17	0.28	37	0.62	57	0.95
18	0.30	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98

NORTHERN ARIZONA UNIVERSITY

Online Time Sheet Application

Hourly Employee Handout

Introduction

This application consists of a component within PeopleSoft Self Service that allows hourly employees to enter hours worked for the current pay period (two-week period), departmental administrators/supervisors to enter and approve hours worked, and for those hours to be loaded to the employees' paylines. Last minute hires and changes will take effect within the pay period. Communication between HR, departments and students has been streamlined.

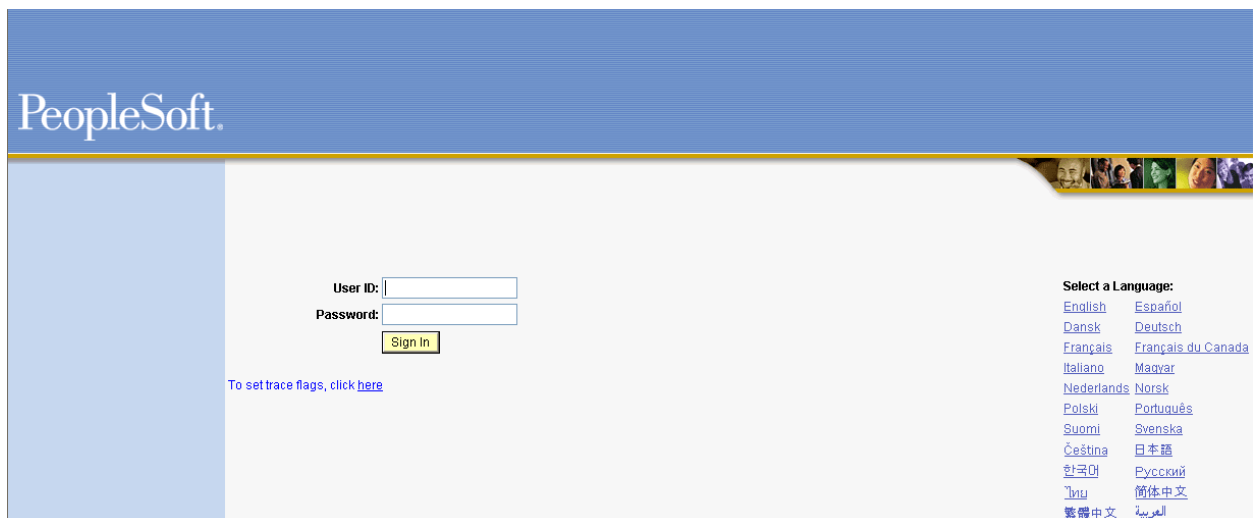
Inquiry pages have been added for departments to view assigned areas and employees, approved and overtime hours. Students/Departmental Administrators and Supervisors will have the ability to view approved hours for the current and prior pay periods.

Students can view hours entered for the current and previous pay periods, pay rate, OT hours/rate and who, other than the employee, entered hours on a given day.

Employees will continue to sign their timesheet as has been the practice in the past unless the employee does their hourly entry in the online timesheet application and it is approved by a supervisor or administrator. The electronic signature in the time application will replace the paper signature once the supervisor/administrator has approved the hours. If the hours are changed in the online timesheet by the administrator or supervisor, a paper signature must be acquired by the department.

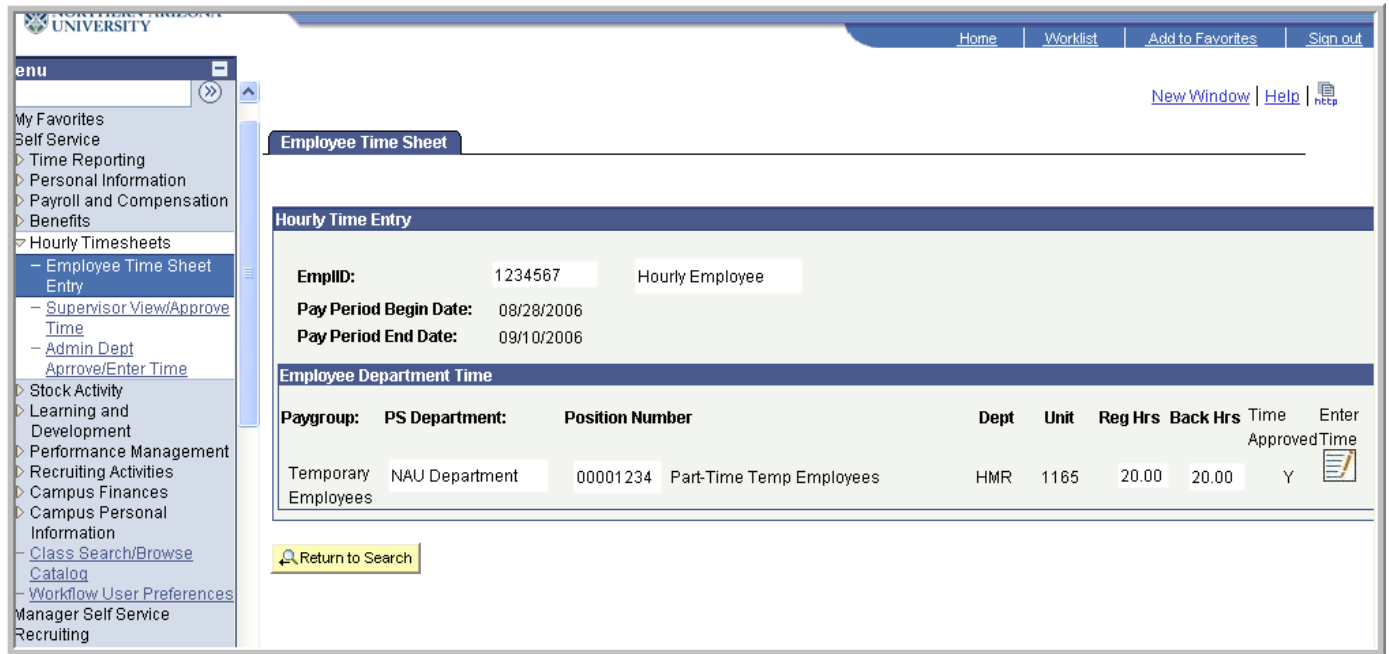
Login

As before, in order to access timesheets online, you will need an active Jan/dana userid/password, which may be obtained from the Solution Center in the Information Technology Services Department or off of the Internet. You may contact the Solution Center for assistance at 523-1511 or Ask-ITS@nau.edu.



Hourly Employee

Hourly employees will enter the hours they worked each day at: Home >Self Service > Hourly Timesheets. Choose “Employee Time Sheet Entry” and begin entry.



If the employee has more than one hourly job on campus, all jobs will be available for entry. Choose the job with the correct position number and department name, and then begin the entry by clicking on the box that says “enter time”.

The timesheet displays the 14 days in the current pay period. Enter the hours worked in the box provided. To calculate the total hours entered, click the box marked “recalculate total hours.” Click on the “apply” button to save your entry. The “ok” button will also save your entry and return you to the previous screen.

An employee may make changes to the time entered if necessary until the supervisor has approved the time. To make changes after the supervisor has approved the time, the supervisor must first remove the approval. Then the employee may enter the changes and the supervisor must approve the time again.

Enter Daily Time
Enter Back Pay

Hourly Time Entry

EmplID: 1234567 Hourly Employee

Pay Period Begin Date: 08/28/2006

Pay Period End Date: 09/10/2006

Paygroup: Temporary Employees

PS Department: 12345 NAU Department

Position Number: 00001234 Part-Time Temp Employees

Dept: HMR **Unit:** 1165

Approve

Total Hours:
28.00

Recalculate Total Hours ==>

Enter Hours Worked		Find	First	1-14 of 14	Last
Date Worked	Hours worked	Hourly Rate			
08/28/2006	MONDAY	[REDACTED]			
08/29/2006	TUESDAY	[REDACTED]			
08/30/2006	WEDNESDAY	8.00			
08/31/2006	THURSDAY	8.00			
09/01/2006	FRIDAY	8.00			
09/02/2006	SATURDAY	4.00			

This employee was not hired until 8/30/06, thus the first two days are 'blocked' from anyone entering time.

You will also see changes that are made on hourly rates in a given pay period, i.e., rate today is \$7.50 and tomorrow \$8.00.

Additionally, if the employee terminates from the department mid pay period, the remaining days will also be 'blocked' from entering time.

No changes may be made once Payroll has closed the Time Sheet Application and loaded the hours to the employee's payline.

To view the hours entered and approved, the employee will use Home>Payroll for North America>Payroll Processing USA>Administer Hourly Time>Review Timesheets>Inquire Employee Time. Enter the employee ID and hit search. Click on “View Entered Hours” to see the detail. **NOTE: hours must have been approved by your supervisor/administrator to be seen here.**

Pay Period Begin Date	Pay Period End Date	View Entered Hours
07/19/2004	08/01/2004	View Entered Hours
08/02/2004	08/15/2004	View Entered Hours
08/16/2004	08/29/2004	View Entered Hours
08/30/2004	09/12/2004	View Entered Hours

PS Dept.	Position:	Dept	Unit	Day	Hrs wrk'd	Reg Hrs	Rate	OT Hrs	OT Rt	Entered By
STU Campus Services	00010723 StdntWage	OCS	4736	MONDAY	4.00	4.00	6.250000	0.00	0.00	Employee
STU Campus Services	00010723 StdntWage	OCS	4736	TUESDAY	0.00	0.00	6.250000	0.00	0.00	Employee
STU Campus Services	00010723 StdntWage	OCS	4736	WEDNESDAY	0.00	0.00	6.250000	0.00	0.00	Employee
STU Campus Services	00010723 StdntWage	OCS	4736	THURSDAY	4.00	4.00	6.250000	0.00	0.00	Employee
STU Campus Services	00010723 StdntWage	OCS	4736	FRIDAY	2.00	2.00	6.250000	0.00	0.00	Supervisor

The Entered By column indicates if you, your supervisor or department administrator entered hours on a given day. This page is available for any given pay period after July 26, 2004 (Date hourly time was moved to PeopleSoft).

The employee can see both current pay (regular hours) and back pay (back hours) entered and approved by their supervisor or administrator.