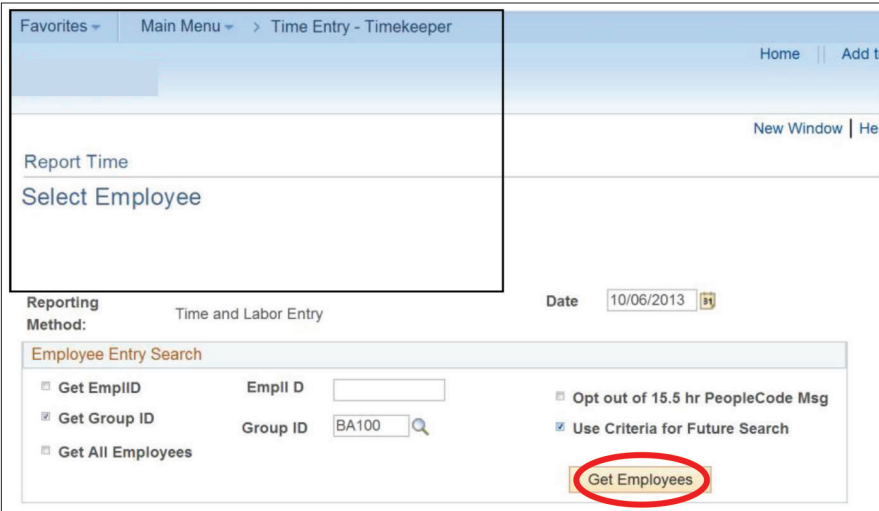


Entering Sick and Paid Time Off (PTO) Codes in HRMS

Method 1 Using the Time Entry Screen

1. From the menu on the left or at the top, select *Time Entry—Timekeeper*
2. Change date if needed (default is today). You can enter any date within the pay period. The whole pay period will be selected.
3. Select *Get Empl ID*, *Get Group ID*, or *Get All Employees* and enter appropriate criteria.
4. Click *Get Employees* bar (employee list will appear on screen).
5. Choose desired employee.



6. Use the lookup (magnifying glass) to select the correct *Time Reporting Code* (sick or PTO) and flash the number of hours taken under the *Amount Hours* column heading. Continue to enter all sick or PTO time as necessary.
7. Click *Save* when completed.

Punch and Elapsed Time Detail											
	Date	Day	In	Out	TRC	Amount Hours	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In	Taskgroup
+ -	08/01/2010	Sun									
+ -	08/02/2010	Mon									
+ -	08/03/2010	Tue									
+ -	08/04/2010	Wed			SIC	8.0000					UR DE
+ -	08/05/2010	Thu			SIC	8.0000					UR DE
+ -	08/06/2010	Fri			SIC	8.0000					UR DE
+ -	08/07/2010	Sat									
+ -	08/08/2010	Sun									
+ -	08/09/2010	Mon			SIC	8.0000					UR DE
+ -	08/10/2010	Tue			SIC	8.0000					UR DE

Method 2 Using the Elapsed Time Entry Screen

1. From the menu on the left or at the top, click *Manager Self-Service > Time Management Report Time > Elapsed Time Entry*.
2. Select Criteria (*Time Reporter Group, Empl ID, or Last Name*) by using the lookup (magnifying glass) or type in your selection.
3. Change the date if necessary (default date is today).
4. Click *Get Employees* bar (employee list will appear on screen).
5. Choose employee.

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	BA100
Empl ID	
Last Name	

Change View

View By: Week

Date: 05/21/2014

Show Schedule Information

Previous Week Next Week

Employees For Susan Silver, Totals From 05/19/2014 - 05/25/2014

Personalize | Find | 1-16 of 16

Last Name	First Name	Employee ID	Empl Record
Blue	Bonnie	201068	0
Brown	Becky	201073	0
Burgundy	Betty	201078	0

6. After the employee is chosen, click on View By and choose *Calendar Period*. This will give you the appropriate time period (salaried or hourly) for the employee.
7. Enter hours as appropriate; tab to the *Time Reporting Code* column and use the drop-down box to enter appropriate code (Sick or PTO). Each code needs its own line.
8. Click *Submit*, then *OK* on the Submit Confirmation page; use the menu at the bottom of the page to navigate.

Timesheet

Tammy Teal
Purchasing Asst

Employee ID 201070
Empl Record 0
Earliest Change Date 10/18/2013

Select Another Timesheet

View By: Calendar Period

Scheduled Hours 0.000000 Reported Hours 0.000000

Punch Time has been reported for this date range. Use the "Punch Timesheet" link to view the time.

From Sunday 05/18/2014 to Saturday 05/24/2014

Sun 5/18	Mon 5/19	Tue 5/20	Wed 5/21	Thu 5/22	Fri 5/23	Sat 5/24	Sun 5/25	Mon 5/26	Tue 5/27	Wed 5/28	Thu 5/29	Fri 5/30
			8.000000	8.000000	8.000000			8.000000	8.000000			

Submit

Return to Select Employee

Manager Self Service
Time Management