## 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.

Favorites - Main	Menu - > Time Ent	ry - Timekeeper	Home    Add
Report Time			New Window   He
Select Employe	ee		
Reporting Method:	Time and Labor Entry		Date 10/06/2013
Employee Entry Sea	rch		
Get EmpIID Get Group ID Get All Employee	Empli D Group ID	BA100	<ul> <li>Opt out of 15.5 hr PeopleCode Msg</li> <li>Use Criteria for Future Search</li> <li>Get Employees</li> </ul>

- 6. Use the lookup (magnifying glass) to select the correct *Time Reporting Code* (sick or PT 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.

Pun	ch ar	nd Elapsed Ti	me De	tail								Customize	Find	Fi	rst 🛃 1-14 of
		Date	Day	<u>In</u>	Out		TRC		<u>Amount</u> /Hours	<u>1st Meal</u> <u>Minute</u> <u>Override</u>	<u>2nd Meal</u> <u>Minute</u> <u>Override</u>	<u>Transfer</u> <u>to</u> <u>Regular</u> <u>Shift</u>		<u>Call In</u>	Taskgroup
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## 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 Criteria			Get Employees
Selection Criterion	Selection Cr	riterion Value	
Time Reporter Group	BA100	Q	Clear Criteria
Empl ID		Q	Save Criteria
Last Name		٩	
Change View			
*View By Week		Show Sch	edule Information
Date 05/21/2014	11 C	Previous Wee	k Next Week
Employees For Susan Silver, T	otals From 05/19/2014 - 05/2	5/2014 Pers	sonalize   Find   🗐 1-16 of 16
Time Summary Demograp	phics		
.ast Name	First Name	Employee ID	Empl Record
Blue	Bonnie	201068	0
Brown	Becky	201073	0
Description of the second seco	Batta	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.

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Tammy Teal								Employee ID	201070			
urchasing Asst								Empl Record	0			
							Ear	liest Change Date	10/18/2013			
Select Another Trate	sheet											
	-view By Caler	ndar Period		•		Previous Pe	nod Next Per	DOD				
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