



## Employee Self Service Job Aid:



### Mobile (**phone, tablet**) Entry for Punch Time Reporters

Punch time entry is for hourly employees that report hours using in and out punches on a daily basis.

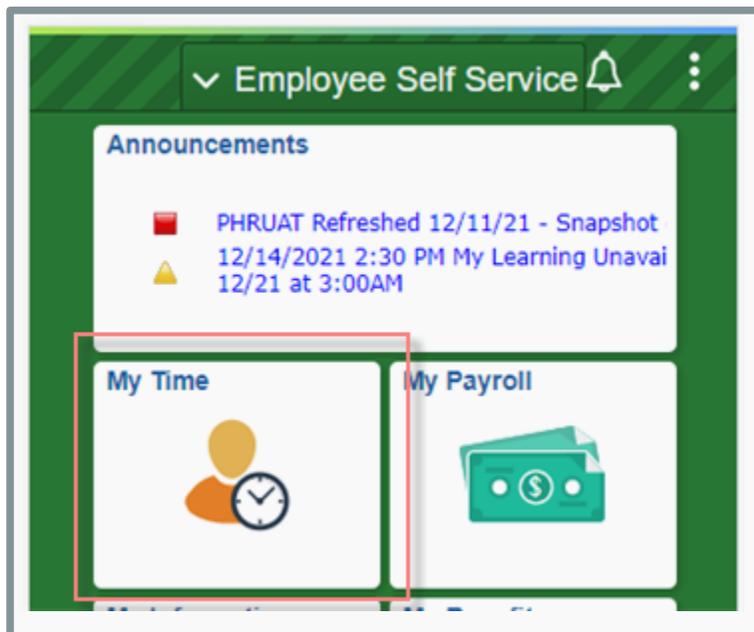
If reporting to task profiles/combo codes/user fields, it's highly recommended that you create quick fill(s) on your computer to make the mobile time entry process easier. Instructions on how to set up quick fill via mobile are available [here](#) and instruction on how to set it up via computer are available [here](#).

Time reporting codes (TRCs) that are entered with a quantity (nurse responsibility, certain on call codes, etc.) will not be available to enter or review via mobile time entry.

The deadline for employees to enter their timesheets is 2 p.m. on Monday. Timesheets are fully locked down at 12 p.m. on Tuesday following the end of each biweekly pay period.

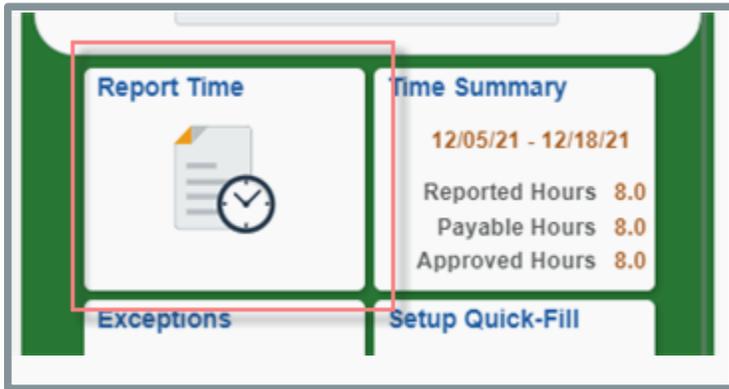
#### Enter Punch Time

From the **Employee Self Service Homepage**, select *My Time*.



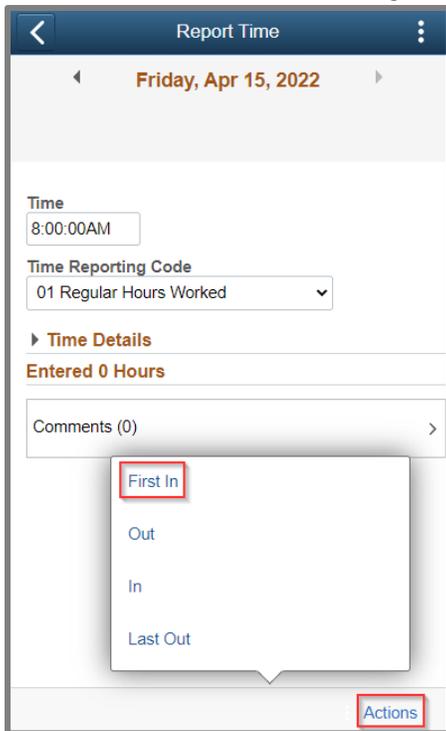


Select *Report Time*.



To enter punch time:

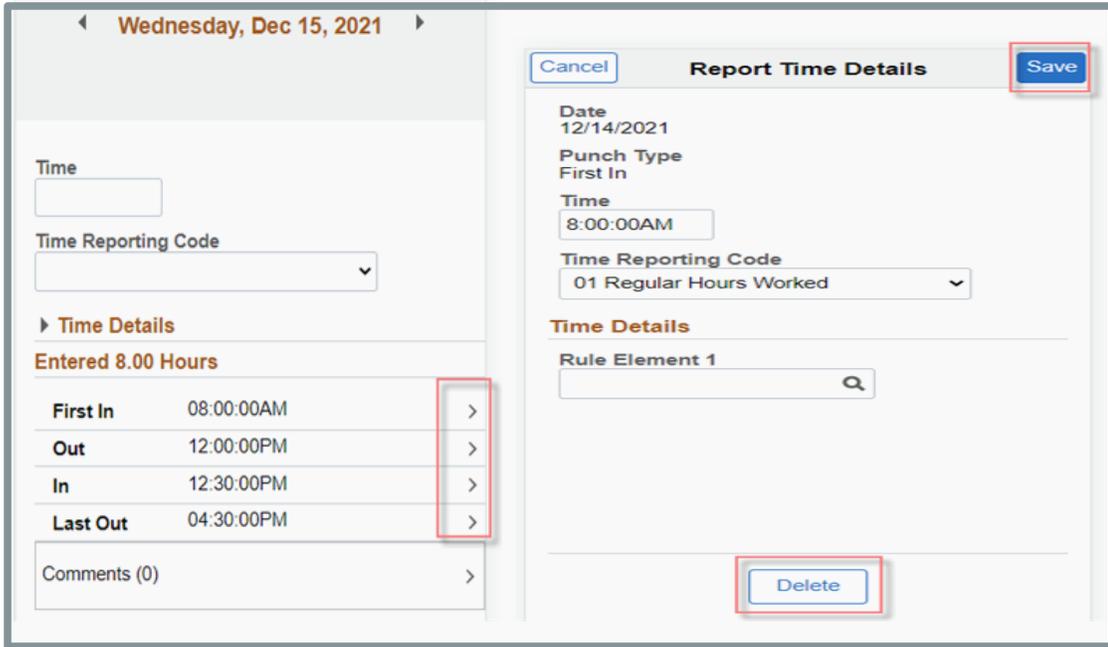
1. Click the arrows at the top to change to the day being entered.
2. Enter the time you began working for the day in the **Time** box (acceptable time reporting formats include: 7:45a and 4:30p, 0745 and 1630, & 7.45a and 4.30p).
3. Click on the drop down for **Time Reporting Code** (TRC) box and choose the applicable TRC
4. Click on **Actions** at the bottom right and select the **First In** in the box.



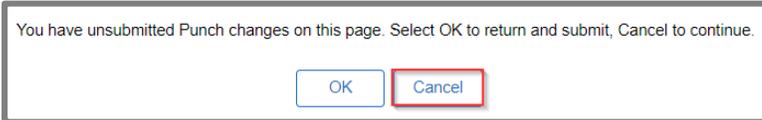
5. To account for non-payable time (i.e. lunch break) repeat steps 2-4 and select **Out** from the box for when you began your lunch and select **In** from the box when you returned from lunch.
6. Repeat steps 2-4 to enter the time you ended your work day and select the **Last Out** box. You MUST enter a time in the **Last Out** column or you will receive an exception error when you submit.



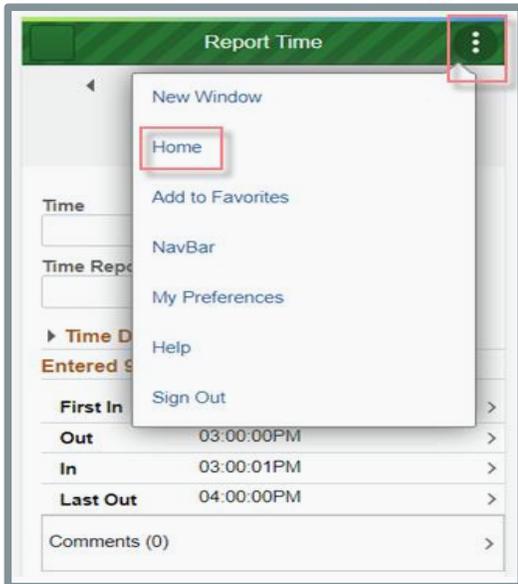
- 7. Screen will display the number of hours entered and show the **First In, Out, In** and **Last Out** as you complete each of the entries. You should review the entries by clicking on the arrow to the right of each entry and make any changes if necessary.



- 8. Click on the arrow at the top of screen to move to another day. Click cancel on the message.



- 9. To return to original screen, click on the **three dots** in upper right corner and click on **Home**.





10. If entering consecutive punches in two rows, use the next :01 second after the **Out** in the first row.

**NOTE:** The **Out** and **In** punches must have exactly a one second difference in order to be paid correctly.

11. If a **Last Out** punch occurs on the following day(overnight shift), enter the time you started working in the **First In** box for the first day.

12. Use the arrow by the date to move to the next day, click cancel when prompted for unsubmitted time, and put the time you finished working in the **Last Out** box on the second day.

You have unsubmitted Punch changes on this page. Select OK to return and submit, Cancel to continue.



13. If all looks correct, then you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes. The total amount of payable hours will be reflected on the day you reported your first **First In** punch for that shift.

- If you are required to enter Task Profile identifying information follow this [link](#) for instructions.
- If you are required to enter Speed Type/Combination Code identifying information, follow this [link](#) for instructions.
- If you are required to enter User Field 5 identifying information, follow this [link](#) for instructions.
- If you are unsure whether you need to enter the identifying information above, please reach out to your supervisor.

### **Record Overtime**

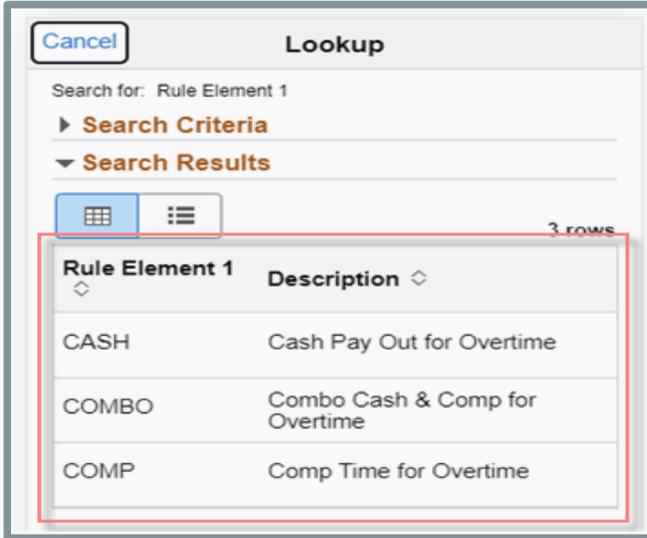
If your agency policy allows you to override the default payout method when overtime hours are worked, use **Rule Element 1** to perform the override. This field allows you to allocate those hours to be paid to you in CASH, put towards COMP time earned, or a COMBO of both. Contact your agency payroll specialist if you are unsure of your agency’s policy.

1. Select the last day with hours reported for the week.
2. Click on the **Time Details** dropdown.

A screenshot of a mobile application interface for reporting time. At the top, it says "Report Time" with a date "Thursday, Dec 16, 2021". Below that, there are input fields for "Time" (4:00:00PM) and "Time Reporting Code" (01 Regular Hours Worked). A dropdown menu labeled "Time Details" is open, showing a search field for "Rule Element 1". At the bottom, it says "Entered 8.00 Hours" and lists punch times: "First In 07:00:00AM", "Out 03:00:00PM", and "In 03:00:01PM".

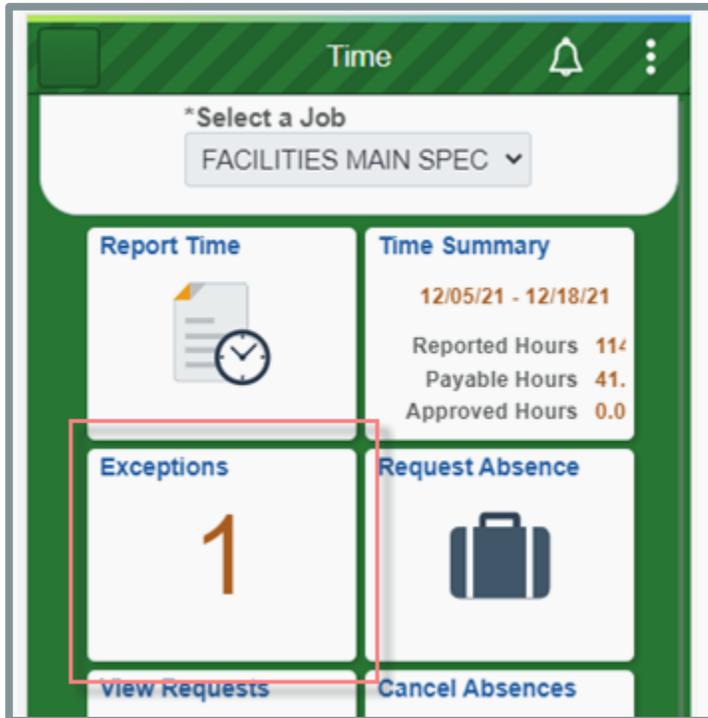


3. Click  and select the appropriate **Rule Element**.



**View Exceptions**

To view a complete list of unresolved exceptions, return to *My Time* and click on *Exceptions*.





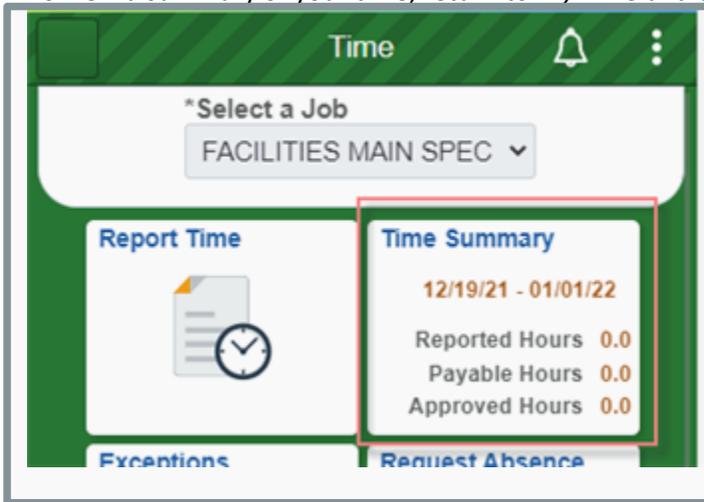
*View Exceptions* will give you a description of the error, the date and severity of the exception. Go back to that date and correct the exception.



**NOTE:** High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

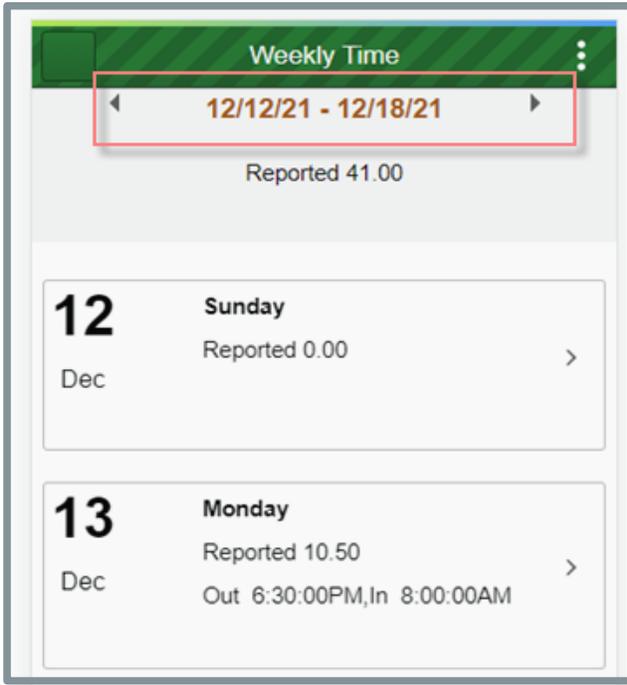
**View Summary of Time and Adjust Reported Time**

To view a summary of your time, return to *My Time* and click on *Time Summary*.

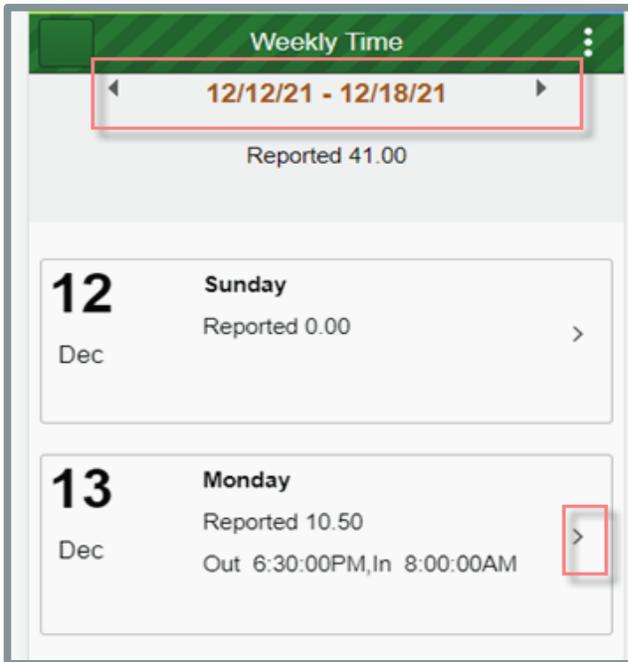




The *Time Summary* will show reported hours by week. You may scroll with the arrows next to the date range to search for the desired week.



You can scroll up and down on this screen to view each of the days reported time in that week.





From the *Report Time* screen you can make changes to your hours. Select the day you wish to make an adjustment to and update the punch times (see page 2 for more detail).

A screenshot of a mobile application screen titled "Report Time". At the top, it shows the date "Tuesday, Dec 14, 2021". Below the date, there are two input fields: "Time" and "Time Reporting Code". A red box highlights these two fields. Below them is a section titled "Time Details" with a right-pointing arrow. Under "Time Details", it says "Entered 11.00 Hours". There is a table with four rows: "First In" (07:00:00AM), "Out" (12:00:00PM), "In" (12:30:00PM), and "Last Out" (06:30:00PM). Each row has a right-pointing arrow next to it, which are highlighted with red boxes. Below the table is a "Comments (0)" field with a right-pointing arrow. At the bottom of the screen, there are two buttons: "Submit" and "Actions".

After you make your adjustment and updates on the *Report Time Details*. Click **Save**.

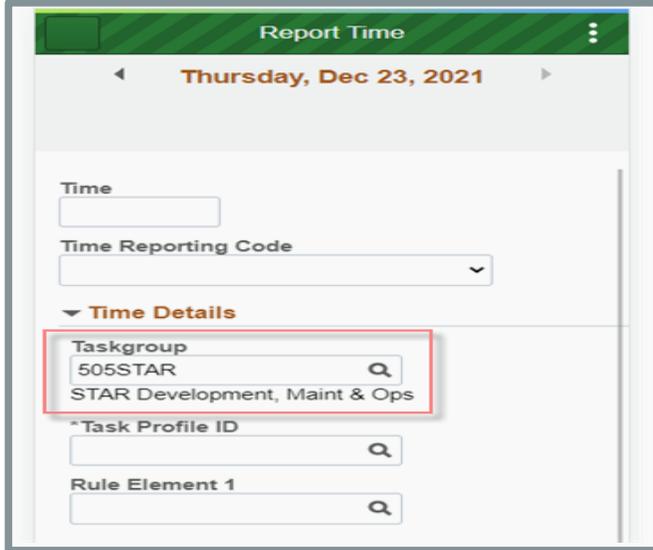
A screenshot of a mobile application screen titled "Report Time Details". At the top left is a "Cancel" button and at the top right is a "Save" button, both highlighted with red boxes. The screen displays the following information: "Date" (12/14/2021), "Punch Type" (In), "Time" (1:00:00PM), and "Time Reporting Code" (01 Regular Hours Worked). Below this is a section titled "Time Details" with a search bar labeled "Rule Element 1". At the bottom of the screen is a "Delete" button.

**NOTE:** You may only go back 16 days to make an adjustment. If your adjustment exceeds 16 days, contact your supervisor.

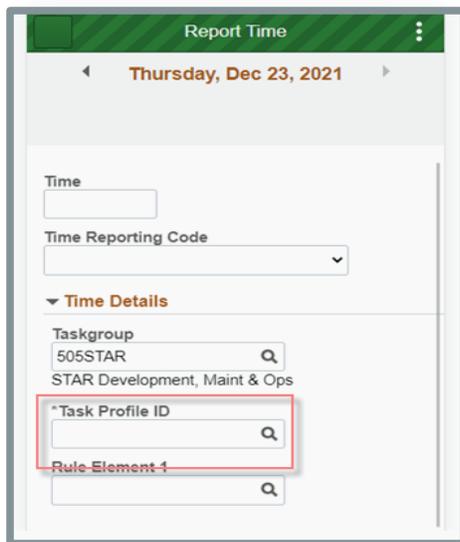


### Task Profile Entry

Your default **Taskgroup** will auto-populate. If you are working on a task profile not associated with your default taskgroup and your agency allows, select the appropriate taskgroup that starts with the 3 digit code associated with your agency.



Click  to select the appropriate **Task Profile ID**.



**NOTE:** Depending on your agency's policy, you may be required to select a task profile for each line with work time entered before submitting.

When you have finished recording your time for the week, you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes.



### Speed Type Entry

Your default Business Unit (Agency) will auto-populate. Click the **ChartFields** link to enter a combination code using a SpeedType.

A screenshot of a mobile application titled "Report Time" showing a date of "Monday, Mar 7, 2022". The interface includes a "Time" input field, a "\*Time Reporting Code" dropdown menu, and a "Time Details" section. Under "Time Details", there are search fields for "\*Business Unit" (with "52100 Ethics Commission" displayed), "\*User Field 3", and "\*Combination Code". A red box highlights the "ChartFields" link below the search fields. At the bottom, it shows "Entered 0 Hours" and a "Comments (0)" field.

Click on the **Advanced Search** link.

A screenshot of a mobile application titled "ChartField Detail" with "Cancel" and "Done" buttons. It features a "Combination Code" search field with a magnifying glass icon. Below this is a red box containing the text "Advanced Search". Underneath, there is a "ChartField Detail" section with search fields for "Budget Reference", "Fund Code", and "Appropriation".

Click on **Speed Types**.

A screenshot of a mobile application titled "ChartField Detail" with "Cancel" and "Done" buttons. At the top, there are two tabs: "Combination Codes" and "Speed Types", with "Speed Types" highlighted by a red box. Below the tabs is a "Combination Code" search field. Underneath is a section titled "Search by ChartFields" with a "Budget Reference" search field.



Enter the **SpeedType** as directed by your supervisor or click on the magnifying glass and select the applicable row. The SpeedTypes displayed are specific to your agency.

Cancel      **Lookup**

Search for: SpeedType Key

▶ **Search Criteria**

▼ **Search Results**

Only the first 300 results can be displayed.

     300 rows

| SpeedType Key | Description                   |
|---------------|-------------------------------|
| 00060141      | ROUTINE MAINTENANCE - BUFFALO |
| 00060140      | OTHER STH'S BUFFALO CO        |
| 00060133      | OTHER STH'S BUFFALO CO        |
| 00060131      | OTHER STH'S BUFFALO CO        |
| 00060121      | OTHER STH'S BUFFALO CO        |
| 00060111      | OTHER STH'S BUFFALO CO        |

Click anywhere in the Search Results with the corresponding **SpeedType** at the bottom.

Cancel      **ChartField Detail**

Combination Codes      **Speed Types**

SpeedType Key: 00060141      🔍

**Search by ChartFields**

Budget Reference:      🔍

Fund Code: 21100      🔍

Appropriation: 96100      🔍

Department: 1025231100      🔍

Account:      🔍

View More

Search      Clear

**Search Results**

Summary      Details      1 row

|               |                               |
|---------------|-------------------------------|
| SpeedType Key | 00060141                      |
| Description   | ROUTINE MAINTENANCE - BUFFALO |



The ChartField Detail is filled in automatically. Click **Done** to return to the timesheet.

**ChartField Detail**

Combination Code

[Advanced Search](#)

**ChartField Detail**

Budget Reference

Fund Code 21100

Appropriation 96100

Department 1025231100

Account 7000000

Program Code

Operating Unit

Product

PC Business Unit 39500

Project 39500060141

Activity LABOR-DLVY-OTHR

Source Type OTHER

Category

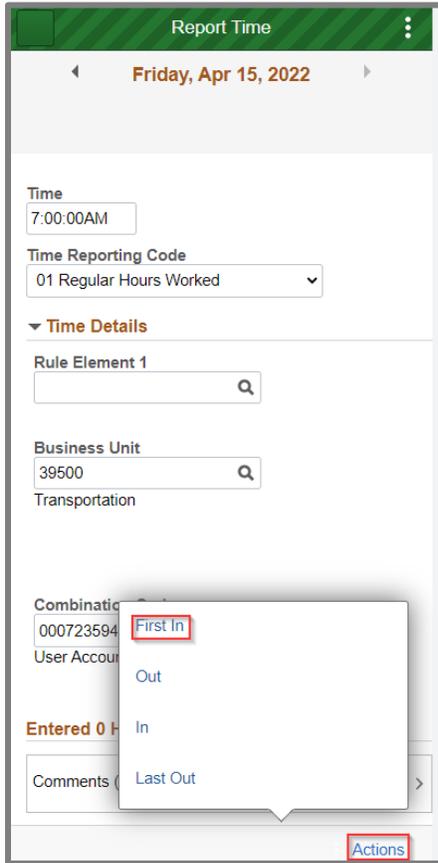
Subcategory

Affiliate

Fund Affiliate



When you have finished recording your time for the shift, click **Actions** in the lower right hand corner and click the appropriate option (First In, Out, In, Last Out).



If all looks correct, then you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes.

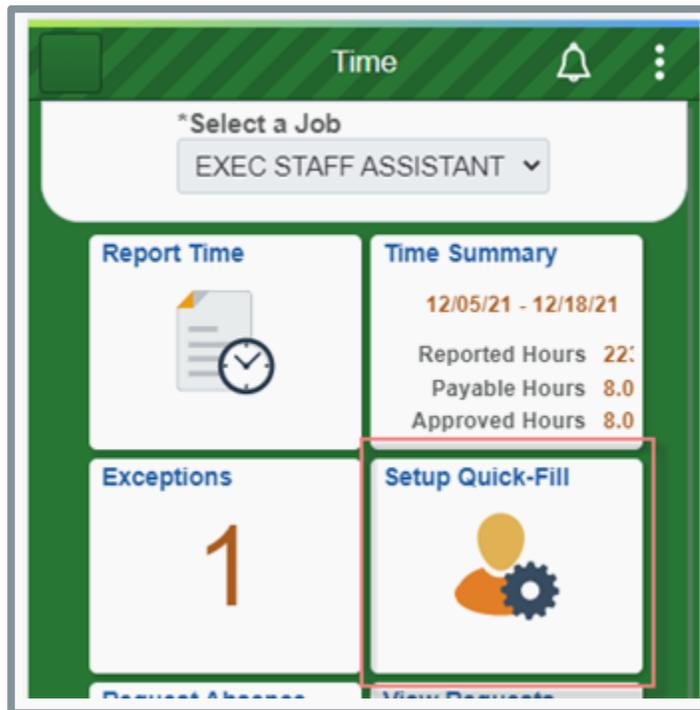
***Please refer to the next section for instructions on setting up Quick Fill options for different Taskgroup/Task Profile combinations.***

### **Quick Fill Setup**

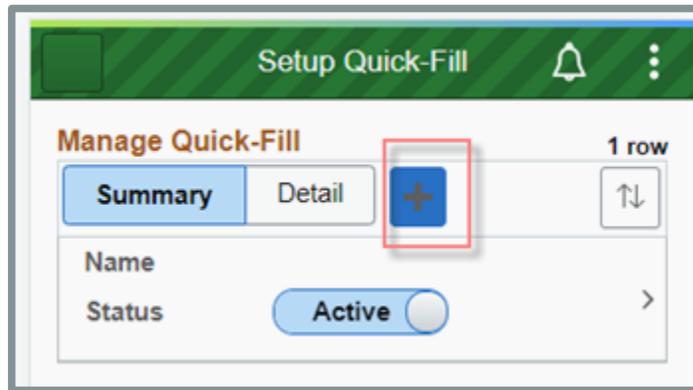
A new feature is available for **Taskgroup** reporting that allows you to set up one or more **Taskgroup** and **Task Profile** combinations to select on the timesheet by following the steps below.



Return to the *Report Time* page and select *Setup Quick-Fill*.



Click the **plus sign**.





1. Enter a name for the **Quick Fill** template.
2. Enter the desired **Taskgroup** or click to select from a list.
3. The **Task Profile ID** will appear beneath the name. Enter the desired **Task Profile ID** or click to select from a list.
4. Click **Save**.

A screenshot of a mobile application form titled "Quick-Fill - Details". The form has a "Cancel" button on the top left and a "Save" button on the top right. It contains three input fields, each with a red box around it: 1. A text field labeled "\*Name" containing the text "TEST". 2. A dropdown menu labeled "\*Taskgroup" containing "445AS\_SEC1" and a search icon; below it, the text "Office of the Secretary" is visible. 3. A dropdown menu labeled "\*Task Profile ID" containing "445AS00002" and a search icon.

Repeat the steps above if you wish to add additional **Quick Fill** templates on the timesheet. All saved **Quick Fill** templates will be visible on this page. Click on the **arrow** link to edit a template.

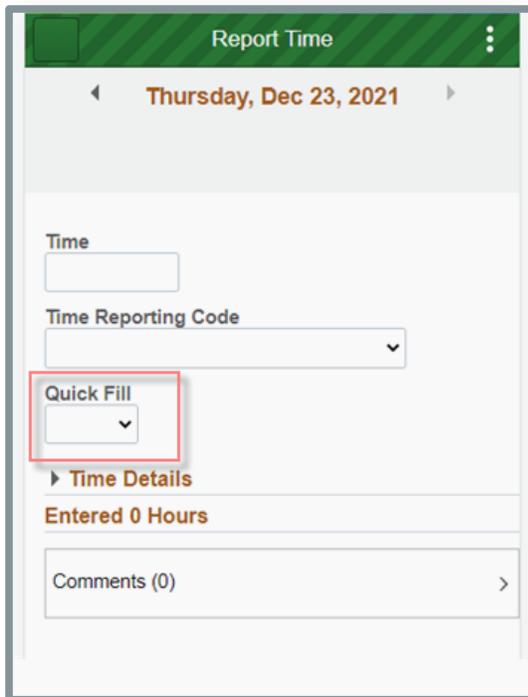
A screenshot of a mobile application interface titled "Setup Quick-Fill". It features a "Manage Quick-Fill" section with a table of 2 rows. The table has columns for "Name", "Status", and an action column. The first row shows "Name: TEST" and "Status: Active". The second row shows "Name: J" and "Status: Active". The action column contains right-pointing chevron arrows (>). A red box highlights the action column. Above the table are buttons for "Summary", "Detail", and a plus sign (+), along with a sort icon (up and down arrows) and the text "2 rows".



Click on the **Inactive** bar if you wish to inactivate a Quick Fill template no longer in use.



Return to *Report Time*. Active **Quick Fill** templates can be selected on the timesheet to populate the corresponding **Taskgroup/Task Profile** combination.





### User Field 5 Entry

Your default **Business Unit** (Agency) will auto-populate. Click  next to **User Field 5** to select a value.

A list of available values will populate. Click on the desired **User Field 5** row.

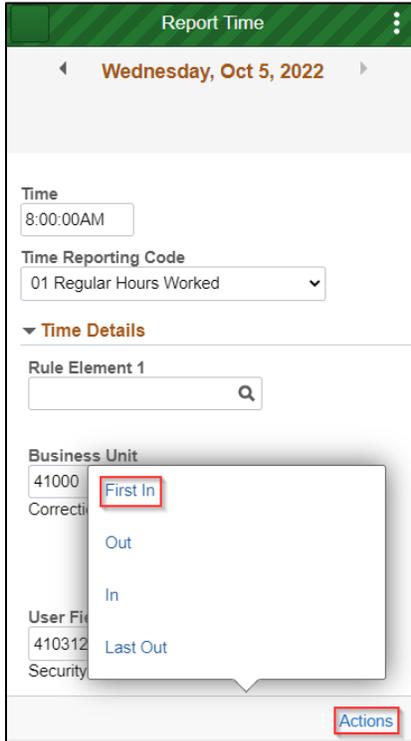
| User Field 5 | Description               |
|--------------|---------------------------|
| 4103121000   | Security - Waupun CI      |
| 4103122000   | Security-Green Bay CI     |
| 4103123000   | Security-Taycheedah CI    |
| 4103123020   | Security-Southern Oaks CC |

**NOTE:** Depending on your agency’s policy, you may be required to select a **User Field 5** in specific circumstances. Contact your supervisor if you are not sure when to enter **User Field 5**.

If **User Field 5** is being used on an overnight shift, make sure to enter on both days that contain the **First In** and **Last Out** punches.



When you have finished recording your time for the shift, click **Actions** in the lower right hand corner and click the appropriate option (First In, Out, In, Last Out).



If **User Field 5** is being used on an overnight shift, make sure to enter on both days that contain the **First In** and **Last Out** punches.

If all looks correct, then you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes.

**Additional Resources**

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the [ESS Job Aids](#) page.