



Employee Self Service Job Aid:

Punch Time

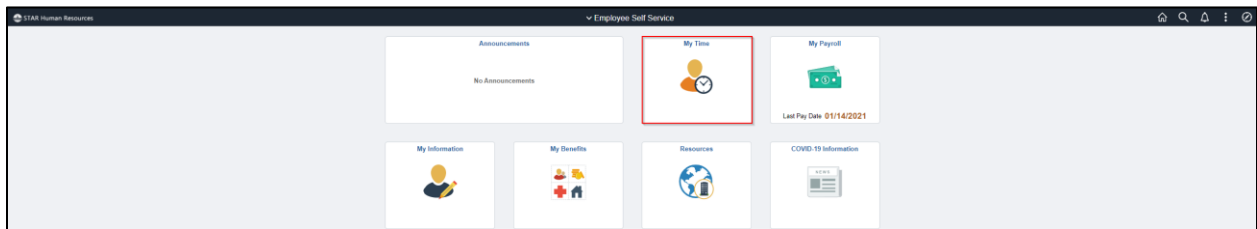


Punch time entry is for hourly employees that report hours using in and out punches on a daily basis.

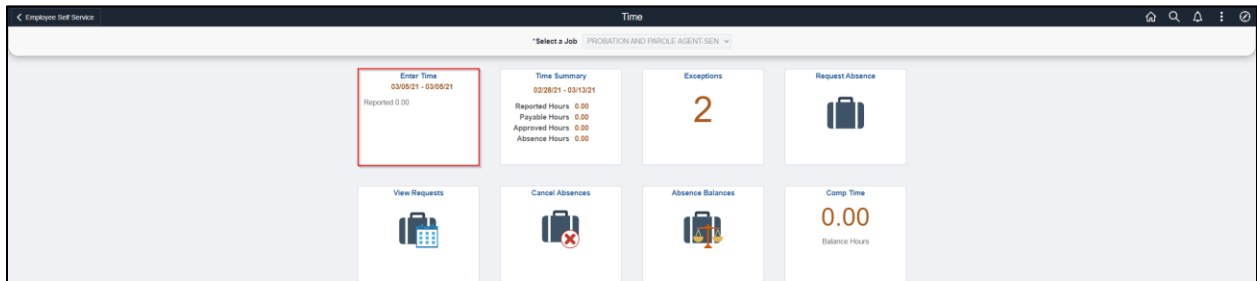
The deadline for employees to enter their timesheets is 2 p.m. on Monday. Timesheets are fully locked down at 12 p.m. on Tuesday following the end of each biweekly pay period.

Enter Punch Time

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



Select *Enter Time*.





To enter punch time:

1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
2. Select the day of the week you wish to report time for by clicking in the box in the **First In** column under that day.
3. Enter the time you began working for the day in the **First In** column (acceptable time reporting formats include: 7:45a and 4:30p, 0745 and 1630, & 7.45a and 4.30p).
4. To account for non-payable time (i.e. lunch break) enter the time you stopped working in the **Out** column and then the time you returned to work in the **In** column.
5. Enter the time you ended your work day in the **Last Out** column. You MUST enter a time in the **Last Out** column or you will receive an exception error when you submit.

Select the applicable **Time Reporting Code** (If no selection is made, when the timesheet is submitted and the box is left blank, the system will default to *01 REGLR – Regular Hours Worked*).

To designate a specific amount of hours to a different time reporting code for a given day:

1. Click the **Add a Row** button on the corresponding day you want to add a row for.



2. Select the appropriate **Time Reporting Code** from the dropdown list.
3. Based on the time reporting code requirements, enter either punches in the **First In** and **Last Out** fields or enter a portion of time in the **Quantity** field.

Day Summary		First In	Out	In	Last Out	Time Reporting Code	Quantity
28	Sunday						
Feb	Reported 0.00						
01	Monday						
Mar	Reported 8.00	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGLR - Regular Hours Worked	
		8:00:00PM			10:00:00PM	08 CLLBK - Call Back or Call In Hours Wk	

NOTE: When you enter a quantity, you must enter the time as a decimal. For example, 3 hours and 30 minutes would be entered as 3.5 not as 3.30.

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

Day Summary		First In	Out	In	Last Out	Time Reporting Code	Quantity
28	Sunday						
Feb	Reported 0.00						
01	Monday						
Mar	Reported 8.00	8:00:00AM	12:00:00PM	12:30:00PM	2:00:00PM	01 REGLR - Regular Hours Worked	
		2:00:01PM			4:30:00PM	08 CLLBK - Call Back or Call In Hours Wk	

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



If a **Last Out** punch occurs on the following day, enter the time you started working in the **First In** column for the first day, and the time you finished working in the **Last Out** column on the second day.

Day Summary		First In	Out	In	Last Out	Time Reporting Code
28	Sunday					
Feb	Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
01	Monday					
Mar	Reported 0.00	<input type="text" value="8:00:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	01 REGLR - Regular Hours Worked
02	Tuesday					
Mar	Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="6:00:00AM"/>	01 REGLR - Regular Hours Worked

NOTE: 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 unsure whether you need to enter the identifying information above, please reach out to your supervisor.

When you have finished recording your time for the week, click in the upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.

Rules have successfully been applied.
Press OK to refresh your timesheet with updated payable time.

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.

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rule Element 1
28 Sunday	[Empty fields]								
Feb Reported 0.00	[Empty fields]								
01 Monday	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	E1 REGULAR - Regular Hours Worked				
Mar Reported 0.00	[Empty fields]								
02 Tuesday	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	E1 REGULAR - Regular Hours Worked				
Mar Reported 0.00	[Empty fields]								
03 Wednesday	8:00:00AM	12:30:00PM	1:00:00PM	4:30:00PM	E1 REGULAR - Regular Hours Worked				
Mar Reported 0.00	[Empty fields]								
04 Thursday	8:00:00AM	12:30:00PM	1:00:00PM	6:00:00PM	E1 REGULAR - Regular Hours Worked				
Mar Reported 0.00	[Empty fields]								
05 Friday	8:00:00AM	12:30:00PM	1:00:00PM	6:00:00PM	E1 REGULAR - Regular Hours Worked				
Mar Reported 0.00	[Empty fields]								

2. Click and select the appropriate method or enter directly into the field.

Rule Element 1	Description
CASH	Cash Pay Out for Overtime
COMBO	Combo Cash & Comp for Overtime
COMP	Comp Time for Overtime

When you have finished recording your time for the week, click in the upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.

Rules have successfully been applied.
Press OK to refresh your timesheet with updated payable time.

View Exceptions

If there is an error after submitting the timesheet, an exception will appear as a red triangle on the left side of the day.

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rule Element 1
28 Sunday	[Empty fields]								
Feb Reported 0.00	[Empty fields]								
01 Monday	[Empty fields]								
Mar Reported 14.00	[Empty fields]								

Actions

- View Payable Time
- Time Summary
- View Exceptions**



Click on the triangle and View Exceptions for a description of the error.

View All Exceptions
↑↓

A total of 34 hours are reported for this day. The combined number of hours reported for a single date exceeds 24. Review and correct the reported time as necessary. High

03/01/2021 >

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.

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

The screenshot shows a dashboard titled "Time" with a job selection dropdown set to "PROBATION AND PROBLEAGENT.SEN". There are several cards for time management: "Enter Time" (03/05/21 - 03/05/21, Reported 0.00), "Time Summary" (02/28/21 - 03/13/21, Reported Hours 0.00, Payable Hours 0.00, Approved Hours 0.00, Absence Hours 0.00), "Exceptions" (highlighted with a red box, showing a large orange number "2"), "Request Absence", "View Requests", "Cancel Absences", "Absence Balances", and "Comp Time" (0.00 Balance Hours).

View Payable Time

After submitting the timesheet, click on the arrow left of the hours entered and click on **View Payable Time**.

The screenshot shows a table with columns: Day Summary, First In, Out, In, Last Out, Time Reporting Code, Quantity, Quick Fill, and Comments. The table has three rows:

- 28 Sunday: Reported 0.00
- 01 Monday: Reported 8.00
- Mar: Reported 8.00

 An "Actions" dropdown menu is open over the Monday row, with "View Payable Time" highlighted in red. Other options in the menu include "Time Summary".



The page will default to totals for the pay period selected. Click on **Detail** to view hours by Time Reporting Code and day.

Payable Time Details				
Summary		Detail		
Date	Time Reporting Code	Quantity (Hours)	Payable Status	Approval Monitor
02/15/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/16/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/17/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/18/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/19/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/22/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/23/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/24/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/25/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
02/26/2021	Regular Hours Worked	8.00	Needs Approval	Approval Monitor
Total		80.00		

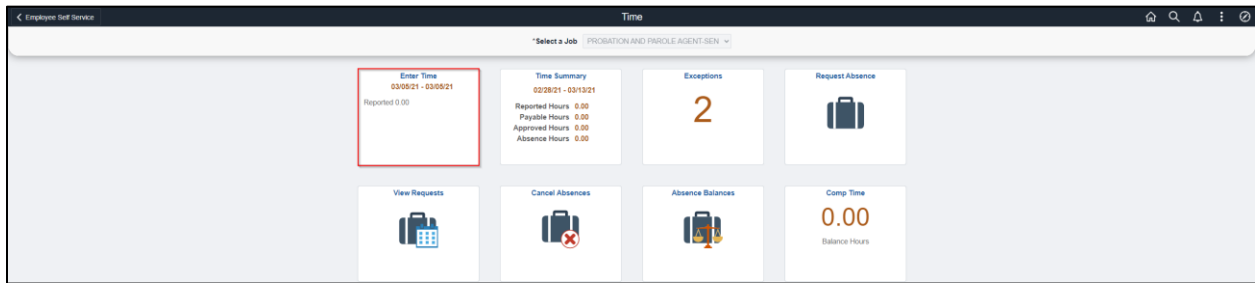
To view a summary of reported and payable time for a time period, return to *My Time* and click on *Time Summary*.

1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
2. Click on View By dropdown to change the date period.
3. Click on Reported Time or Payable Time.



Adjust Reported Time

To adjust your reported time, return to *My Time* and click on *Enter Time*.

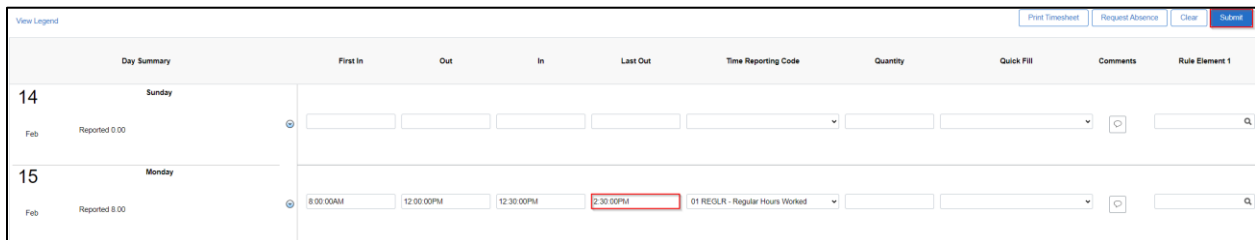


Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar.



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

Select the day you wish to make an adjustment and update the punch times. For purposes of this example, Monday is being changed from an 8 hour shift to a 6 hour shift. Click **Submit** to save your changes.





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.

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Taskgroup	Task Profile ID
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	595TESTGRP	<input type="text"/>
Monday	8:00 00AM	12:00 00PM	12:30 00PM	4:30 00PM	01 REGLR - Regular Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	595TESTGRP	<input type="text"/>

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

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Taskgroup	Task Profile ID
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	595TESTGRP	<input type="text"/>
Monday	8:00 00AM	12:00 00PM	12:30 00PM	4:30 00PM	01 REGLR - Regular Hours Worked	<input type="text"/>	<input type="text"/>	<input type="text"/>	595TESTGRP	595TESTPRO

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, click in the upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.

Rules have successfully been applied.
Press OK to refresh your timesheet with updated payable time.

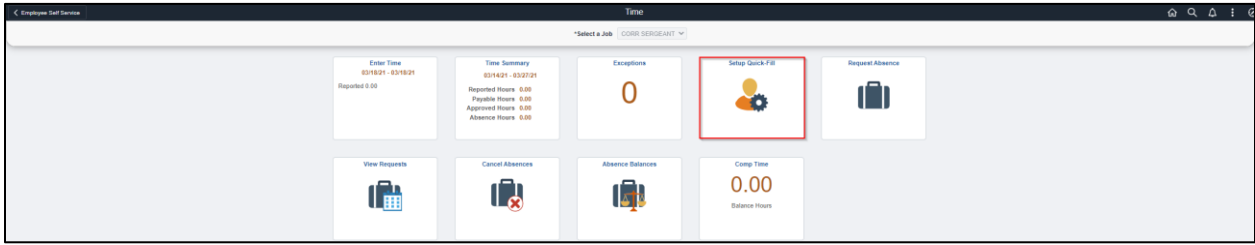
Please refer to the next section for instructions on setting up Quick Fill options for different Taskgroup/Task Profile combinations.

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.



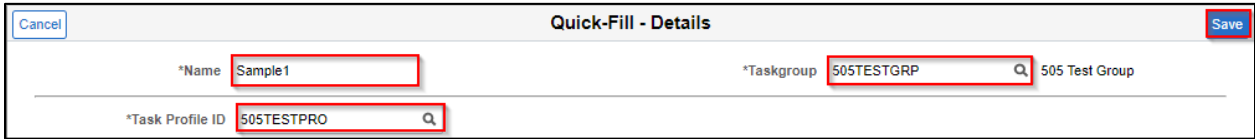
Return to the *My Time* page and select *Setup Quick-Fill*.



Click **Add**.



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 .
4. Click **Save**.



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 **Name** link to edit a template.

Name	Details	Status
Sample2	Taskgroup: 505 Test Group, Billable Indicator is ON	Active <input type="checkbox"/>
Sample1	Taskgroup: 505 Test Group, Billable Indicator is ON	Active <input type="checkbox"/>

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

Name	Details	Status
Sample2	Taskgroup: 505 Test Group, Billable Indicator is ON	Inactive <input type="checkbox"/>
Sample1	Taskgroup: 505 Test Group, Billable Indicator is ON	Active <input type="checkbox"/>



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

First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Taskgroup	Task Profile ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <ul style="list-style-type: none"> Sample2 Sample3 Sample1 	<input type="text"/>	S05TESTGRP	S05TESTPRR

Speed Type Entry

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

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rate Element 1	Business Unit	Combination Code	ChartField
Tuesday	<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"/>	0000	<input type="text"/>	<input type="text"/>
Monday	8:00 AM	12:00 PM	12:00 PM	4:00 PM	01 REGULAR - Regular Hours Normal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0000	<input type="text"/>	<input type="text"/>

Click on the **Advanced Search** link.

Cancel
ChartField Detail
Done

Combination Code

Click on **Speed Types**.

Cancel
ChartField Detail

Combination Codes

SpeedType Key

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

Speed Type Key	Description
1640053100	new speed type needed
9876543210	Revenue Transfer
LGIP	Local Government Invmt Pool
RETURNS	returned items
WRITE OFF	write offs-bank reconcilitaion



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

Search Results

Summary Details 1 row

SpeedType Key	LGIP
Description	Local Government Invmt Pool

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

Cancel **ChartField Detail** Done

Combination Code
[Advanced Search](#)

ChartField Detail

Budget Reference	<input type="text" value="FY2017"/>	<input type="button" value="Q"/>	Fund Code	<input type="text" value="75600"/>	<input type="button" value="Q"/>
Appropriation	<input type="text" value="10000"/>	<input type="button" value="Q"/>	Department	<input type="text" value="505B160000"/>	<input type="button" value="Q"/>
Account	<input type="text" value="2277000"/>	<input type="button" value="Q"/>	Program Code	<input type="text"/>	<input type="button" value="Q"/>
Operating Unit	<input type="text"/>	<input type="button" value="Q"/>	Product	<input type="text"/>	<input type="button" value="Q"/>
PC Business Unit	<input type="text"/>	<input type="button" value="Q"/>	Project	<input type="text"/>	<input type="button" value="Q"/>
Activity	<input type="text"/>	<input type="button" value="Q"/>	Source Type	<input type="text"/>	<input type="button" value="Q"/>
Category	<input type="text"/>	<input type="button" value="Q"/>	Subcategory	<input type="text"/>	<input type="button" value="Q"/>
Affiliate	<input type="text"/>	<input type="button" value="Q"/>	Fund Affiliate	<input type="text"/>	<input type="button" value="Q"/>

When you have finished recording your time for the week, click in the upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.

Rules have successfully been applied.
 Press OK to refresh your timesheet with updated payable time.

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.