Employee Self Service Job Aid:

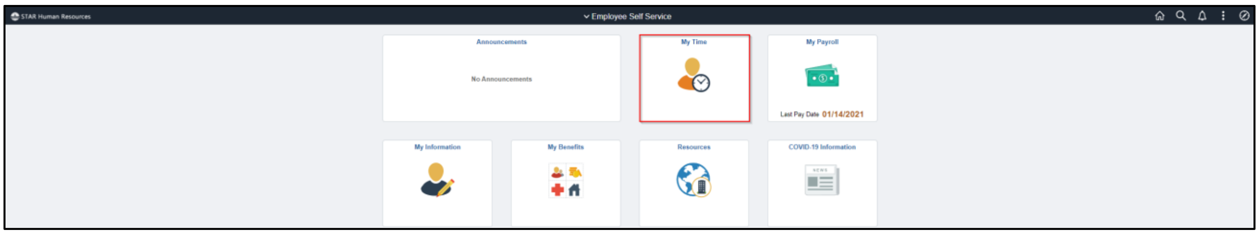
Punch Time

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

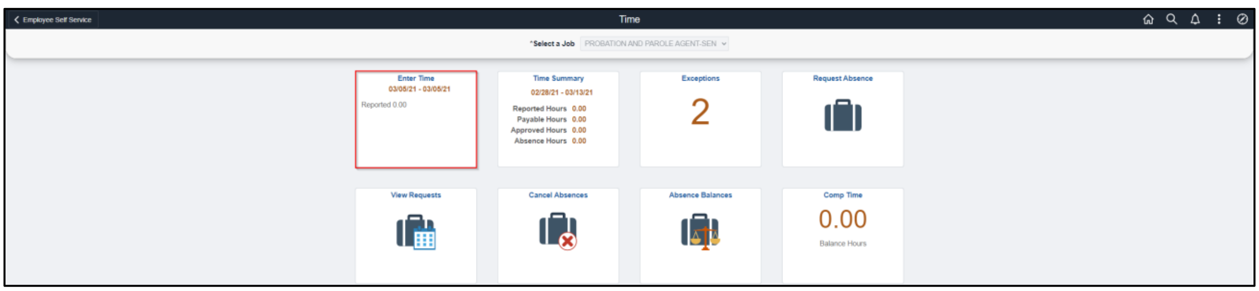
The deadline for employees to enter their timesheets is 2 p.m. on Monday. Timesheets are fully locked down at 12 p.m. on Tuesday following the end of each biweekly pay period.

<u>Enter Punch Time</u>

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



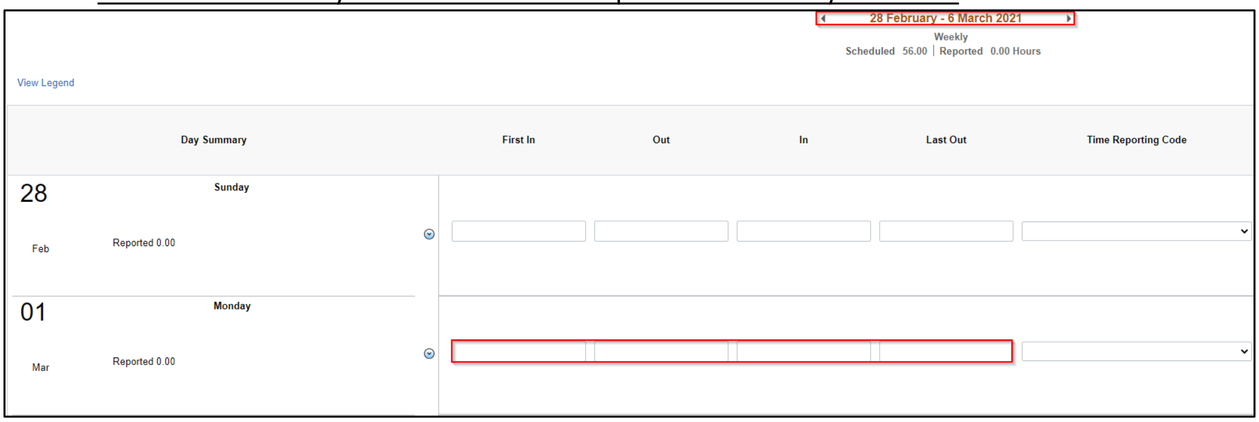
Select *Enter Time*.



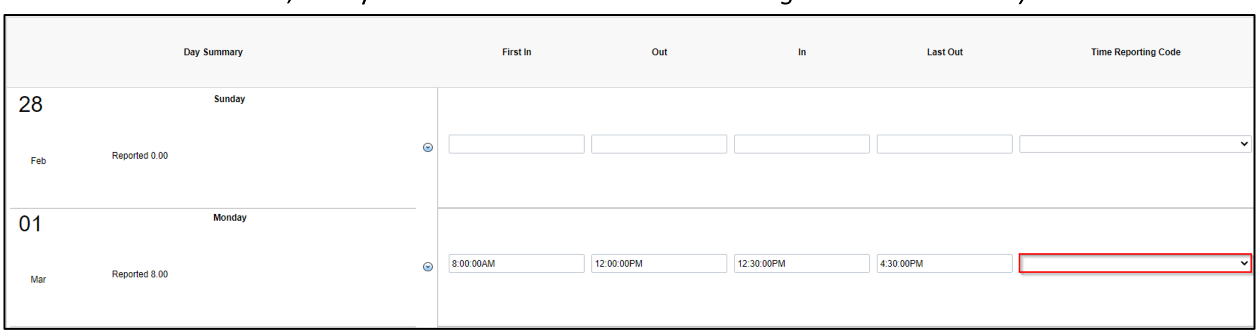
Revised 8-2-21

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. <u>You MUST enter a time in the **Last Out** column or you will receive an exception error when you submit</u>.

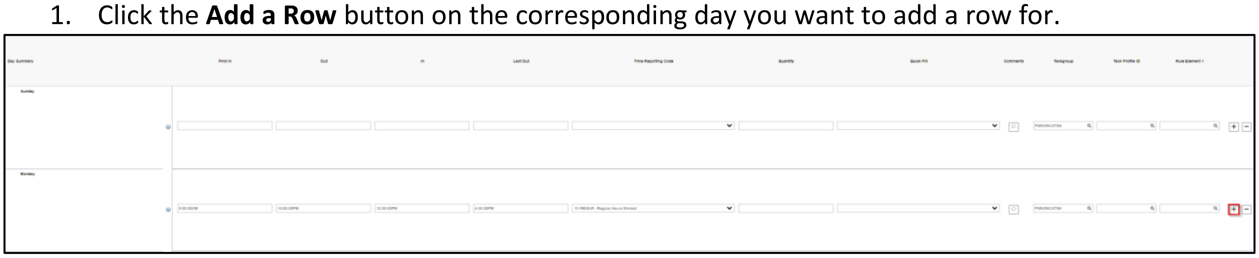


Select the applicable **Time Reporting Code** (If no selection is made, when the timesheet is submitted and the box is left blank, the system will default to *01 REGLR – Regular Hours Worked).*



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.



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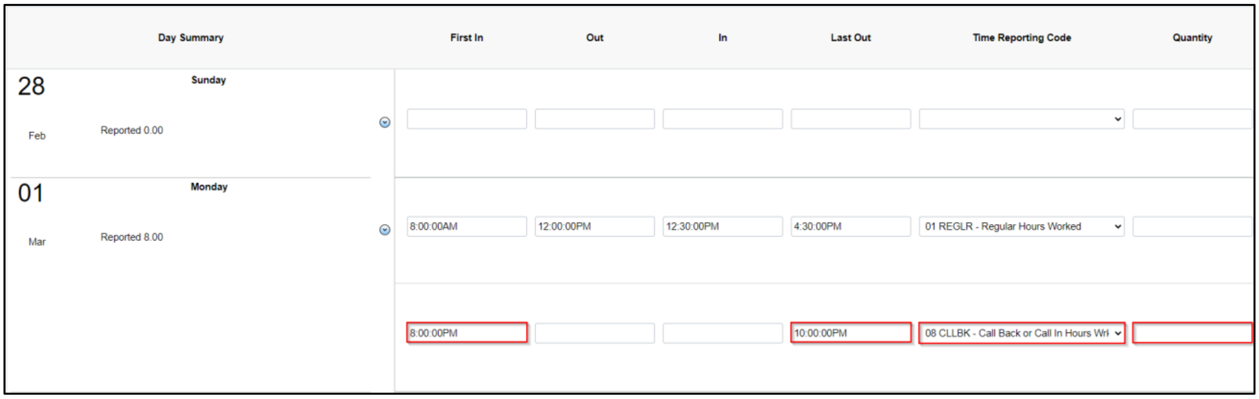
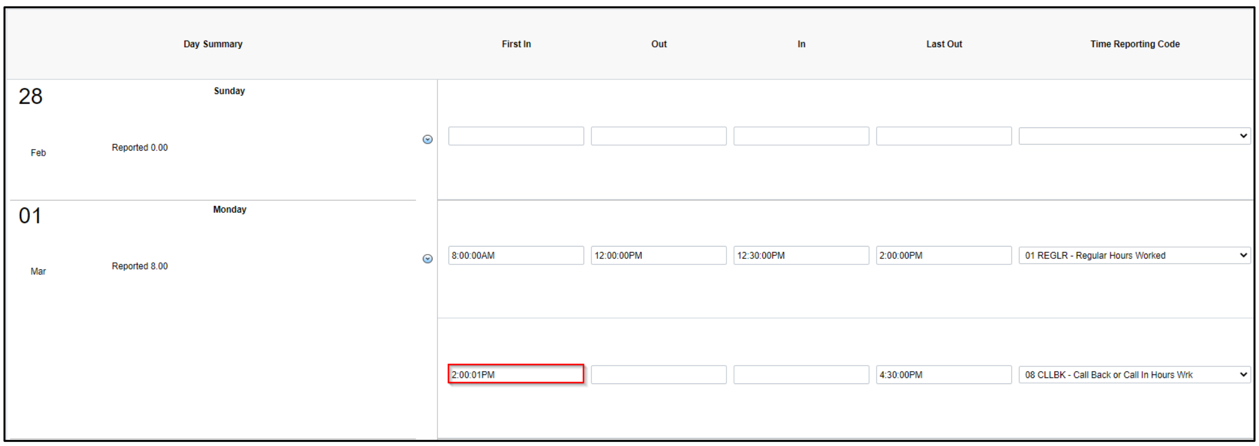
2. Select the appropriate **Time Reporting Code** from the dropdown list.
3. Based on the time reporting code requirements, enter either punches in the **First In** and **Last Out** fields or enter a portion of time in the **Quantity** field.



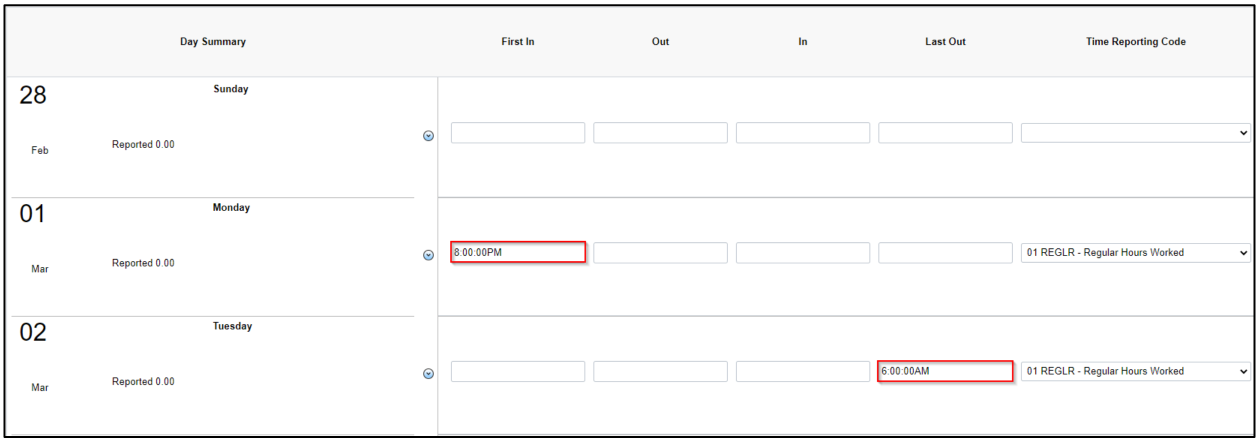
NOTE: When you enter a quantity, you must enter the time as a decimal. For example, 3 hours and 30 minutes would be entered as 3.5 not as 3.30.

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



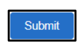
NOTE: The **Last Out** and **First In** punches must have exactly a one second difference in order to be paid correctly.

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.

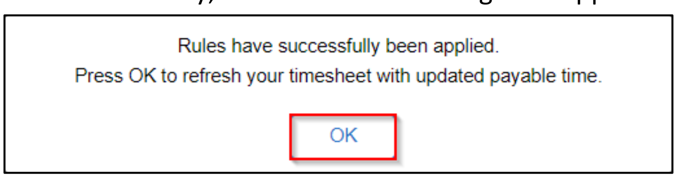


NOTE: The total amount of payable hours will be reflected on the day you reported your first **First In** punch for that shift.

- 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 

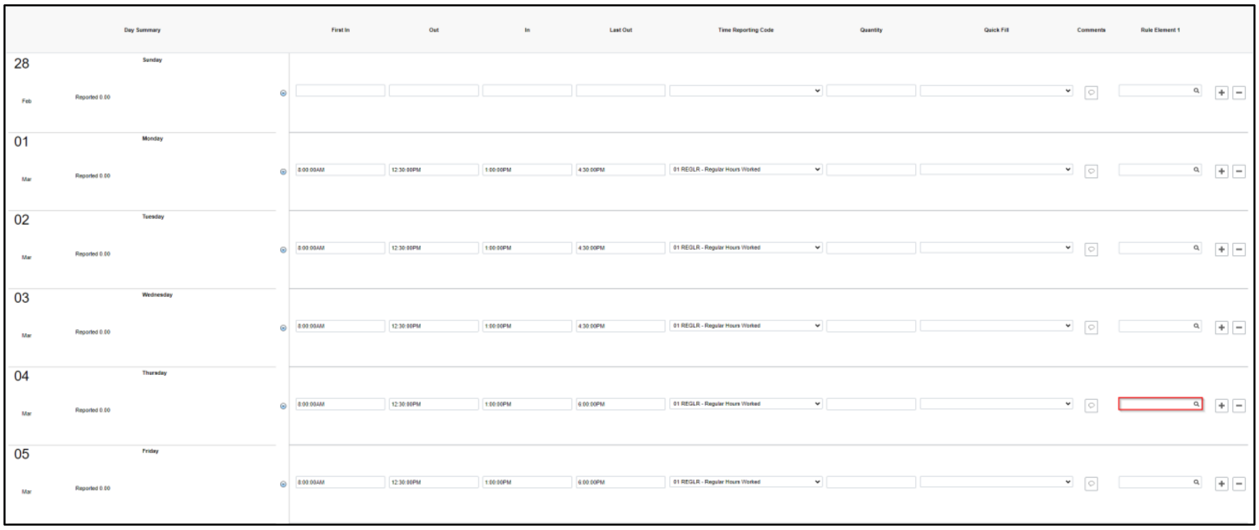
in the upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.



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 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

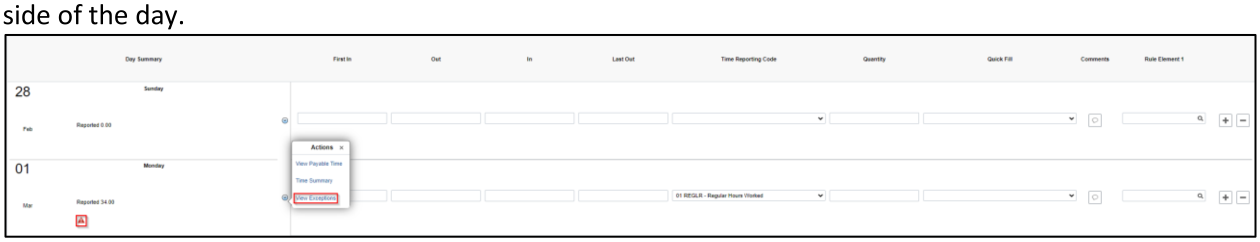
When you have finished recording your time for the week, click Submit in the upper right. If everything is entered correctly, a confirmation message will appear. Click **OK**.

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

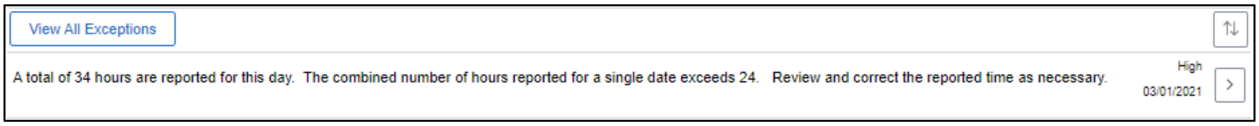
OK

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.

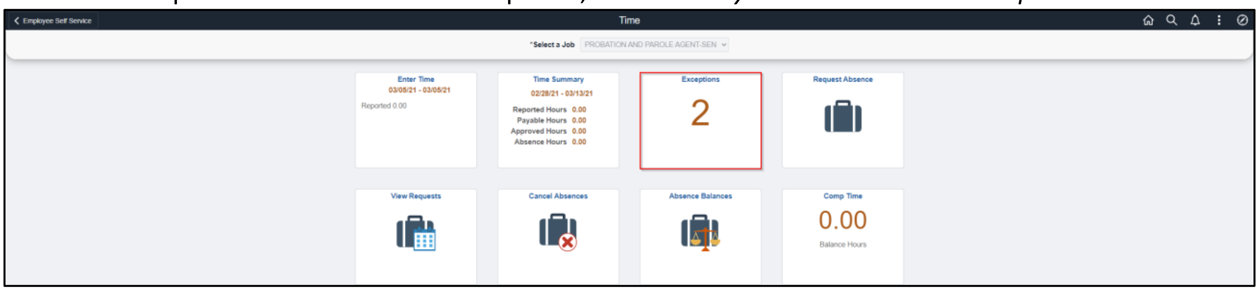


Click on the triangle and View Exceptions for a description of the error.



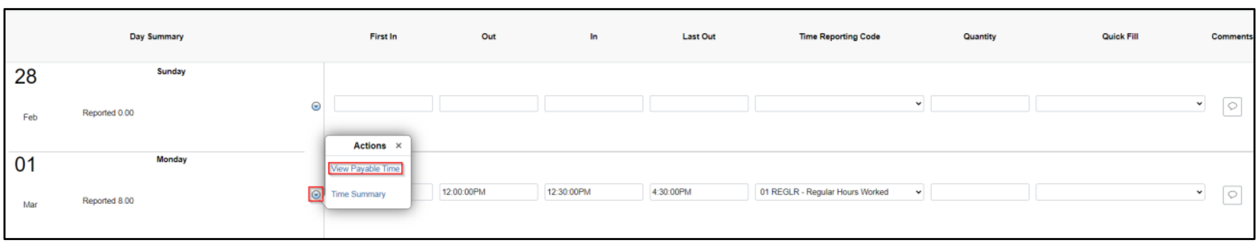
NOTE: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

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

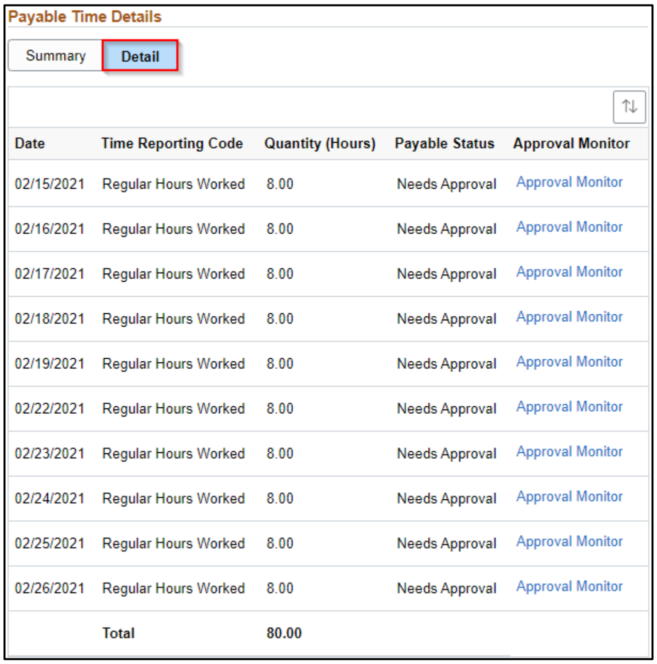


View Payable Time

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



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

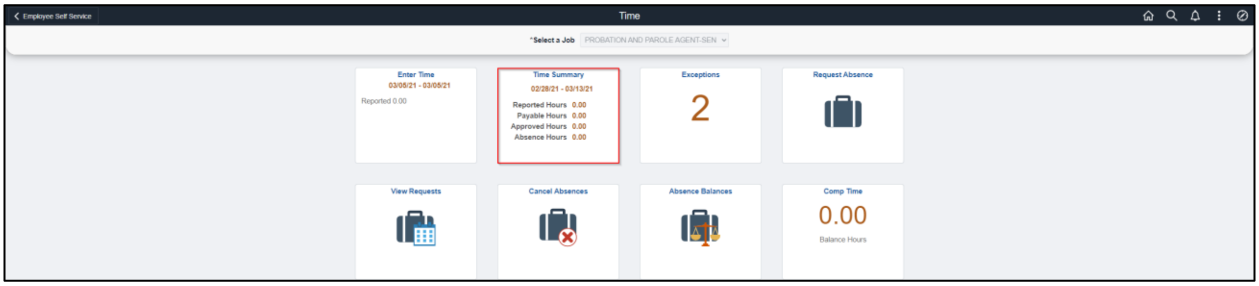


Payable Time Details

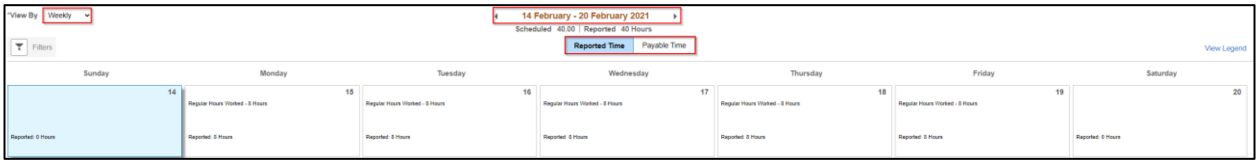
Summary | Detail

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*.

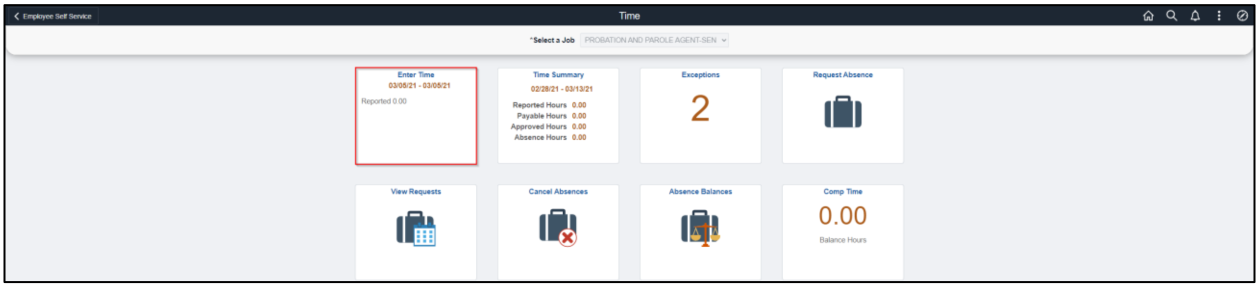


1. Click the arrows at the top to change to the week being entered or click on the date range to select a specific week by calendar.
2. Click on View By dropdown to change the date period.
3. Click on Reported Time or Payable Time.

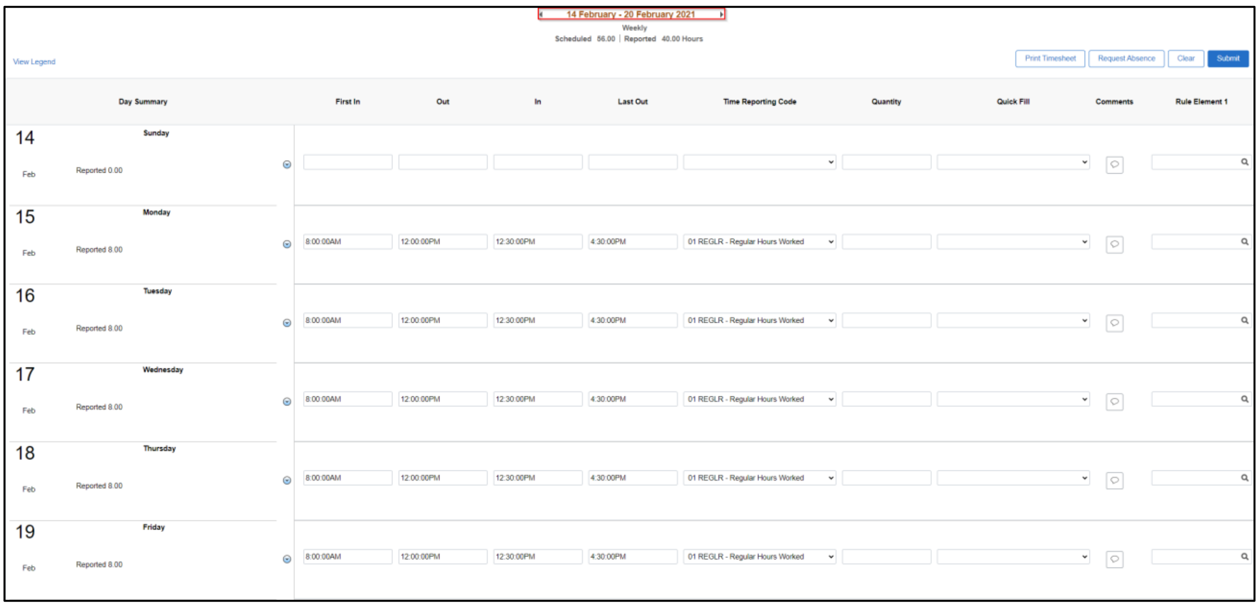


Adjust Reported Time

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

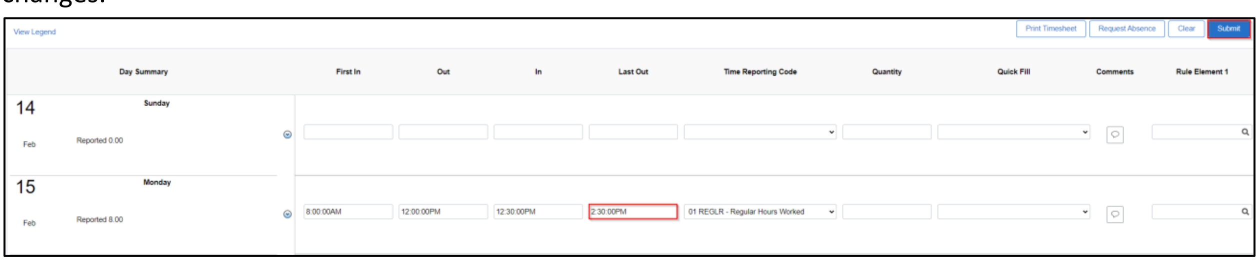


Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar.



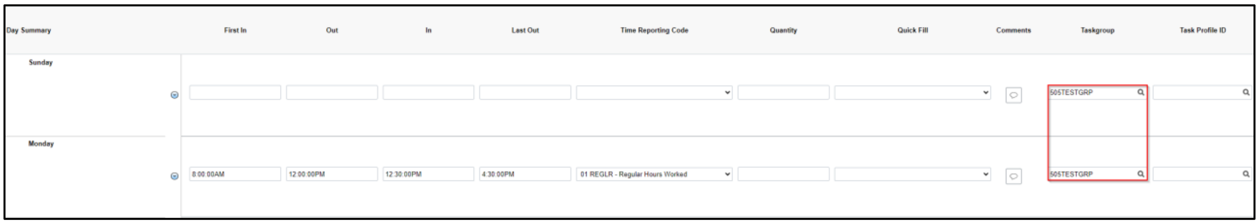
NOTE: You may only go back 16 days make an adjustment. If your adjustment exceeds 16 days, contact your supervisor.

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

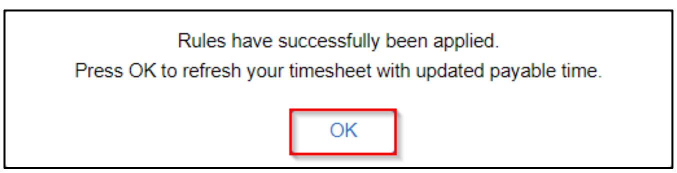
Your default **Taskgroup** will auto-populate. If you are working on a task profile not associated with your default taskgroup and your agency allows, select the appropriate taskgroup that starts with the 3 digit code associated with your agency.



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

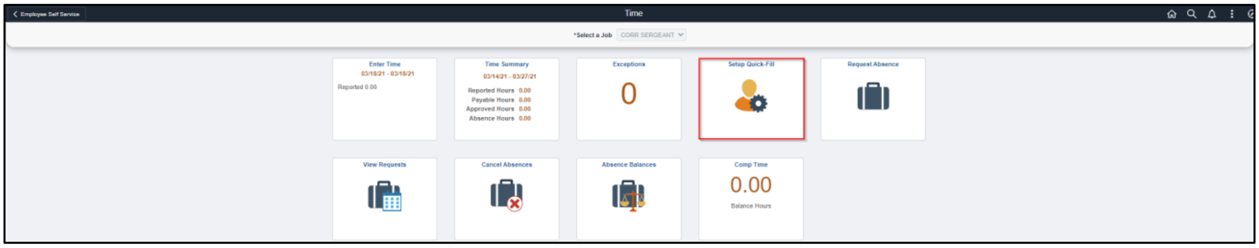


Please refer to the next section for instructions on setting up Quick Fill options for different Taskgroup/Task Profile combinations.

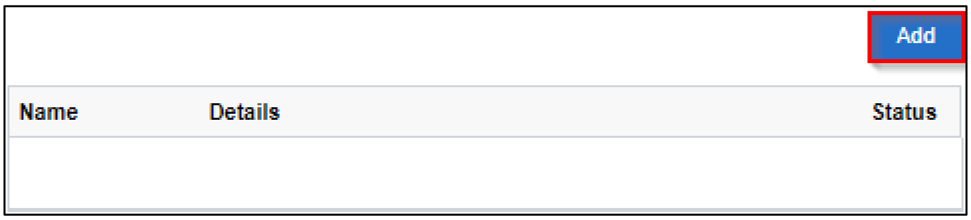
Quick Fill Setup

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.

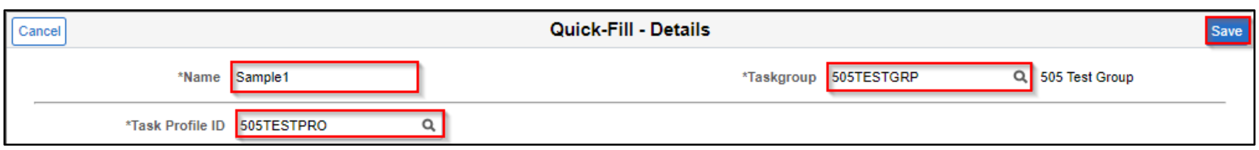
Return to the *My Time* page and select *Setup Quick-Fill*.



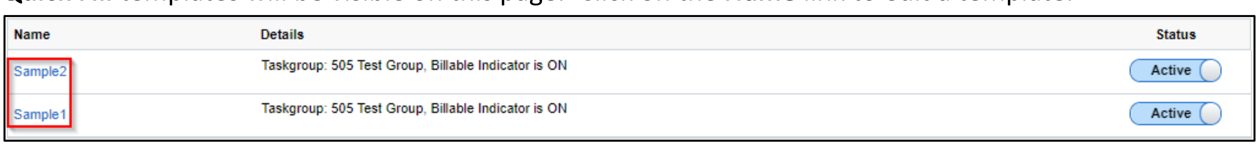
Click **Add**.



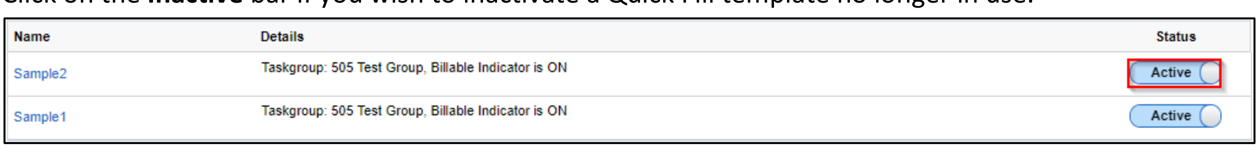
1. Enter a name for the **Quick Fill** template.
2. Enter the desired **Taskgroup** or click to select from a list.
3. The **Task Profile ID** will appear beneath the name. Enter the desired **Task Profile ID** or click to select from a list.
4. Click **Save**.



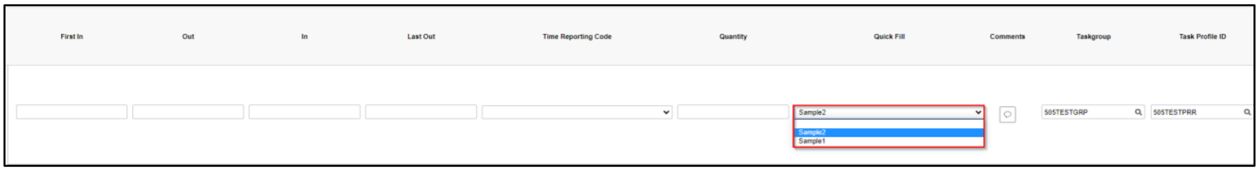
Repeat the steps above if you wish to add additional **Quick Fill** templates on the timesheet. All saved **Quick Fill** templates will be visible on this page. Click on the **Name** link to edit a template.



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



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

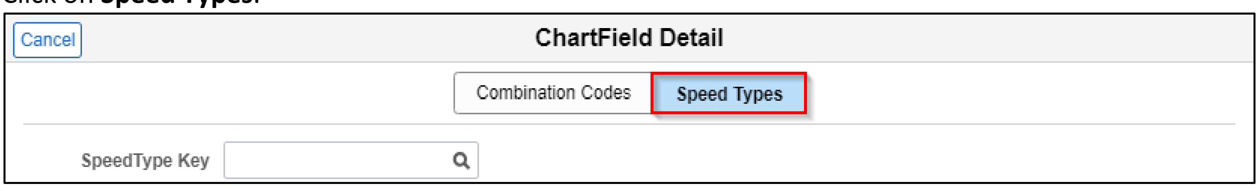


Speed Type Entry

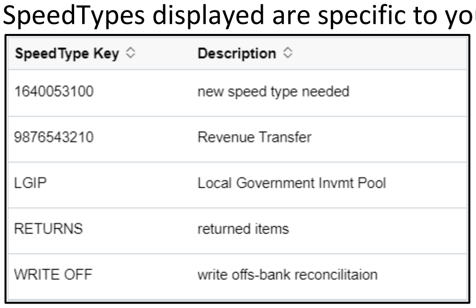
Your default Business Unit (Agency) will auto-populate. Click the **ChartFields** link to enter a combination code using a SpeedType.

Click on the **Advanced Search** link.

Click on **Speed Types**.



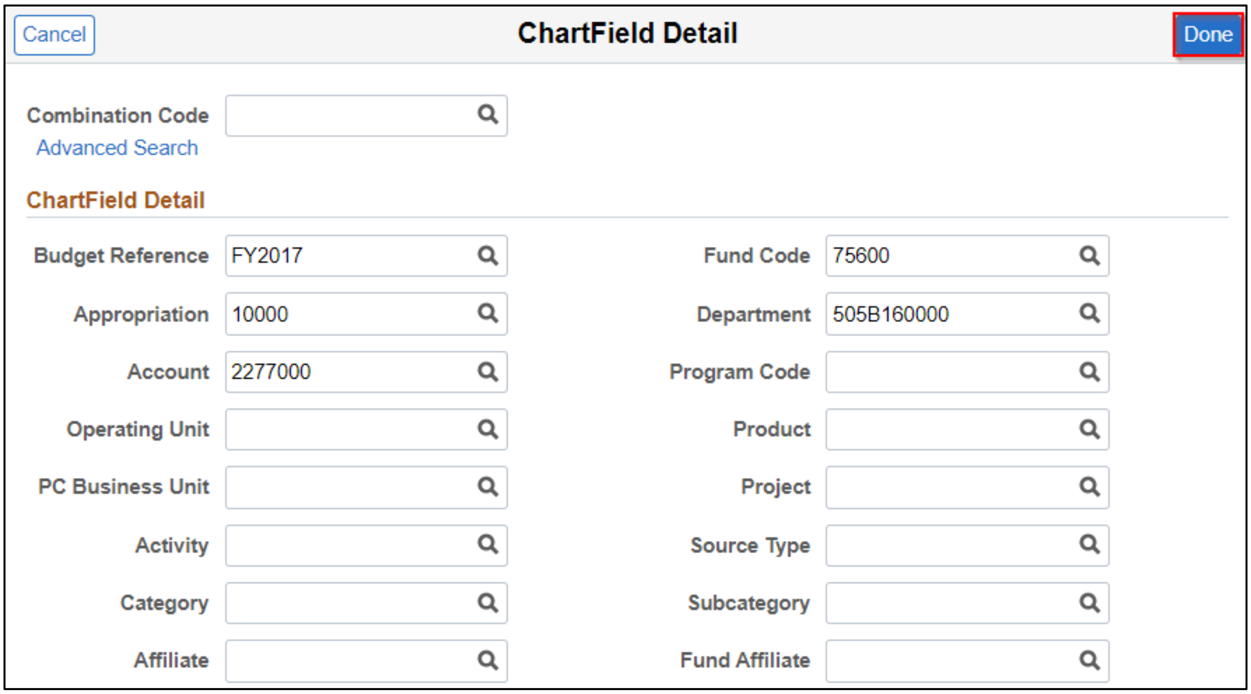
Enter the **SpeedType** as directed by your supervisor or click and select the applicable row. The SpeedTypes displayed are specific to your agency.



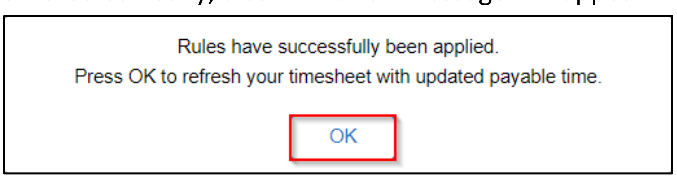
SpeedType Key	Description
1640053100	new speed type needed
9876543210	Revenue Transfer
LGIP	Local Government Invmt Pool
RETURNS	returned items
WRITE OFF	write offs-bank reconcilitaion

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

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



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



<u>Additional Resources</u>

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.