State of Wisconsin

Department of Administration

User Field 5 Administration Job Aid

Version 1.1

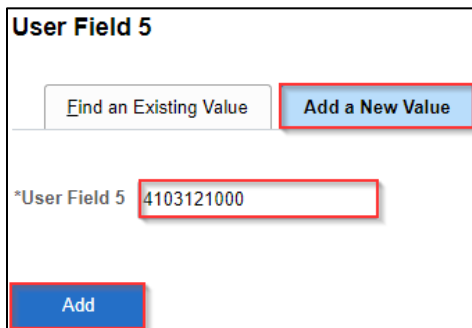**Version History**

Version	Date	Editor	Description
1.0	10/06/22	Matt Olsen	Initial release
1.1	08/04/23	Matt Olsen	Updated instructions for enterprise use

Roles: Agency T&L Specialist, Agency HR Specialist and Agency Task Configuration Specialist

This job aid is intended for Agency Payroll & Finance Staff to maintain an agency's **User Field 5** values and for Agency HR/Payroll Staff to ensure employees' timesheets are set up correctly to report **User Field 5**. This setup allows for tracking <u>employee</u> hours to tasks without funding.
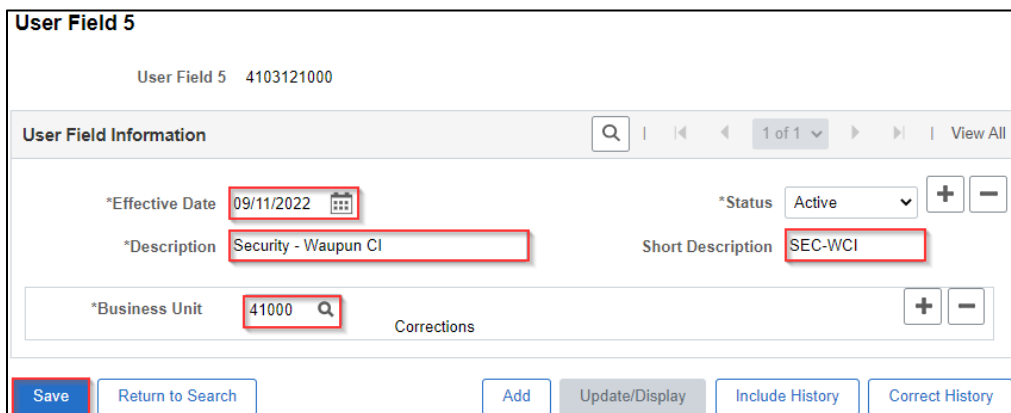
ADD A NEW USER FIELD 5

1. Navigate to *User Field 5* page.

   a. Click on **NavBar** in the upper right.

   b. **Navigation:** Set up HCM > Product Related > Time and Labor > Task Elements > User Field 5.

2. Click on Add a New Value.

3. Enter new **User Field 5** using your agency's naming protocol for these values.

4. Click **Add**.

5. Enter **Effective Date** as the beginning of the pay period it is active.

6. Enter the **Description** based on your agency's naming protocol.

7. The **Short Description** will default to a maximum of 10 characters as an abbreviated version of the **Description**. You may override this field if desired.

8. Enter your agency's **Business Unit**.

9. Click **Save**.

INACTIVATE AN EXISTING USER FIELD 5

1. Navigate to *User Field 5* page.

   a. Click on **NavBar** in the upper right.

   b. **Navigation:** Set up HCM > Product Related > Time and Labor > Task Elements > User Field 5.

2. Enter **User Field 5** of value to be inactivated in Search Criteria.

3. Click **Search**.

4. Click the **Plus** box to add a new row.

5. Change **Effective Date** to the beginning of the pay period **User Field 5** is first inactive.

6. Change **Status** to **Inactive**.

7. Click **Save**.

CREATE TIME REPORTER DATA FOR USER FIELD 5

1. Navigate to *Create Time Reporter Data* page.
   a. **Navigation:** Workforce Administrator Homepage > Payroll Dashboard > Time & Labor Tile > Create Time Reporter Data OR select the *Time Reporter Data* link in **Job Data**.
   b. Enter at least one search criteria and select the appropriate employee.
2. Enter **Effective Date** as the hire date.
3. Select **Time Reporter Type**.
4. Enter template of **WIS_ELAPS2** for Elapsed Time Reporter or **WIS_PUNCH3** for Punch Time Reporter.
5. Enter Taskgroup of **410UF5OPT** for DOC employees or **566UFOPT** for DOR employees.
6. Keep Task Profile ID blank.
7. Fill out remaining fields. Refer to the Setting Up Employee Time Reporting guide for more information.
8. Click **Save**.

UPDATE TIME REPORTER DATA FOR USER FIELD 5

1. Navigate to *Maintain Time Reporter Data* page.

   a. **Navigation:** Workforce Administrator Homepage > Payroll Dashboard > Time & Labor Tile > Maintain Time Reporter Data.

   b. Enter at least one search criteria and select the appropriate employee.

2. Click the **Plus** box to add a new row.

3. Change **Effective Date** to the beginning of pay period **User Field 5** is being used.

4. Select **Time Reporter Type**.

5. Enter template of **WIS_ELAPS2** for Elapsed Time Reporter or **WIS_PUNCH3** for Punch Time Reporter.

6. Enter Taskgroup of **410UF5OPT** for DOC employees or **566UFOPT** for DOR employees.

7. Keep Task Profile ID blank.

8. Fill out remaining fields. Refer to the Setting Up Employee Time Reporting guide for more information.

9. Click **Save**.