



State of Wisconsin Department of Administration

User Field 5 Administration Job Aid

Version 1.1

Version History

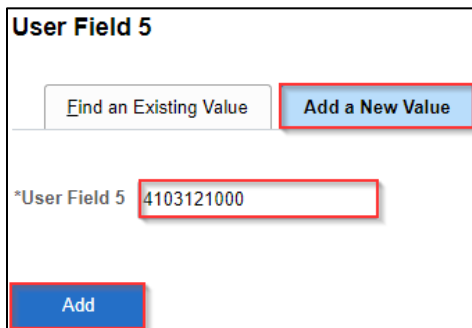
Version	Date	Editor	Description
1.0	10/06/22	Matt Olsen	Initial release
1.1	08/04/23	Matt Olsen	Updated instructions for enterprise use

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 employee hours to tasks without funding.

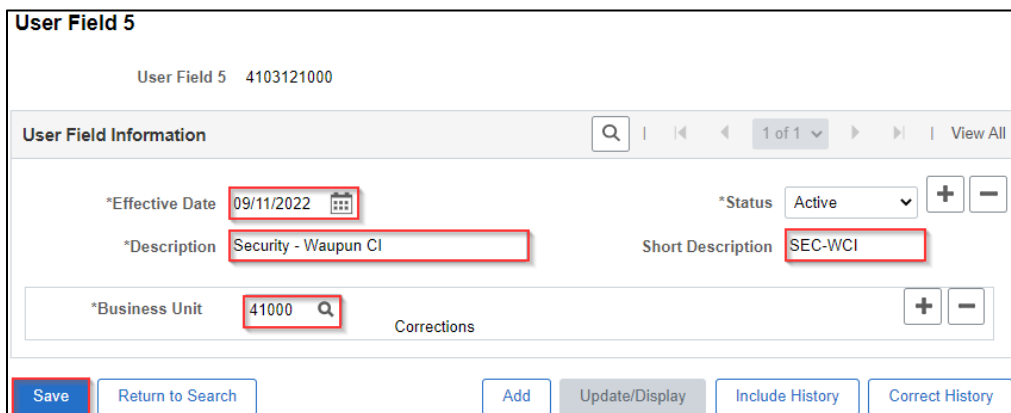
ADD A NEW USER FIELD 5

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**.



The screenshot shows the 'User Field 5' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, there is a text input field labeled '*User Field 5' containing the value '4103121000'. At the bottom left, there is a blue 'Add' button.

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**.



The screenshot shows the 'User Field 5' form with the 'User Field Information' section. The form displays the following information:

- User Field 5: 4103121000
- *Effective Date: 09/11/2022
- *Status: Active
- *Description: Security - Waupun CI
- Short Description: SEC-WCI
- *Business Unit: 41000

At the bottom, there are several buttons: 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

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**.

User Field 5
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

User Field 5

Description

Include History Correct History Case Sensitive

Limit the number of results to (up to 300):

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

User Field 5
User Field 5 4103125000

User Field Information |

*Effective Date *Status

*Description Short Description

*Business Unit

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**.

User Field 5
User Field 5 4103125000

User Field Information |

*Effective Date *Status

*Description Short Description

*Business Unit

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 **566UF0PT** 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**.

The screenshot shows the 'Time Reporter Data' form with the following fields and values:

- *Effective Date: 09/12/2022
- *Status: Active
- *Time Reporter Type: Elapsed Time Reporter
- Elapsed Time Template: WIS_ELAPS2
- Elapsed Task Template Optional: (blank)
- Punch Time Template: (blank)
- Time Period ID: PSDAY
- *Workgroup: WISPOEXM
- Day Time Period - PS Delivered Positive Exempt Time Reporter: (blank)
- *Taskgroup: 410UF5OPT
- Task Profile ID: (blank)
- TCD Group: (blank)
- Restriction Profile ID: (blank)
- Rule Element 1: CASH
- Rule Element 2: (blank)
- Rule Element 3: (blank)
- Rule Element 4: CASH
- Rule Element 5: (blank)
- Time Zone: CST

Additional options and checkboxes:

- Payroll: Send Time to Payroll
- Commitment Accounting: For Taskgroup, For Department

Central Time (US)

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.

Time Reporter Data

*Effective Date 11/10/2019

*Status Active

+ -

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**.

Time Reporter Data

*Effective Date 09/11/2022

*Status Active

+ -

*Time Reporter Type Punch Time Reporter

Elapsed Time Template

Punch Time Template WIS_PUNCH3

Time Period ID PSDAY

*Workgroup WISPONEX

*Taskgroup 410UF5OPT

Task Profile ID

TCD Group

Restriction Profile ID

Rule Element 1 CASH

Rule Element 2 D

Rule Element 3

Rule Element 4 CASH

Rule Element 5

Time Zone CST

Payroll

Send Time to Payroll

Commitment Accounting

For Taskgroup

For Department

DOC User Field 5

Cash Pay Out for Overtime

Shift Differential

Cash Pay Out for Overtime Holi

Central Time (US)