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.

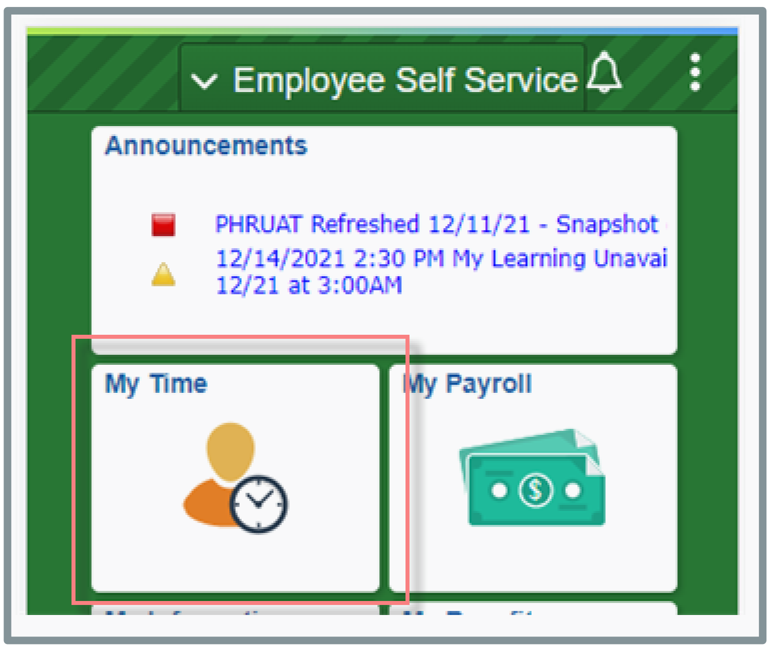
If reporting to task profiles/combo codes/user fields, it's highly recommended that you create quick fill(s) on your computer to make the mobile time entry process easier. Instructions on how to set up quick fill via mobile are available here and instruction on how to set it up via computer are available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

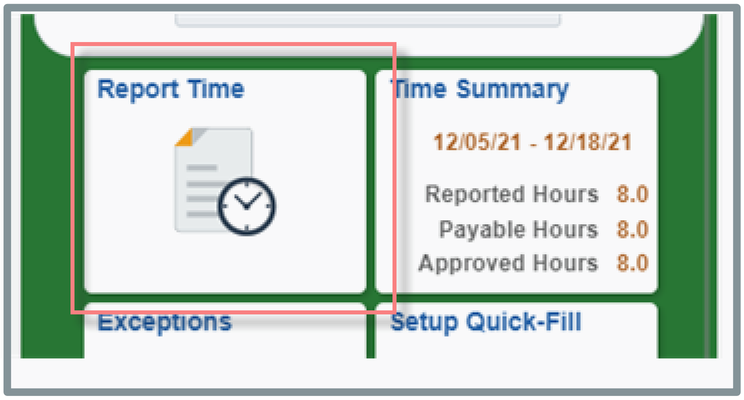
Enter Punch Time

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



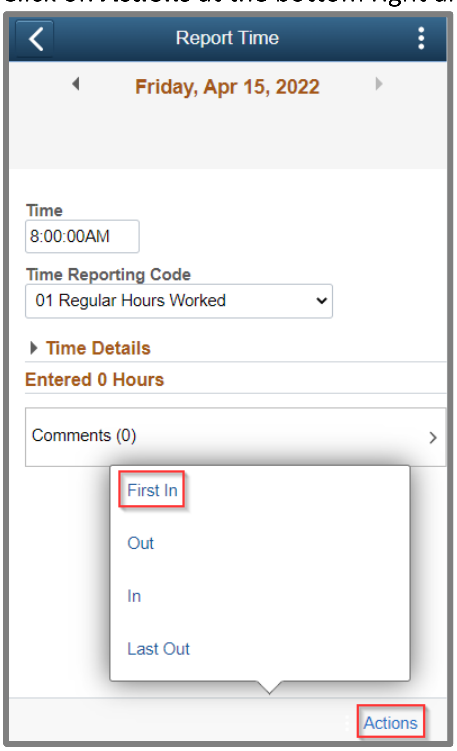
Revised 10-6-22

Select *Report Time*.



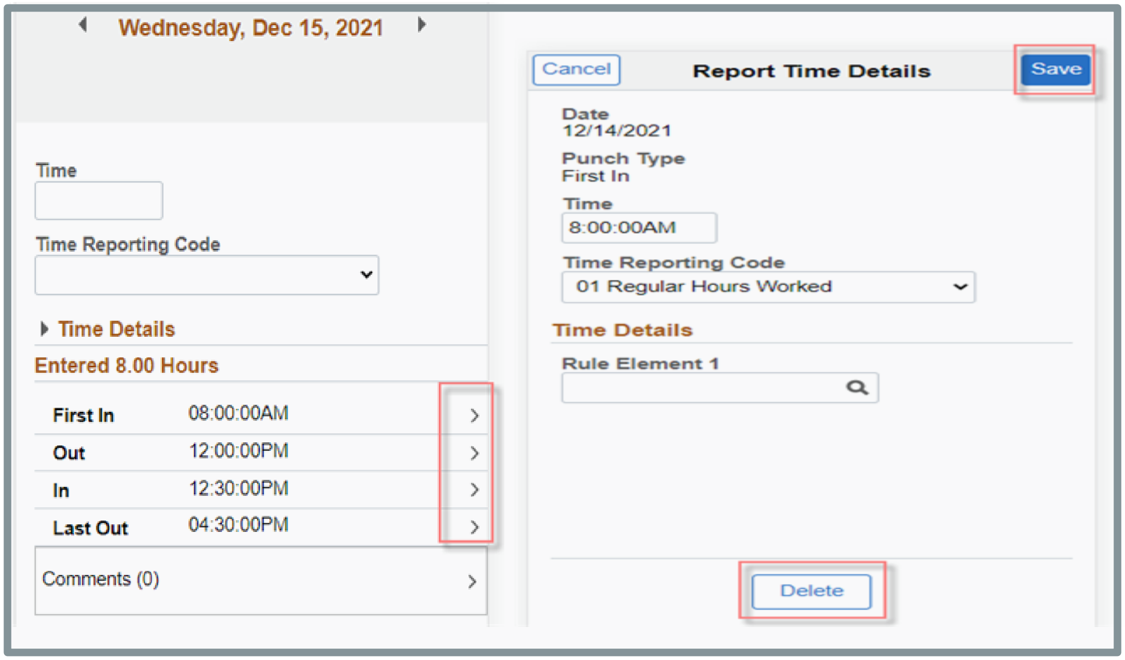
To enter punch time:

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.

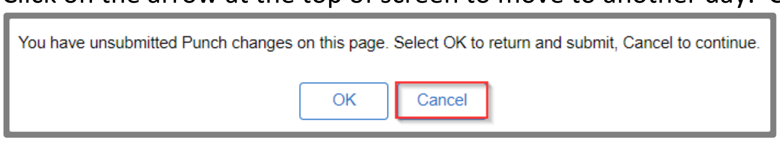


5. To account for non-payable time (i.e. lunch break) repeat steps 2-4 and select **Out** from the box for when you began your lunch and select **In** from the box when you returned from lunch.
6. Repeat steps 2-4 to enter the time you ended your work day and select the **Last Out** box. <u>You MUST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

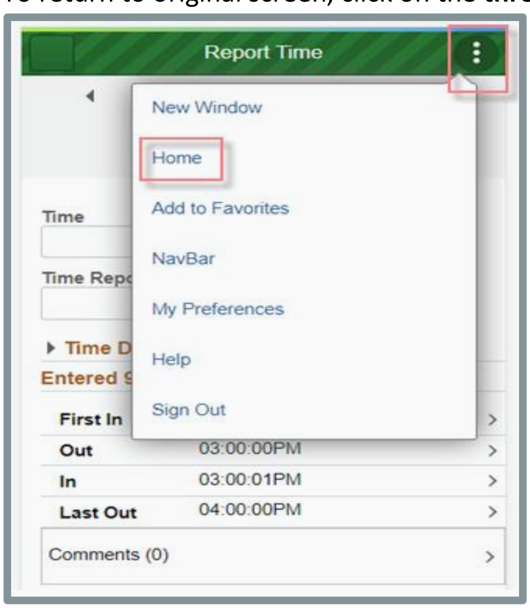
7. Screen will display the number of hours entered and show the **First In, Out, In** and **Last Out** as you complete each of the entries. You should review the entries by clicking on the arrow to the right of each entry and make any changes if necessary.



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.**



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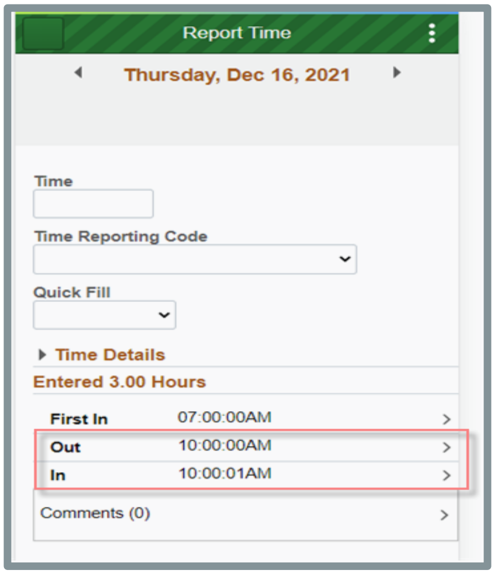
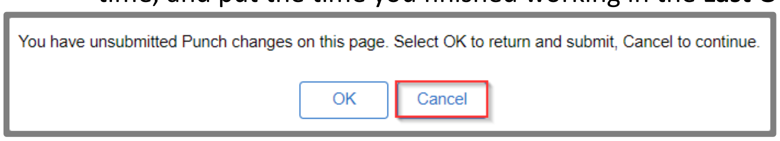
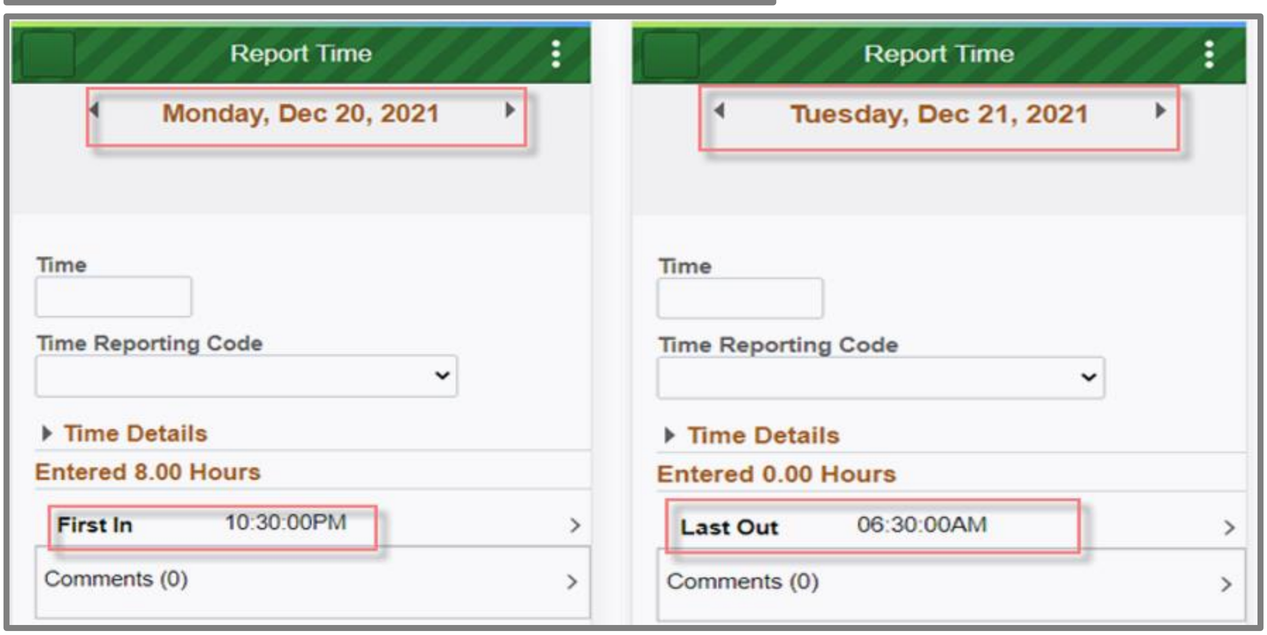
10. If entering consecutive punches in two rows, use the next :01 second after the **Out** in the first row.



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.





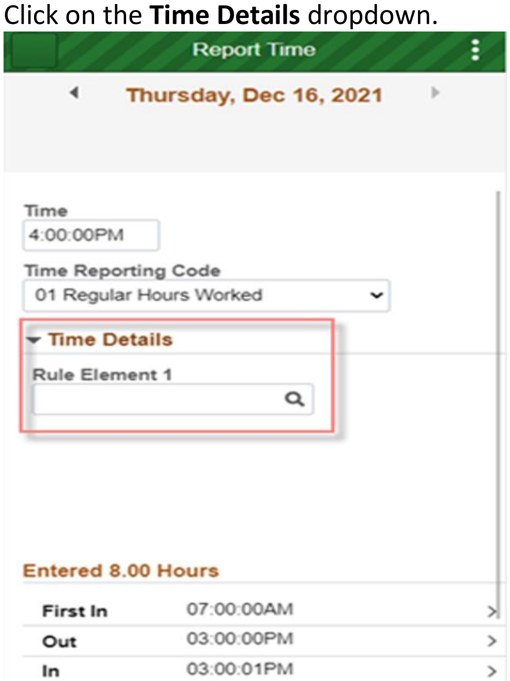
13. If all looks correct, then you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes. The total amount of payable hours will be reflected on the day you reported your first **First In** punch for that shift.

- 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.

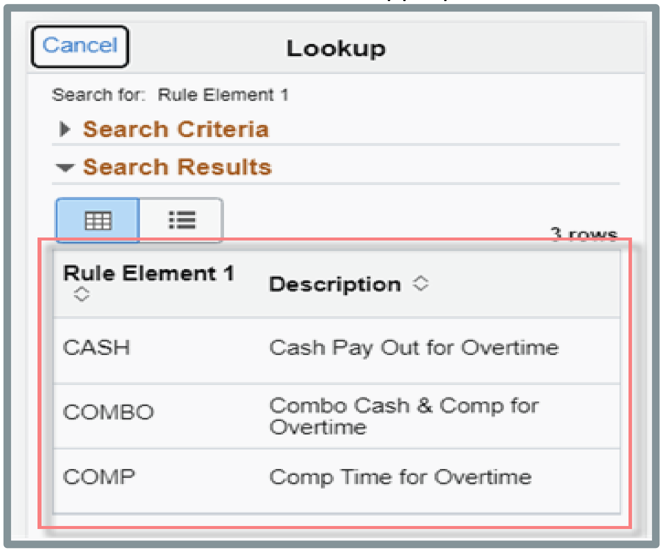
Record Overtime

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.

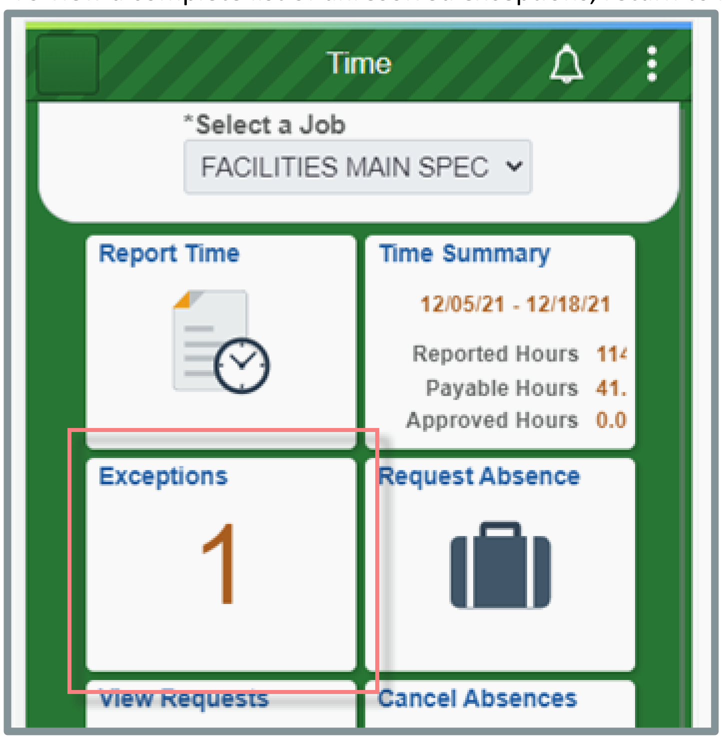


3. Click 🔍 and select the appropriate **Rule Element**.

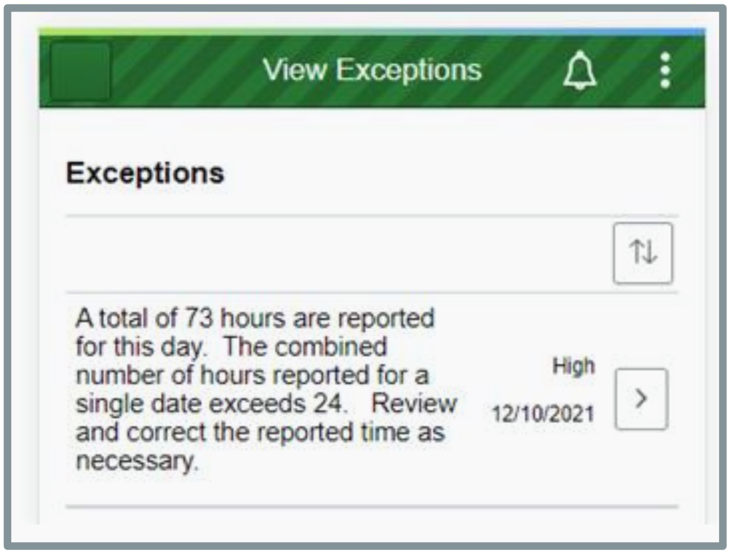


View Exceptions

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



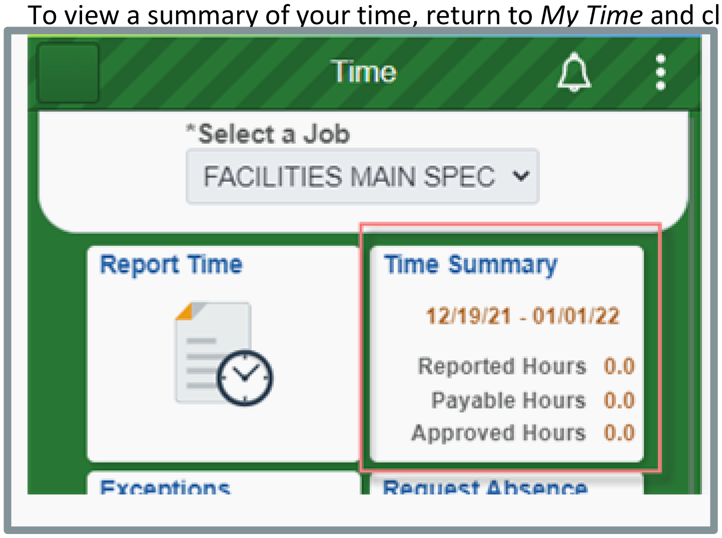
View Exceptions will give you a description of the error, the date and severity of the exception. Go back to that date and correct the exception.



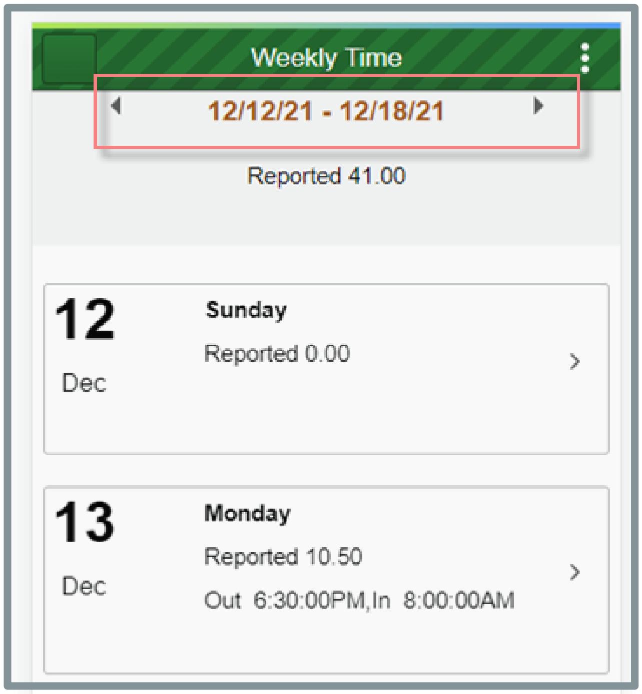
NOTE: High exceptions will not be processed for approval until the error is resolved. If you are unable to resolve the error on your own, please contact your agency payroll office.

<u>View Summary of Time and Adjust Reported Time</u>

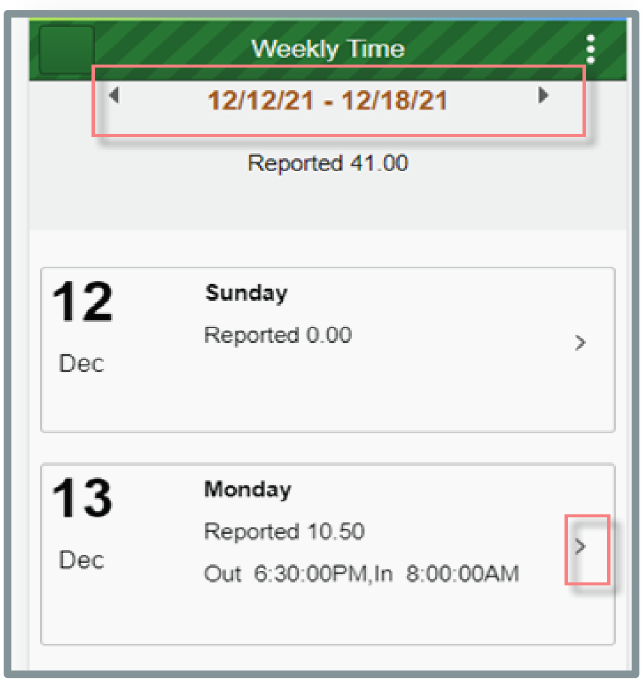
To view a summary of your time, return to *My Time* and click on *Time Summary.*



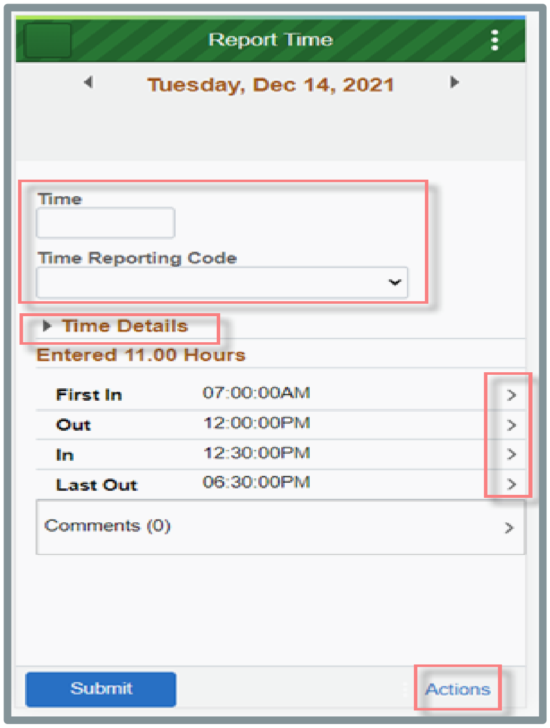
The *Time Summary* will show reported hours by week. You may scroll with the arrows next to the date range to search for the desired week.



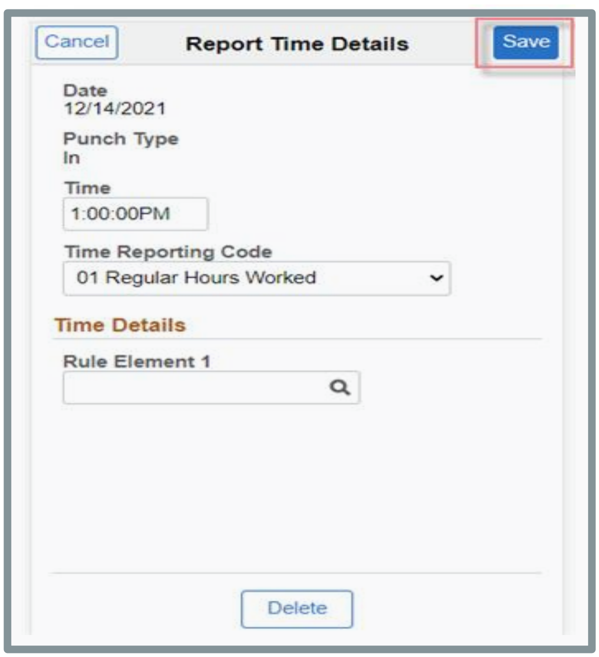
You can scroll up and down on this screen to view each of the days reported time in that week.



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).



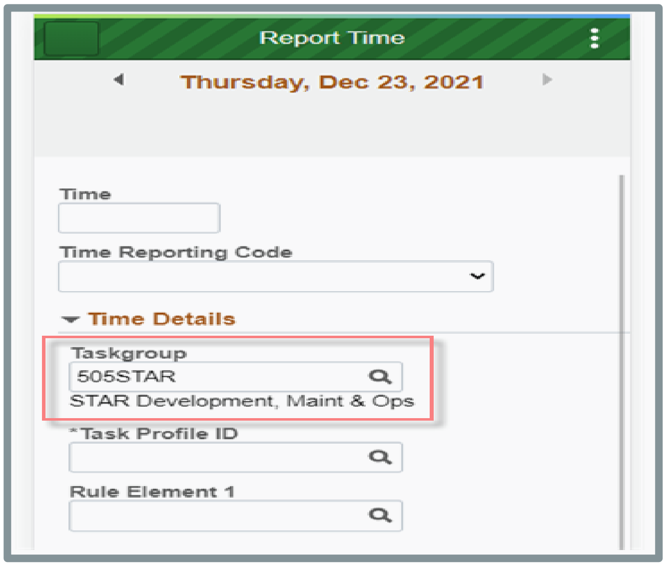
After you make your adjustment and updates on the *Report Time Details*. Click **Save**.



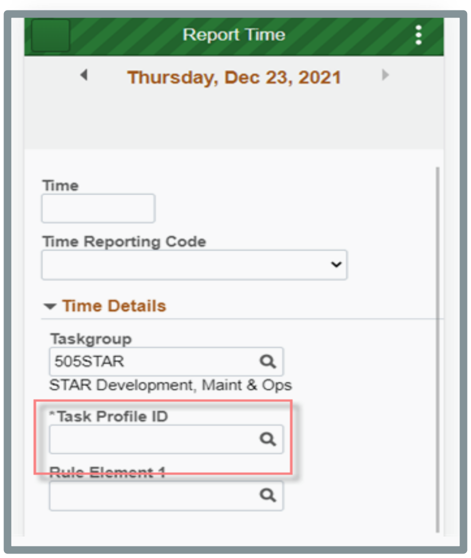
NOTE: You may only go back 16 days to make an adjustment. If your adjustment exceeds 16 days, contact your supervisor.

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**.

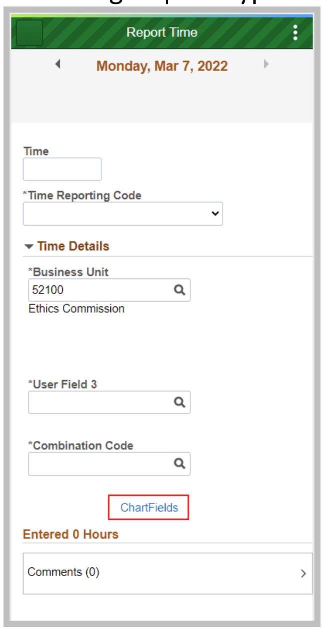


NOTE: Depending on your agency's policy, you may be required to select a task profile for each line with work time entered before submitting.

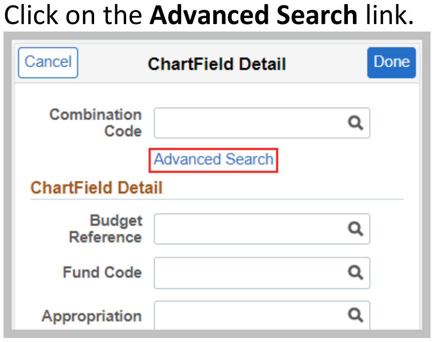
When you have finished recording your time for the week, you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes.

Speed Type Entry

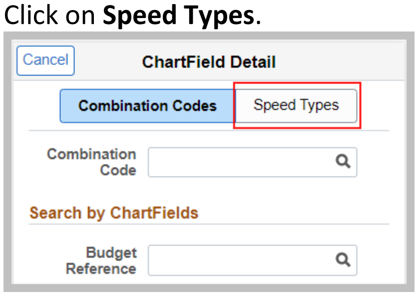
Your default Business Unit (Agency) will auto-populate. Click the **ChartFields** link to enter a combination code using a SpeedType.



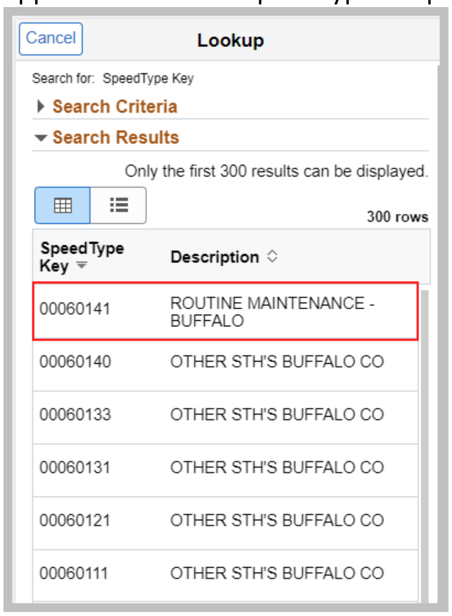
Click on the **Advanced Search** link.



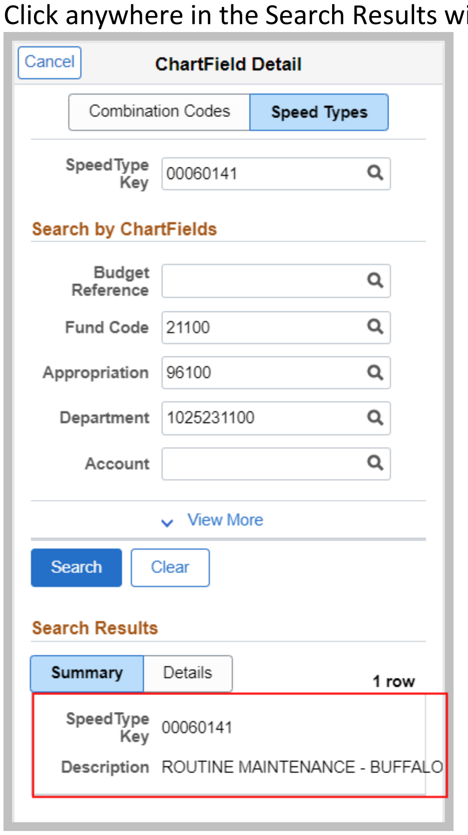
Click on **Speed Types**.



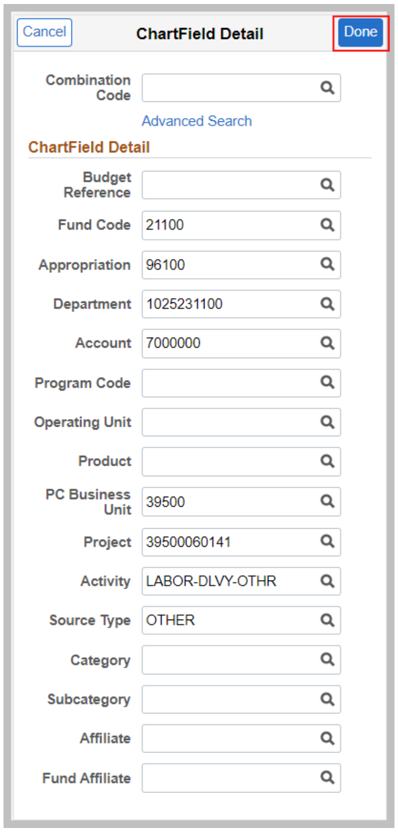
Enter the **SpeedType** as directed by your supervisor or click on the magnifying glass and select the applicable row. The SpeedTypes displayed are specific to your agency.



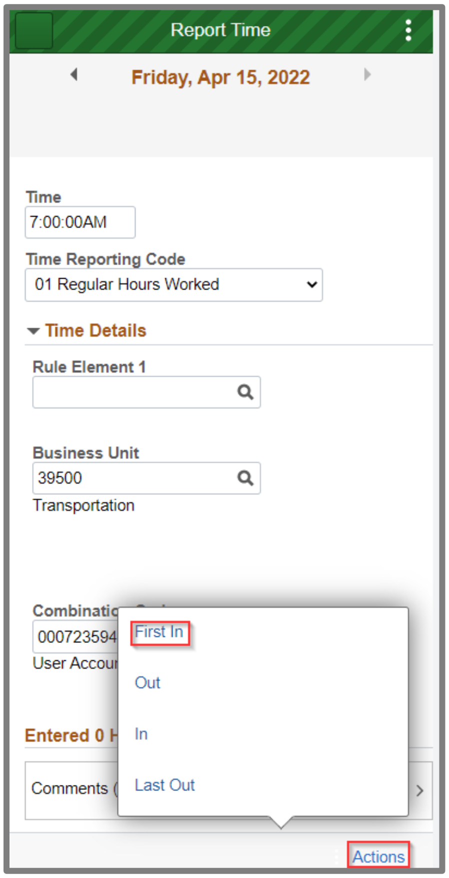
Click anywhere in the Search Results with the corresponding **SpeedType** at the bottom.



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



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



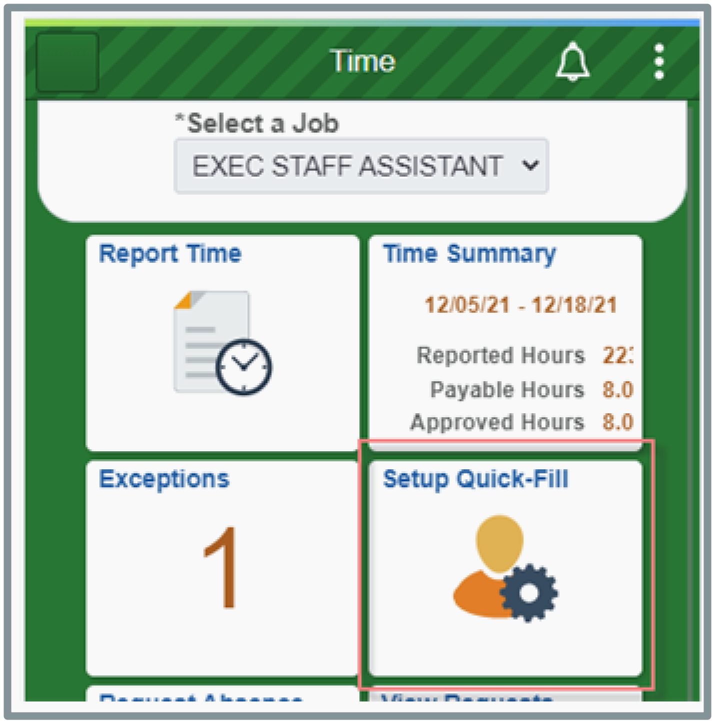
If all looks correct, then you may exit out of the page or continue entering for any remaining days. The punches entered will update payable time in the next 15 minutes.

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

Quick Fill Setup

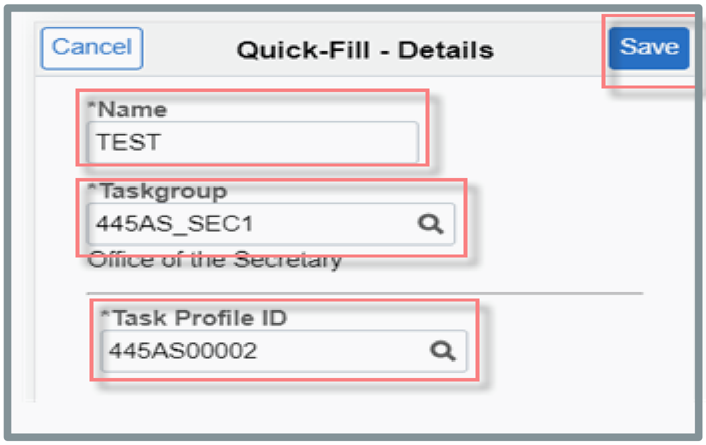
A new feature is available for **Taskgroup** reporting that allows you to set up one or more **Taskgroup** and **Task Profile** combinations to select on the timesheet by following the steps below.

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

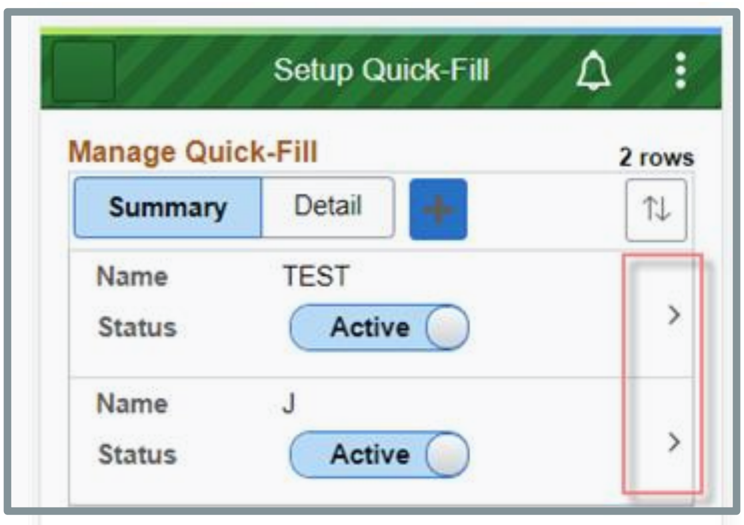


Click the **plus sign**.

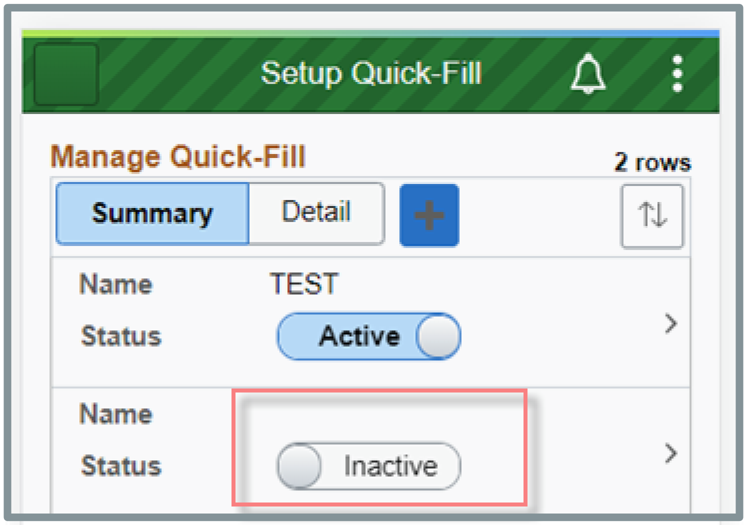
1. Enter a name for the **Quick Fill** template.
2. Enter the desired **Taskgroup** or click [icon] to select from a list.
3. The **Task Profile ID** will appear beneath the name. Enter the desired **Task Profile ID** or click [icon] to select from a list.
4. Click **Save**.



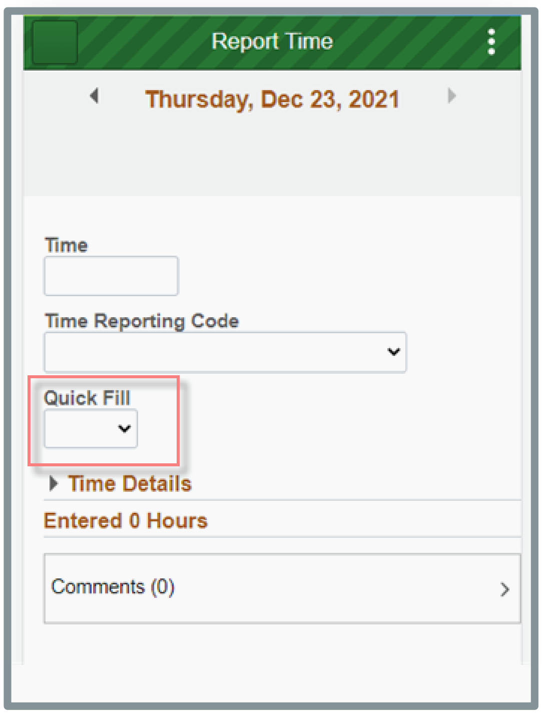
Repeat the steps above if you wish to add additional **Quick Fill** templates on the timesheet. All saved **Quick Fill** templates will be visible on this page. Click on the **arrow** link to edit a template.



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

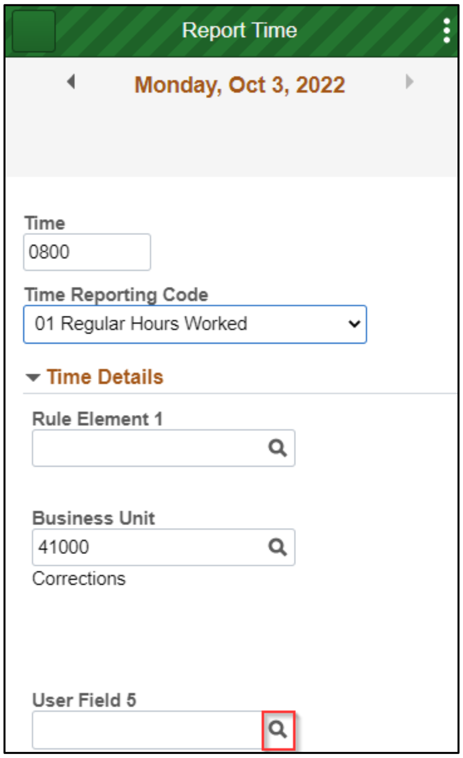


Return to *Report Time*. Active **Quick Fill** templates can be selected on the timesheet to populate the corresponding **Taskgroup/Task Profile** combination.



User Field 5 Entry

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



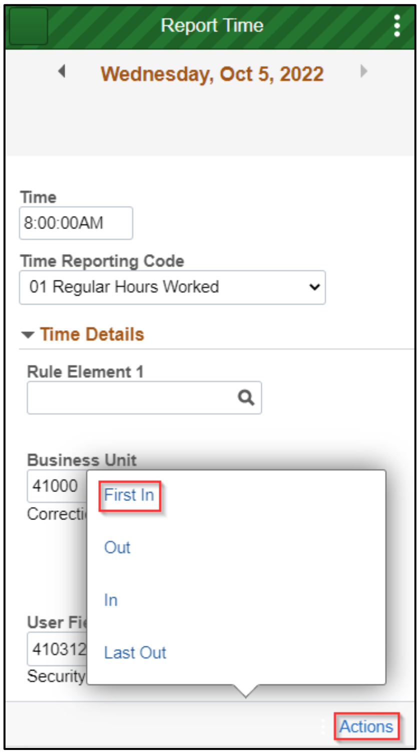
A list of available values will populate. Click on the desired **User Field 5** row.

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.