

Part Two of: An Introduction to People Soft Time and Labor Module and helpful resources

How to request a future dated absence request is under absence tab.

Employee must seek supervisor's approval and supervisor enters this future time or the employee can do a self-service "absence management" (job aid to come).



Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Mon	11/23	Submitted	7:00:00AM			3:00:00PM	8.00	<input type="text"/>			11/23		
	Tue	11/24	Submitted	7:30:00AM			3:30:00PM	8.00	<input type="text"/>			11/24		
	Wed	11/25	Submitted	7:00:00AM			3:00:00PM	8.00	<input type="text"/>			11/25		
	Thu	11/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>			11/26		
	Fri	11/27	Submitted	7:30:00AM			3:00:00PM	7.50	<input type="text"/>			11/27		
	Sat	11/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>			11/28		
	Sun	11/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>			11/29		

Submit Clear

Summary **Absence** Exceptions Payable Time

Click Absence Tab

Absence Events ?

Personalize |

*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
					Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	

Add Absence Event

Click Add Absence Event

Absence Entitlement Balances

Personalize |

Entitlement Name	Balance as of 07/25/2015**	From	To	Accrual Period
Legal Holiday Carry Over	3.40 Hours	01/01/2015	12/31/2015	Year to Date
Vacation Carry Over	40.00 Hours	01/01/2015	12/31/2015	Year to Date
Vacation Balance	62.75 Hours	01/01/2015	12/31/2015	Year to Date
Sick Balance	355.63 Hours	01/01/2015	12/31/2015	Year to Date
Personal Holiday Balance	28.80 Hours	01/01/2015	12/31/2015	Year to Date
Legal Holiday Balance	32.70 Hours	01/01/2015	12/31/2015	Year to Date

**Disclaimer The current balance does not reflect absences that have not been processed.



Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity Rule Element 1	Date		
	Wed	11/18	Submitted	7:00:00AM			3:00:00PM	8.00			11/18	+	-
	Thu	11/19	Submitted	7:30:00AM			3:30:00PM	8.00			11/19	+	-
	Fri	11/20	Submitted	7:00:00AM			3:00:00PM	8.00			11/20	+	-
	Sat	11/21	New								11/21	+	-
	Sun	11/22	New								11/22	+	-
	Mon	11/23	Submitted	7:00:00AM			3:00:00PM	8.00			11/23	+	-
	Tue	11/24	Submitted	7:00:00AM			3:00:00PM	8.00			11/24	+	-

Submit Clear

Summary Absence Exceptions Payable Time

Absence Events

Absence Take

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
10/19/15	1	Vacation	Vacation		Hours	Details	New	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast

Add Absence Event

Absence Entitlement Balances

Personalize

Entitlement Name	Balance as of 07/25/2015**	From	To	Accrual Period
Legal Holiday Carry Over	3.40 Hours	01/01/2015	12/31/2015	Year to Date
Vacation Carry Over	40.00 Hours	01/01/2015	12/31/2015	Year to Date
Vacation Balance	62.75 Hours	01/01/2015	12/31/2015	Year to Date
Sick Balance	355.63 Hours	01/01/2015	12/31/2015	Year to Date
Personal Holiday Balance	28.80 Hours	01/01/2015	12/31/2015	Year to Date
Legal Holiday Balance	32.70 Hours	01/01/2015	12/31/2015	Year to Date

**Disclaimer The current balance does not reflect absences that have not been processed.

Click "Details"

Request Absence

Self Service

Time Reporting

Details window opens

Absence Detail [?](#)

*Start Date [In](#) [View Monthly Schedule](#)

End Date [In](#)

Filter by Type [v](#)

*Absence Name [v](#) [Current Balance 74.50 Hours](#)

Reason [v](#)

Partial Days [v](#)

Duration Hours

[Calculate End Date or Duration](#) [Forecast Balance](#)

Enter in your duration and hit Calculate End Date or Duration

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

[Submit](#) [Save for Later](#)

Absence Detail 

* Start Date 

[View Monthly Schedule](#)

End Date 

Filter by Type 

* Absence Name 

Current Balance 74.50 Hours

Reason 

Partial Days 

Duration Hours

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: November 18, 2015 at 22:39

[Calculate End Date or Duration](#)

[Forecast Balance](#)

[View Forecast Details](#)

[Submit](#)

You can view your forecast balance data then click submit

Special time reporting situation...

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)

[Home](#) | [Worklist](#) | [Sign out](#)

Any employee whose shift begins on one day and ends on the next: Enter the same way as PTA Web except that "last out" on the first day should be 11:59:59PM (Do not enter 12:00AM)

Timesheet

Angelica Kincaid
 TRA FIRE-CRSH RESC SPEC
 Employee ID 100068543
 Record 0
 Earliest Change Date 11/26/2015

[Select Another Timesheet](#)
 *View By Week
 *Date 11/22/2015
 Reported Hours 24.00

[Previous Week](#) [Next Week](#)
[Next Job](#)
[Print Timesheet](#)

Reported time on or after 11/25/2015 is for a future period.

From 11/22/2015 to 11/28/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	11/22	Submitted	7:00:00AM			11:59:59PM	17.00				11/22
	Mon	11/23	Submitted	12:00:00AM			7:00:00AM	7.00				11/23
	Tue	11/24	New									11/24
	Wed	11/25	New									11/25
	Thu	11/26	New									11/26
	Fri	11/27	New									11/27
	Sat	11/28	New									11/28

[Submit](#) [Clear](#)

[Summary](#) | [Absence](#) | [Exceptions](#) | [Payable Time](#)

Reported Time Summary

Category	Total	Sun 11/22	Mon 11/23	Tue 11/24	Wed 11/25	Thu 11/26	Fri 11/27	Sat 11/28
Total Reported Hours	24.00	17.00	7.00					
Time with no Category	24.00	17.00	7.00					

[Return to Select Job](#)
[Request Absence](#)
[Self Service](#)
[Time Reporting](#)

WARNING

DMA's HR Department and DOA central payroll is strongly recommending that employees and supervisors enter their time in at the end of everyday.

Yes, I know...but trust me this is good practice for many reasons...

How to view a paycheck

First, log into PS URL

<https://ess.wi.gov>

A screenshot of the login page for Oracle PeopleSoft Enterprise. On the left, there are two input fields: "User ID" with the value "CARAVJXSAR" and "Password" with masked characters. Below these is a "Sign In" button. On the right, under the heading "Select a Language", there is a list of language options: English, Dansk, Français, Italiano, Nederlands, Polski, Română, Svenska, Čeština, 한국어, 繁體中文, UK English, Español, Deutsch, Français du Canada, Magyar, Norsk, Português, Suomi, Türkçe, 日本語, Русский, 简体中文, and العربية.

To access the PS Time and Labor Module, employees and/or supervisors will need an IAM account.



Wisconsin Time and Absences ↻ ⚙

Timesheet
Report your time and task details for a day, week, or time period.

Absence Request
Navigate to the Time start page.

Employee Leave Summary ↻ ⚙

Absence Balances

Absence	Duration
Legal Holiday Balance	0.00 Hours
Personal Holiday Balance	0.00 Hours
Sick Balance	0.00 Hours
Vacation Balance	0.00 Hours

[Details](#)

Wisconsin Payroll ↻ ⚙

Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- View Paycheck
- Paycheck Modeler
- Direct Deposit
- W-4 Tax Information
- View W-2/W-2c Forms
- W-2/W-2c Consent

Wisconsin Employee Info ↻ ⚙

Personal Information Summary
Review a summary of your personal information.

Wisconsin Benefits ↻ ⚙

Benefits Summary
Review a summary of current, past or future benefit enrollments.

Announcements ↻ ⚙

- Announcement

Company Directory ↻ ⚙

Search by Name, Job Title, Department, or Email

 ⏏

[Advanced Search](#)

Search Menu:

- State of Wisconsin (STAR)
- Company Directory
- Org Chart Viewer
- Self Service
- Manager Self Service
- Benefits
- Set Up HCM
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- My Personalizations
- My System Profile
- My Dictionary
- My Feeds

- Time Reporting
- Personal Information
- Payroll and Compensation
- Benefits
- Review Transactions

- View Paycheck
- Paycheck Modeler
- Direct Deposit
- W-4 Tax Information
- View W-2/W-2c Forms
- W-2/W-2c Consent

- Announcement

Wisconsin Time

Timesheet
Report your

Absence P
Navigate to

Employee Leave

Absence Balance

Absence

Legal Holiday Balance

Personal Holiday Balance	0.00 Hours
Sick Balance	0.00 Hours
Vacation Balance	0.00 Hours

Details

Wisconsin Payroll

Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- View Paycheck
- Paycheck Modeler
- Direct Deposit
- W-4 Tax Information
- View W-2/W-2c Forms
- W-2/W-2c Consent

Wisconsin Employee Info

Information Summary
Summary of your personal information.

Company Directory

Search by Name, Job Title, Department, or Email

Advanced Search



View Paycheck

Betty Locherty

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Select Paycheck		Personalize Find View All			First	1-8 of 66	Last
Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File	
2012-04-05	Global Business Institute	03/23/2012	04/05/2012	\$4153.65	14963	<input checked="" type="checkbox"/>	
2012-03-22	Global Business Institute	03/09/2012	03/22/2012	\$3636.58	14685	<input checked="" type="checkbox"/>	
2012-03-08	Global Business Institute	02/24/2012	03/08/2012	\$3700.76	14510	<input checked="" type="checkbox"/>	
2012-02-23	Global Business Institute	02/10/2012	02/23/2012	\$3636.58	14303	<input checked="" type="checkbox"/>	
2012-02-09	Global Business Institute	01/27/2012	02/09/2012	\$3636.58	14105	<input checked="" type="checkbox"/>	
2012-01-26	Global Business Institute	01/13/2012	01/26/2012	\$3636.58	13951	<input type="checkbox"/>	
2012-01-12	Global Business Institute	12/30/2011	01/12/2012	\$3636.58	13700	<input checked="" type="checkbox"/>	
2011-12-18	Global Business Institute	12/18/2011	12/31/2011	\$3619.31	13503	<input checked="" type="checkbox"/>	

See It! Actions

Click the link for the paycheck you want to view.

Click the **2012-01-26** link.

[Resume](#)



View Paycheck

Betty Locherty

Company

Global Business Institute

Address

500 George Washington Pkwa
New York, NY 07666
646/350-1111

See It!

[Actions](#)



The paycheck you selected appears.

Review the details and scroll down to view additional information about the displayed paycheck.

[Resume](#)

Net Pay \$3,636.58

Pay Begin Date 01/13/2012

Pay End Date 01/26/2012

Check Date 01/26/2012

Review the details of your paycheck. To view other checks, select

[View a Different Paycheck](#)

General

Name Betty Locherty

Employee ID KU0007

Address 643 Robinson St
Buffalo, NY 74940

Business Unit GBIBU

Pay Group US Biweekly

Department 13100 - Corporate Finance

Location Corporation Headquarters

Job Title Director-Finance

Pay Rate \$5,769.23 Biweekly

Tax Data

Fed Marital Status Single

Fed Allowances 0

Fed Addl Percent 0.000

Fed Addl Amount \$0.00

NY Marital Status Single or Head of Household

W/H Allows 0

NY Addl Percent 0.000

NY Addl Amount \$0.00

Paycheck Summary

Period	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	5,951.08	5,579.28	1,852.46	462.04	3,636.58

Employee: Betty Locherty Taxes: \$1,852.46



Supervisor Approves Payable Time

Very important!

- **If an employee does not enter time, he/she will not get paid. There is NO DEFAULT PAYMENT MADE!**
- **Supervisor must review and approve staff's time or employee won't get paid! NO DEFAULT APPROVAL WILL OCCUR!**

First, supervisor goes into PS log URL

<https://ess.wi.gov>

ORACLE
PEOPLESOFT ENTERPRISE

<p>User ID <input type="text" value="CARAVJSAR"/></p> <p>Password <input type="password" value="••••••••"/></p> <p><input type="button" value="Sign In"/></p>	<p>Select a Language</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Română</td><td>Suomi</td></tr><tr><td>Svenska</td><td>Türkçe</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr><tr><td>UK English</td><td></td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Română	Suomi	Svenska	Türkçe	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
English	Español																										
Dansk	Deutsch																										
Français	Français du Canada																										
Italiano	Magyar																										
Nederlands	Norsk																										
Polski	Português																										
Română	Suomi																										
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한국어	Русский																										
ไทย	简体中文																										
繁體中文	العربية																										
UK English																											

Favorites

Main Menu

Home | Worklist | Sign out

Search Menu:

Personalize Content | Layout | Help

Wisconsin Time

Timesheet Report y

Absence Navigator

Employee Leave

Absence Balance

Absence

Legal Holiday Balance

Personal Holiday Balance

Sick Balance

Vacation Balance

Details

- State of Wisconsin (STAR)
- Company Directory
- Manager Dashboard
- Org Chart Viewer
- Self Service
- Manager Self Service
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Global Payroll & Absence
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Set Up HCM
- Enterprise Components
- Worklist
- Tree Manager

- Time Management
- Job and Personal Information
- Performance Management
- Manager Dashboard
- Review Transactions

- Manage Schedules
- Approve Time and Exceptions
- Report Time
- View Time
- Time and Labor WorkC
- LRM Dashboard
- Manager Search Options

- Reported Time
- Payable Time
- Exceptions
- Absence Requests

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	Brow <input type="button" value="🔍"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Use the Approve Payable Time page to find your employees by employee ID, last name, a certain date range, or many other criteria. You can also simply click "Get Employees" to see all the employees the supervisor manages.

Change View

*View By Show Schedule Information

Date

300 of 35188 entries loaded

Employees For Swathi Misun, Totals From 11/30/2015 - 12/08/2015 Personalize | Find | 1-300 of 300

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Aaberg	Anitra	100068464	0	PROBATION AND PAROLE AGENT	0.00	0.00	40.00			0.00	0.00
Aalsma	Niranjini	100045655	0	DEPUTY WARDEN	0.00	0.00	40.00			0.00	0.00
Aalsma	Saira	100045588	0	DENTAL ASSISTANT	0.00	0.00	40.00			0.00	0.00
Aamodt	Lyndall	100009703	0	CORRECTIONAL SERGEANT	0.00	0.00	72.00			0.00	0.00
Aamodt	Markieta	100012854	0	CORRECTIONAL OFFICER	0.00	0.00	72.00			0.00	0.00
Aaron	Brian W.	100022309	0	CORRECTIONS FIELD SUPERVISOR	0.00	0.00	40.00			0.00	0.00
Aaron	Joanna	100048445	0	ENG SPECIALIST-TRANSPR-ADV	0.00	0.00	40.00			0.00	0.00
Aaron	Monaya	100013704	0	IS BUSINESS AUTO ANALYST	0.00	0.00	40.00			0.00	0.00
Aartila	Antico	100016134	0	STAFF DEV PROGRAM SPEC-SEN	0.00	0.00	40.00			0.00	0.00
Aartila	Ciara	100052192	0	ACCOUNTANT-CONF	0.00	0.00	40.00			0.00	0.00
Aartila	Fallon	100016775	0	SOCIAL WORKER-CORRECTIONS-SEN	0.00	0.00	40.00			0.00	0.00
Aartila	Jonmichael	100055278	0	VOC REHAB COUNSELOR-IN TRNG	0.00	0.00	40.00			0.00	0.00
Aartila	Lara	100067166	0	ST FAIR PK SPCL EVTS ASST 4	0.00	0.00	40.00			0.00	0.00

This is what you see if you type in the beginning of an employee's last name and hit the magnifying glass.

Report Time Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	brow <input type="button" value="🔍"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Change View

*View By

Date

Show Schedule Information

Employees For Swathi Misun, Totals From 11/30/2015 - 12/06/2015

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Denied Hours
Bergeron	Herb	100068234	0	PSYCHIATRIC CARE TECH	0.00	0.00	
Bergeron	Jermaine	100000861	0	NOM COMP NONEMPLOYEE	0.00	0.00	0.00
Bergeron	Kally	100025157	0	STATE FAIR PARK STAFF	0.00	0.00	0.00

Look Up Last Name

Search by: Last Name begins with

Search Results

View 100 First 1-20 of 20 Last

Last Name	Display Name	Empl ID
Brown Henning	Scott Brown Henning	100047885
Brown Henning	Donell Brown Henning	100051310
Brown Henning	Rebecca Kay Brown Henning	100038828
Brown Huss	Marci-Rae Brown Huss	100012927
Brown Huss	Marci-Rae Brown Huss	100012927
Brown Huss	Dana Brown Huss	100085088
Brown Huss	Emilie Brown Huss	100038964
Brown Sr	Jazlyn Brown Sr	100005487
Brown Sr	Nancy L Schneid Brown Sr	100029287
Brown Sr	Tobin Brown Sr	100053463
Brown-Esqueda	Jamie Lynn Brown-Esqueda	100050268
Brown-Esqueda	Kahla Brown-Esqueda	100032556
Brown-Lucas	Cathlene Brown-Lucas	100064993
Browne	Joshane Browne	100034602
Browning	Tivagia Browning	100044732
Brownlow	Darin Brownlow	100023288
Brownlow	Kimberly Harmon Brownlow	100004792
Brownridge	Luke Brownridge	100009515
Brownridge	Joice Brownridge	100041848
Brownridge	Anese Brownridge	100075901

Report Time Timesheet Summary

Employee Selection

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	Brow
First Name	
Business Unit	
Job Code	
Job Description	
Department	
Reports To Position Number	
Location Code	
Company	
Position Number	

Get Employees
Clear Criteria
Save Criteria

This is what you see if you type in the beginning of a last name and click "get employees"

Change View

*View By: Week

Date: 12/02/2015

Show Schedule Information

Previous Week Next Week

Employees For Swathi Misun, Totals From 11/30/2015 - 12/08/2015

Time Summary | Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Brown Henning	Donell	100051310	0	PROBATION AND PAROLE AGENT-SEN	0.00	0.00	40.00			0.00	0.00
Brown Henning	Rebecca Kay	100038828	0	CONSUMER PROTECTION INVEST-ADV	0.00	0.00	40.00			0.00	0.00
Brown Henning	Scott	100047885	0	CORRECTIONAL OFFICER	0.00	0.00	72.00			0.00	0.00
Brown Huss	Dana	100065088	0	CORRECTIONAL OFFICER	0.00	0.00	72.00			0.00	0.00
Brown Huss	Emilie	100038964	0	CORRECTIONAL SERGEANT	0.00	0.00	72.00			0.00	0.00
Brown Huss	Marci-Rae	100012927	0	ST FAIR PK SPCL EVTS ASST 2	0.00	0.00	40.00			0.00	0.00
Brown Huss	Marci-Rae	100012927	1	ST FAIR PK SPCL EVTS ASST 4	0.00	0.00	40.00			0.00	0.00
Brown Sr	Jazlyn	100005467	0	IS NETWORK SVCS SENIOR	0.00	0.00	40.00			0.00	0.00
Brown Sr	Nancy L Schneid	100029287	0	PROBATION AND PAROLE AGENT	0.00	0.00	40.00			0.00	0.00
Brown Sr	Tobin	100053463	0	NAT RES MANAGER	0.00	0.00	50.00			0.00	0.00
Brown-Esqueda	Jamie Lynn	100050268	0	RESIDENT CARE TECH-OBJ	0.00	0.00	40.00			0.00	0.00
Brown-Esqueda	Kahla	100032558	0	ENVIR ANAL REV SPEC	0.00	0.00	40.00			0.00	0.00
Brown-Lucas	Cathlene	100064993	0	CORRECTIONAL OFFICER	0.00	0.00	72.00			0.00	0.00

Browser address bar: https://wi-phrtst.wi.gov/psp/phrtst/EMPLOYEE/HRMS/c/ROLE_MAN

Browser tabs: GoToWebinar - Citrix, Parallel Test - All Documents, Payable Time

Navigation: Favorites > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

Home | Worklist | Sign out

Search criteria fields:

- First Name
- Business Unit
- Job Code
- Job Description
- Department
- Reports To Position Number
- Location Code
- Company
- Position Number

Month selection dropdown:

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

Calendar (Year: 2015):

	T	F	S
		1	2 3
4	5	6	7 8 9 10
11	12	13	14 15 16 17
18	19	20	21 22 23 24
25	26	27	28 29 30 31

Start Date: 07/12/2015 End Date: 10/04/2015

Message: No employees were returned for the time period specified.

Change Time in View

Time Administration Run Control
Manager Self Service
Time Management

Supervisors can do a search and see which employees are "out there" needing approval. Or they can look up the employee.

Browser address bar: https://wi-phrtst.wi.gov/psp/phrtst/EMPLOYEE/HRMS/c/ROLE_MAN

Navigation: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

Home | Worklist | Sign out

Change Time in View

Start Date: 07/12/2015 | End Date: 07/25/2015

Employees For Herfrank Crist

Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Hours Not in Wrk Status	Overtime Hours	Exempt Hours Worked Over FTE	Supplemental Pay
<input type="checkbox"/>	Johnson	Ben	110075312		OPERATIONS 0 PROGRAM ASSOCIATE	81.33	0.00	1.33	0.00	0.83

Select All | Deselect All

Approve | Deny | Push Back

Time Administration Run Control
Manager Self Service
Time Management

Clicking on the person's last name will give the supervisor the detail on what needs to be approve.



Approve Payable Time

Edward Ng

Employee ID KU0056

Server-Food

Employment Record 0

Start Date 07/22/2013

End Date 08/25/2013

Approval Details ? Personalize | Find | View All | First 1-5 of 5 Last

Overview	Time Reporting Elements	Cost	Task Reporting Elements					
Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	07/23/2013	KUVAC	Needs Approval	2.00	Hours	<input type="text"/>	Adjust Reported Time	
<input checked="" type="checkbox"/>	07/24/2013	KUREG	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input checked="" type="checkbox"/>	07/25/2013	KUREG	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input checked="" type="checkbox"/>	07/26/2013	KUREG	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input checked="" type="checkbox"/>	07/27/2013	KUOVT	Needs Approval	2.00	Hours	<input type="text"/>	Adjust Reported Time	

Select All

Deselect All

Approve Deny Push Back

See It! Actions X

Click the **Select All** link.

[Resume](#)

After clicking approve, then you'll be asked to "confirm"

Important to know...

- December 14th (Monday) First day system will be open to employees
- January 4th (Monday) First paystub will be available online for the checked paid on Jan. 7th
- January 4th (Monday) Employees will be able to update their addresses on eProfile
- Employees will be required to use direct deposit or pre-loaded cards by the first of the year.

Important to know...

- Employees who are off work due to sickness or on leave need to enter their time or have their supervisor enter this leave.
- Supervisors: Please get job aids to your staff who are on leave/vacation so they can learn how to enter time from home.
- There will be e-mail reminders sent to supervisors and employees regarding payroll deadlines. DMA deadlines for employee time entry and supervisor approval has not yet been determined.

Important to know...

- Employee will be able to make changes only up to 30 days into the past, supervisors will have 6 months into the past to make changes to an employee's time (some exception will be made for fiscal year end).
- Employees will be able to view their paycheck on Friday morning using e-pay self –service. Paycheck will be direct deposited the following Thursday (the check date).
- All benefits deductions will be split evenly over 24 checks not 12.
- 2015 W2s will be loaded into PTAweb in January.

System requirements for PS

Supported Browsers & Operating Systems

- ***Internet Explorer 11, 10**
 - MS Windows (32-bit) 7
 - MS Windows x64 (64-bit) 7
 - MS Windows x64 (64-bit) 8.1
 - MS Windows x64 (64-bit) 2008 R2
- ***Internet Explorer 9, 8**
 - MS Windows (32-bit) 7
 - MS Windows x64 (64-bit) 2008 R2
 - MS Windows x64 (64-bit) 7
- Firefox
 - Apple Mac OS x(Intel)(64-bit) 10.7
 - Apple Mac OS x(Intel)(64-bit) 10.6
 - Microsoft Windows x64 (64-bit) 7
 - Microsoft Windows x64 (64-bit) 8
- Google Chrome 24
 - Microsoft Windows x64 (64-bit) 8
 - Microsoft Windows x64 (64-bit)
- Safari 6
 - Apple Mac OS x(Intel)(64-bit) 10.8
 - Apple Mac OS x(Intel)(64-bit) 10.7
 - Apple iOS 7
 - Apple iOS 6
- Safari 5
 - Apple Mac OS x(Intel)(32-bit) 10.5
 - Apple Mac OS x(Intel)(64-bit) 10.7

*** = Preferred**

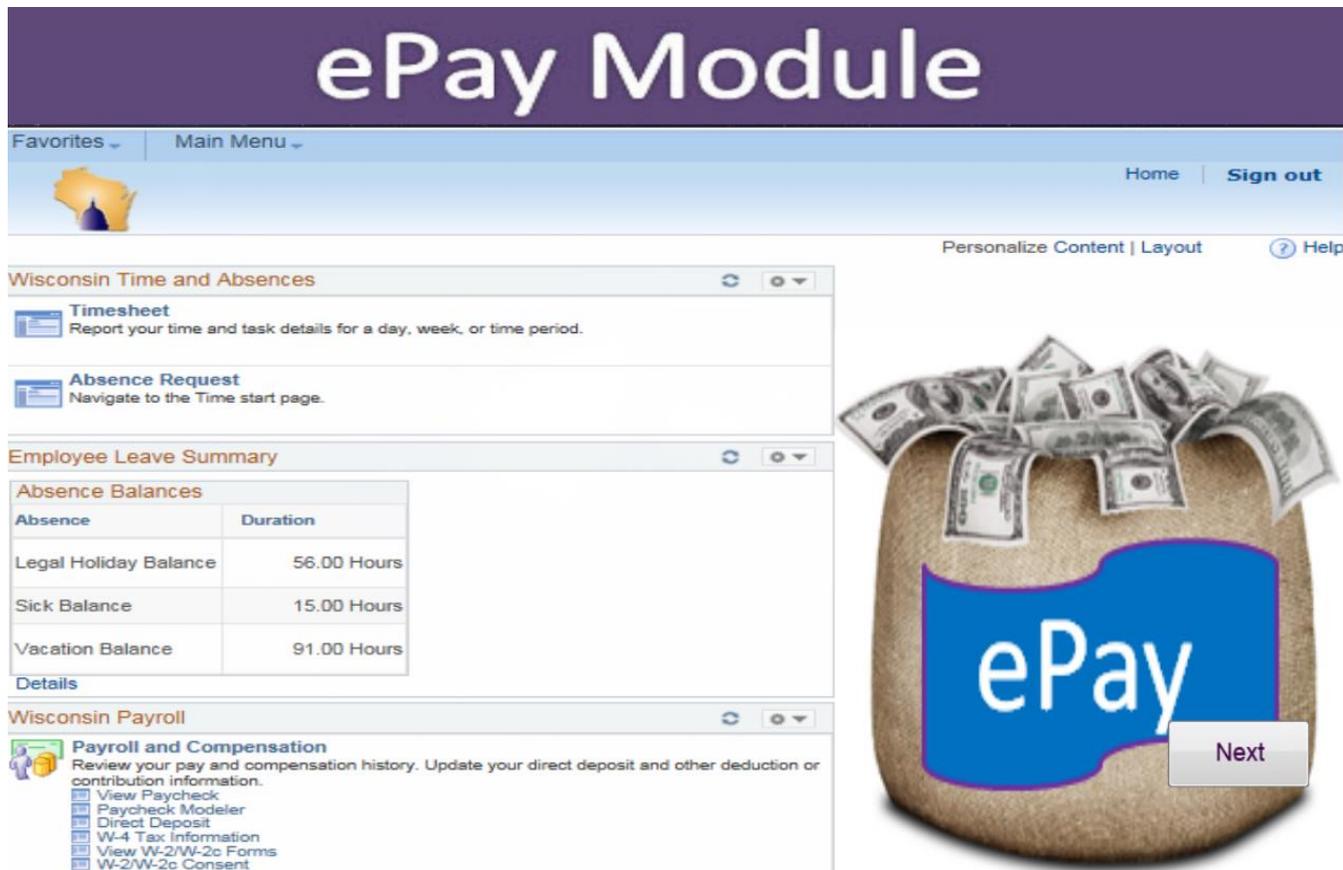
System requirements for PS (cont)

Workstation and Applications

- Minimum Workstation
 - Memory – 1 GB RAM
 - CPU 1.6 GHz Pentium
 - 800x600 display
- *Suggested Workstation*
 - Memory – 2 GB RAM
 - 1024x768 display
- Microsoft Word
 - 2007 sp2, 2010, 2013
- Microsoft Excel
 - 2007 sp2, 2010, 2013
- Adobe Reader
 - 10 or higher
- E-mail Client
 - Outlook 2007 sp2, 2010

ePay Module

- Employees will be able to update payroll information, view W2's, and view individual paychecks



The screenshot displays the ePay Module interface. At the top, there is a purple header with the text "ePay Module". Below this, a navigation bar includes "Favorites", "Main Menu", "Home", and "Sign out". A secondary navigation bar contains "Personalize Content | Layout" and a "Help" icon.

The main content area is divided into several sections:

- Wisconsin Time and Absences**: Contains "Timesheet" (Report your time and task details for a day, week, or time period.) and "Absence Request" (Navigate to the Time start page.).
- Employee Leave Summary**: Contains a table for "Absence Balances".
- Wisconsin Payroll**: Contains "Payroll and Compensation" (Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.) with sub-links: "View Paycheck", "Paycheck Modeler", "Direct Deposit", "W-4 Tax Information", "View W-2/W-2c Forms", and "W-2/W-2c Consent".

On the right side of the interface, there is a graphic of a burlap sack overflowing with US dollar bills. A blue label with the text "ePay" is attached to the front of the sack. A "Next" button is positioned at the bottom right of the sack graphic.

Absence	Duration
Legal Holiday Balance	56.00 Hours
Sick Balance	15.00 Hours
Vacation Balance	91.00 Hours

eBenefits Module

Enroll in benefits, add or remove dependents update their dependent contact information, and view benefits summary on-line. Some situations will require the employee to submit paper copies of benefits information. This then will be input by the agency's benefits specialist.

eBenefit Module

Navigation: Favorites > Main Menu > Self Service > Benefits > Benefits Summary

Home | Sign out

Benefits Summary

To view your benefits as of another date, enter the date and select Go.

09/18/2015 [dt] Go

Type of Benefit	Plan Description	Coverage or
Health	Anthem Blue Preferred SE	Family
Anthem DentalBlue		Waived
EPIC Benefits+		Waived
Vision		Waived
Dental Wisconsin		Waived
State Group Life	SGL Premium Waiver	\$
State Group Life Additional	SGL Additional Premium Waiver	\$
Accidental Death Dismemberment		Waived
State Group Life Spouse & Dep	SGL Spouse&Dep Premium Waiver	\$
Income Continuation Insurance		Waived
Parking (Before Tax)	Parking Spending Account Befor	\$0 Pledge
Parking (After Tax)	Parking Spending Account After	\$0 Pledge
Transit (Before Tax)	Transit Spending Account Befor	\$0 Pledge
Transit (After Tax)	Transit Spending Account After	\$0 Pledge
Wisconsin Retirement System	WRS-Gen,Teach,Ed Sup,Ct Rep	6.8% of Earnings

HEALTHY LIFE eBenefits

eProfile

Employees will be able to update and view some of their own personal information. Like phone numbers, e-mail addresses, emergency contacts, marital status, etc.

The screenshot displays the 'eProfile Module' interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Personal Information', and 'Personal Information Summary'. A 'Home' link and a 'Sign out' button are also present. Below the navigation bar, the user's name 'Amber Selim' is displayed. The 'Home/Mailing Addresses' section contains a table with two entries: 'Home' and 'Mailing'. The 'Phone Numbers' section contains a table with one entry: 'Business' with phone number '288/416-8114'. The 'Emergency Contacts' section contains an empty table with columns for 'Name', 'Relationship to Employee', and 'Primary Contact'. Each section has a corresponding 'Change' button.

eProfile Module

Favorites > Main Menu > Self Service > Personal Information > Personal Information Summary

Home | Sign out

Name
Amber Selim

Home/Mailing Addresses

Address Type	Status	As Of	Country	Address
Home	Current	05/27/2015	USA	DO NOT MAIL DO NOT MAIL Brookfield, WI 53045
Mailing	Current	08/27/2015	USA	1111 Hickory Way Madison, WI 99999 Madison

Change Home/Mailing Addresses

Phone Numbers

Phone Type	Phone Number	Preferred
Business	288/416-8114	<input checked="" type="checkbox"/>

Change Phone Numbers

Emergency Contacts

Name	Relationship to Employee	Primary Contact

Change Emergency Contacts

Email Addresses

When all else fails...

- If you can't get into PS URL: <https://ess.wi.gov>, contact dmahelpdesk@wi.gov
- Review Job Aids
- Review PowerPoint
- Contact Supervisor or another person in your unit.

Did we meet the goals of this training?

- Demonstrate how employee enters time on a time sheet
- Demonstrate how employee views a paycheck
- Demonstrate how supervisor approves payable time
- Familiarize staff to PeopleSoft
- Explain what a Job Aid resource is