STAR PeopleSoft Job Aid: Supervisor Time and Labor – Adjusting Reported Time/Entering Time on Behalf Of Others – Punch Time

This job aid provides instructions for supervisors to adjust reported time or enter time on behalf of another employee within the Supervisor Self Service Time and Labor module of STAR PeopleSoft.

Audience: Supervisors

ADJUSTING REPORTED TIME

Step	Action
1.	To adjust an employee's reported time; begin by navigating to the **Timesheet** page. Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timesheet
2.	Enter search criteria in one or more fields to narrow your results. Click **Get Employees**. (Scroll to the bottom of the page to view the employee's timesheet summary).

3.	Click the last name of the employee you wish to adjust time for.
4.	The employee clocked out at *3:00:00PM* on Monday and *3:00:00PM* on Thursday. For the purpose of this exercise, change the punch time in the **Last Out** column on Monday to *5p* and the punch time in the **Last Out** column on Thursday to *5p*. **Note**: • The system will default to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links or the Calendar icon to locate the appropriate timeframe. • When entering a quantity that represents hours, enter as decimals of time. (i.e. enter 7.5 for 7 hrs & 30 mins not 7.30) • You may also report a specific amount of hours to a different time reporting code. To do so, first click the **Add a Row** button, then select the appropriate time reporting code from the **Time Reporting Code** dropdown list. (For more on this please refer to **STAR PeopleSoft Job Aid: Time & Labor – Punch Time**)
5.	**Note**: If the time reporting code needs to be changed, enter either punches in the **First In** and **Last Out** fields for hours worked, or the number of units/hours in the **Quantity** field.

6.	Click **OK**. Message Rules have successfully been applied. (13504,1626) Press OK to refresh your timesheet with updated payable time. OK
7.	The number of hours in the **Total Reported Hours** row has been updated from *36* to *40*. From 11/01/2015 to 11/07/2015

ENTERING TIME ON BEHALF OF OTHERS

Step	Action
1.	To enter time on behalf of another employee, begin by navigating to the **Timesheet** page. Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timesheet
2.	Enter search criteria in one or more fields to narrow your results. Click **Get Employees**. (Scroll to the bottom of the page to view the employee's timesheet summary).
3.	Click the last name of the employee you wish to enter time for.

4.		To enter a punch: 1. Enter the time the employee began working for the day in the **First In** column. 2. To account for non-payable time (for example a lunch break), enter the time he/she stopped working in the **Out** column and then the time they returned to work in the **In** column. 3. Enter the time they ended their work day in the **Last Out** column. Acceptable time reporting formats include: 7:45a and 4:30p, 0745 and 1630, or 7.45a and 4.30p. **Note**: The system will default to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links to locate the appropriate timeframe.
5.		To select a time reporting code to designate time **other** than regular hours worked, use the drop-down list. Choose the dropdown that you recognize from PTA web. If you are unsure, contact DMA's HR Department.

6.	To delegate a specific amount of hours to a different time reporting code for a given day, you will need to: 1. Add another row for the day by clicking the corresponding **Add a Row** button. 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 number designating hours/units in the **Quantity** field. **Note**: When you enter a quantity that represents hours, you must enter the time as a decimal of time. For example, 3 hours and 30 minutes would be entered as 3.5 not as 3.30.
7.	When you have finished recording time for the day, click **Submit**. This example shows that that this person is receiving 3.5 hours of special Time Reporting code that will be paid out in cash.

8.	If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**. **Message** Rules have successfully been applied. (13504,1626) Press OK to refresh your timesheet with updated payable time. [OK]

ADDITIONAL RESOURCES

If you have further questions about any of the topics presented in this Job Aid, use the following supplemental resources available at http://starconnection.wi.gov/Training/#Resources

> **User Productivity Kits (UPKs): STAR HCM UPK**
>
> > *Time and Labor 9.2 > Using Self Service Components > Reporting Time Using a Timesheet*
>
> **STAR Job Aids: Release 2 Training Materials**
>
> > *STAR Release 2 Training Library > HCM401: Self Service > Job Aids*
> >
> > - **Self Service Employee Reporting: Absence Management**
> > - **Self Service Employee Reporting: Task Reporting**
> > - **Self Service Employee Reporting: SpeedTypes**