

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.	<p>To adjust an employee’s reported time; begin by navigating to the Timesheet page.</p> <div style="border: 1px solid black; padding: 5px; background-color: #e6e6fa;"> <p>Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Report Time ▾ > Timesheet</p> </div>																												
2.	<p>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).</p> <div style="border: 1px solid black; padding: 10px;"> <p>Report Time</p> <p>Timesheet Summary</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Employee Selection</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Employee Selection Criteria</th> <th style="text-align: left;">Selection Criterion Value</th> </tr> </thead> <tbody> <tr><td>Time Reporter Group</td><td><input type="text"/></td></tr> <tr><td>Employee ID</td><td><input type="text"/></td></tr> <tr><td>Empl Record</td><td><input type="text"/></td></tr> <tr><td>Last Name</td><td><input type="text"/></td></tr> <tr><td>First Name</td><td><input type="text"/></td></tr> <tr><td>Business Unit</td><td><input type="text"/></td></tr> <tr><td>Job Code</td><td><input type="text"/></td></tr> <tr><td>Job Description</td><td><input type="text"/></td></tr> <tr><td>Department</td><td><input type="text"/></td></tr> <tr><td>Reports To Position Number</td><td>315304</td></tr> <tr><td>Location Code</td><td><input type="text"/></td></tr> <tr><td>Company</td><td><input type="text"/></td></tr> <tr><td>Position Number</td><td><input type="text"/></td></tr> </tbody> </table> <div style="float: right; margin-top: 10px;"> <p style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">Get Employees</p> <p style="padding: 2px; display: inline-block; margin-bottom: 5px;">Clear Criteria</p> <p style="padding: 2px; display: inline-block;">Save Criteria</p> </div> </div> </div>	Employee Selection Criteria	Selection Criterion Value	Time Reporter Group	<input type="text"/>	Employee ID	<input type="text"/>	Empl Record	<input type="text"/>	Last Name	<input type="text"/>	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	315304	Location Code	<input type="text"/>	Company	<input type="text"/>	Position Number	<input type="text"/>
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3. Click the last name of the employee you wish to adjust time for.

Change View

*View By Show Schedule Information

Date

Employees For Erin Henkes, Totals From 09/14/2015 - 09/20/2015 Personalize | Find | 1-8 of 8

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
Charvat	Pa Amadou Awa	100043857	0	PROGRAM AND POLICY ANALYST-ADV	0.00	0.00	40.00			0.00	0.00
Dankert	Kathleen Lucill	100071357	0	VICTIM SERVICES SPECIALIST-ADV	0.00	0.00	40.00			0.00	0.00
Gerzema	James Donald	100013276	0	VICTIM SERVICES SPECIALIST-ADV	0.00	0.00	40.00			0.00	0.00
Nollendorfs	Mickael	100061819	0	VICTIM SERVICES SPECIALIST-ADV	0.00	0.00	40.00			0.00	0.00
Turman	Christina Marie	100027542	0	OFFICE OPERATIONS ASSOCIATE	45.00	0.00	40.00			45.00	0.00
Wiggin	Logan	100062176	0	VICTIM SERVICES SPECIALIST	0.00	0.00	40.00			0.00	0.00

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**)

From 11/01/2015 to 11/07/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule	Element 1	Date
	Sun	11/1	New										11/1
	Mon	11/2	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	8.00					11/2
	Tue	11/3	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00					11/3
	Wed	11/4	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00					11/4
	Thu	11/5	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	6.00					11/5
	Fri	11/6	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00					11/6
	Sat	11/7	New										11/7

Submit Clear

Summary | Absence | Exceptions | Payable Time

Reported Time Summary

Category	Total	Sun 11/1	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7
Total Reported Hours	38.00		6.00	8.00	8.00	6.00	8.00	
Time with no Category	38.00		6.00	8.00	8.00	6.00	8.00	

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

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Sun	11/1	New									11/1	+	-
	Mon	11/2	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				11/2	+	-
	Tue	11/3	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				11/3	+	-
	Wed	11/4	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				11/4	+	-
	Thu	11/5	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				11/5	+	-
	Fri	11/6	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				11/6	+	-
	Sat	11/7	New									11/7	+	-

Submit Clear

Summary Absence Exceptions Payable Time

Reported Time Summary

Category	Total	Sun 11/1	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7
Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Time with no Category	40.00		8.00	8.00	8.00	8.00	8.00	



ENTERING TIME ON BEHALF OF OTHERS

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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.

4.

From 10/25/2015 to 10/31/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	10/25	New									10/25
	Mon	10/26	New									10/26
	Tue	10/27	New									10/27
	Wed	10/28	New									10/28
	Thu	10/29	New									10/29
	Fri	10/30	New									10/30
	Sat	10/31	New									10/31

Submit Clear

Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Summary

Category	Total	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31
Total Reported Hours								
Time with no Category								

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.

From 10/25/2015 to 10/31/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	10/25	New									10/25
	Mon	10/26	New	8a	12p	1p	5p					10/26
	Tue	10/27	New									10/27
	Wed	10/28	New									10/28
	Thu	10/29	New									10/29
	Fri	10/30	New									10/30
	Sat	10/31	New									10/31

Submit Clear



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.

From 10/25/2015 to 10/31/2015													
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date	
	Sun	10/25	New									10/25	+ -
	Mon	10/26	New	8a	12p	1p	5p					10/26	+ -
	Tue	10/27	New									10/27	+ -
	Wed	10/28	New									10/28	+ -
	Thu	10/29	New									10/29	+ -
	Fri	10/30	New									10/30	+ -
	Sat	10/31	New									10/31	+ -

Submit Clear

6.

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.

From 10/25/2015 to 10/31/2015													
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date	
	Sun	10/25	New									10/25	+ -
	Mon	10/26	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					10/26	+ -
			New									10/28	+ -
	Tue	10/27	New									10/27	+ -
	Wed	10/28	New									10/28	+ -

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.

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.

7.

From 10/25/2015 to 10/31/2015													
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date	
	Sun	10/25	New									10/25	+ -
	Mon	10/26	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					10/26	+ -
			New						Compensatory Time	3.50	CASH	10/26	+ -
	Tue	10/27	New									10/27	+ -
	Wed	10/28	New									10/28	+ -
	Thu	10/29	New									10/29	+ -
	Fri	10/30	New									10/30	+ -
	Sat	10/31	New									10/31	+ -

Submit Clear



8.	<p>If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click OK.</p> <div data-bbox="548 304 1154 579" style="border: 1px solid black; padding: 10px;"><p>Message</p><hr/><p>Rules have successfully been applied. (13504,1628)</p><p>Press OK to refresh your timesheet with updated payable time.</p><p style="text-align: center;"><input type="button" value="OK"/></p></div>
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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**