



# STATE TIME ENTRY PSFT 8.9

# TRAINING MANUAL





### STEP III: INPUTTING DATA

When inputting data into State Time Entry you have many avenues to achieve the desired output. Described below are definitions of those avenues and how they will change the output.

**State Time Entry**

**Name:**

**EmplID:**       **Empl Rcd#:** 0

**Business Unit:** 11000      **DeptID:** 110110      **Pay Group:** PG1      **Pay Period End:** 04/30/2006       **Off Cycle**

Hrly Reg/Temp    Annual Lv.    Sick    Family Sick    Comp    ErndComp    Taken    OT    OT Straight

Default Earn Codes:

Hours:

**Overrides**

**Default Account Codes**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Combination Code	Percent of Distribution	Budget Amount	+ -
1 1103000E-00110	100.000		+ -

The first time you use State Time Entry for an employee you will need to fill in the Default Earn Codes. Once these fields are populated they will carry over from pay period to pay period. You do not need to fill in all Default Earn Codes, only the ones that you need. You may choose to only fill them in as you use them. Remember once they are populated the values will remain there until you change them. Any hours entered in with the Default Earn Codes will be charged to the Default Account Code (or Codes) listed on the bottom of the page.



Once you have the needed Default Earn Codes fields populated you may enter the hours for each in the Hours field below the appropriate Earn Code. You may tab from field to field. Once you have entered all hours for this employee you may tab to or click on the 'Save' button. Then you may either tab to or click on the 'Next in List' button to continue inputting hours for your selection of employees.

**State Time Entry**

**Name:** [Redacted]

**EmplID:** [Redacted]      **Empl Rcd#:** 0

**Business Unit:** 11000      **DeptID:** 110110      **Pay Group:** PG1      **Pay Period End:** 04/30/2006       Off Cycle

Hrly	Reg/Temp	Annual Lv.	Sick	Family Sick	Comp	EmdComp	Taken	OT	OT Straight
Default Earn Codes:	<input type="text"/>								
Hours:	<input type="text"/>	40.00	8.00	<input type="text"/>					

**Overrides**

**Default Account Codes**      [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Combination Code	Percent of Distribution	Budget Amount
1 1103000E-00110	100.000	<input type="text"/>

  
   
   
   

If you do not have any hours to enter for a specified Default Earn Code leave the hours box blank.

A Default Earn Code may be changed if the Hours field is blank for that Earn Code.



If you need to override an account code for specific hours or enter hours for an Earn Code that is not on the default list you will need to open up the Overrides section of the State Time Entry page.

**State Time Entry**

Name: [Redacted]

EmplID: [Redacted] Empl Rcd#: 0

Business Unit: 11000 DeptID: 110110 Pay Group: PG1 Pay Period End: 04/30/2006  Off Cycle

Hrly Reg/Temp Annual Lv. Sick Family Sick Comp EmrdComp Taken OT OT Straight

Default Earn Codes: [S41] [S42] [S43] [ ] [ ] [S11] [S10]

Hours: [ ] [40.00] [8] [ ] [ ] [ ] [ ]

**Overrides** Customize | Find | View All | First 1 of 1 Last

Earnings Code	Comp Rate Code	Other Hours	Compensation Rate	Other Pay	Combination Code
1 S71	[ ]	[ ]	[ ]	500.00	[ ]

**Default Account Codes** Customize | Find | View All | First 1 of 1 Last

Combination Code	Percent of Distribution	Budget Amount
1 1103000E-00110	100.000	[ ]

Save Return to Search Previous in List Next in List Notify

In the Overrides section either type the Earn Code in or find the correct Earn Code with the look-up option. If necessary, fill in or look-up the correct Comp Rate Code. Input the Hours or Other Pay and the Account Code (if necessary). The Compensation Rate will default from Job Data. You may override this field if necessary. Once you have your hours inputted 'Save' this data before going on to your next employee.

**Note: If you are entering information for an Earnings Code that requires a Comp Rate Code, you must enter these hours in the Overrides section. An example would be S03 Board Pay.**

Until you have run the Load Time Entry to Payline process you may come back to State Time Entry and change any information entered. After you have completed the Load Time Entry to Payline process you will need to go to Payline Security to make any changes necessary.



#### STEP IV: LOAD TIME ENTRY TO PAYLINE

Use the following navigation to 'Load Time Entry to Payline' and select 'Add a New Value'; if you have run this process before you can 'Search' or simply enter your 'Run Control ID'.

Menu > ND State Applications > State Time Entry > Load Time Entry to Payline

### Load Time Entry to Payline

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

[Find an Existing Value](#) [Add a New Value](#)

**Search by:** Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit and click on 'Search'.



Company will always be “ND”.

Enter the 5-digit Business Unit that you are working with.

Enter the Department Numbers that you would like to Load Time Entry to Payline for or choose them from the list on the look-up option. You may use the ‘+’ button to add more Departments within the given Business Unit. If you enter a department in error you may use the ‘-’ button to remove it from the selection.

Once you have the Company, Business Unit, and Departments chosen you must enter the Pay Group and Pay Period End Date that you are loading. You may enter more than one group by using the “+” button to add a row. You may use the “-” button to remove a Pay Group added to the list in error. The Off Cycle box will fill in automatically based on the Pay Period End Date entered.

Once you have all of your selections made, click on ‘Run’.



On this screen verify that the Server Name is "PSNT" and that the "State time entry v2 loader" box is checked. Click 'OK' to continue.

**Process Scheduler Request**

User ID: tbauer      Run Control ID: 11000

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Server Name: PSNT      Run Date: 09/14/2006  
Recurrence:      Run Time: 9:56:07AM      [Reset to Current Date/Time](#)  
Time Zone:     

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	State time entry v2 loader	NDS_TMIN_LD	Application Engine	Web	TXT	<a href="#">Distribution</a>

[OK](#)      [Cancel](#)

On this screen click on the 'Process Monitor' link.

**Load to Payline**

Run Control ID: 11000      [Report Manager](#)      [Process Monitor](#)      [Run](#)

Process Instance: 380520

\*Company: ND      State of North Dakota  
\*Business Unit: 11000      Office of Mgmt & Budget

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

**\*Department**

1	110110	<a href="#">+</a>	<a href="#">-</a>
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[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

**\*Pay Group**      **\*Pay Period End Date**      **Off Cycle**

1	PG1	04/30/2006	<input type="checkbox"/>	<a href="#">+</a>	<a href="#">-</a>
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[Save](#)      [Notify](#)      [Add](#)      [Update/Display](#)



Occasionally click on the 'Refresh' button until your 'Run Status' is Success and 'Distribution Status' is Posted.

**Process List** [Server List](#)

View Process Request For

User ID:   Type:  Last:  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

**Process List** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-5 of 5 | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	380520		Application Engine	NDS_TMIN_LD	tbauer	09/14/2006 9:56:07AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380509		COBOL SQL	PSPPYRUN	tbauer	09/13/2006 2:52:48PM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380501		COBOL SQL	PSPBARUN	tbauer	09/13/2006 12:52:24PM CDT	Error	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380500		COBOL SQL	PSPBARUN	tbauer	09/13/2006 11:35:21AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	380499		COBOL SQL	PSPBARUN	tbauer	09/13/2006 11:28:16AM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Load Time Entry to Payline](#)

[Process List](#) | [Server List](#)



**STEP V: VERIFICATION OF ENTERED DATA**

Once your job's status is Success you have 2 options to verify what you have entered. You may go to By Payline Security and look at the employees' information or you may run the appropriate query for that payroll. NDS\_PR33A\_TIME\_IN\_BY\_AGENCY is the query for the advanced payroll and NDS\_PR33\_TIME\_IN\_BY\_AGENCY is the query for the supplemental payroll.

**Menu > Payroll for North America > Payroll Processing USA > By Payline Security**

**By Payline Security**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Company:** begins with [v] [text box] [magnifying glass icon]

**Pay Group:** begins with [v] [text box]

**Pay Period End Date:** = [v] [text box] [31 icon]

**Off Cycle ?**

**Page #:** = [v] [text box]

**Line #:** = [v] [text box]

**EmpID:** begins with [v] [text box]

**Job Pay Data Change:** = [v] [text box] [v icon]

**Partial Pay Period**

**Name:** begins with [v] [text box]

**Case Sensitive**

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

You may complete the Company field with 'ND', the Pay Group field with whichever paygroup you would like to verify (PG1, MJ1, or PG2), and click on the Search button. This will give the list of employees that meet this criteria and that you have access to. If you would like to see a specific employee's payroll then just complete either the EmpID field or complete the Name field with the employee's last name and click on the Search button.



To Run the Query:

Menu > Reporting Tools > Query > Query Manager

Fill in NDS\_PR33 in the blank box and click on the Search button.

**Query Manager**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)

Select the query you want to run and then Click either 'HTML' to run the query and view the results or 'Excel' to see the query results on an Excel spreadsheet.

**Query Manager**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.  
[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with

[Advanced Search](#)

**Search Results**

\*Folder View:

\*Action:

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	NDS_PR33A_TIME_IN_BY_AGENCY	Time In by Agency Advance	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	NDS_PR33_TIME_IN_BY_AGENCY	Time In by Agency Supplemental	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>
<input type="checkbox"/>	NDS_PR33_TIME_IN_WITH_HOLIDAY	Time In by Agency with Holiday	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>

[Find an Existing Query](#) | [Create New Query](#)



Complete the Pay End Date fields and click on the View Results button.

**NDS\_PR33A\_TIME\_IN\_BY\_AGENCY - Time In by Agency Advance**

On cycle Pay End Date:

Off Cycle Pay End Date:

[View Results](#)

Unit	DeptID	Group	Pay Period End	Off Cycle	Name	ID	Empl Rcd#	Earn Code	Comp Rate	Rate Code	Oth Hrs	Oth Py	Combo Code	Processed
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If you 'Run to HTML' you may either view your results on the screen or download the results to an Excel Spreadsheet or CSV Text File.

**NDS\_PR33A\_TIME\_IN\_BY\_AGENCY - Time In by Agency Advance**

On cycle Pay End Date:

Off Cycle Pay End Date:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (25 kb)

View All First  Last

Unit	DeptID	Group	Pay Period End	Off Cycle	Name	ID	Empl Rcd#	Earn Code	Comp Rate	Rate Code	Oth Hrs	Oth Py	Combo Code	Processed
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**Note: The query may be run before you run the Load Time Entry to Payline process. If you find an error before you run the load process you may correct it in the State Time Entry fields. If the error is found after the load process you must correct it in Payline Security.**