Table of Contents

Time and Labor

Employee HUB (Self Service)

Entering Time on the Timesheet

Entering Time on the Timesheet

The following topic describes how to report time as a Time Reporter using the time reporting page.

Key Terminology

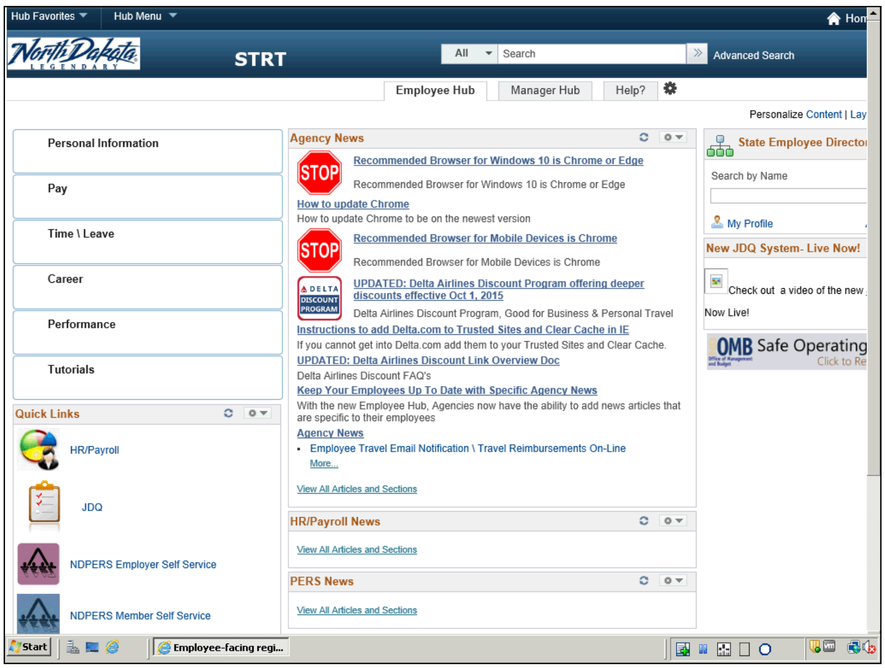
- **Time Reporter** - a person that has been enrolled as a time reporter for whom time will be reported or created.
- **Time Reporting Codes (TRC) -** Time Reporting Codes (TRCs) represent which method to use for processing the time worked.
- **Timesheet -** Enables employees to view and report time and task details for a day, week, or time period.
- **Payable Time** - Payable time represents the quantity of work performed (hours, dollars or units), the time reporting code that controls how the employee is paid and the tasks to which time was reported, if applicable. The batch process, Time Administration, brings all of these elements together to generate payable time.
- **Time Administration** - Time Administration, the core process in Time and Labor, converts reported, leave and scheduled time into payable time. The payable time is passed to other applications such as Payroll.
- **Workgroup** - Group of time reporters who share common HR characteristics including compensation, FLSA status and work week policies.

Procedure

This lesson will walk you through how to enter time on a timesheet.

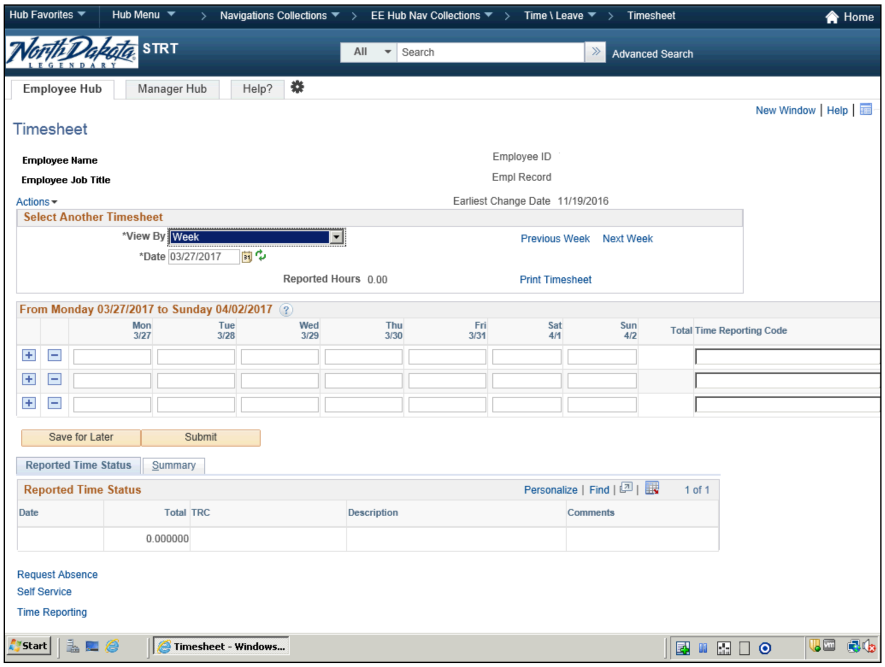
Navigation: Employee Hub > Time\Leave > Timesheet

Step	Action
1.	Accessing Time Reporting will start from the **Employee Hub** page.
2.	Notice the **Employee Hub** has a new menu option, **Time \ Leave**. This menu option enables the employee to enter **Time Management** and / or **Absence Management** information.

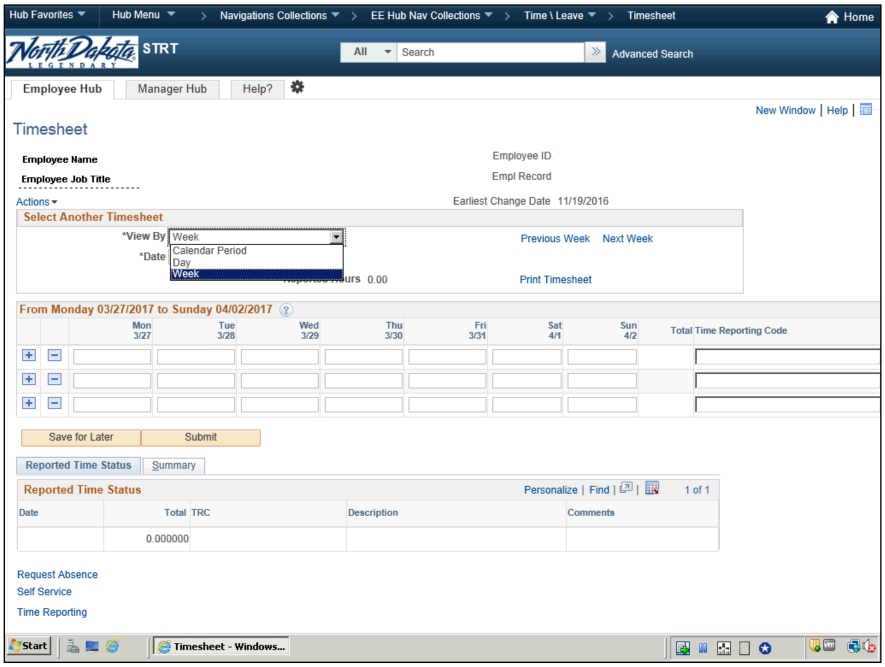


Step	Action
3.	Click the **Time \ Leave** link. Time \ Leave
4.	The **Time \ Leave** menu displays the Time Management and Leave (Absence) task links.
5.	Click the **Timesheet** link. Timesheet
6.	Use the **Timesheet** page to report time and task details for a day, week, or time period.
7.	The top section of the **Timesheet** displays the demographic information.
8.	The **Select Another Timesheet** section enables you to select a specific timesheet based on a predefined timeline.

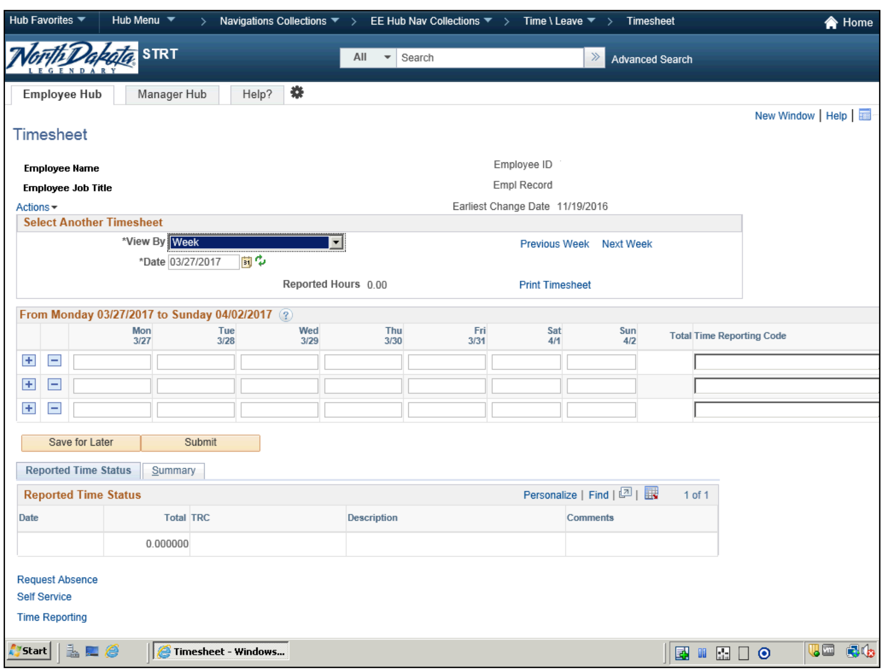
Step	Action
9.	The next section is used to enter your hours worked for the selected pay period.
10.	The **Reported Time Status** section displays the hours entered and saved for the specified time period.



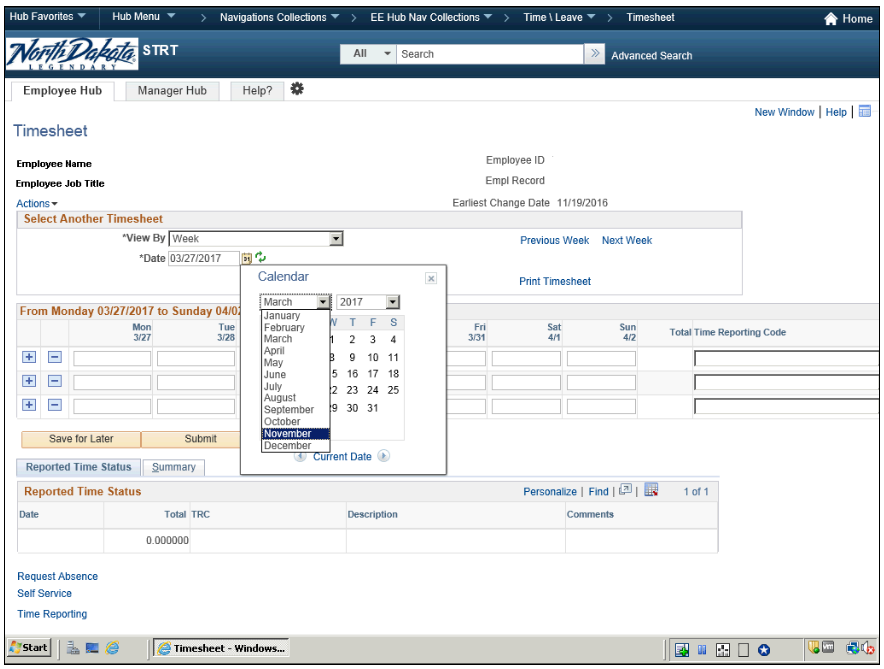
Step	Action
11.	The ***View By** field is used to select a time period format to display the timesheet. Click the ***View By** dropdown arrow. 



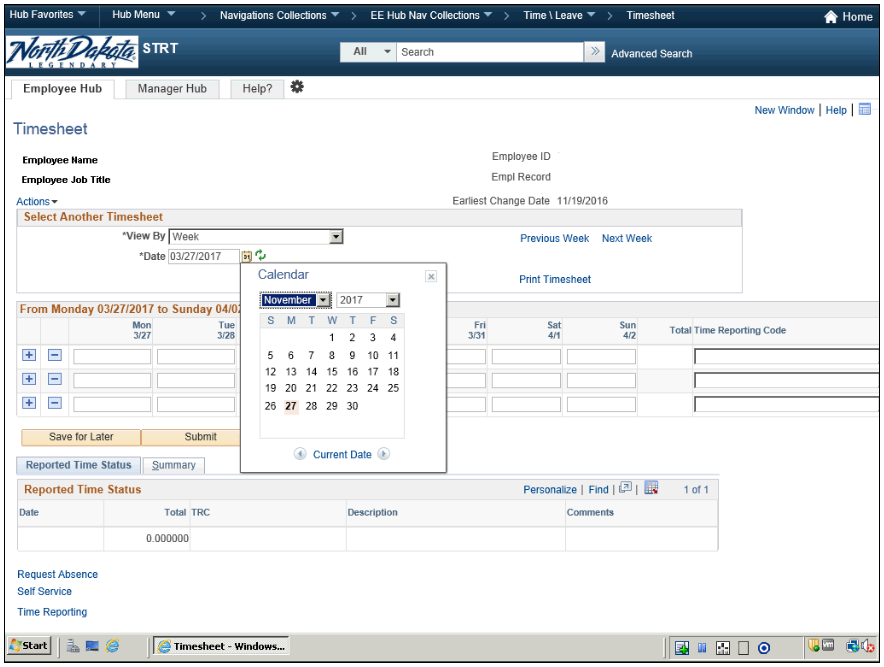
Step	Action
12.	Click the **Week** item. 



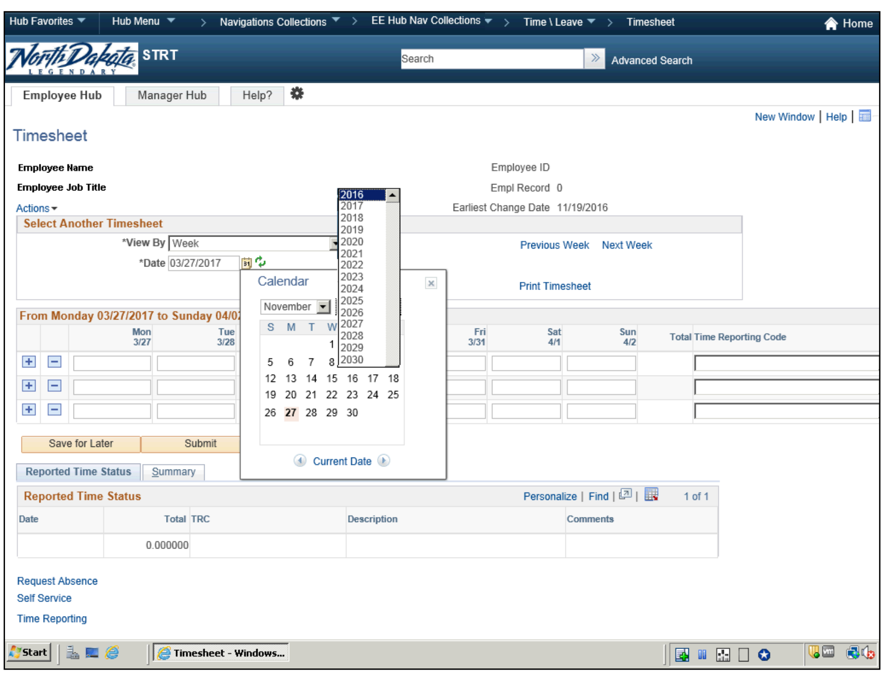
Step	Action
13.	The ***Date** field is used to indicate which active timesheet you wish to view by date. For this example, you will enter '**11/19/2016**' using the calendar icon. Click the **Choose a date (Alt+5)** button. 
14.	Click the **Month** drop down arrow. 



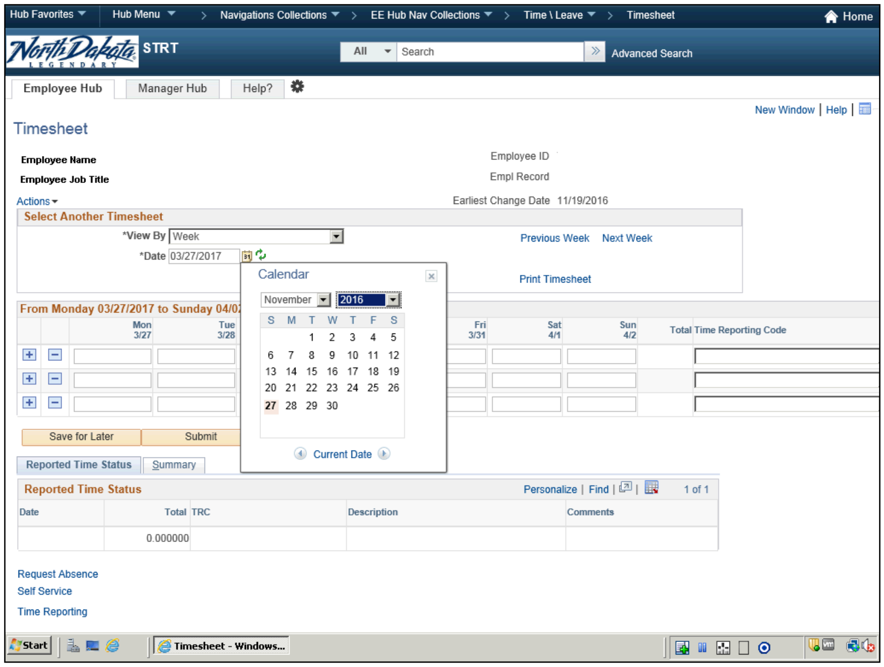
Step	Action
15.	Click the **November** item. 



Step	Action
16.	Click the **Year** drop down arrow. 

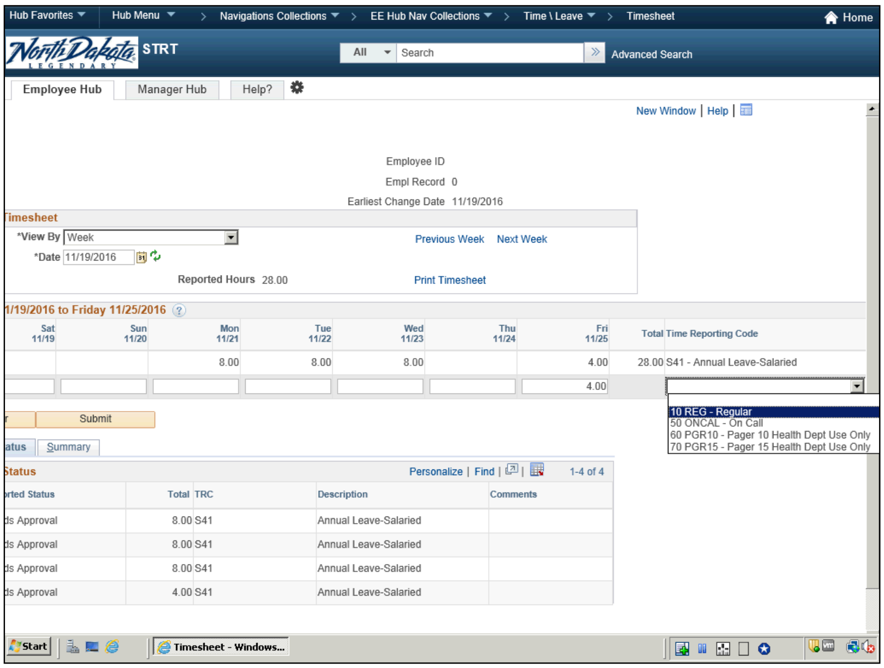


Step	Action
17.	Click the **2016** list item. 2016

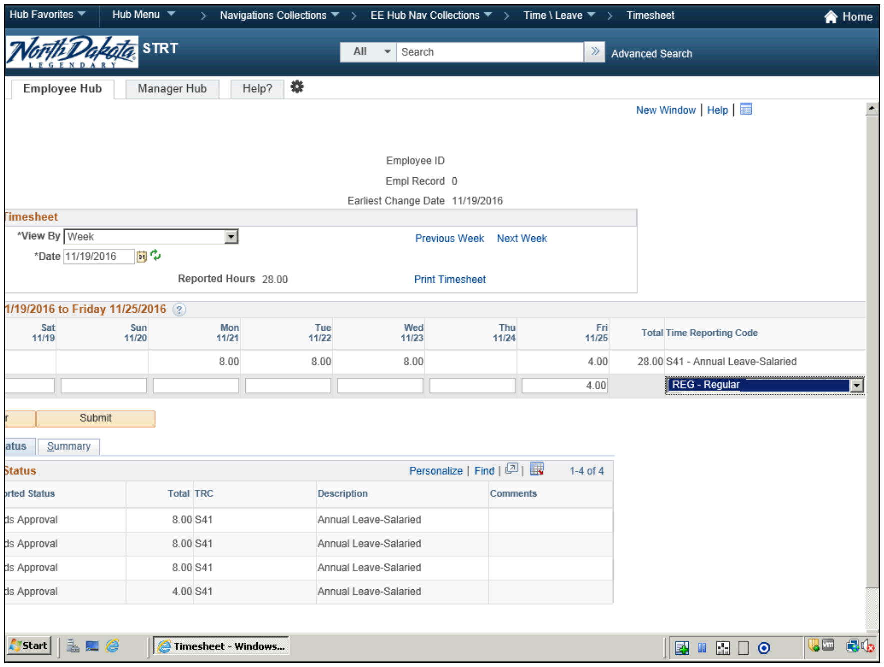


Step	Action
18.	Click '**19**'. 19
19.	Click the **Refresh Timesheet** button.
20.	Notice the ***View By** period now displays the selected date.
21.	Notice approved Leave Hours have been prepopulated on the timesheet.
22.	Also, the **Reported Time Status** information displays the detail of the prepopulated (Leave) hours on the timesheet.
23.	Next, you will enter any additional hours on to the timesheet. Click the **Add a new row (+)** button. +
24.	Click in the **Fri 11/25** field.
25.	Enter the desired information into the **Fri** field. Enter "**4.00**".

Step	Action
26.	Next, select a Time Reporting Code for the hours entered. Press **[Tab]**.
27.	Click the **Time Reporting Code** field. 

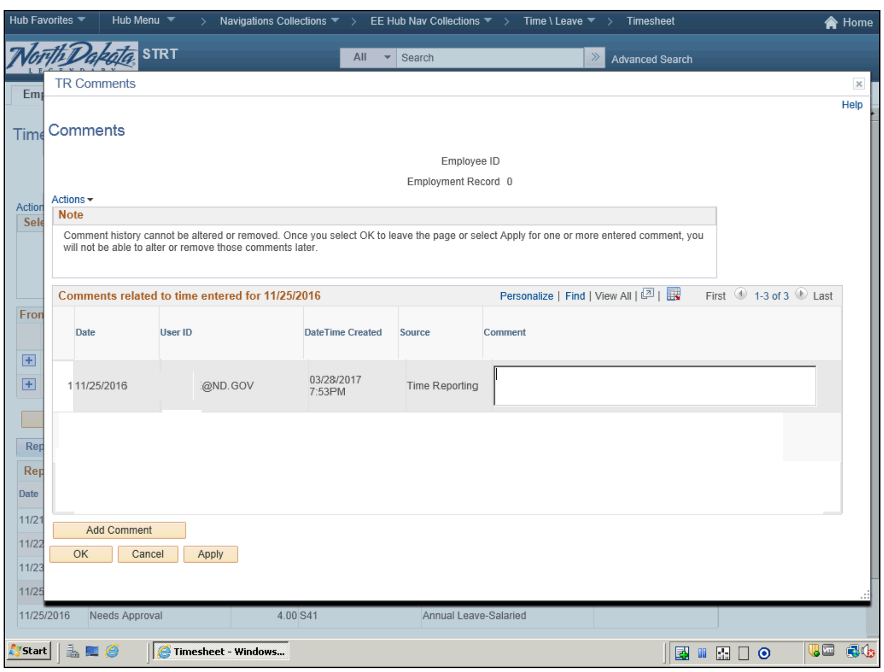


Step	Action
28.	Click the **REG - Regular** list item. 



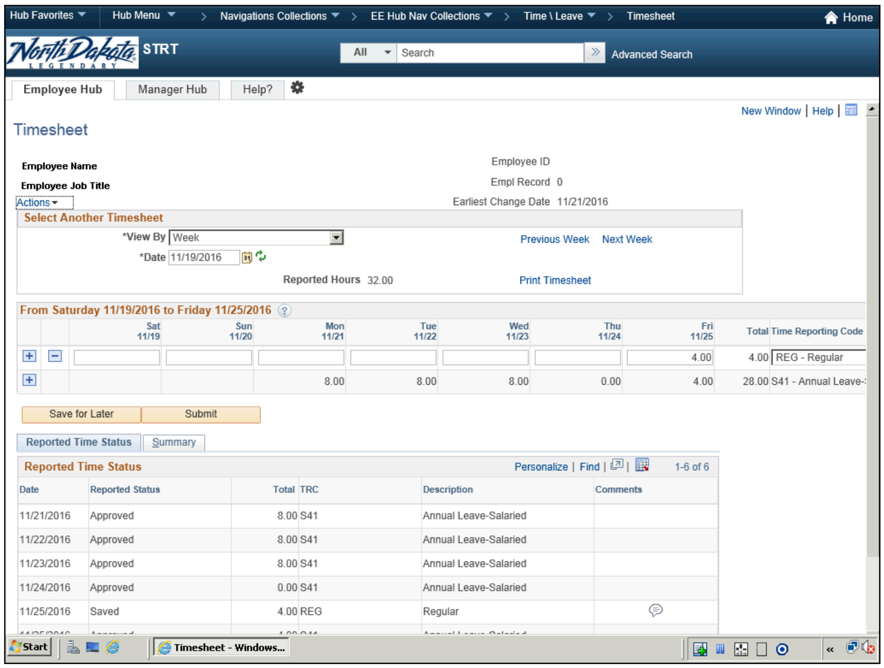
Step	Action
29.	Press **[Tab]**.
30.	This field is used to designate reported time as Overtime (OT) or Compensatory Time (CT) hours. Check your agency policy to confirm when this is applicable. **Note:** The default of this field is Overtime (OT). Click the **Look up OT / Comp (Alt+5)** button.
31.	In this example, this field will be left blank. Click the **Close (x)** button.
32.	This field is reserved for agency-specific task number assignments. This information will be displayed on the timesheet Click the **Look up Task (Alt+5)** button.
33.	In this example, this field will be left blank. Click the **Close** button.

Step	Action
34.	After you have entered your hours, you will have the choice to: - **Save for Later** - Allows you to enter more hours on the timesheet before the end of a pay period. - **Submit** - You have entered all of your hours for the pay period and would like to submit them for Managers approval.
35.	In this example, you will **Save for Later**. Click the **Save for Later** button. 
36.	The reported times is displayed in the **Reported Time Status** section.
37.	The **Timesheet** also enables you to place comments for the hours you have entered, if required. In this example, add a comment to explain the hours worked on Friday, 11/25. Click the bubble **Review Comments** icon. 
38.	The **Comments** page enables you to place a comment to be viewed by your Manager or any delegated person responsible for reviewing and approving time.

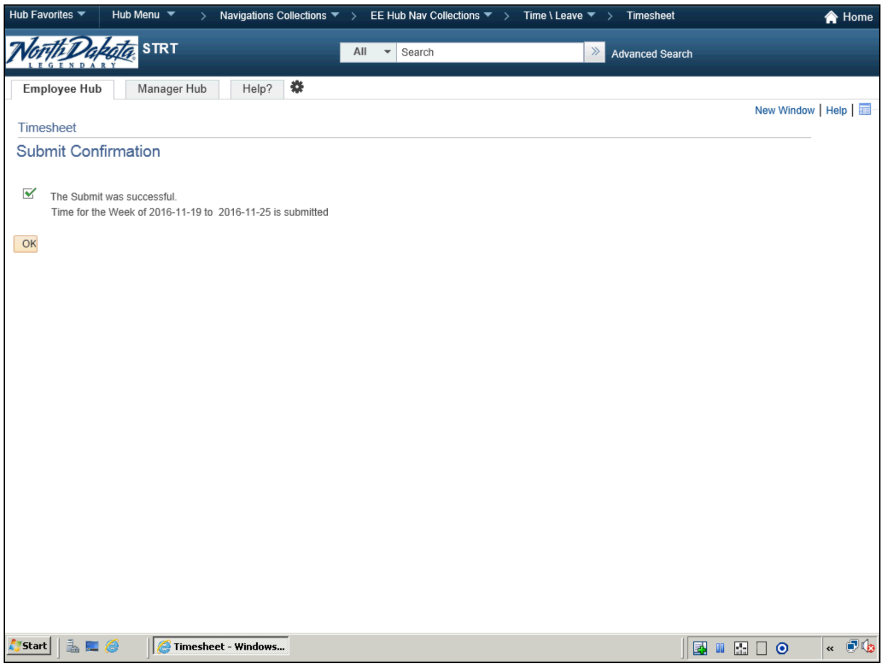


Step	Action
39.	Enter the desired information into the **Comment** field. Enter "**Work half day.**".

Step	Action
40.	**NOTE:** The comments you enter cannot be altered or removed. Please **do not** place confidential or personal information in the comments field.
41.	Click the **'OK'** button. OK



Step	Action
42.	Click the **Submit** button. Submit
43.	A certification message appears for you to confirm that you have reported the correct hours and leave taken. Click the **OK** button. OK



Step	Action
44.	Click the **OK** button. 
45.	You have returned to the time entry page.
46.	Congratulations, you have completed this lesson. **End of Procedure.**

Understanding Timesheet Preferences

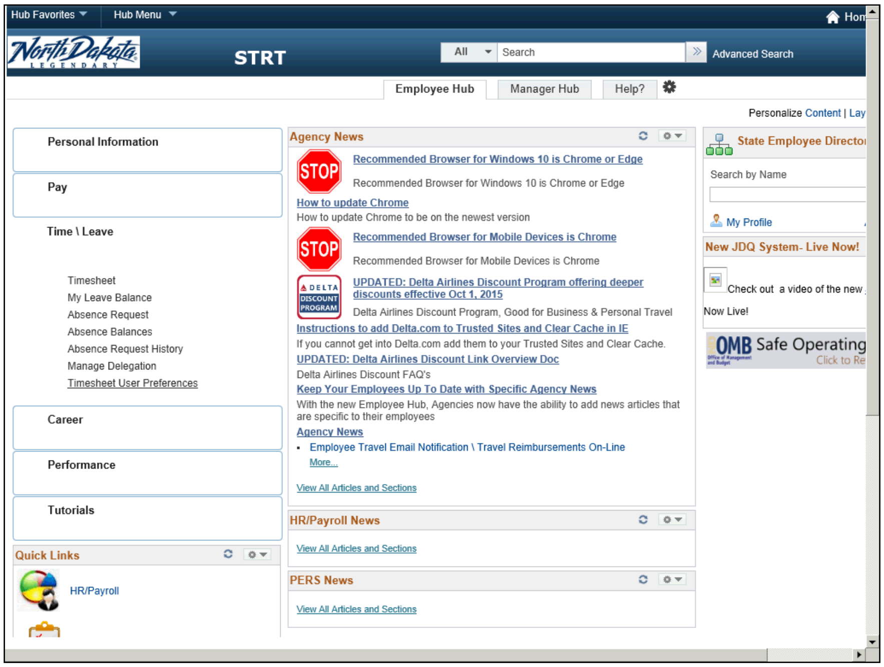
Understanding Timesheet Preferences

The Timesheet Preferences page is used to set the view of your time reporting preferences.

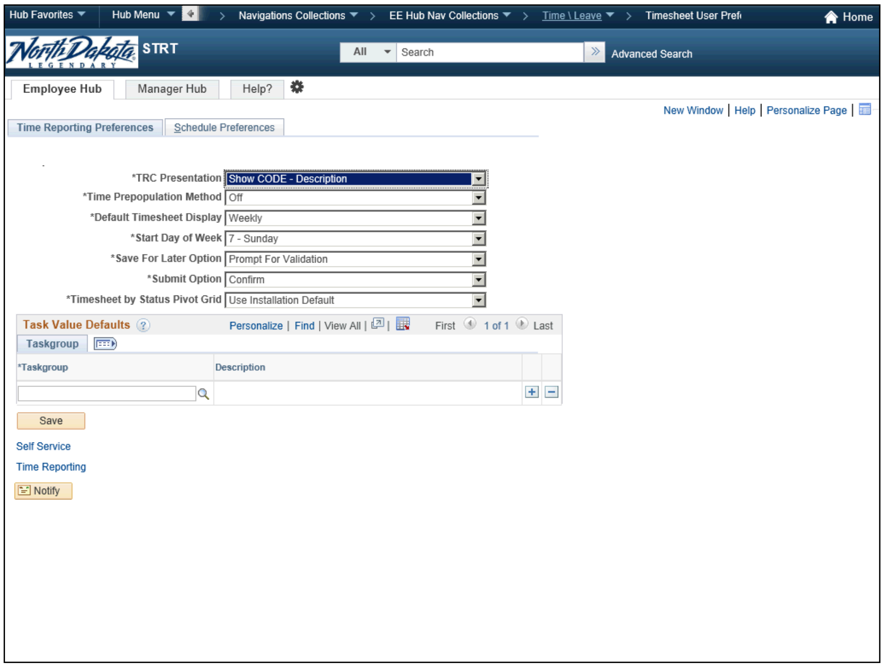
Procedure

In this lesson, you will learn how to set up Timesheet Preferences to reflect your work week.

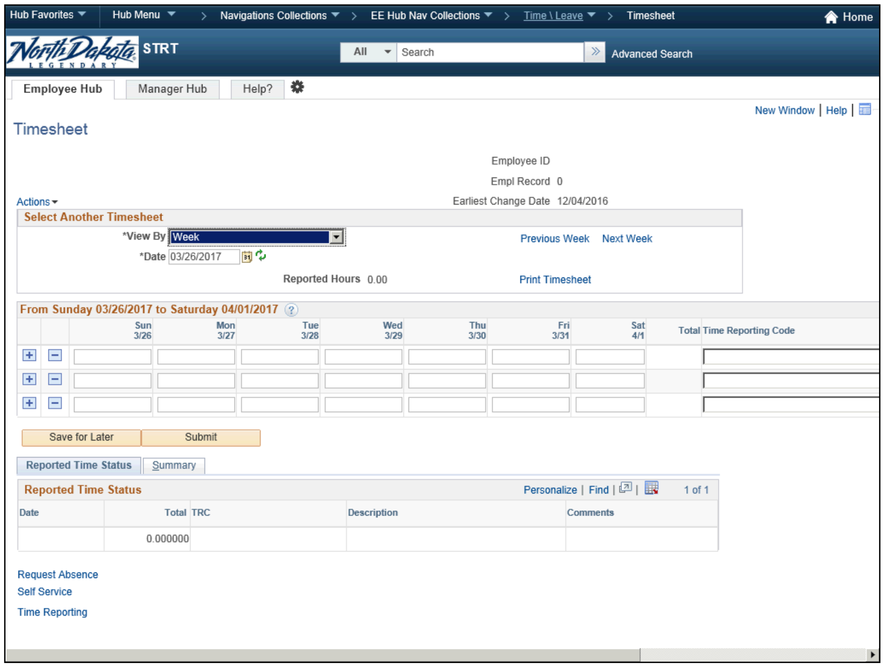
Navigation: Employee Hub > Time \ Leave > Timesheet User Preferences



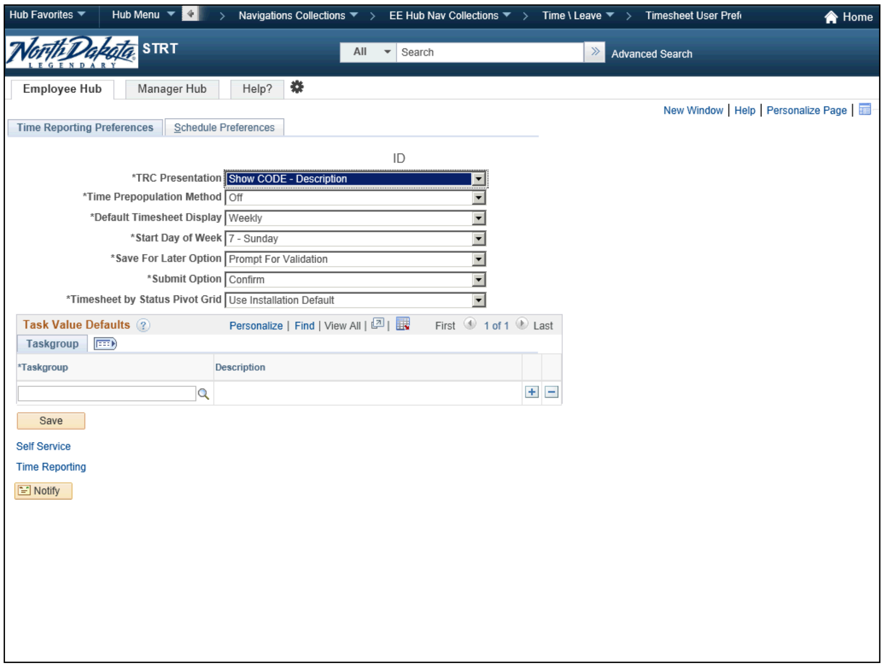
Step	Action
1.	From the **Employee Hub** tab using the **Time \ Leave** navigation, Click the **Timesheet User Preferences** link. Timesheet User Preferences
2.	The **Timesheet User Preference** page is used to set the **Time Reporting Preferences** on the timesheet.
3.	The page has several options to set timesheet display preferences. The primary option is the ***Start Day of Week.**

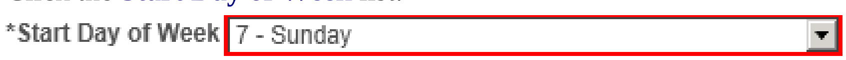


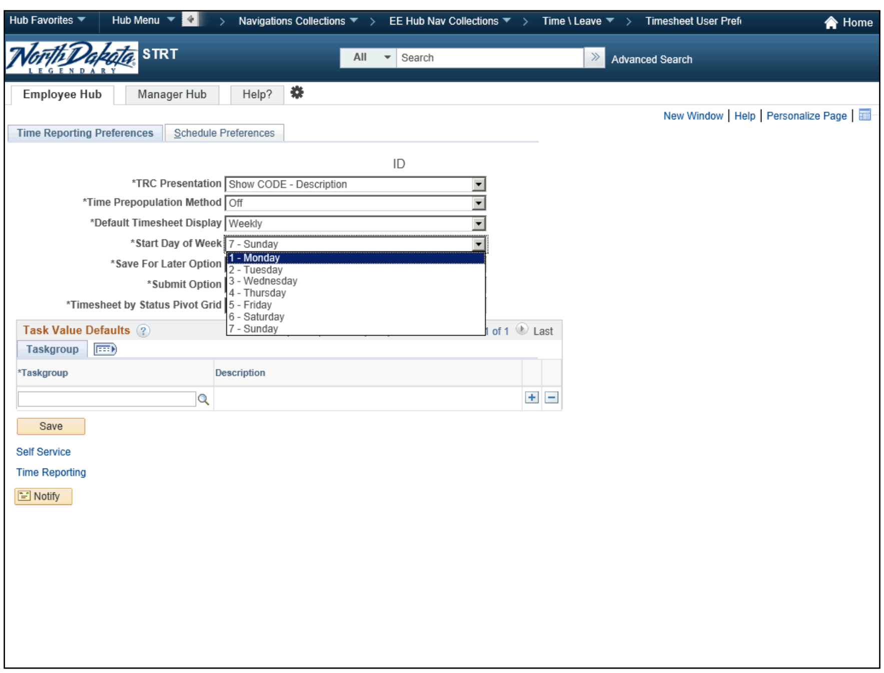
Step	Action
4.	Navigate to the timesheet display. Click the **Time \ Leave** button. 
5.	Click the **Timesheet** menu. 
6.	Note the current start day of this work week in this example timesheet is set to **Sunday (3/26)**.



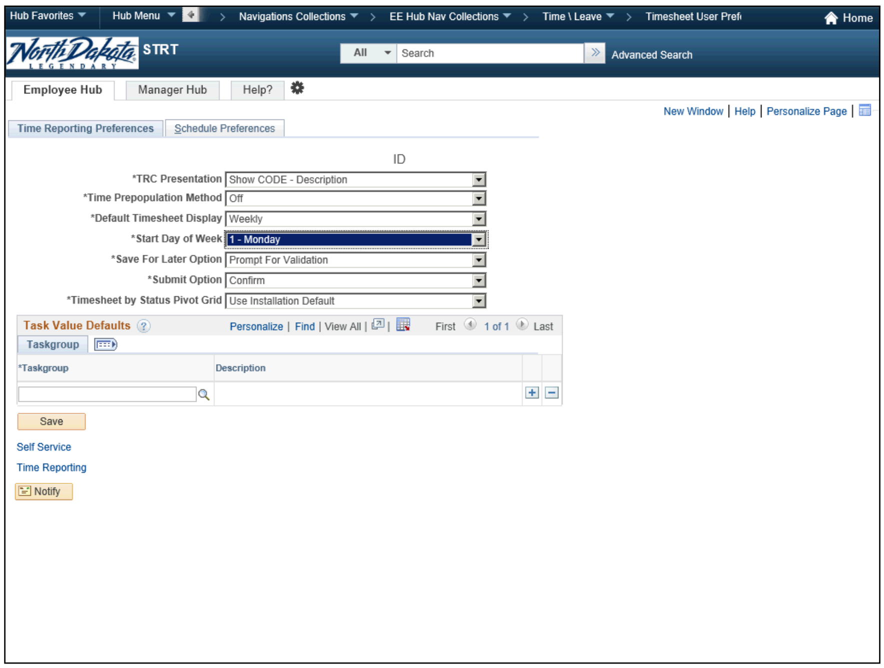
Step	Action
7.	Using the **Timesheet User Preference** page, change the start day of the work week. Click the **Time \ Leave** button. 
8.	Click the **Timesheet User Preferences** menu. 



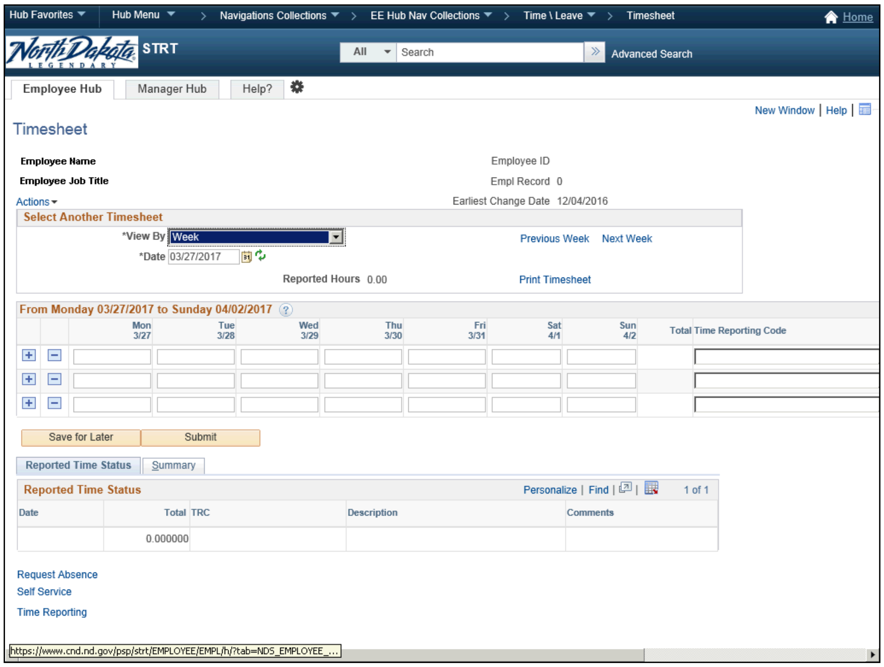
Step	Action
9.	Click the **Start Day of Week** list. 



Step	Action
10.	In this example, the start of the work week is Monday, Click the **1 - Monday** list item. 1 - Monday



Step	Action
11.	Click the **Save** button. Save
12.	Click the **Time \ Leave** button. Time \ Leave
13.	Click the **Timesheet** menu. Timesheet
14.	In this example, notice the start of the work week has been immediately changed to **Monday (3/27).**



Step	Action
15.	Click the **Home** link. 
16.	Congratulations, you have completed this lesson. **End of Procedure.**

Manage Delegations

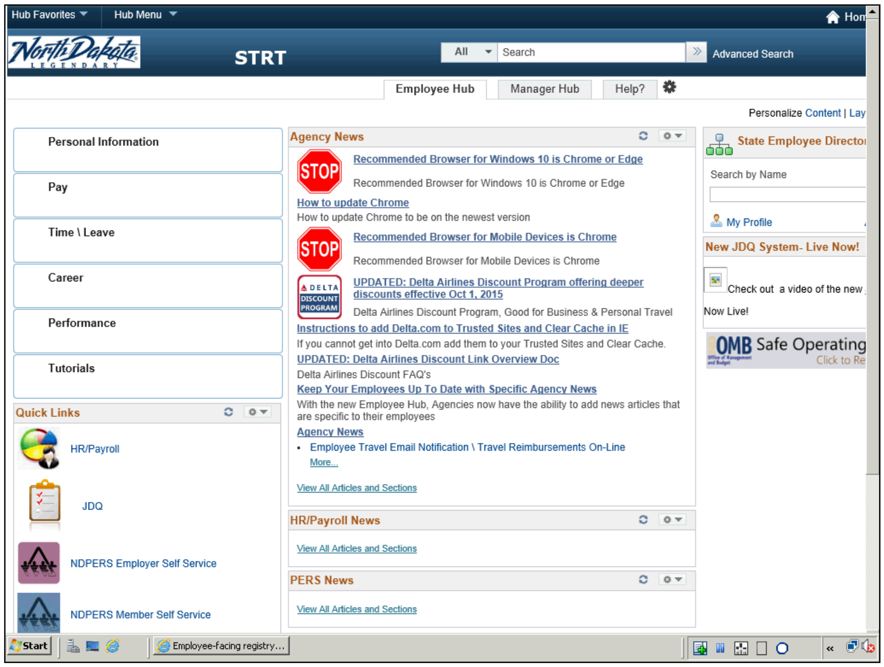
Manage Delegations

The following topic describes how a Manager, Supervisor or Agency Administrator can request a delegate to handle their department employee leave requests and payable time approvals.

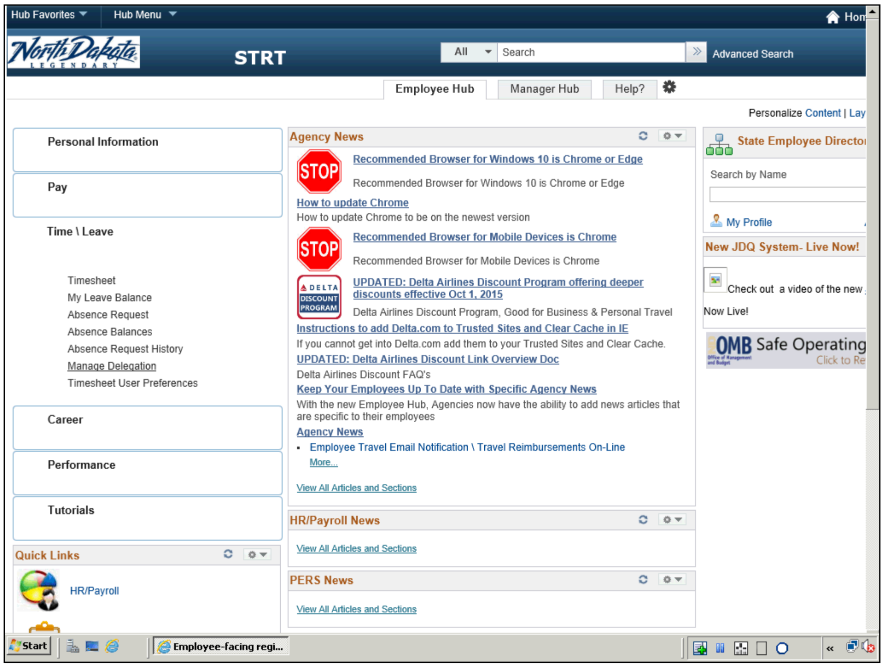
Procedure

This lesson walks you through the steps to manage delegations.

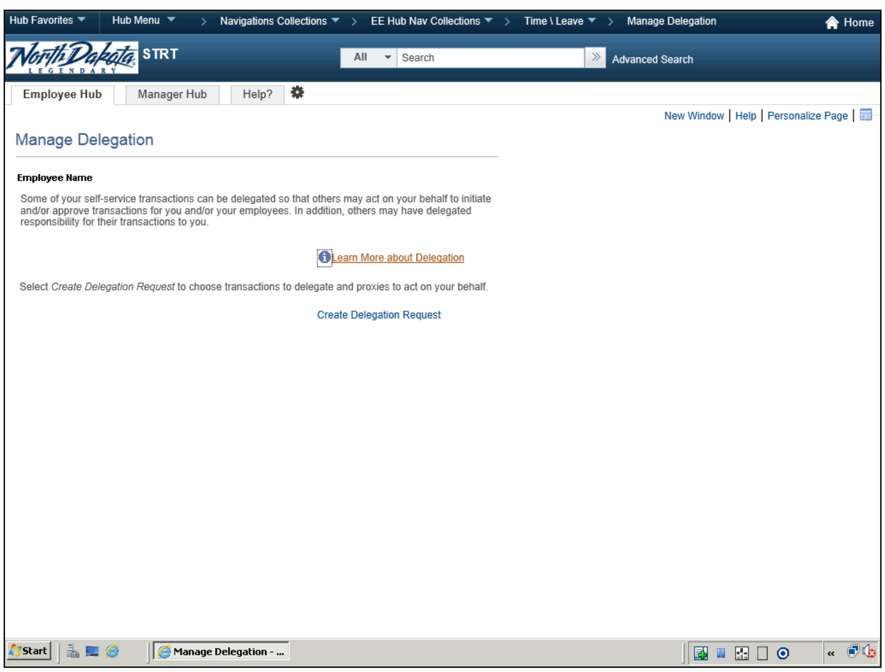
Navigation: Employee Hub > Time \ Leave > Manage Delegations



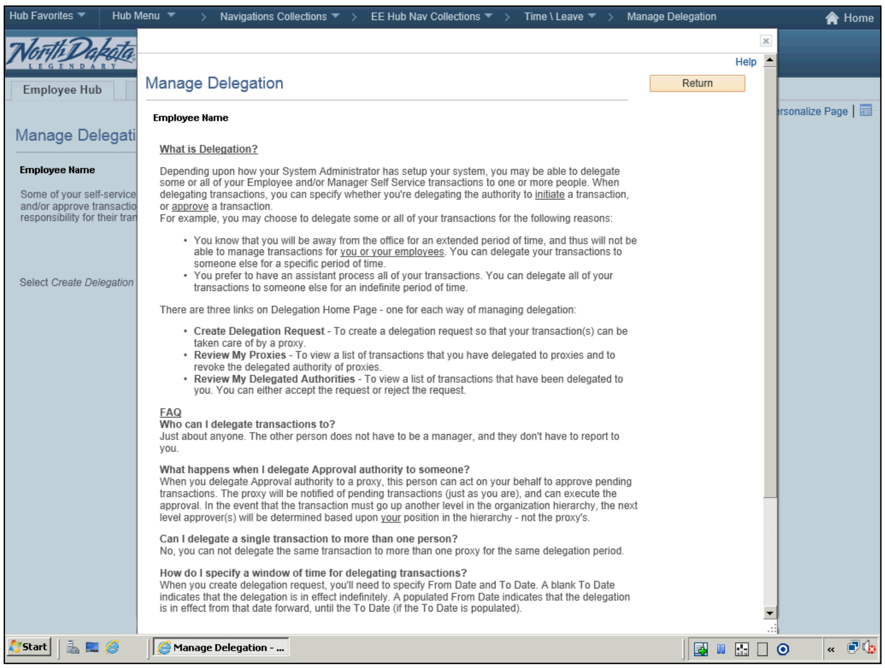
Step	Action
1.	Start at the **Employee Hub Time\Leave** menu option, navigate to the **Manage Delegation** page. Click the **Time \ Leave** link. Time \ Leave



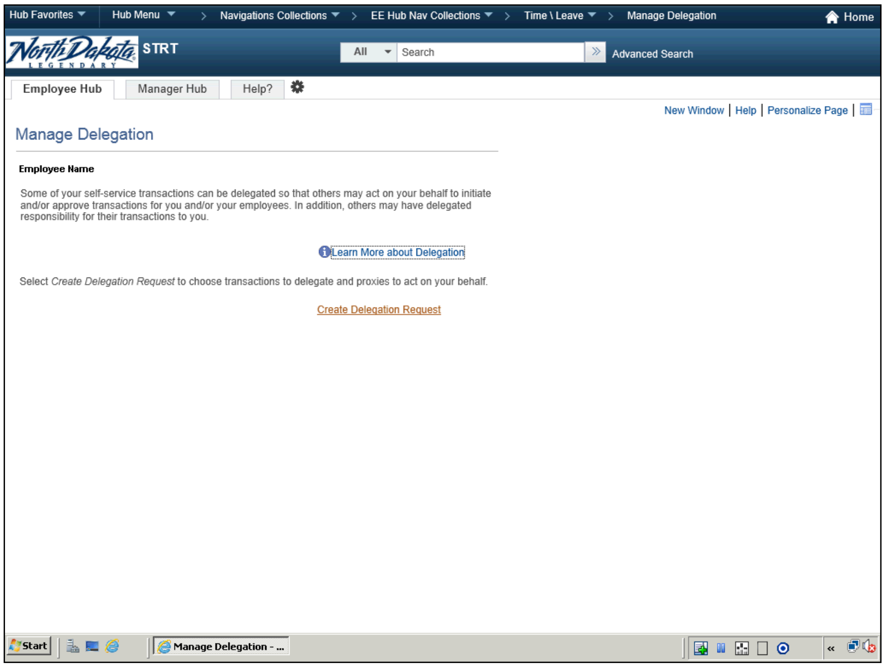
Step	Action
2.	Click the **Manage Delegation** link. Manage Delegation
3.	Using the **Manage Delegation** page to assign others to initiate and/or approve transactions for you.



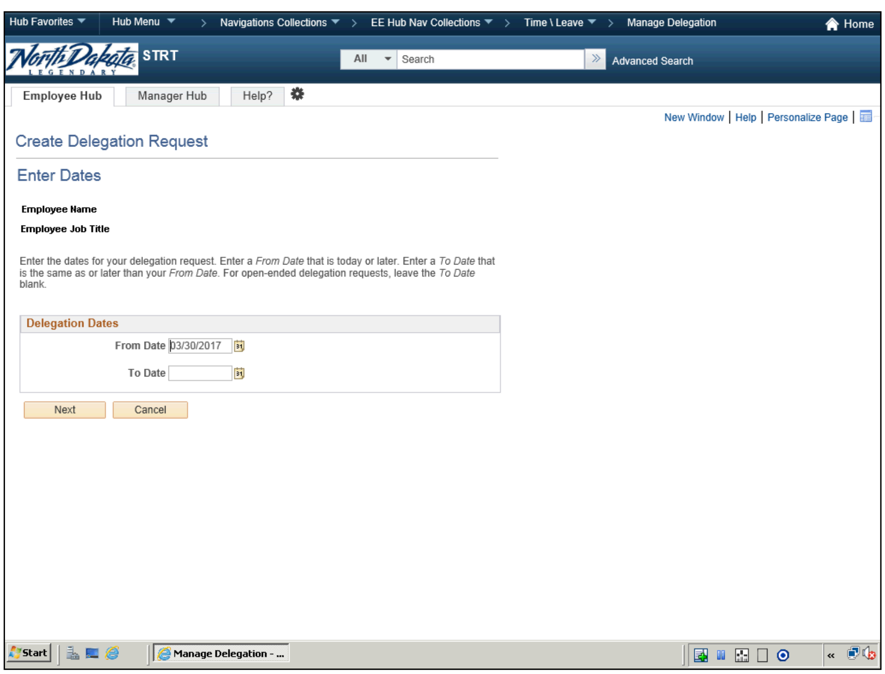
Step	Action
4.	Click the **Learn More about Delegation** link. Learn More about Delegation
5.	The **Learn More about Delegation** page provides detailed information regarding the **Manage Delegation** process. Please refer to it as you initiate your delegation requests.



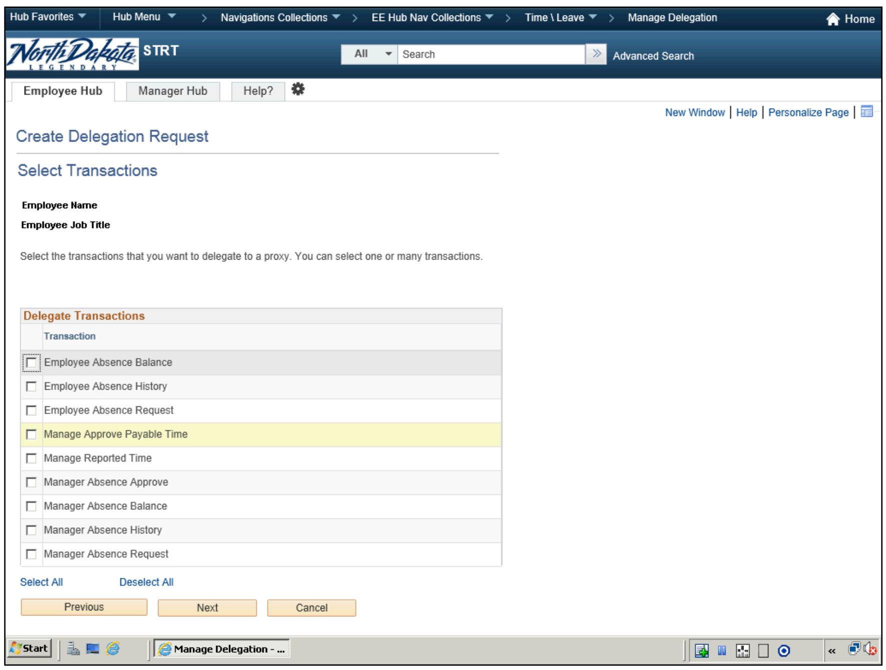
Step	Action
6.	Click the **scrollbar**.
7.	Click the **Return** button. Return

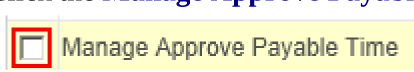
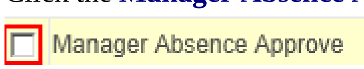
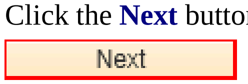


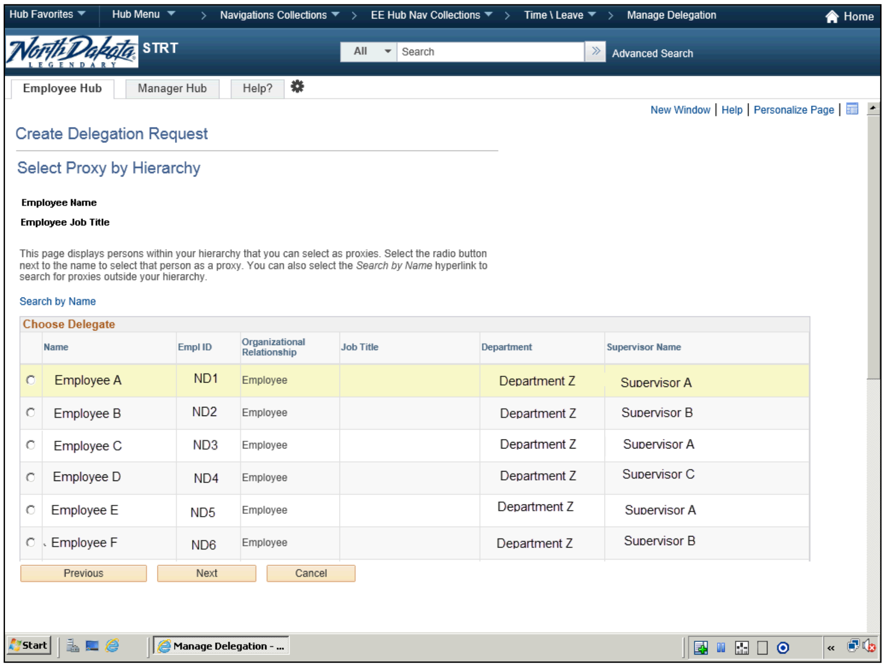
Step	Action
8.	Click the **Create Delegation Request** link. Create Delegation Request
9.	Enter a **From Date** that is today or later. The field will default to the current date.

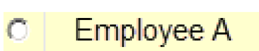


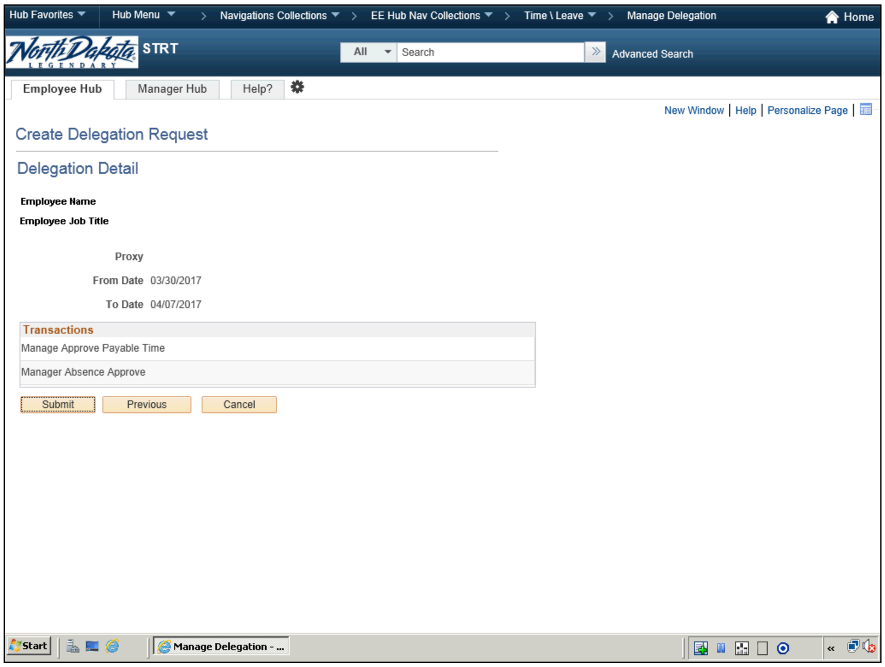
Step	Action
10.	Enter a **To Date** that is the same as or later than your **From Date**. Click in the **To Date** field. 
11.	Enter the desired information into the **To Date** field. Enter "**04/07/2017**". 
12.	Click the **Next** button. 



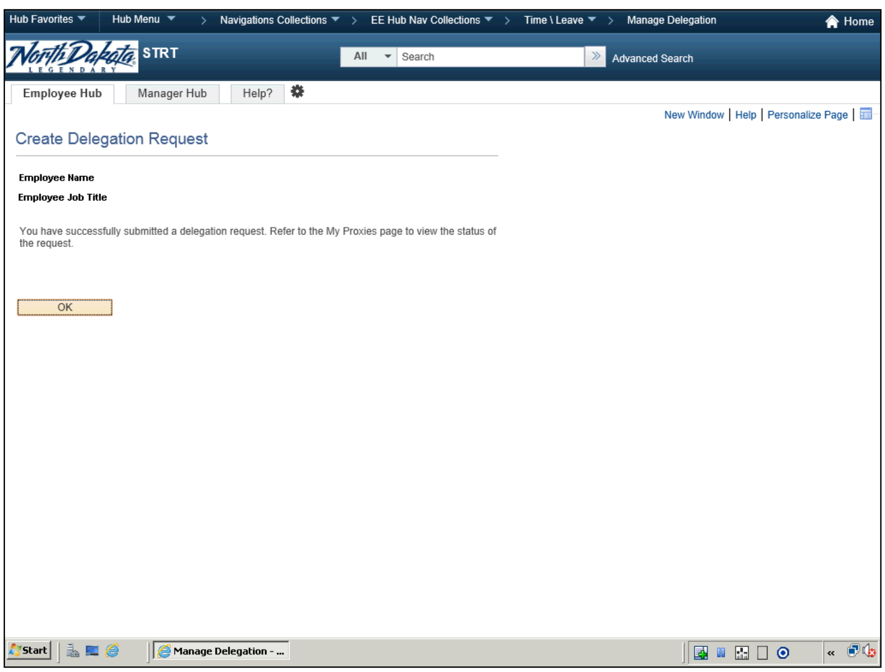
Step	Action
13.	Click the **Manage Approve Payable Time** checkbox. 
14.	Click the **Manager Absence Approve** checkbox. 
15.	Click the **Next** button. 
16.	The **Select Proxy by Hierarchy** displays persons within your 'Reports To' hierarchy that you can select as proxies.



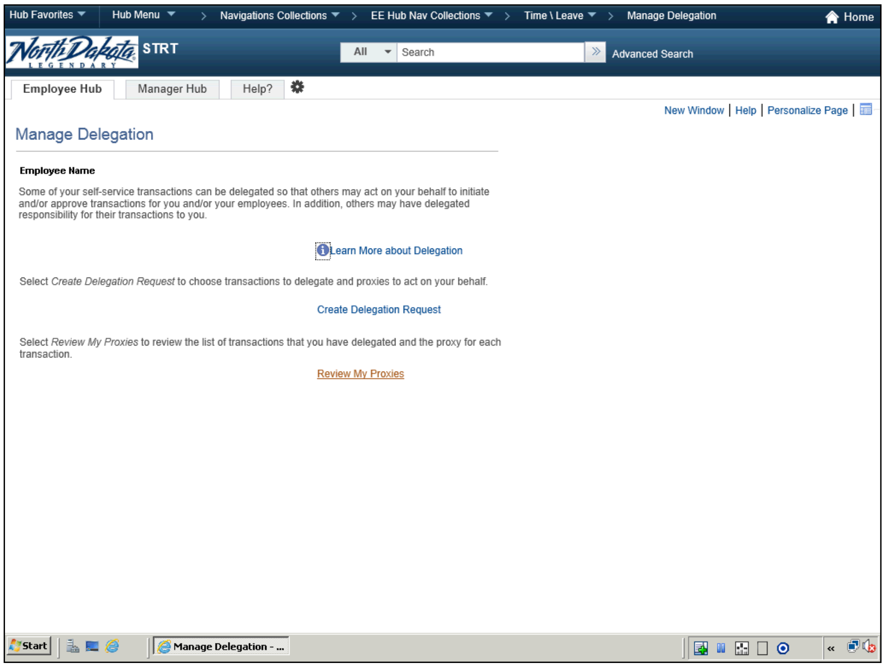
Step	Action
17.	Click the **Employee A** radio button. . 
18.	Click the **Next** button. 



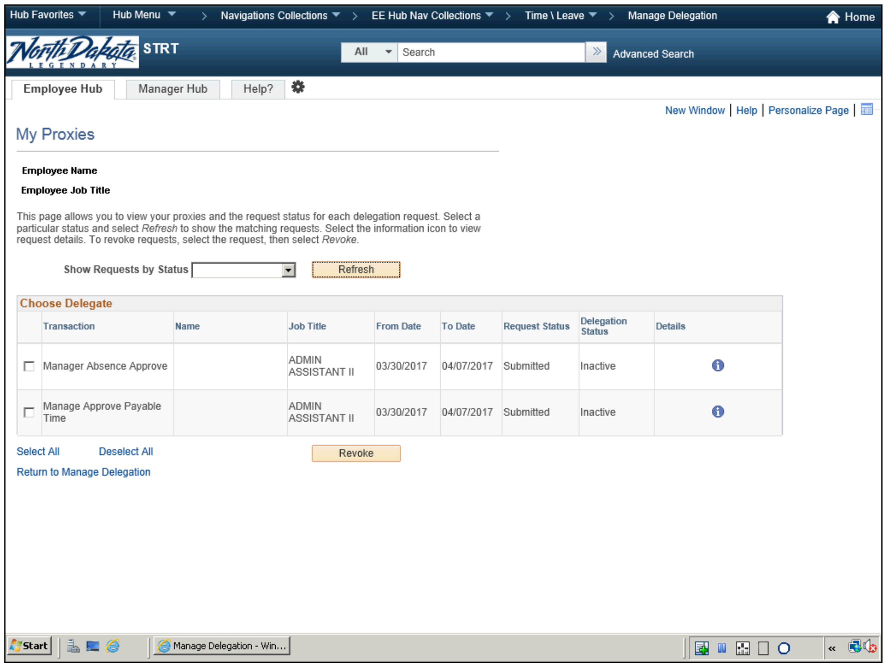
Step	Action
19.	Click the **Submit** button. 



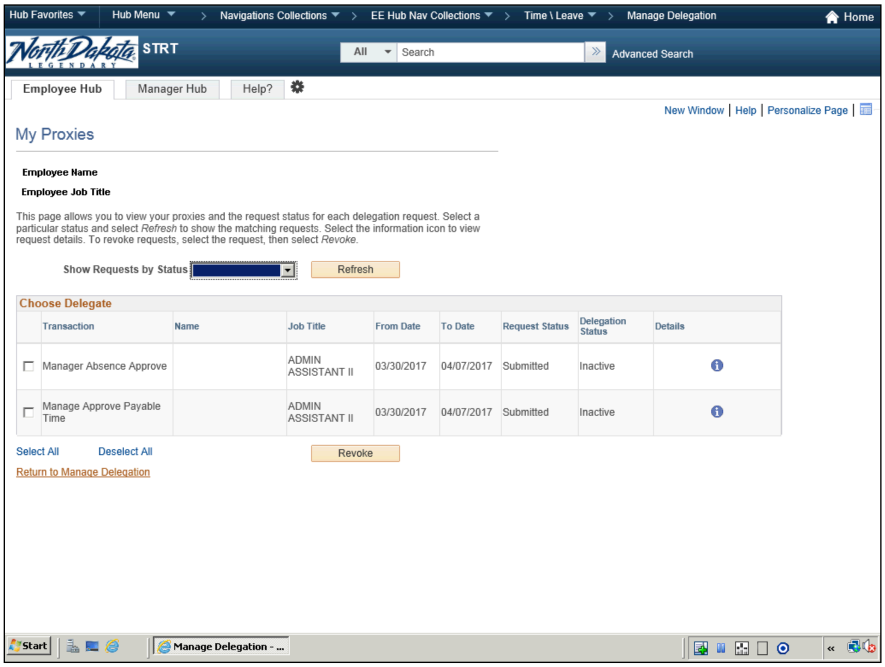
Step	Action
20.	Click the **OK** button. OK



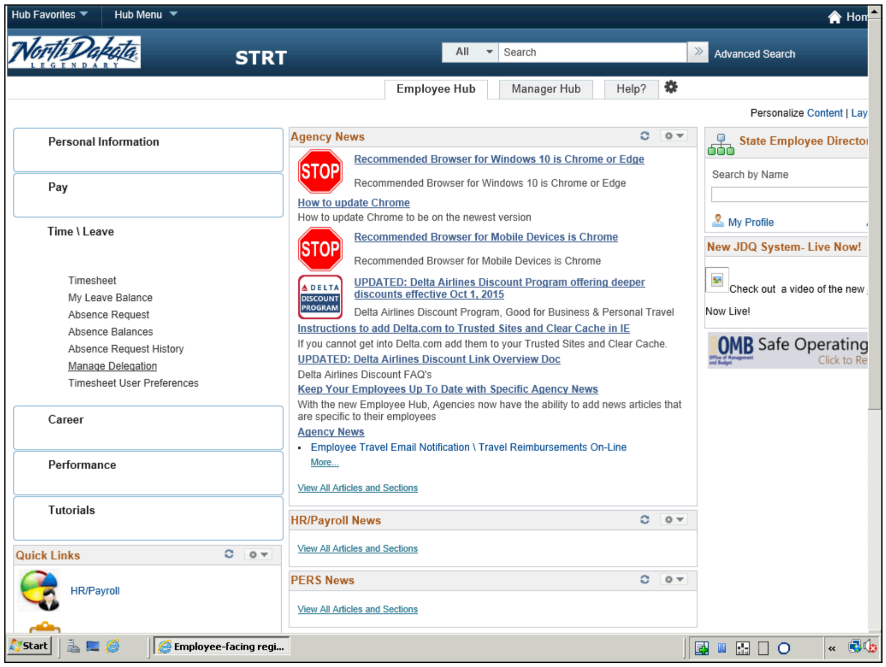
Step	Action
21.	Click the **Review My Proxies** link. Review My Proxies



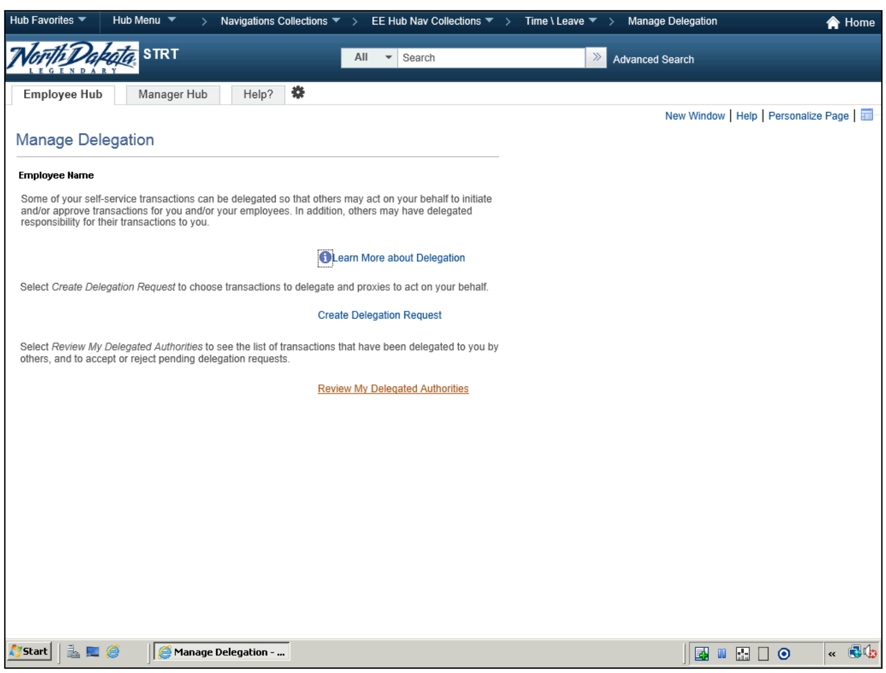
Step	Action
22.	Click the **Show Requests by Status** drop down arrow. 
23.	Using the **Show Requests by Status** option, you can select a single delegation status to view. The system defaults to show all statuses. In this example, leave the field blank.



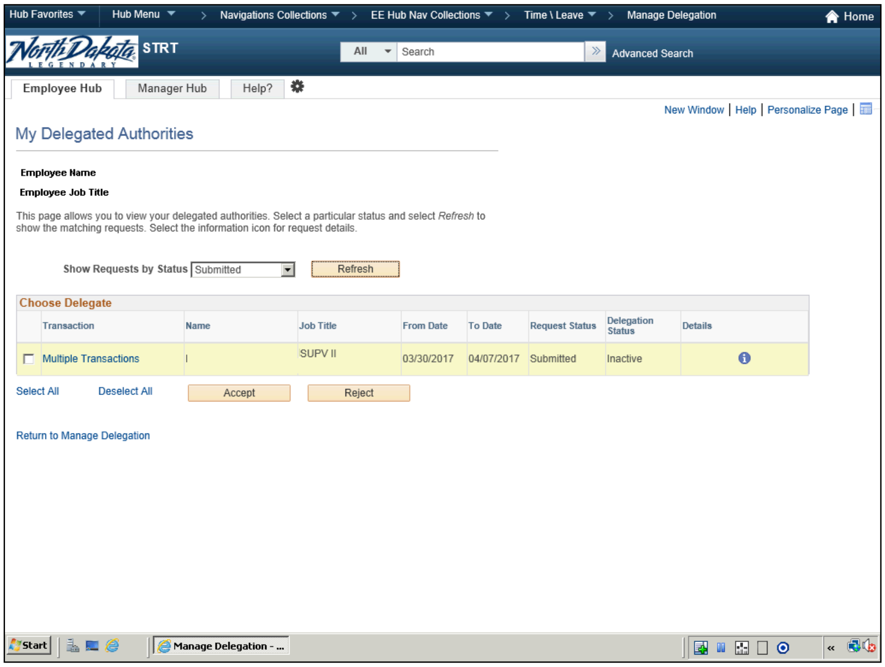
Step	Action
24.	Click the **Return to Manage Delegation** link. Return to Manage Delegation
25.	The employee designated as the proxy will receive an email to accept or reject this request. Next, view the **Manage Delegation** page of the person receiving the request.



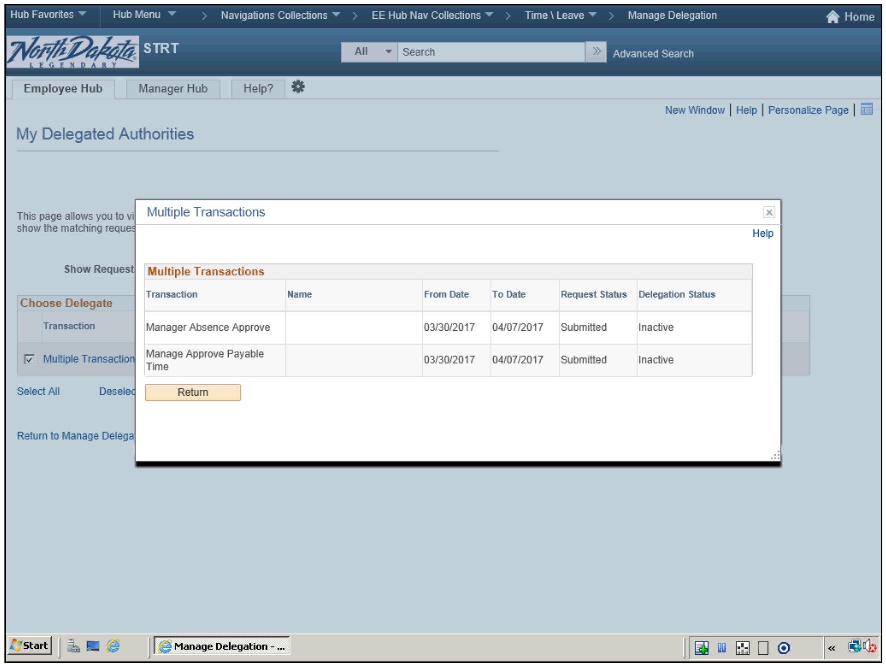
Step	Action
26.	Click the **Manage Delegation** link. Manage Delegation



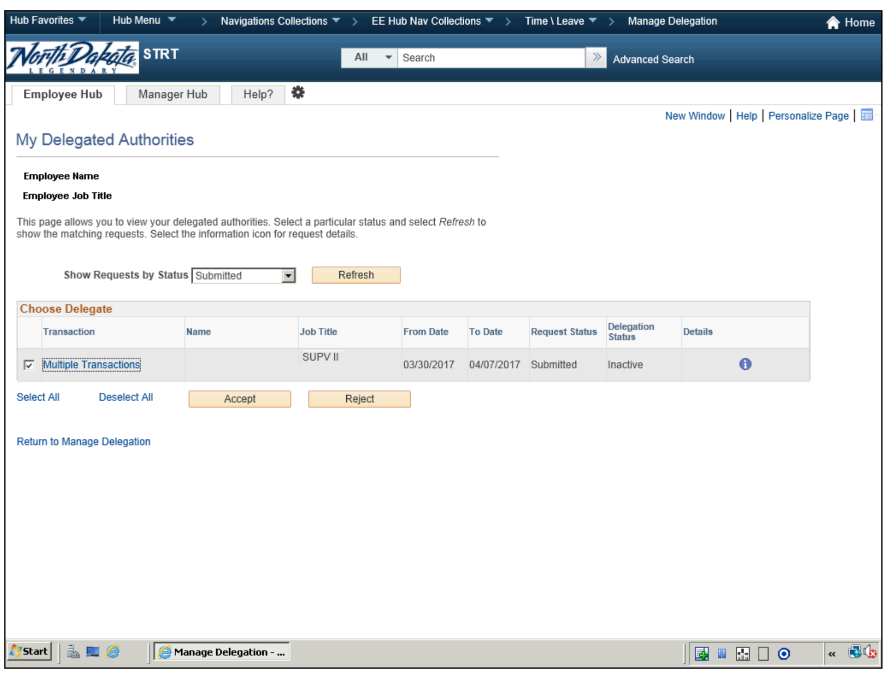
Step	Action
27.	Click the **Review My Delegated Authorities** link. Review My Delegated Authorities



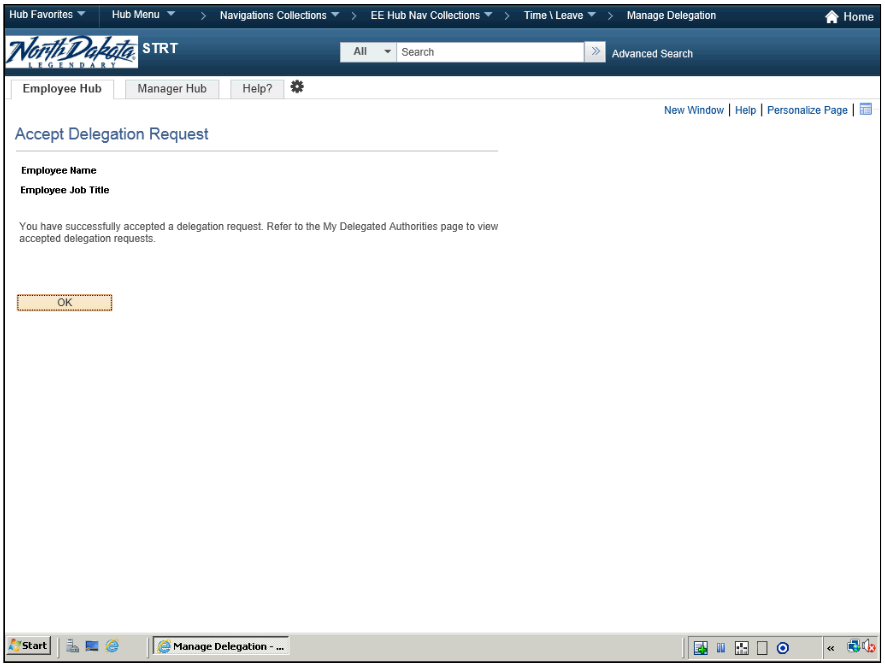
Step	Action
28.	Click the **Transaction** checkbox.
29.	To review the type of transactions involved in the request, Click the **Multiple Transactions** link. Multiple Transactions



Step	Action
30.	Click the **Return** button. Return



Step	Action
31.	Click the **Accept** button. Accept



Step	Action
32.	Click the **OK** button. OK
33.	Congratulations, you have completed this lesson. **End of Procedure.**

Manager HUB (MSS)

How to Approve Payable Time

How to Approve Payable Time

The Approve Payable Time page displays all time reporters based on entries placed in the Employee Selection Criteria and date range fields who have time with a Payable Status of 'Needs Approval' status.

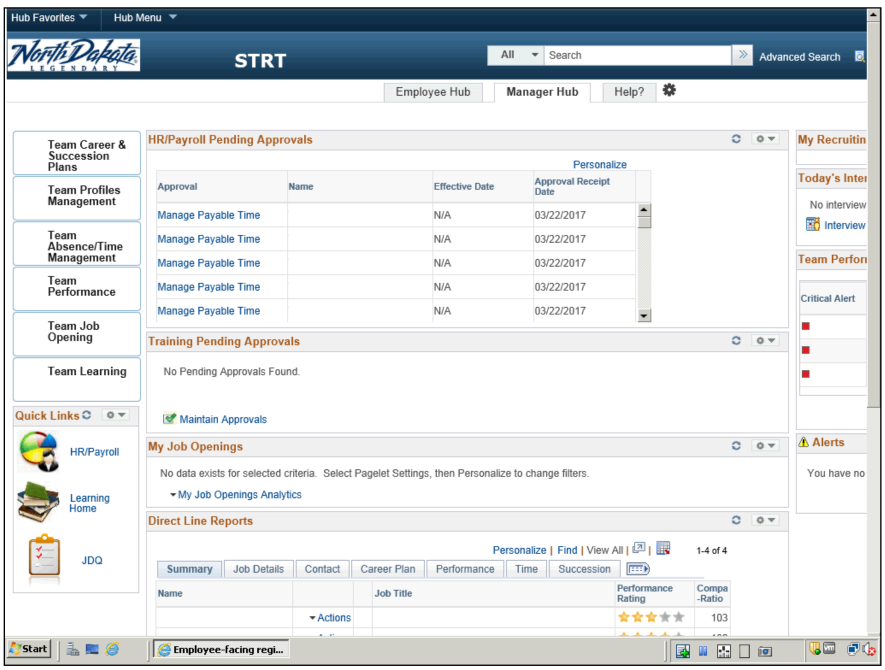
Use the Approve Payable Time page to Approve, Pushback or Deny Payable Time. Payable Time must be approved before it can be processed in payroll.

Procedure

In this lesson you will navigate to the Payable Time page to review and approve a timesheet.

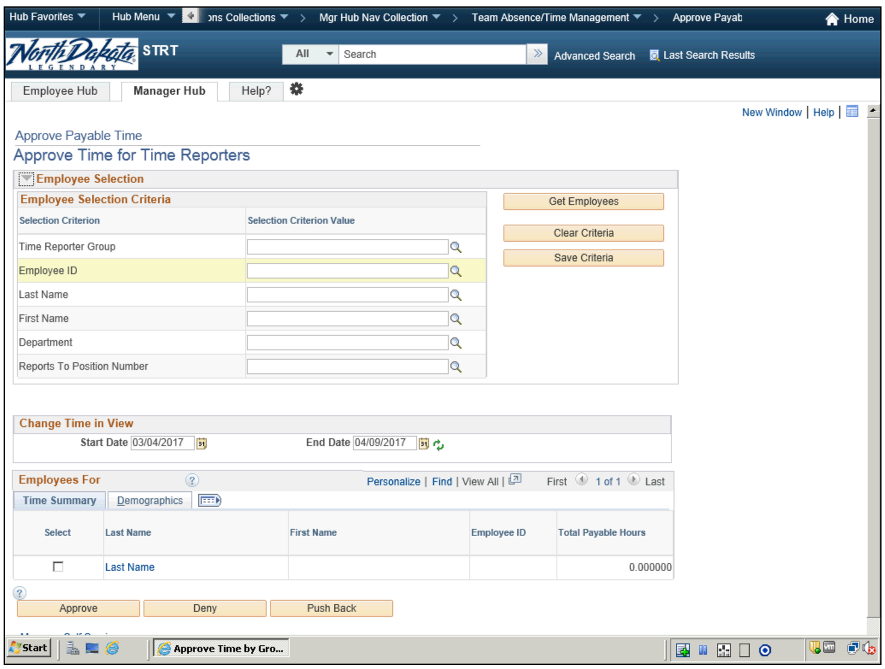
Navigation: Manager Hub > Team Absence/Time Management > Approve Payable Time

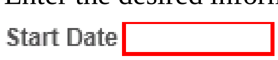
Step	Action
1.	The **Manager Hub** dashboard provides multiple ways to access the Approve Payable Time page.
2.	The **HR/Payroll Pending Approvals** section list the employees that have time pending approval.
3.	It can also be accessed using the **Team Absence/Time Management** menu bar.



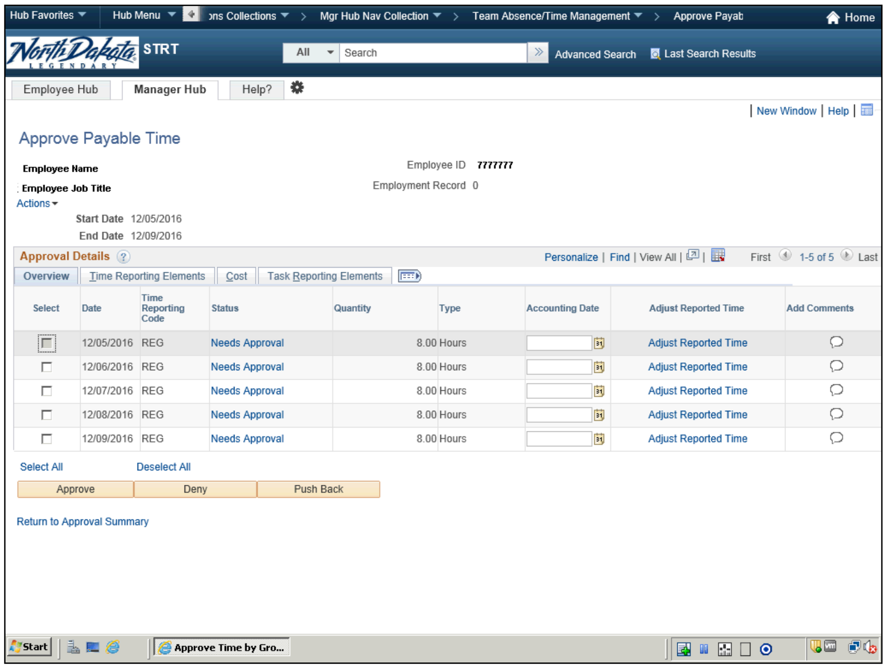
Step	Action
4.	In this lesson, use the menu bar option. Click the **Team Absence/Time Management** link. 

Step	Action
5.	Click the **Approve Payable Time** link. 
6.	Use the **Approve Payable Time** page to refine your search for employees by including groups, employee IDs, a certain date range, or many other criteria. You can also return all the employees for whom you have approval authority and who have Payable time that needs approval.



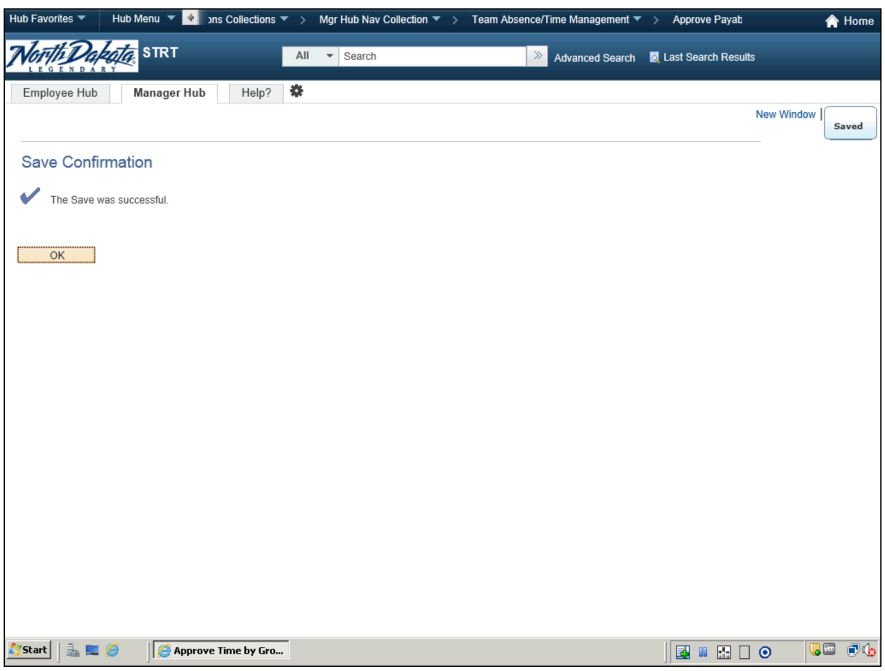
Step	Action
7.	Click in the **Employee ID -Selection Criterion Value** field.
8.	Enter the desired information into the **Selection Criterion Value** field. Enter "**7777777**".
9.	Enter the desired information into the **Start Date** field. Enter "**12/05/2016**". 
10.	Enter the desired information into the **End Date** field. Enter "**12/09/2016**". 
11.	Click the **Refresh Summary Page** button. 

Step	Action
12.	Click the **Last Name** link. Employee Last Name
13.	After selecting an employee, the **Approval Details** are displayed. Select the time you wish to process, then select a button to take the desired action.



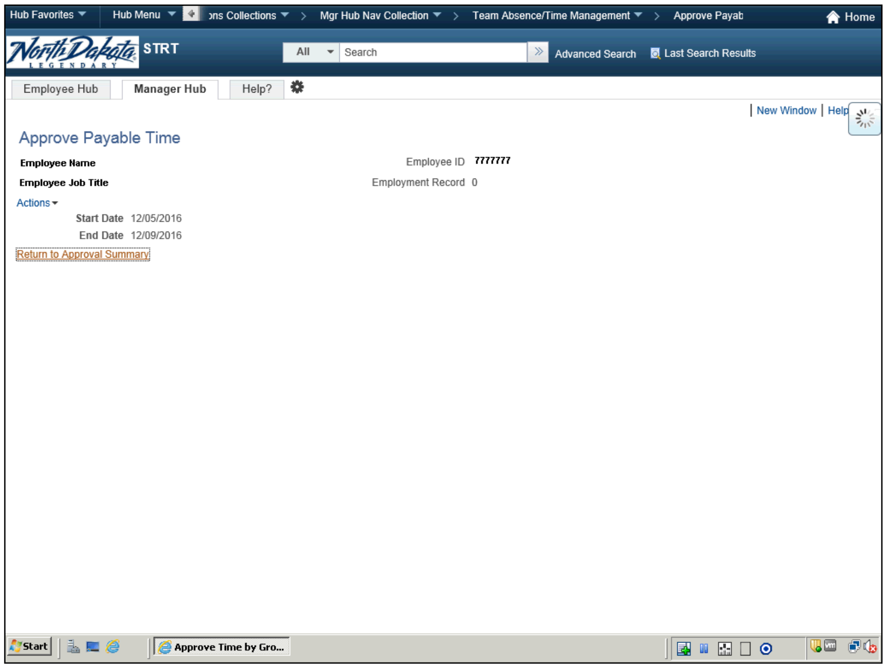
Step	Action
14.	Click the **Select** checkbox.
15.	The **Adjust Reported Time** link will open the employee timesheet.
16.	You can **Add Comments** to any row. You will see how to enter a comment later in this topic.
17.	To select all rows for the desired date range, Click the **Select All** link. Select All

Step	Action
18.	The process buttons enable you to take the desired action on the selected rows. **Approve -** The Payable time as been approved and will be sent to Payroll for payment. **Deny -** The Payable time has been denied and is not sent to Payroll for payment. **Push Back -** Payable time requires additional information from the employee before it can be approved. For each of these actions an email notification will sent to the employee.
19.	Click the **Approve** button. 
20.	Click the **Yes** button. 

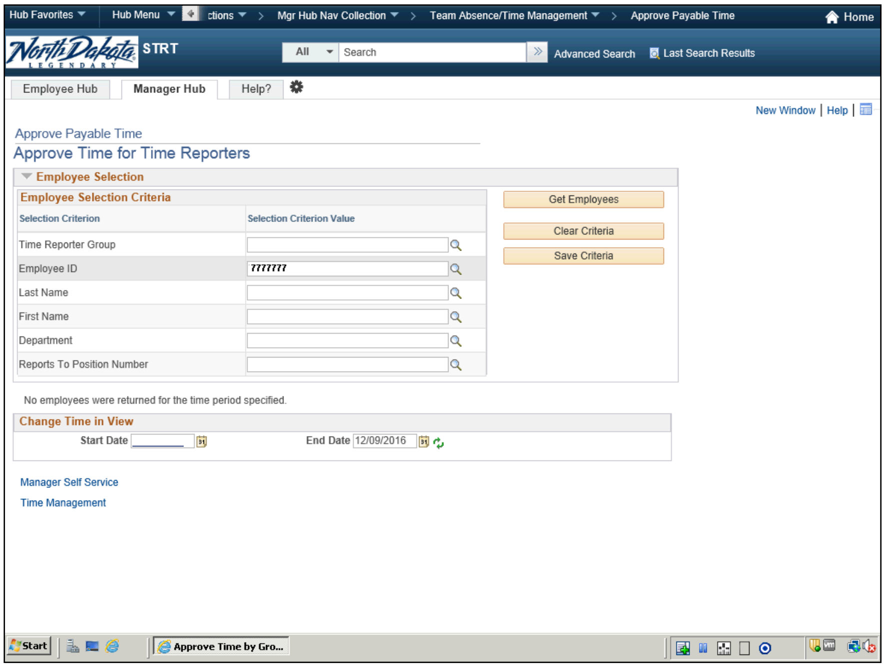


Step	Action
21.	Click the **OK** button. 

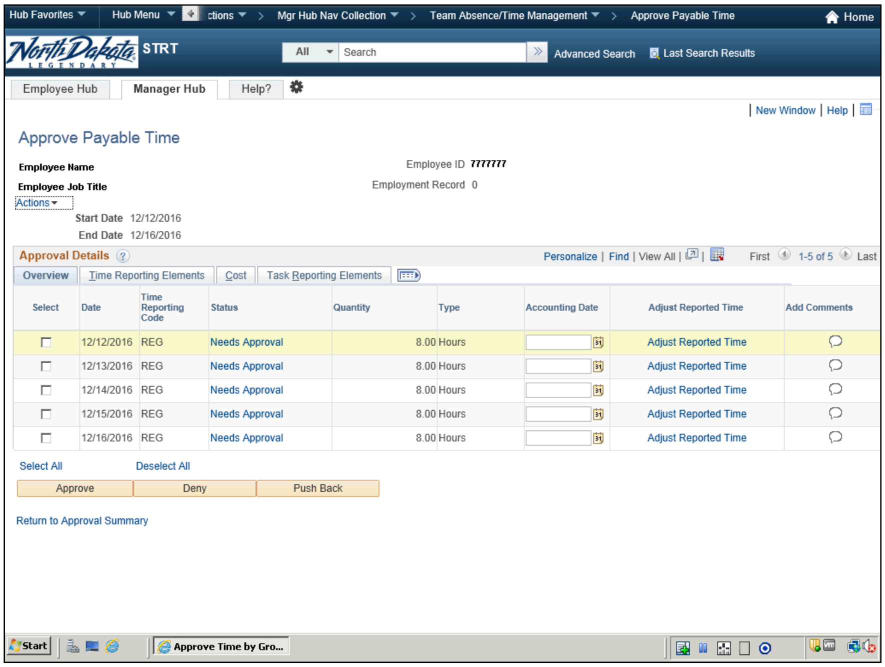
Step	Action
22.	After the **Save Confirmation** is successful. The employee will receive an email notification of the status of their payable time request.



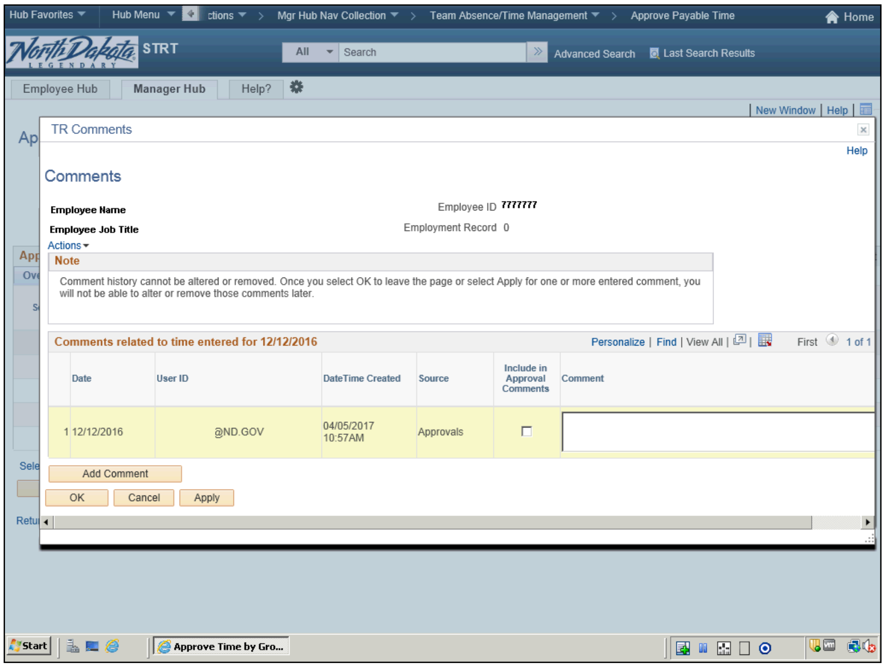
Step	Action
23.	Click the **Return to Approval Summary** link. Return to Approval Summary
24.	Now walk through the process to **Deny** or **Pushback** a time approval request.

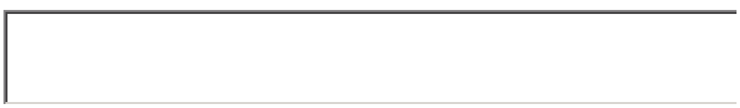


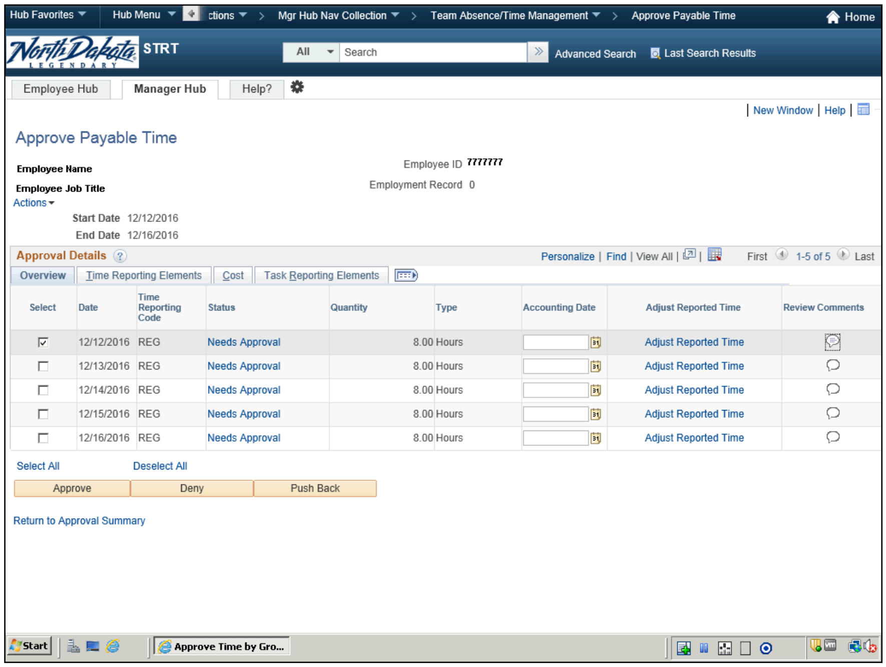
Step	Action
25.	Enter the desired information into the **Start Date** field. Enter "**12/12/2016**". Start Date
26.	Enter the desired information into the **End Date** field. Enter "**12/16/2016**". End Date
27.	Click the **Refresh Summary Page** button.
28.	Click the **Last Name** link. Employee Last Name
29.	In this example, the time approval request for 12/12/2016 will be processed as a **Deny**.

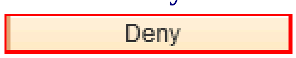


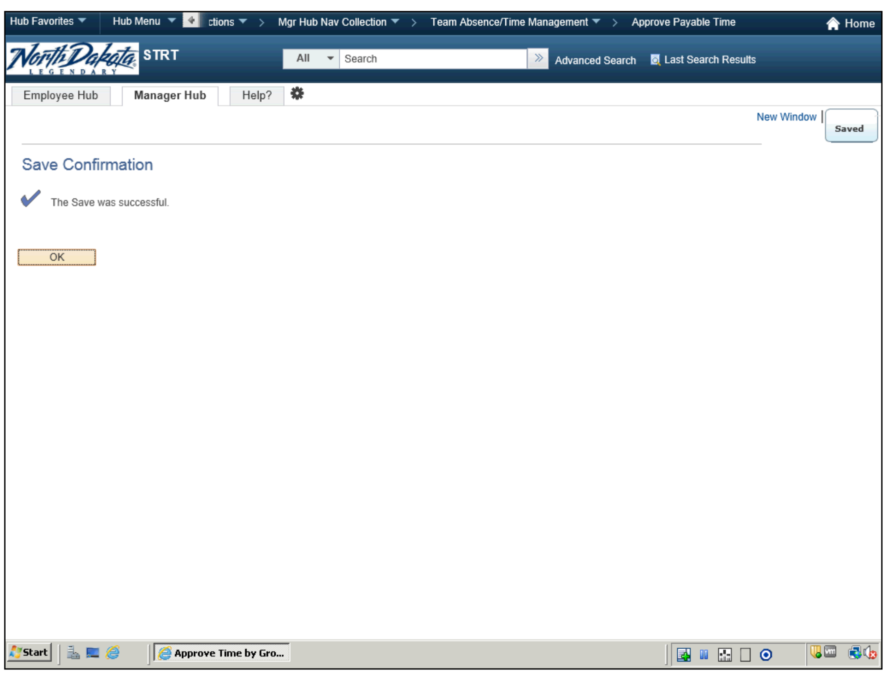
Step	Action
30.	Click the **Select** checkbox. 
31.	To provide more detail on why the approval request was Denied, Click the **Add Comments** button. 
32.	**NOTE:** Comment history cannot be altered or removed. Please do **not** place confidential or personal information in the comment box.



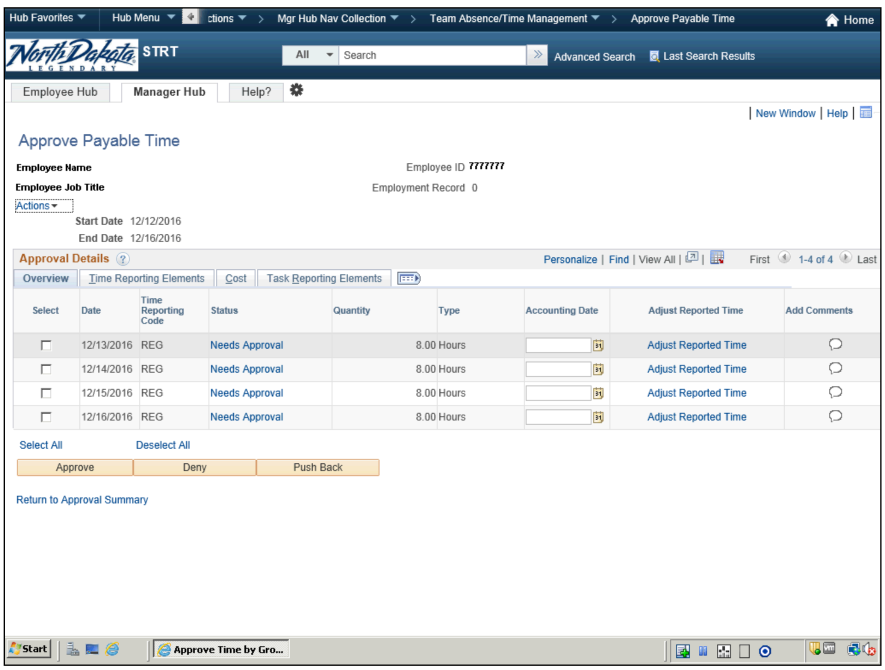
Step	Action
33.	Click in the **Comment** field. 
34.	Enter the desired information into the **Comment** field. Enter "**Comment related to time entered**".
35.	Click the button. 



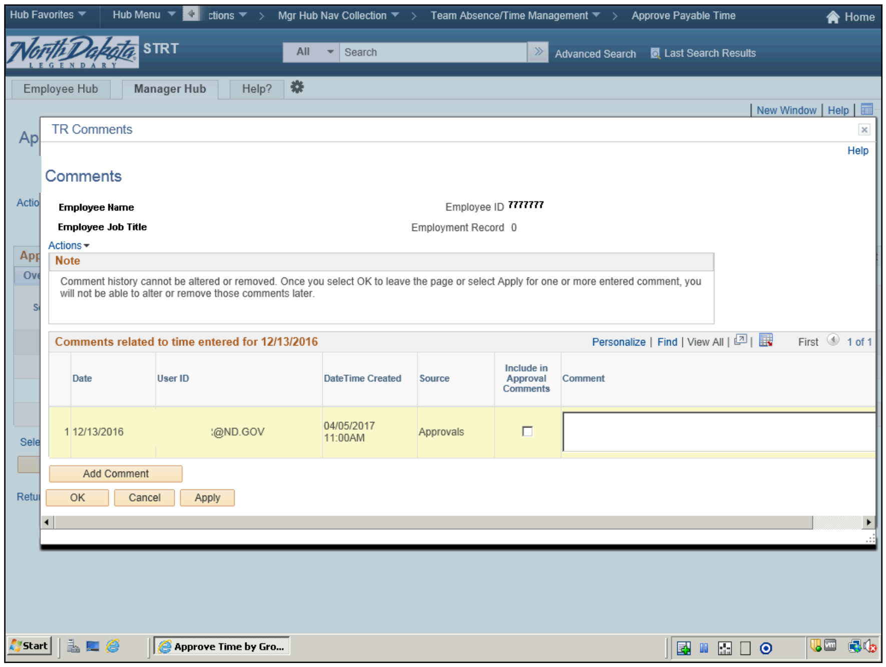
Step	Action
36.	Click the **Deny** button. 
37.	Click the **Yes** button. 



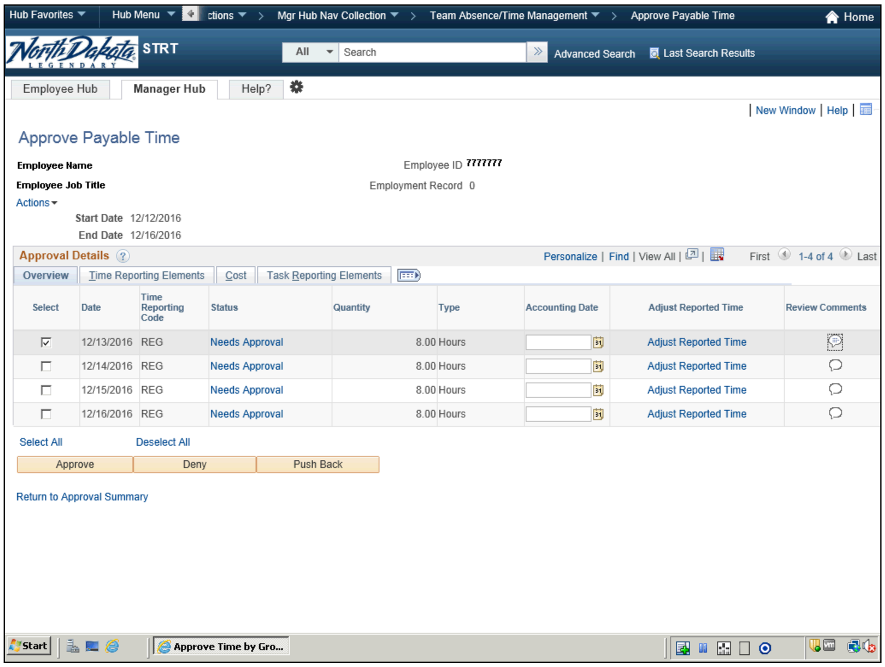
Step	Action
38.	Click the **OK** button. 
39.	After the **Save Confirmation** is successful. The employee will receive an email notification of the status of their payable time request.
40.	Next, in this example, the time approval request for 12/13/2016 will be processed as a **Push Back**.



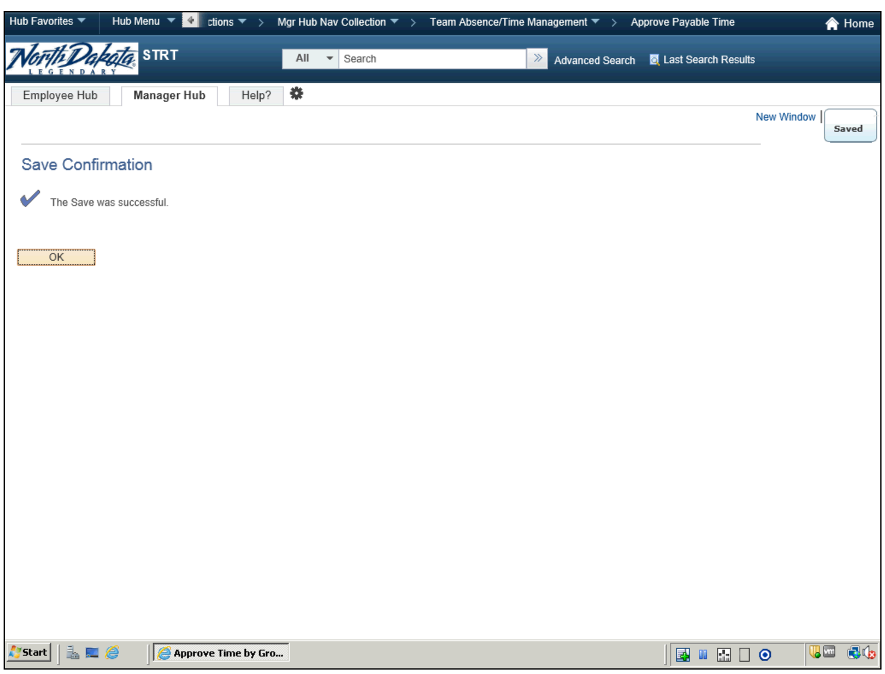
Step	Action
41.	Click the **Select** checkbox. 
42.	To provide more detail on why the approval request was pushed back. Click the **Add Comments** button. 



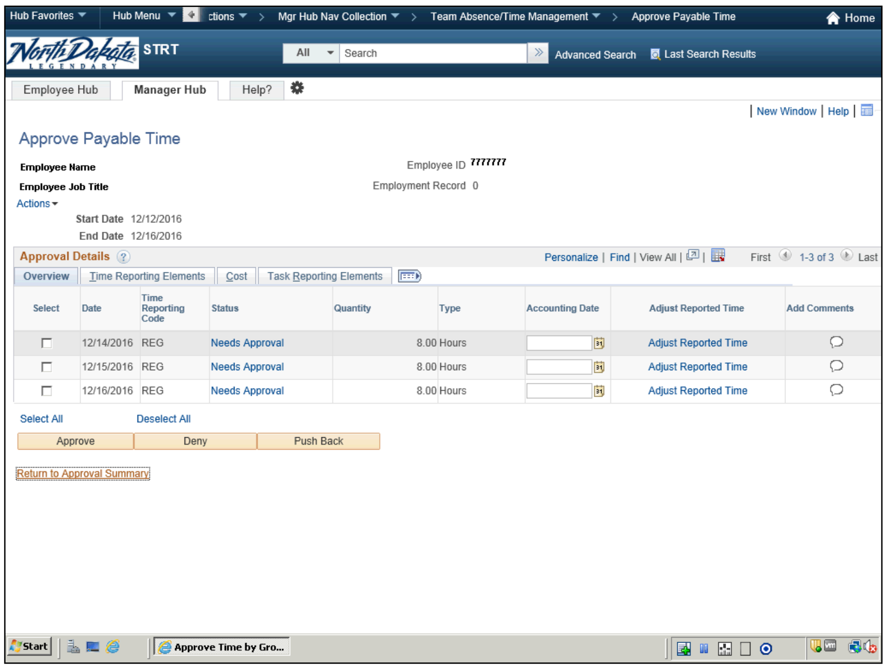
Step	Action
43.	Click in the **Comment** field.
44.	Enter the desired information into the **Comment** field. Enter "**Comment related to time entered**".
45.	Click the button. OK



Step	Action
46.	Click the **Push Back** button. 
47.	Click the **Yes** button. 



Step	Action
48.	Click the **OK** button. OK
49.	After the **Save Confirmation** is successful. The employee will receive an email notification of the status of their payable time request.



Step	Action
50.	Click the **Return to Approval Summary** link. Return to Approval Summary
51.	Click the **Home** link. Home
52.	Congratulations, you have completed this lesson. **End of Procedure.**

View Payable Time Summary

View Payable Time Summary

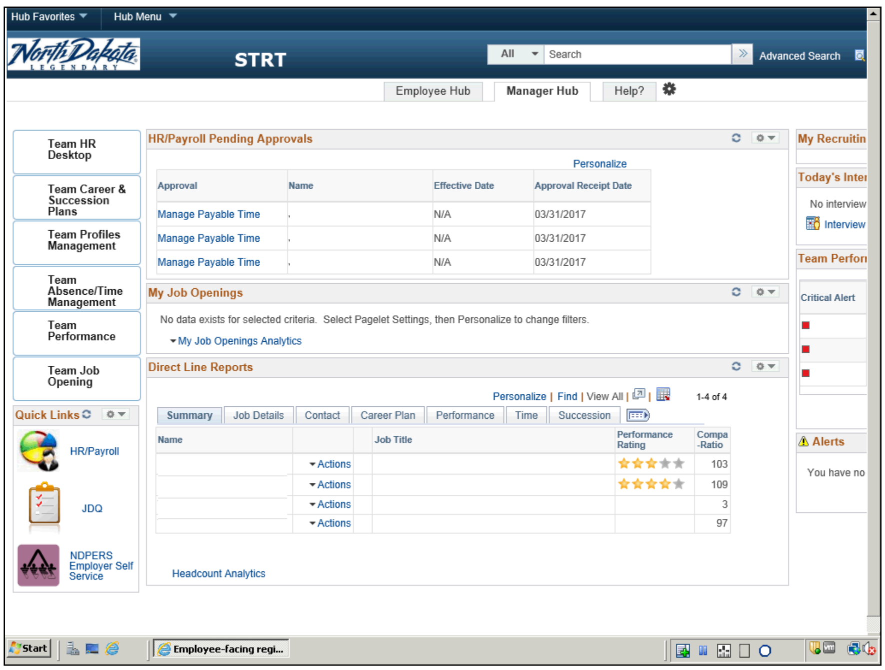
Use the Payable Time Summary page to view one week's payable time.

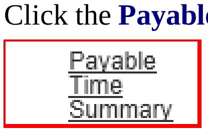
Procedure

In this lesson you will navigate to the Payable Time Summary page to view the details of an employee's payable time.

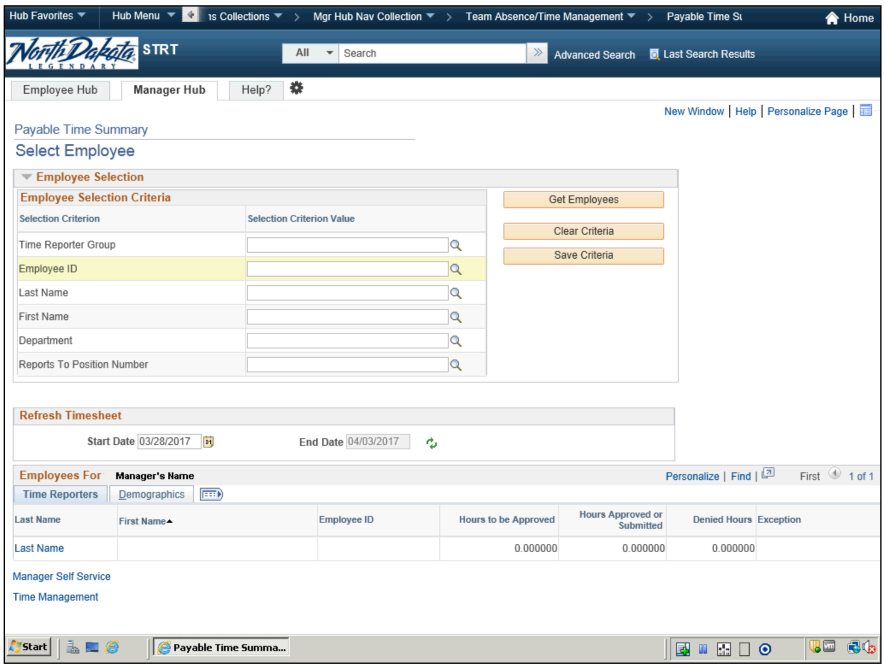
Navigation: Manager Hub > Team Absence\Time Management > Payable Time Summary

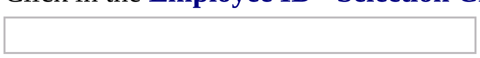
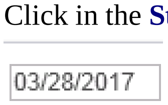
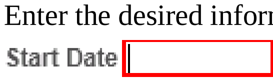
Step	Action
1.	Using the **Manager Hub** tab, note the updated navigation now includes a **Team Absence/Time Management** menu bar.



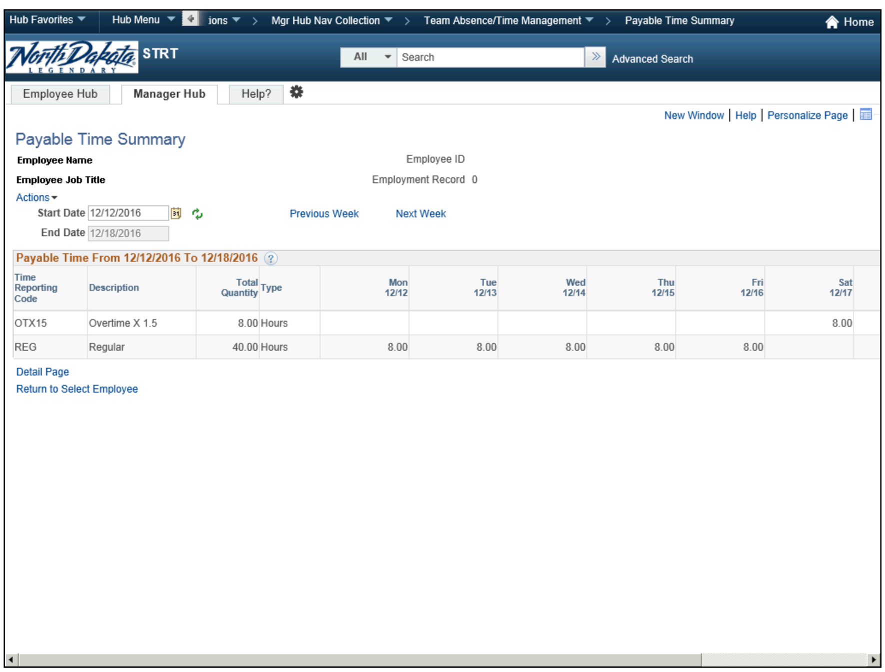
Step	Action
2.	Click the **Team Absence/Time Management** link. 
3.	Click the **scrollbar**.
4.	Click the **Payable Time Summary** link. 
5.	The **Payable Time Summary** page is used to display an employees Payable time.

Step	Action
6.	Search for the specific employee using any of the **Selection Criterion Values** such as Employee ID, then select the search button. **Note:** You can use the **Get Employees** button to retrieve all employees who report to you. You can also use a combination of **Selection Criterion Values** when using the **Get Employees** button.
7.	You can also perform a search using the **Start Date** and **End Date** options. **Note:** The **End Date** field defaults to the current date. It is important to enter the correct **Start Date** to ensure you have retrieved the timesheet period you wish to view.



Step	Action
8.	Click in the **Employee ID - Selection Criterion Value** field. 
9.	Enter the desired information into the **Selection Criterion Value** field. Enter "**7777777**".
10.	Click in the **Start Date** field. 
11.	Enter the desired information into the **Start Date** field. Enter "**12/12/2016**". 

Step	Action
12.	To retrieve the payable time for the date entered, Click the **Refresh Timesheet** button.
13.	The Selection Criteria returns the **Employee ID** requested.
14.	To view the employee's Payable time detail. Click the **Employee Last** link. **Employee Last**
15.	**Time Reporting Code -** TRC acronym where time worked is being allocated. **Description -** The description field provides a brief description of the TRC code being used.
16.	**Total Quantity/Type -** Total number of hours and minutes allocated to the TRC.
17.	**Days of the Week -** Total hours and minutes worked on a specific day.



Step	Action
18.	Click the **Return to Select Employee** link. Return to Select Employee
19.	Congratulations you have completed this lesson. **End of Procedure.**

View Payable Time Detail

View Payable Time Detail

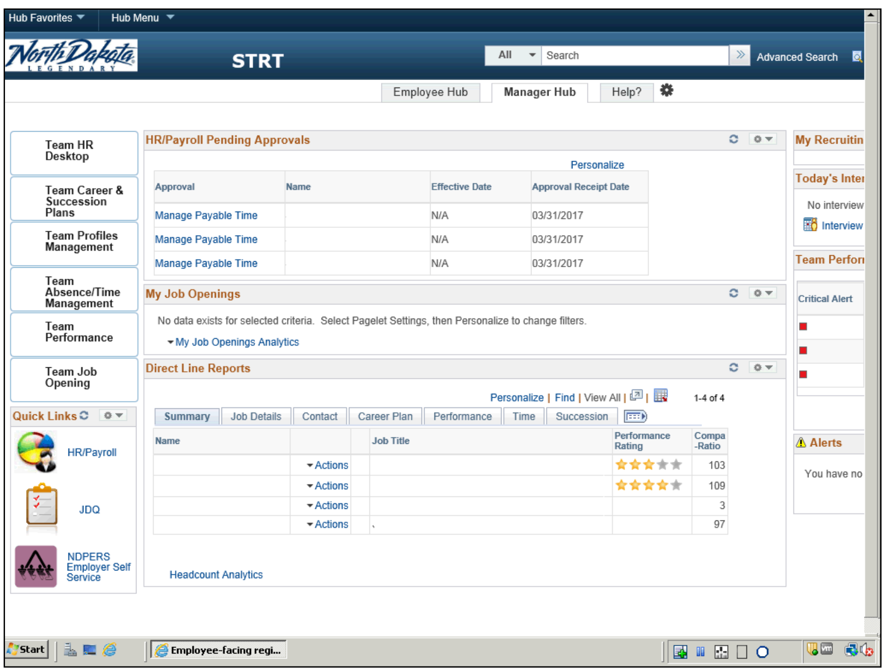
Use the Payable Time Detail page to view one week’s payable time.

Procedure

In this lesson you will navigate to the **Payable Time Details** page to view the details of an employee’s payable time.

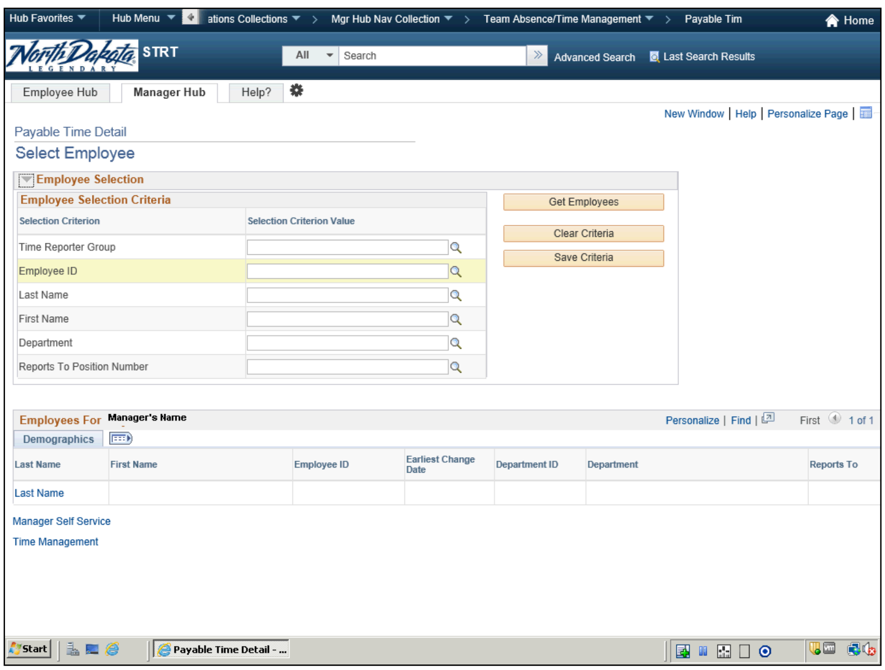
Navigation: Manager Hub > Team Absence/Time Management > Payable Time Detail

Step	Action
1.	Using the **Manager Hub** tab, note the updated navigation now includes a **Team Absence/Time Management** menu bar.



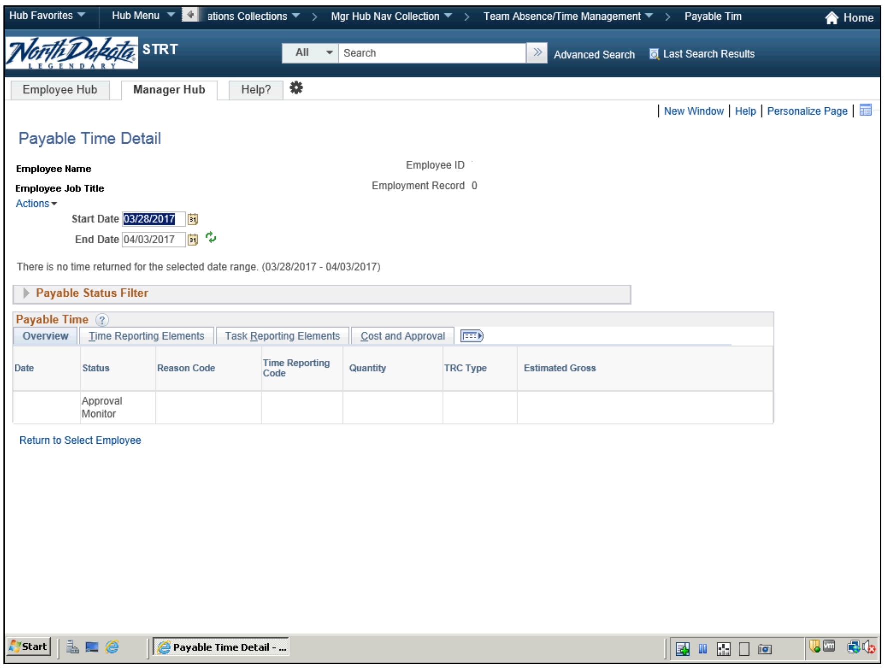
Step	Action
2.	Click the **Team Absence/Time Management** link. 

Step	Action
3.	Click the **scrollbar**.
4.	Click the **Payable Time Detail** link. 
5.	Use the **Payable Time Detail** page to view the details of an employee's payable time.
6.	Search for the specific employee using any of the **Selection Criterion Values** such as Employee ID, then select the search button. **Note:** You can use the **Get Employees** button to retrieve all employees who report to you. You can also use a combination of **Selection Criterion Values** when using the **Get Employees** button.



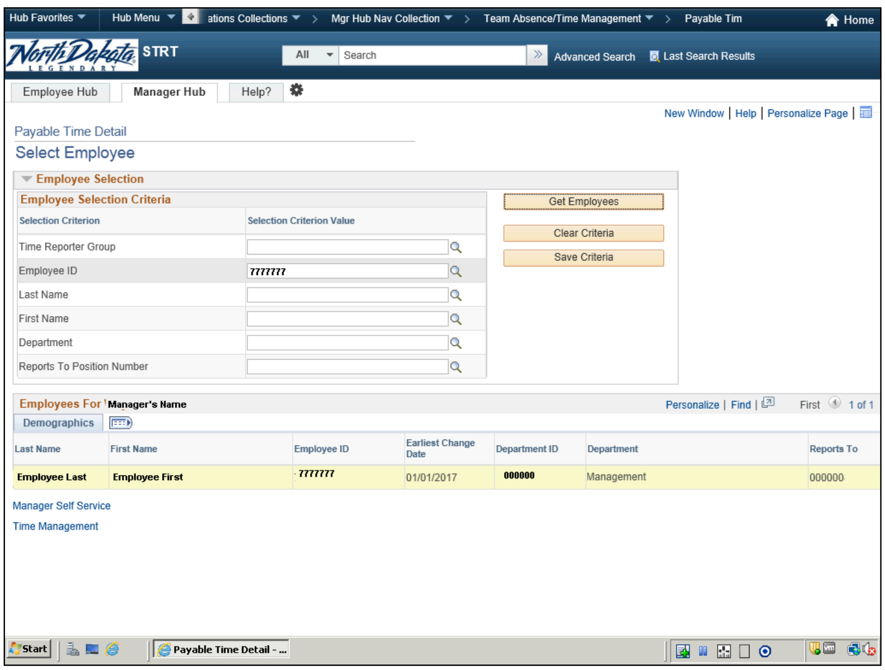
Step	Action
7.	In this example, you will perform a search by **Employee ID**. Click in the **Employee ID - Selection Criterion Value** field.
8.	Enter the desired information into the **Selection Criterion Value** field. Enter "7777777".

Step	Action
9.	Click the **Get Employees** button. Get Employees
10.	The search results display below.
11.	Click the **Employee Last** link. Employee Last
12.	The Payable Time Detail displays the option to view one week's payable time.



Step	Action
13.	Click in the **Start Date** field. Start Date 03/28/2017
14.	Enter the desired information into the **Start Date** field. Enter "**12/12/2016**". Start Date
15.	Enter the desired information into the **End Date** field. Enter "**12/19/2016**". End Date 04/03/2017
16.	After changing the **Start Date** or **End Date** use the refresh button to update the content displayed on details page. Click the **Refresh** button. 

Step	Action
17.	**Reviewing Payable Time Details** The **Overview** tab displays each row of payable time along with its date, status, reason code, time reporting code (TRC), and quantity of TRC units.
18.	**Date -** Day worked or leave time taken. **Status -** Current Time Administration processing status.
19.	**Time Reporting Code** (TRC) **-** Acronym for TRC where time worked or leave time taken is allocated. **Quantity\TRC Type -** Total hours and minutes allocated to the TRC.
20.	Click the **Return to Select Employee** link. Return to Select Employee



Step	Action
21.	Click the **Time Management** link. Time Management
22.	Congratulations you have completed this lesson. **End of Procedure.**

Agency Administrators

Time and Labor ND Hire

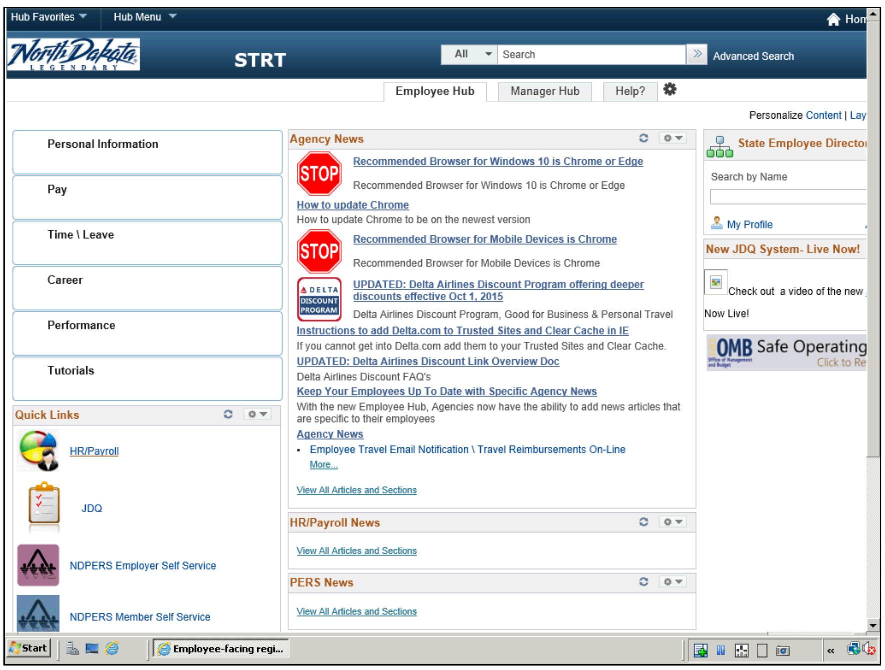
ND Hire

This ND hire process includes using the PeopleSoft Recruiting Solution.

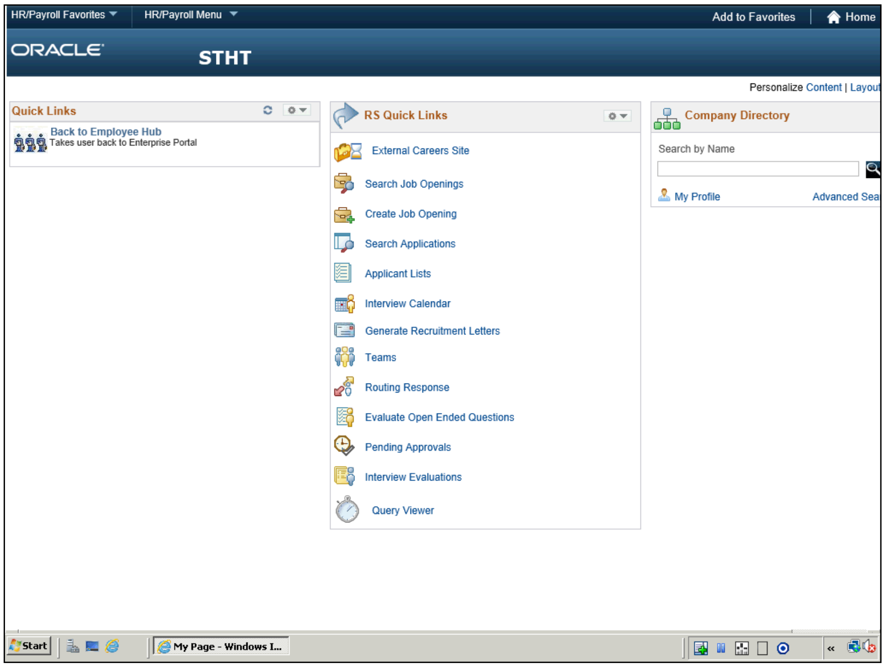
Procedure

This lesson will show you how to hire an employee using the Recruiting Solutions Manage Hires process.

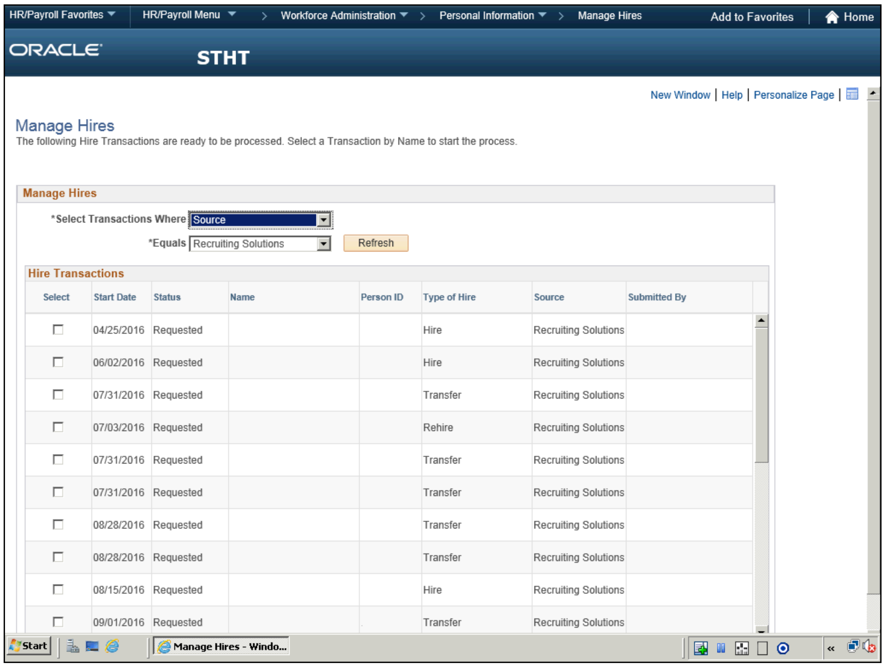
Navigation: HR/Payroll > HR/Payroll Menu > Workforce Administration > Personal Information > Manage Hires



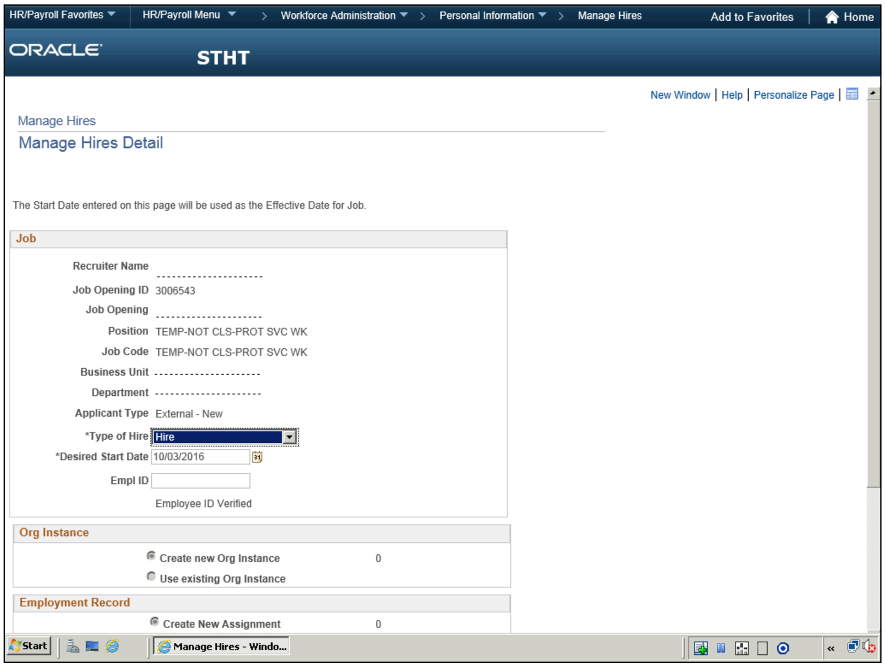
Step	Action
1.	Click the **HR/Payroll** link. 



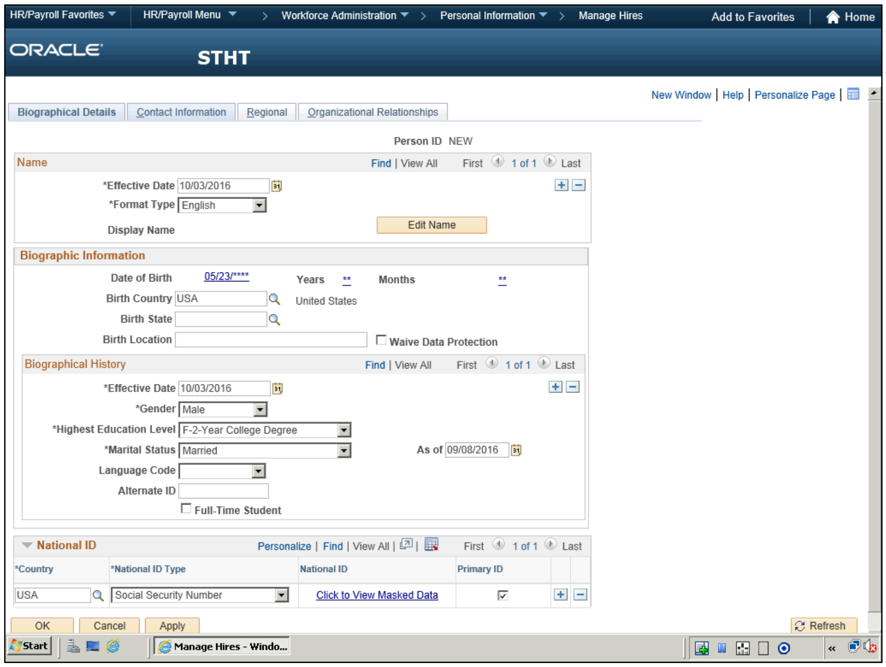
Step	Action
2.	Click the **HR/Payroll Menu** button. 
3.	Click the **Workforce Administration** menu. 
4.	Click the **Personal Information** menu. 
5.	Click the **Manage Hires** menu. 
6.	The **Manage Hires** page displays the Hire transactions from Recruiting Solutions that are ready to process.
7.	The **Manage Hires** section enables you to select the type of what **Hire Transactions** to display. The ***Select Transactions Where** and ***Equals** field default to **Source** and **Recruiting Solutions**, respectively.



Step	Action
8.	Click the scrollbar.
9.	Click the **Select** option.
10.	Click the **Employee G** link. Employee G
11.	The **Manage Hires Details** page displays the **Job** and **Hire Information** from **Recruiting Solutions.** Confirm the **Job** information including the ***Desired Start Date** is accurate.
12.	**Note:** The Start Date entered on this page will be used as the Effective Date for Job.
13.	The **Empl ID** field will auto-populate when the new hire record is saved.

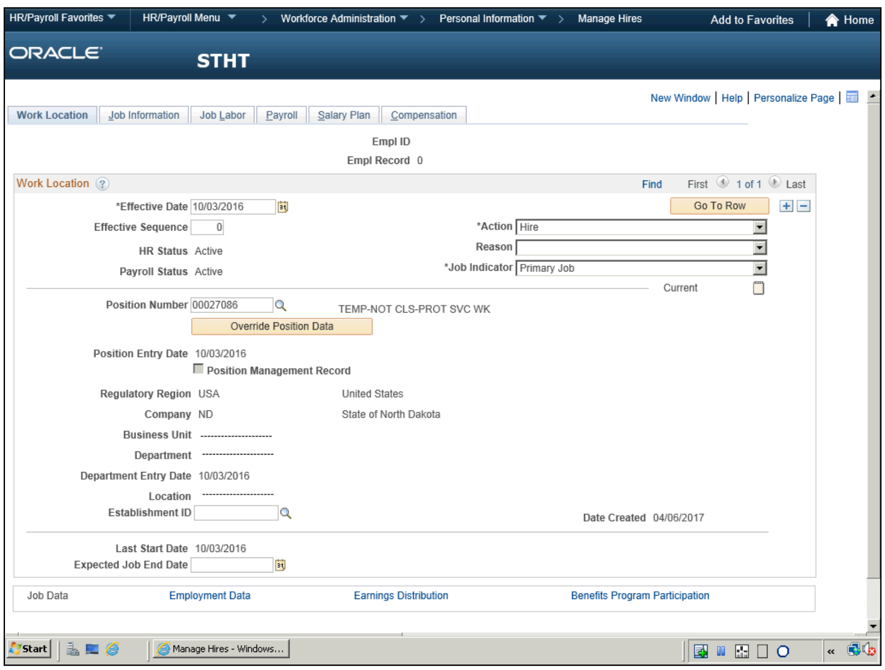


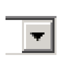
Step	Action
14.	Click the scrollbar.
15.	To pull the person's personal data information from Recruiting Solutions, Click the **Add Person** button. 
16.	The **Biographical Details** page displays the employee's personal information from Recruiting Solutions. Confirm the information is accurate.



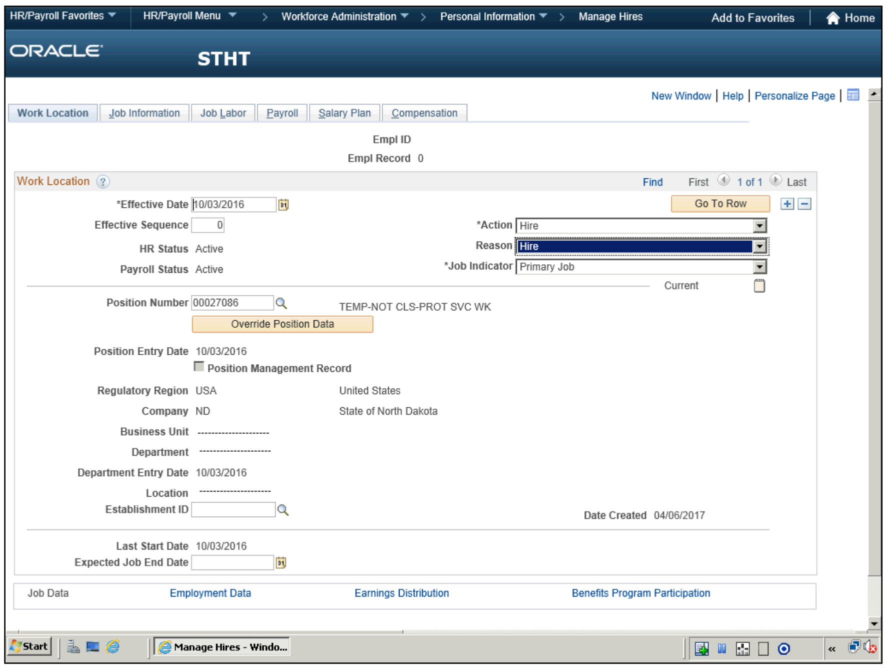
Step	Action
17.	Next, confirm the employee's **Contact Information**. Click the **Contact Information** tab. Contact Information
18.	The **Contact Information** page displays the employee's personal address, phone and email information from Recruiting Solutions. Update any information that is necessary.
19.	Next, confirm the **Regional** information. Click the **Regional** tab. Regional
20.	The **Regional** page enables you to enter country specific personal information.
21.	Enter the employee's **Ethnic Group** and **Military Status**.
22.	Click the **Organizational Relationships** tab. Organizational Relationships
23.	Confirm the **Employee** checkbox is checked. If not, click the checkbox.
24.	Click the **Add Relationship** button. Add Relationship

Step	Action
25.	The **Work Location** page is used to enter position and location information for a person's job, including the regulatory region, company, department, and location.
26.	Confirm the following fields are accurate on the **Work Location** page: ***Effective Date -** the effective date defaults from **Personal Information** pages. **Effective Sequence -** For the new hire row this value will always default to 0 (zero). ***Action -** Defaults to Hire for new employees **Reason -** defines the reason for the Action. The entry will be Hire. ***Job Indicator -** This defaults to **Primary Job** for new hires.

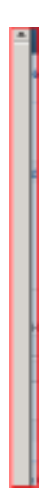


Step	Action
27.	Click the **Reason** drop down button. 
28.	Click the **Hire** list item. 
29.	The **Position Number** defaults from Recruiting Solutions.

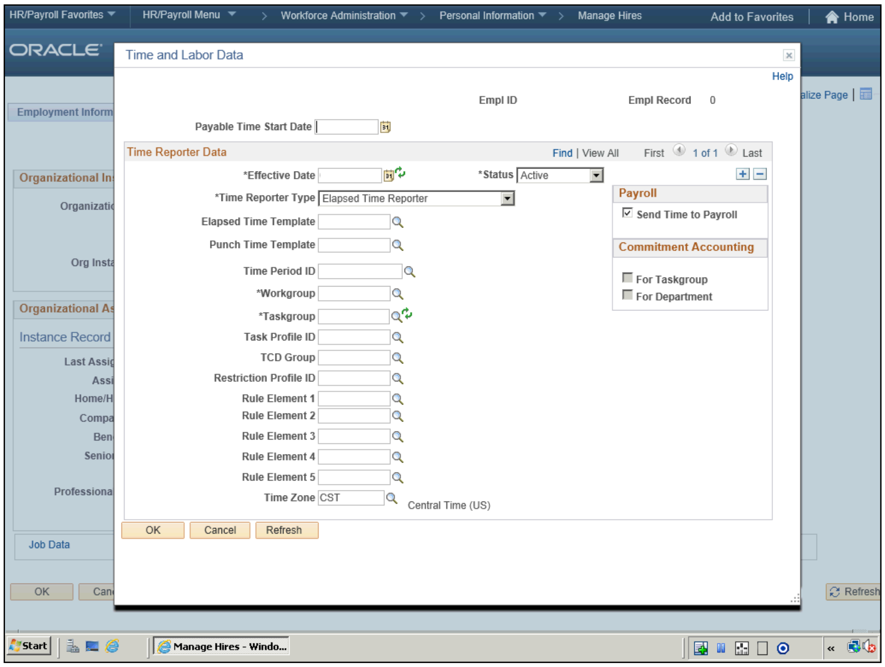
Step	Action
30.	The following information defaults from the **Position Number** data: **Regulatory Region -** USA **Company -** ND **Business Unit -** your agency business unit. **Department -** the department the employee belongs **Department Entry Date -** date which the employee begins work for the department. **Location -** physical location where the employee will perform their job.



Step	Action
31.	Click the **Job Information** tab. Job Information
32.	The **Job Information** page is used to enter information about a person's job, including status, job code and standard hours.
33.	The following information is based on the **Position Number:** **Job Code** **Entry Date** **Reports To** **Regular/Temporary** **Full-time/Part-time**
34.	Verify the **FLSA Status** and **Work Day Hours** information is correct.

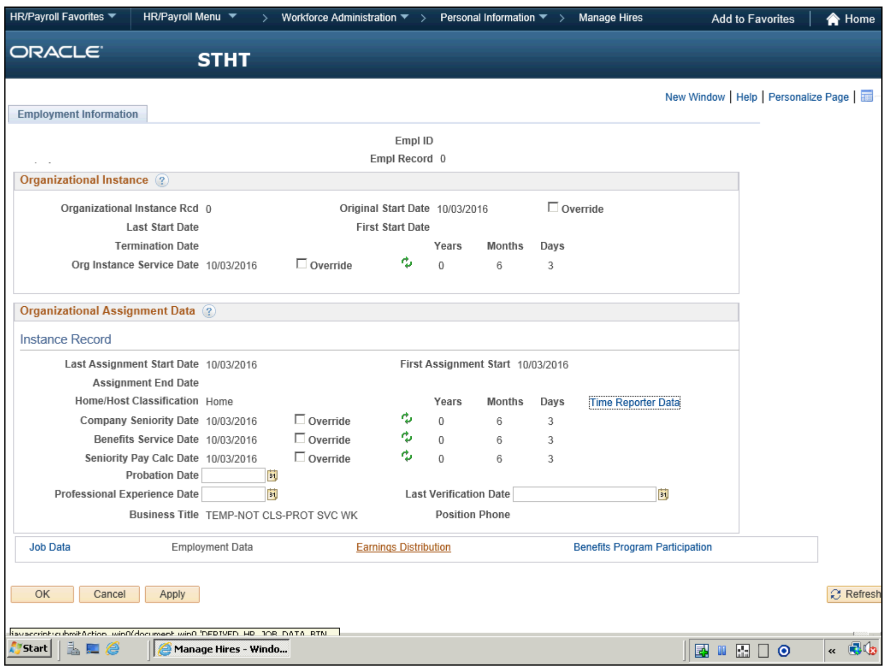
Step	Action
35.	Click the **Payroll** tab. Payroll
36.	The **Payroll** page is used to enter payroll and absence management processing data.
37.	Click the **Absence System** drop down button. 
38.	Click the **Absence Management** list item. Absence Management
39.	Click the **Look up Pay Group (Alt+5)** button. 
40.	Click the **PG1** link. PG1
41.	Click the **Salary Plan** tab. Salary Plan
42.	The **Salary Plan** page is used to enter information about the employee's salary. Confirm the information is accurate.
43.	Click the **Compensation** tab. Compensation
44.	Click the **Look up Frequency (Alt+5)** button. 
45.	Click the **M** link. M
46.	Click the **Look up Rate Code (Alt+5)** button. 
47.	Click the scrollbar. 
48.	Click the **NAMNTH** link. NAMNTH

Step	Action
49.	Click in the **Comp Rate** field. 
50.	Enter the desired information into the **Comp Rate** field. Enter "**3000.00**".
51.	Click the **Calculate Compensation** button. 
52.	Click the **Employment Data** link. 
53.	The **Employment Information** page is used to enter service dates and time reporter data.
54.	Verify the **Company Seniority Date**. The **Company Seniority Date** is the continuous service date and is used for service award recognition. Once the record is saved you can go back in and change this date by clicking on the **Override** button next to the date, change the date and then save. Leave the box checked next to override.
55.	Verify the **Benefits Service Date**. The **Benefits Service Date** is used for leave accrual. If the hire date is not the first of the month, you should enter the first day of the month of hire to accrue the appropriate accrual of leave hours. Do this by clicking the **Override** button next to the date; change the date and then save. Leave the box checked next to override.
56.	To enter the Time and Labor information, Click the **Time Reporter Data** link. 
57.	The **Time and Labor Data** page enables you to enter the **Time Reporter Data**.



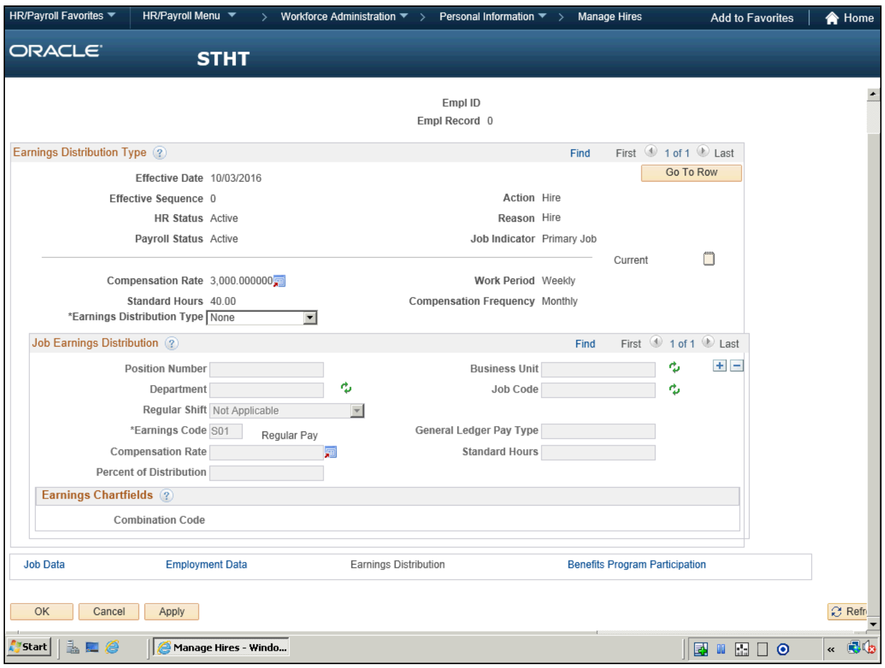
Step	Action
58.	Enter the Hire Date of the employee. Enter the desired information into the **Payable Time Start Date** field. Enter "**10/03/2016**". 
59.	The ***Effective Date** is the hire and the Time Reporter Data enrollment date.
60.	Confirm the Time Reporter **Status** is set to **Active.**
61.	***Time Reporter Type** will default to **Elapsed Time Reporter.**
62.	**Elapsed Time Template** will be the State standard of '**NDSE_TD**' . Click the **Look up Elapsed Time Template (Alt+5)** button. 
63.	Click the **NDSE_TD** link. 
64.	***Workgroup** is determined by the employee's Agency. Click the **Look up Workgroup (Alt+5)** button. 
65.	Click the **NEXS** link. 

Step	Action
66.	***Taskgroup** is the State standard of '**NDS_TD**'. Click the **Look up Taskgroup (Alt+5)** button.
67.	Click the **NDS_TD** link. NDS_TD
68.	Click the **OK** button. OK



Step	Action
69.	Click the **Earnings Distribution** link. Earnings Distribution
70.	The **Job Earnings Distribution** earnings code must be verified for each employee.
71.	The **Earnings Code** for the **PG1** (& MJ1) pay group for salaried employees is defaulted to earnings code S01 for regular earnings. If the employee is to receive temporary earnings, the earnings code needs to be changed to S02.
72.	The **Earnings Code** for the **PG2** pay group for hourly employees is defaulted to earnings code S02 for temporary earnings. If the employee is to receive regular earnings, the earnings code needs to be changed to S01 for regular earnings.

Step	Action
73.	If the earnings code needs to be changed, you must perform the following: **Earnings Distribution Type =** Percent. **Earnings Code** = S01 or S02 (regular or temporary, respectively) **Percent of Distribution** = 100% This will ensure that your employee's salary for hourly base pay is paid using the correct earnings code.



Step	Action
74.	Click the **OK** button. 
75.	Click the **OK** button. 
76.	Congratulations, you have completed this lesson. **End of Procedure.**

Time and Labor Hire Temporary as a Full Time Employee

Hire Temporary Employee as a Full Time Employee

Hiring a Temporary employee to a Full Time position requires updating the employee's Job Data and Time Reporter data.

This guide can be used for various changes using an Action/Reason change in Job Data:

- Changing from Temporary employee to Full-Time employee
- Changing from Full-Time employee to Temporary employee
- Position Change (Action) / Position Status change (Reason)

Remember if your agency uses **Recruiting Solutions,** check Manage Hires prior to making any changes in Job Data.

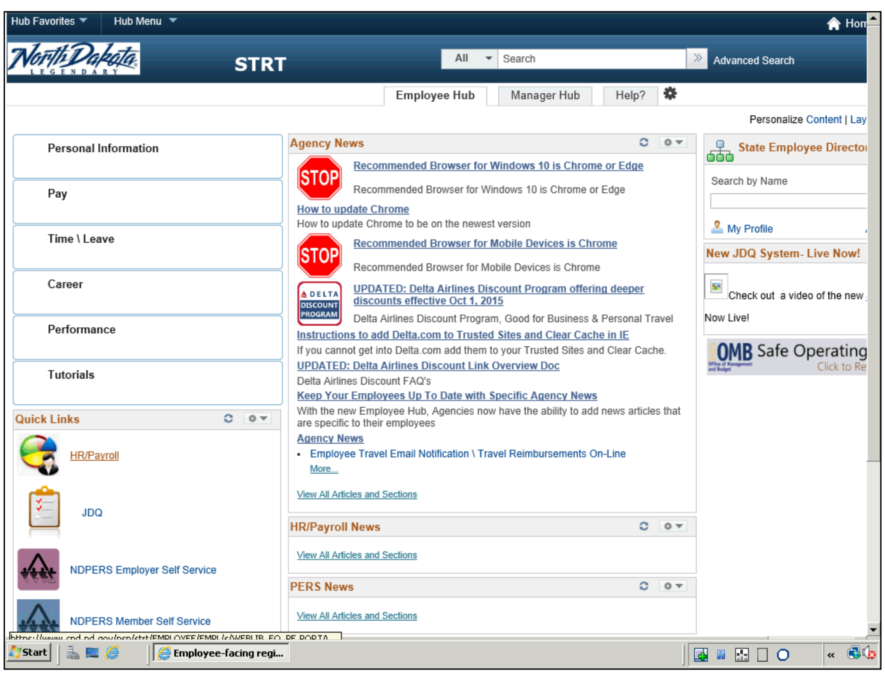
- Internal agency transfers are performed by the Agency
- Agency to Agency transfers are performed by OMB

Navigation: *HR/Payroll Menu > Workforce Administration > Personal Information > Manage Hires*

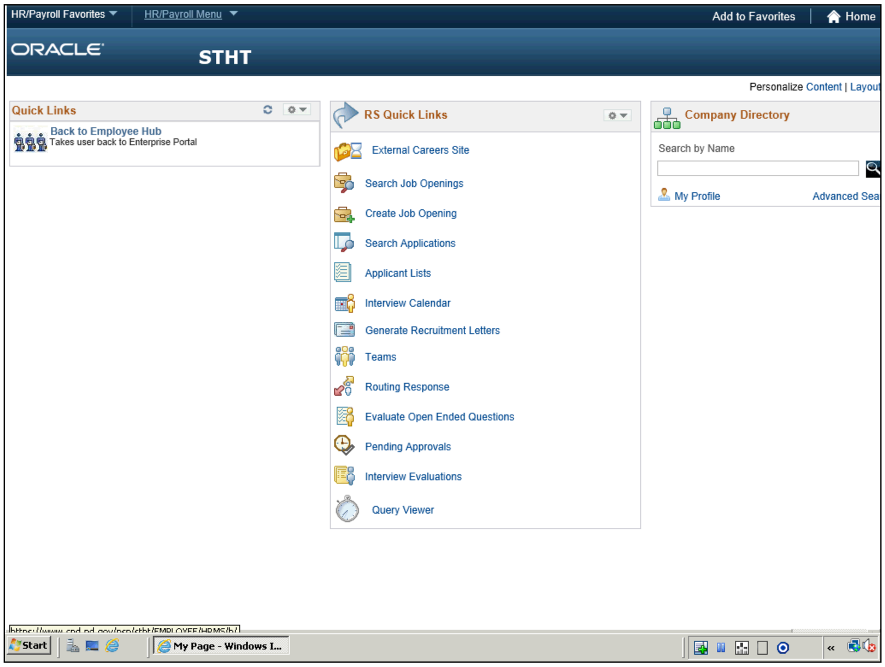
Procedure

This lesson is how to hire a temporary employee as a full-time employee.

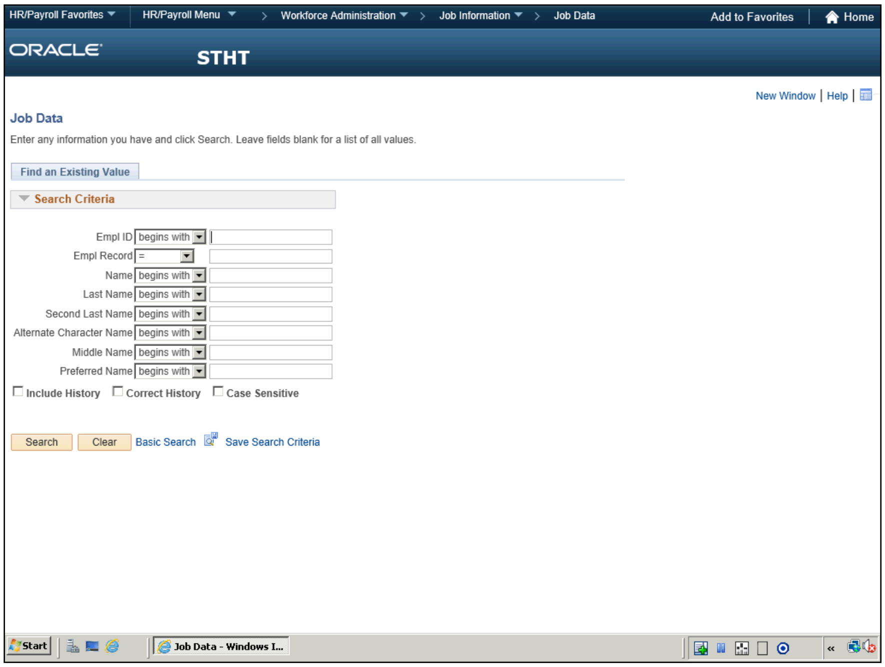
Navigation: HR/Payroll > HR/Payroll Menu > Workforce Administration > Job Information > Job Data

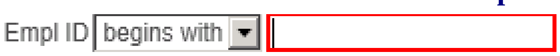


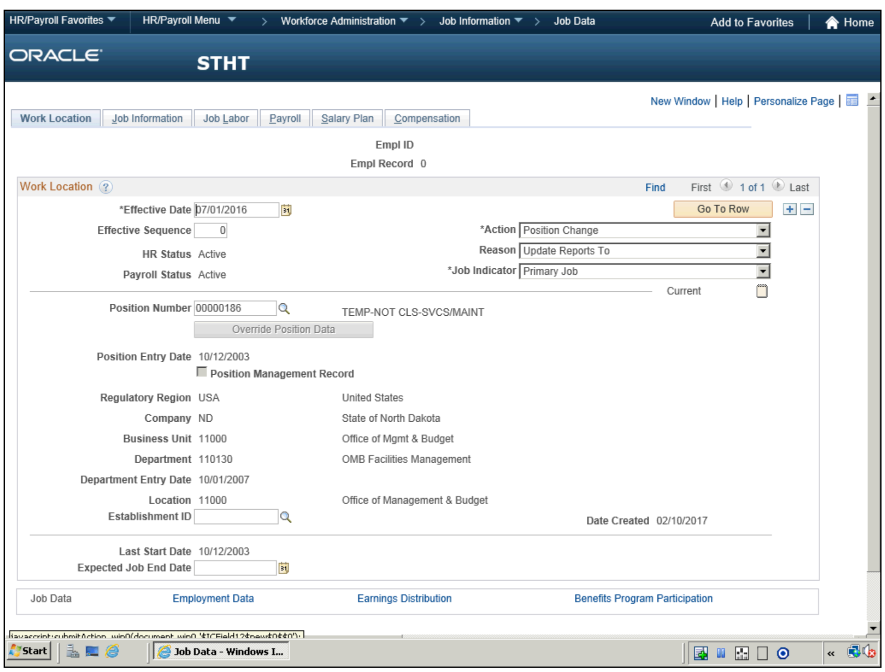
Step	Action
1.	Click the **HR/Payroll** link. HR/Payrol

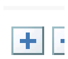


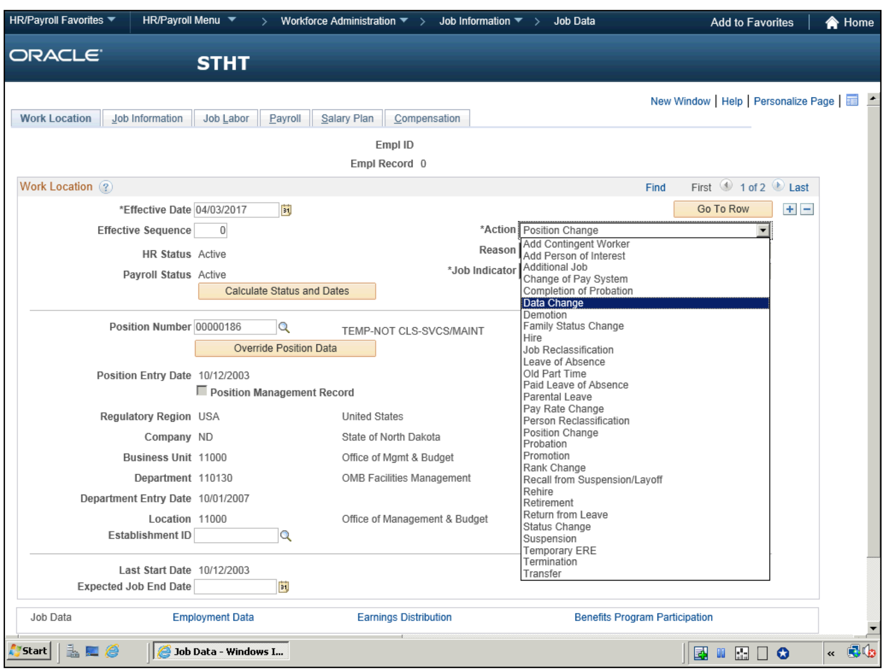
Step	Action
2.	Click the **HR/Payroll Menu** link. HR/Payroll Menu
3.	Click the **Workforce Administration** menu. Workforce Administration
4.	Click the **Job Information** menu. Job Information
5.	Click the **Job Data** menu. Job Data
6.	The **Search Criteria** requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. In this example, you will search by **Empl ID.**



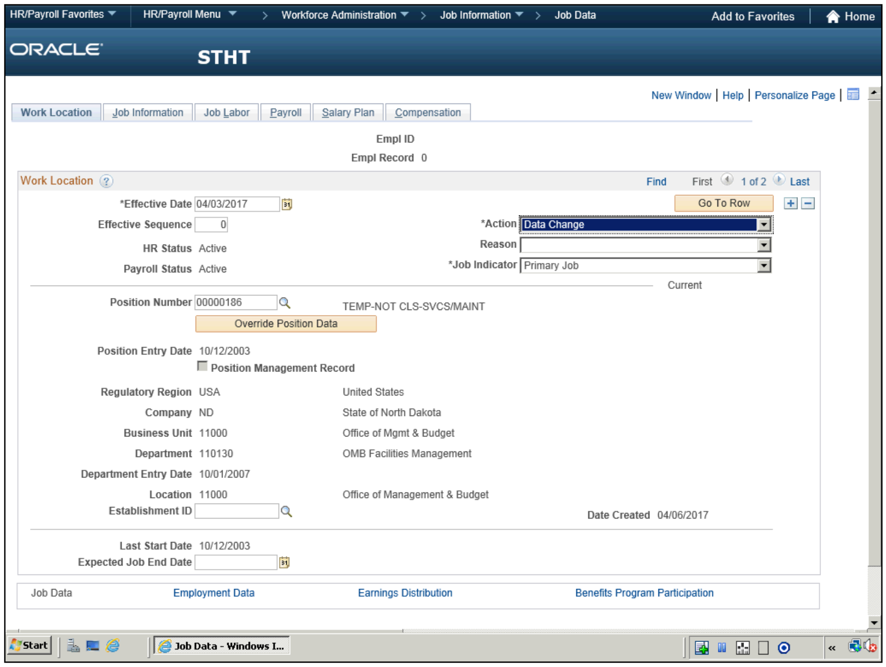
Step	Action
7.	Enter the desired information into the **Empl ID** field. Enter "7777777". 
8.	Click the button. 



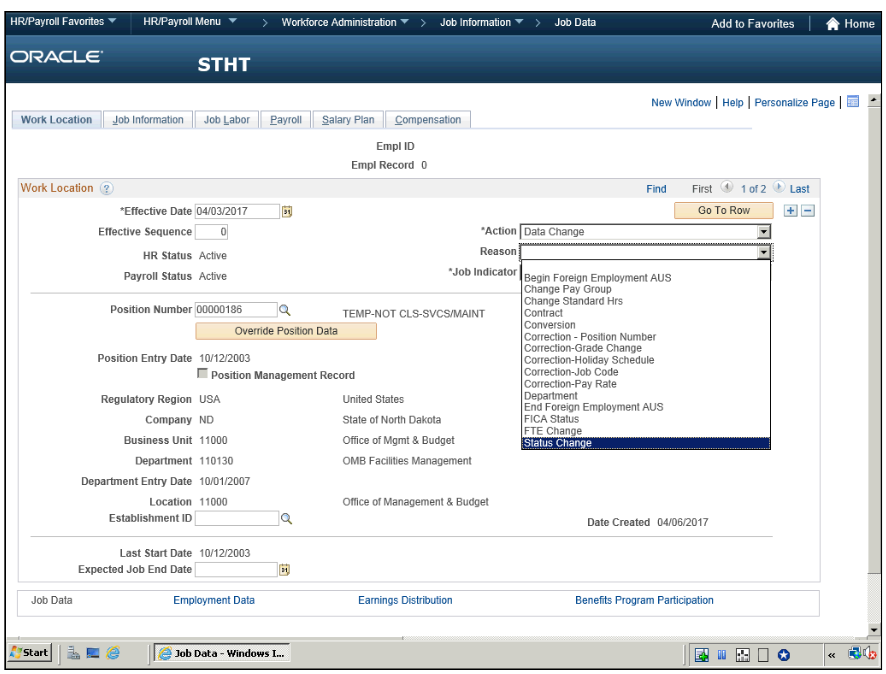
Step	Action
9.	To begin the process, Click the **Add (+)** button. 
10.	The **Effective Date** field defaults to the current date. The effective date identifies when the changes went into effect (or will go into effect). It preserves the history of the changes by keeping the previous information in a separate record.
11.	Click the **Choose a date (Alt+5)** button. 
12.	Click **3**. 
13.	The Action field defaults to the last action used. Click the **Action** list. 



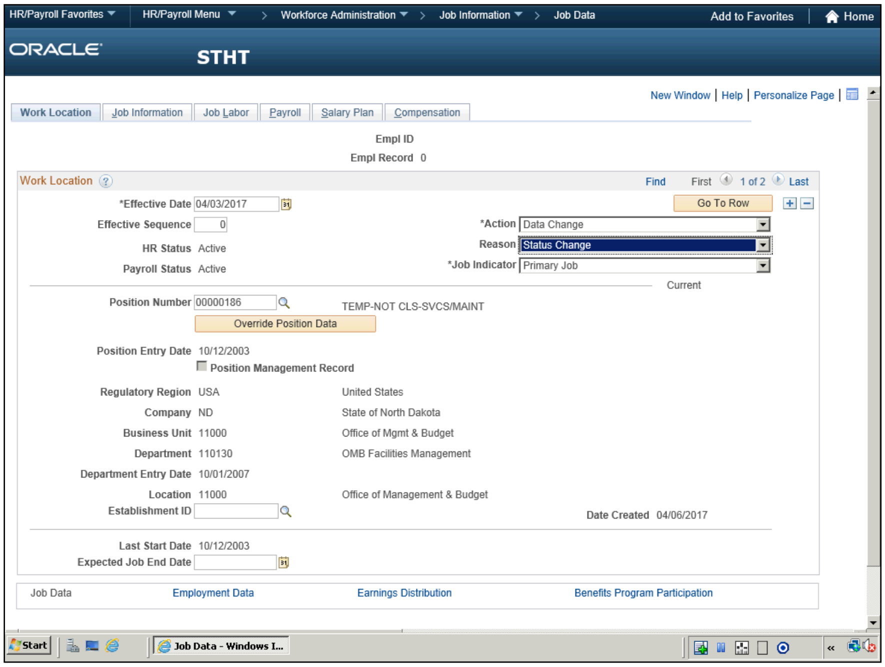
Step	Action
14.	Click the **Data Change** list item. 



Step	Action
15.	Click the **Reason** drop down arrow. 

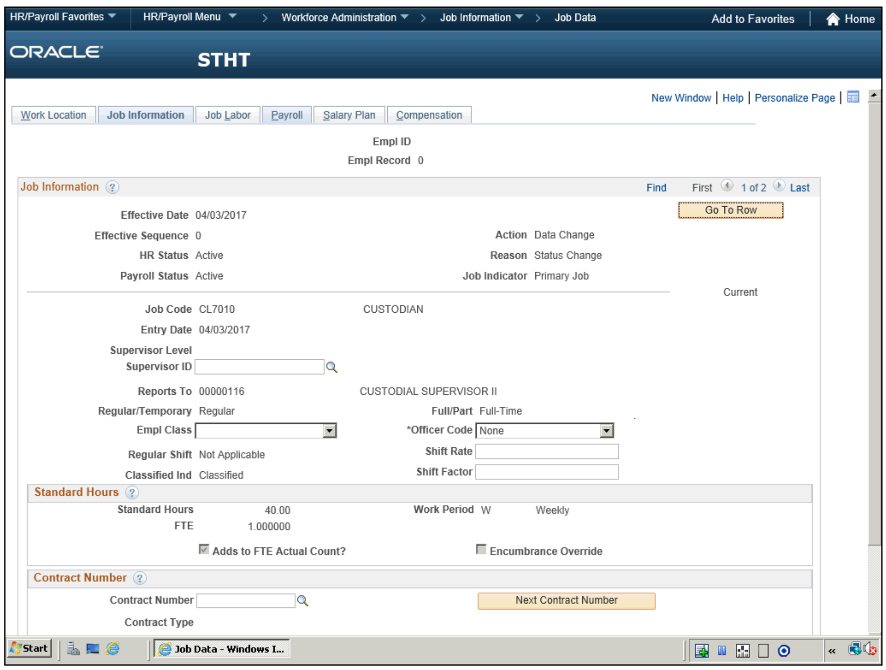


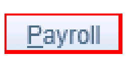
Step	Action
16.	Click the **Status Change** list item. Status Change

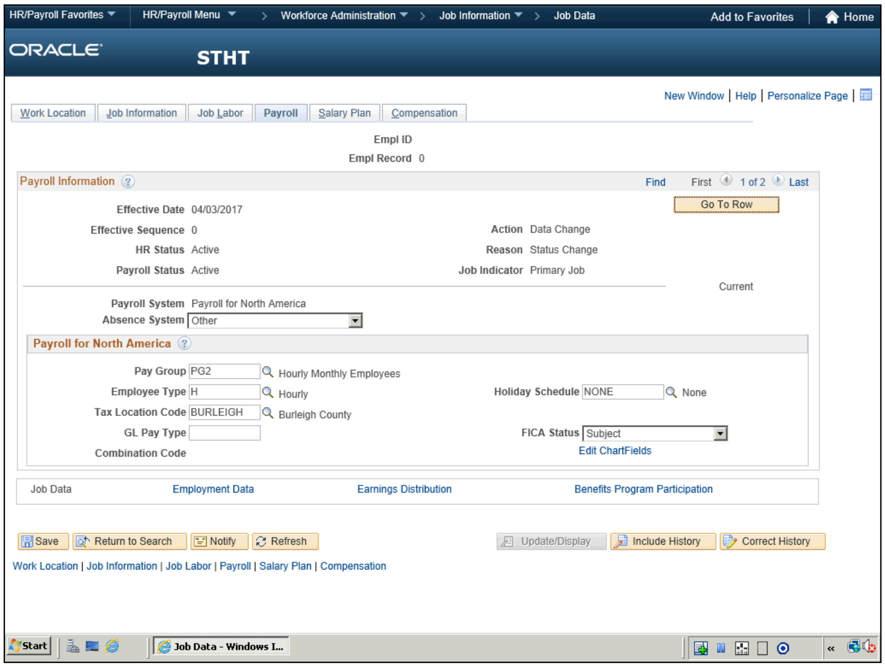


Step	Action
17.	Click in the **Position Number** field. Position Number 00000186
18.	Enter the desired information into the **Position Number** field. Enter "**00000126**". Position Number
19.	Verify that the following fields default the correct information: **Company** **Department** **Department Entry Date** **Location**
20.	Click the **Job Information** tab. Job Information

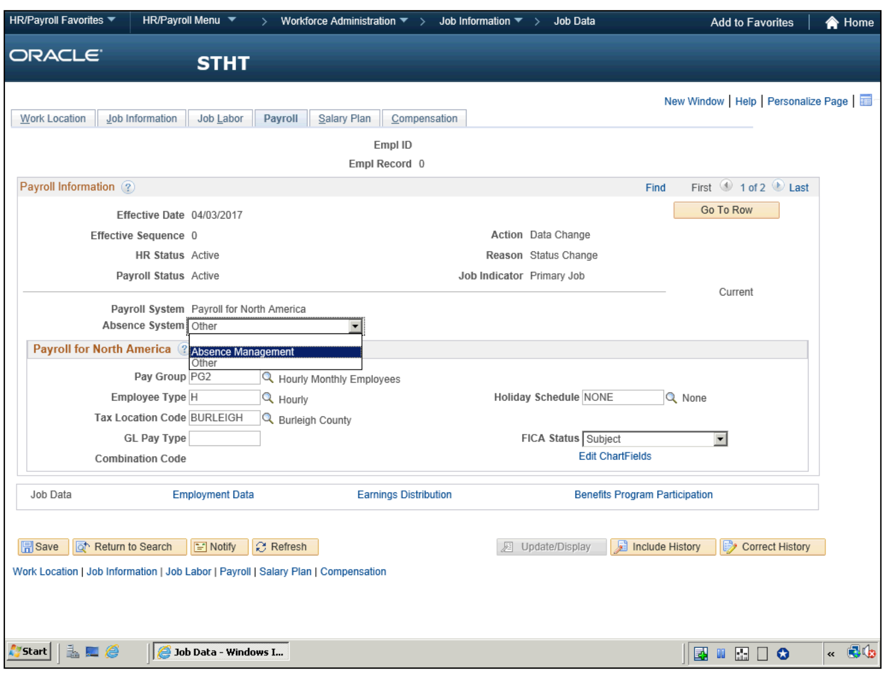
Step	Action
21.	The following fields populate from the **Position Number** entered on the previous page. Verify that the following fields default the correct information: **Job Code (and associated title)** **Regular/Temporary** **Reports To** (indicates the position number this position reports to) **Full/Part (full-time or part-time position)**
22.	Verify the **FLSA Status** and **Work Day Hours** information is correct.



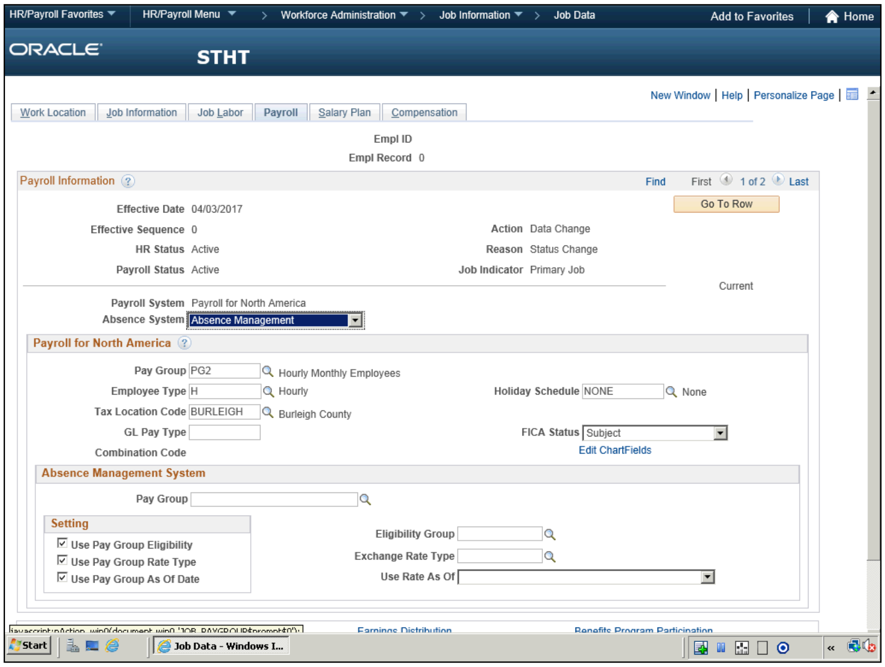
Step	Action
23.	Click the **Payroll** tab. 



Step	Action
24.	Click the **Absence System** list. 

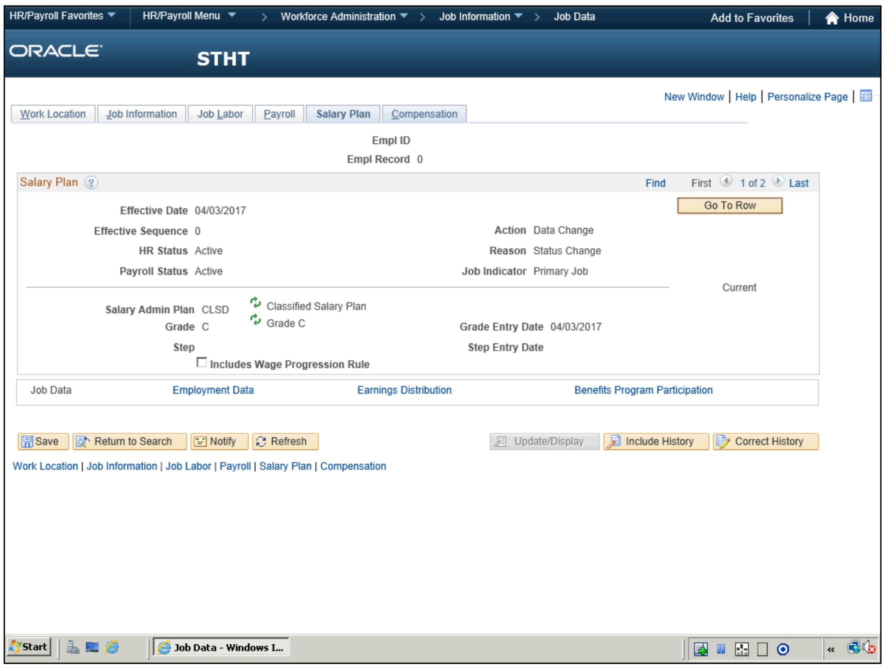


Step	Action
25.	Click the **Absence Management** list item. Absence Management

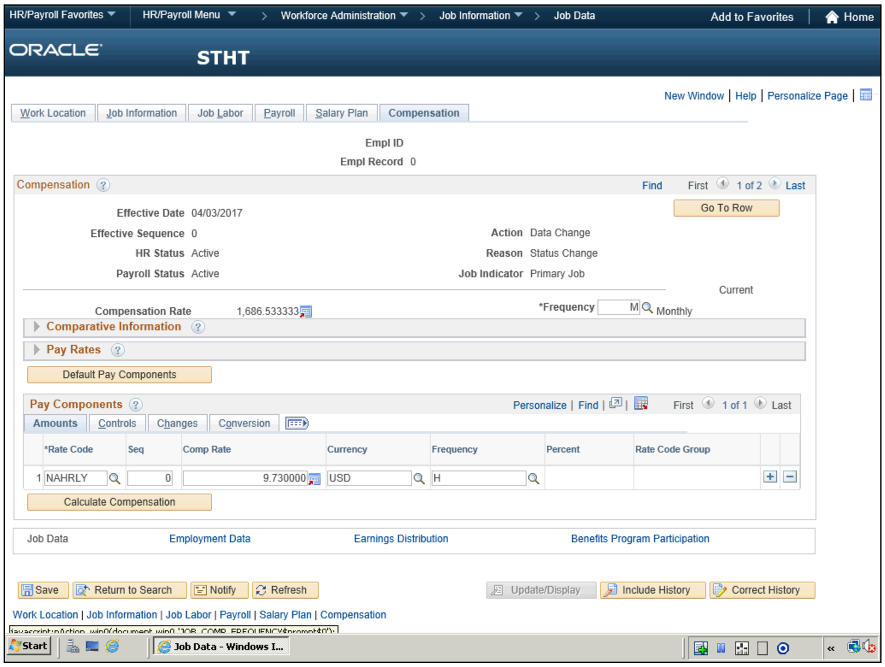


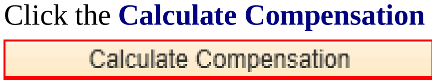
Step	Action
26.	Click the **Look up Pay Group (Alt+5)** button.
27.	Click the **PG1** link. PG1
28.	Click the **OK** button. OK
29.	Click the **Look up Holiday Schedule (Alt+5)** button.
30.	Click the **STATE1** link. STATE1
31.	Click the **Look up Pay Group (Alt+5)** button.
32.	Click the **PG1** link. PG1

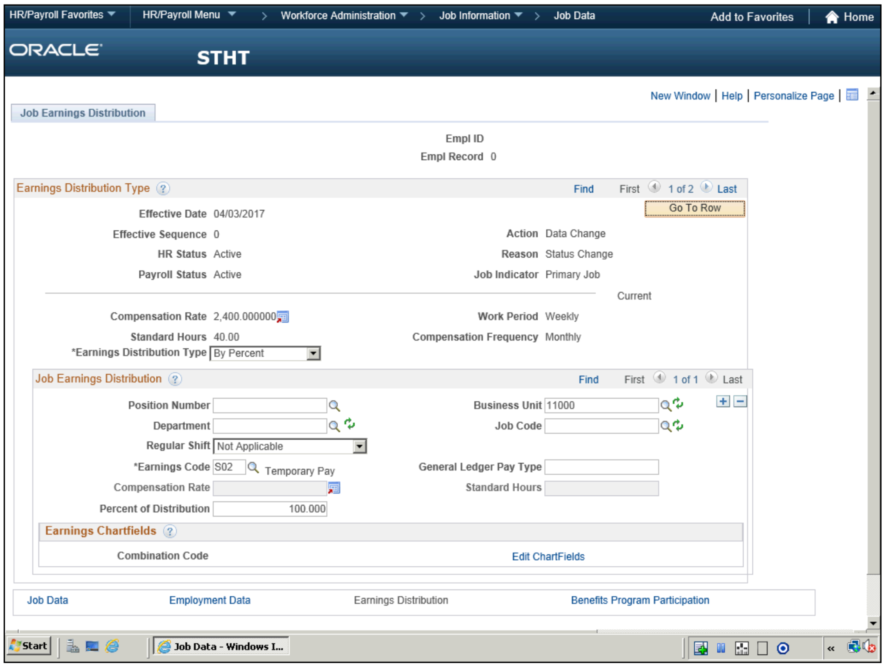
Step	Action
33.	Click the **Salary Plan** tab. Salary Plan
34.	Verify that the following fields default the correct information: **Salary Admin Plan** **Grade**



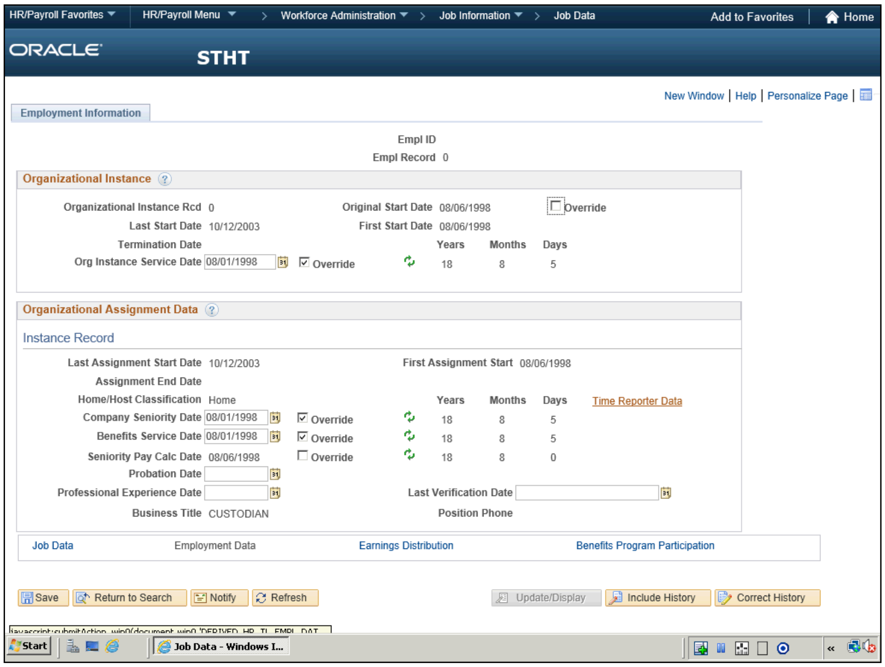
Step	Action
35.	Click the **Compensation** tab. Compensation



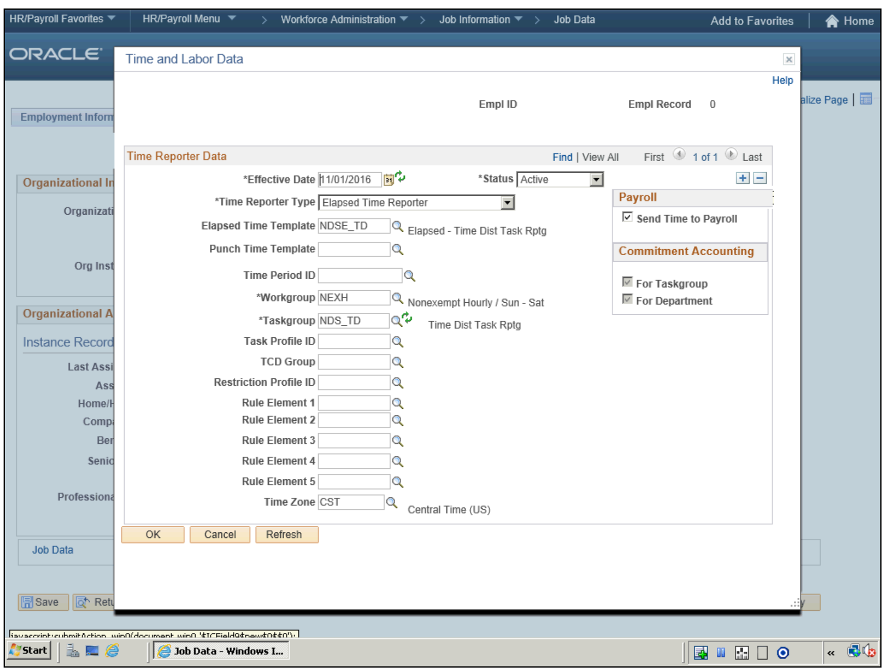
Step	Action
36.	Click the **Look up Frequency (Alt+5)** button. 
37.	Click the **M** link. 
38.	Click the **Look up Rate Code (Alt+5)** button. 
39.	Click the scrollbar.
40.	Click the **North American Monthly** link. 
41.	Click in the **Comp Rate** field. 
42.	Enter the desired information into the **Comp Rate** field. Enter "**2400.00**".
43.	Click the **Calculate Compensation** button. 
44.	Click the **Earnings Distribution** link. 



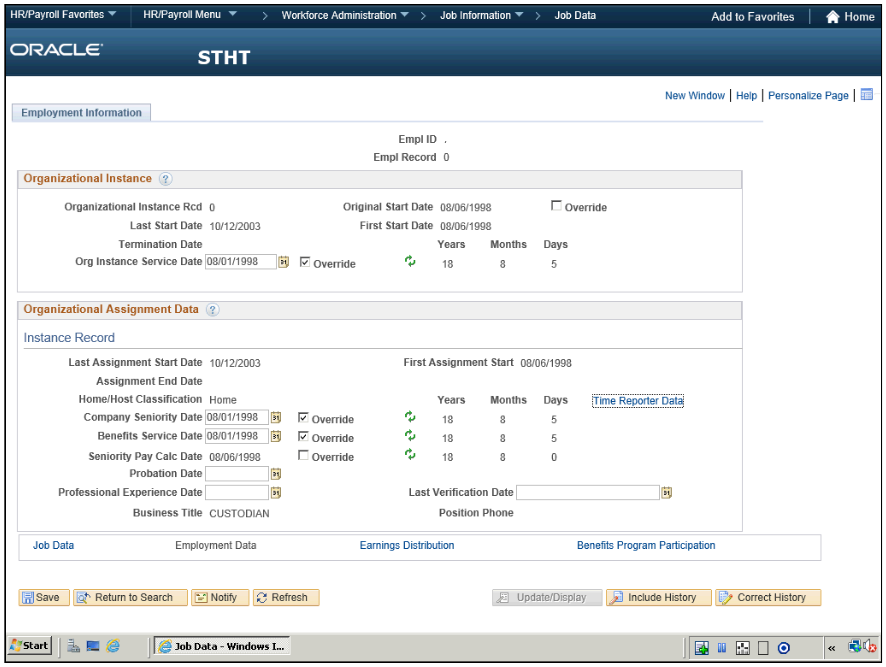
Step	Action
45.	Click the **Look up Earnings Code (Alt+5)** button. 
46.	Click the **Regular Pay** link. 
47.	Click the **Employment Data** link. 
48.	Verify the **Company Seniority Date**. The **Company Seniority Date** is the continuous service date and is used for service award recognition. Once the record is saved you can go back in and change this date by clicking on the **Override** button next to the date, change the date and then save. Leave the box checked next to override.
49.	Verify the **Benefits Service Date**. The **Benefits Service Date** is used for leave accrual. If the hire date is not the first of the month, you should enter the first day of the month of hire to accrue the appropriate accrual of leave hours. Do this by clicking the **Override** button next to the date; change the date and then save. Leave the box checked next to override.



Step	Action
50.	Click the **Time Reporter Data** link. Time Reporter Data
51.	The **Time Reporter Data** page is used to enroll and maintain an employees Time and Labor process group.



Step	Action
52.	Insert a new effective dated row to reflect the date of the full time position. Click the **Add (+)** button.
53.	Enter the **Effective Date** of the Time Reporter enrollment change. Click the **Choose a date (Alt+5)** button.
54.	Click **3**.
55.	Confirm the Time Reporter Status is **Active**.
56.	**Elapsed Time Template** will be the State standard of 'NDSE_TD' Click the **Look up Elapsed Time Template (Alt+5)** button.
57.	Click the **NDSE_TD** link.
58.	***Workgroup** is determined by the Agency. Select the appropriate Workgroup. Click the **Look up Workgroup (Alt+5)** button.
59.	Click the **NEXS** link.
60.	***Taskgroup** is the State standard of 'NDSE_TD'. Click the **Look up Taskgroup (Alt+5)** button.
61.	Click the **NDS_TD** link.
62.	Click the **OK** button.



Step	Action
63.	Click the **Save** button. 
64.	Congratulations, you have completed this lesson. **End of Procedure.**

View Payable Time Summary

View Payable Time Summary

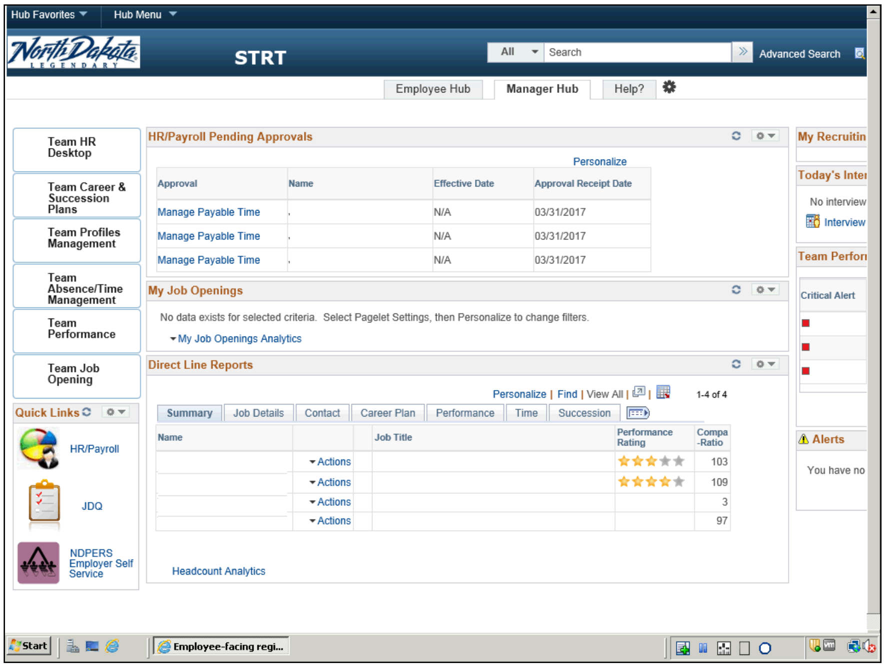
Use the Payable Time Summary page to view one week's payable time.

Procedure

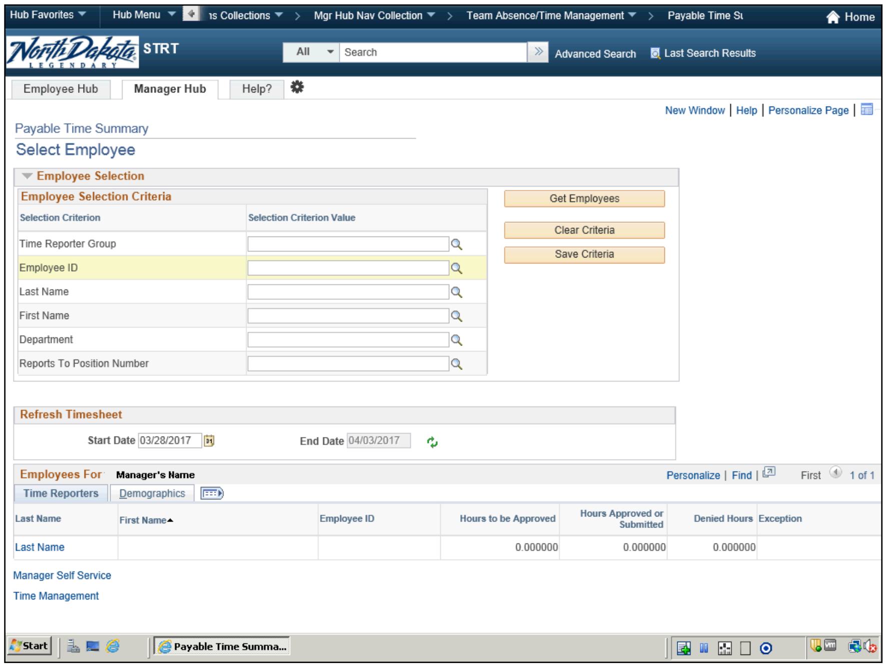
In this lesson you will navigate to the Payable Time Summary page to view the details of an employee's payable time.

Navigation: Manager Hub > Team Absence\Time Management > Payable Time Summary

Step	Action
65.	Using the **Manager Hub** tab, note the updated navigation now includes a **Team Absence/Time Management** menu bar.

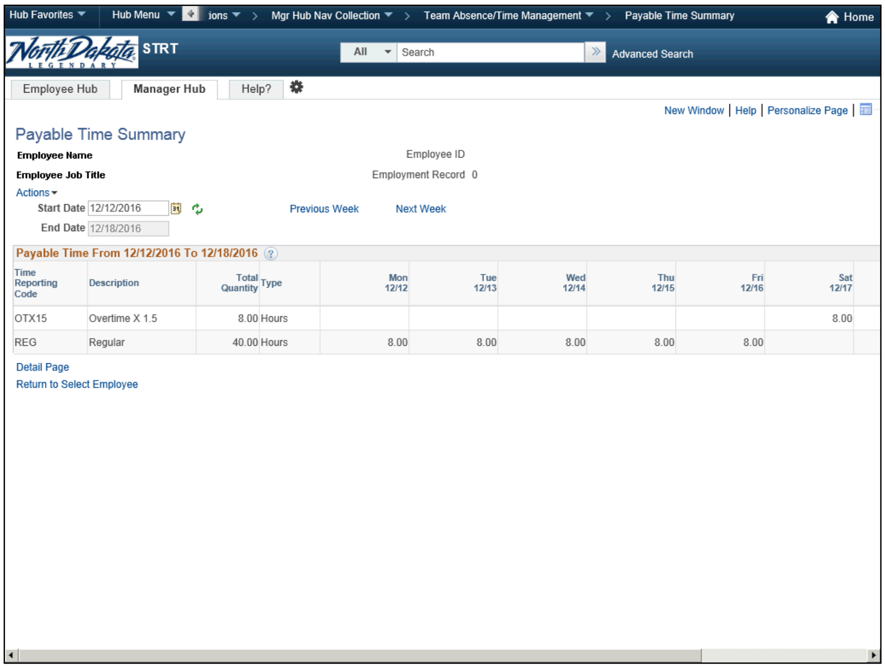


Step	Action
66.	Click the **Team Absence/Time Management** link. 
67.	Click the **scrollbar**.
68.	Click the **Payable Time Summary** link. 
69.	The **Payable Time Summary** page is used to display an employees Payable time.
70.	Search for the specific employee using any of the **Selection Criterion Values** such as Employee ID, then select the search button. **Note:** You can use the **Get Employees** button to retrieve all employees who report to you. You can also use a combination of **Selection Criterion Values** when using the **Get Employees** button.
71.	You can also perform a search using the **Start Date** and **End Date** options. **Note:** The **End Date** field defaults to the current date. It is important to enter the correct **Start Date** to ensure you have retrieved the timesheet period you wish to view.



Step	Action
72.	Click in the **Employee ID - Selection Criterion Value** field.
73.	Enter the desired information into the **Selection Criterion Value** field. Enter "**7777777**".
74.	Click in the **Start Date** field. 03/28/2017
75.	Enter the desired information into the **Start Date** field. Enter "**12/12/2016**". Start Date
76.	To retrieve the payable time for the date entered, Click the **Refresh Timesheet** button.
77.	The Selection Criteria returns the **Employee ID** requested.
78.	To view the employee's Payable time detail. Click the **Employee Last** link. Employee Last
79.	**Time Reporting Code -** TRC acronym where time worked is being allocated. **Description -** The description field provides a brief description of the TRC code being used.

Step	Action
80.	**Total Quantity/Type -** Total number of hours and minutes allocated to the TRC.
81.	**Days of the Week -** Total hours and minutes worked on a specific day.



Step	Action
82.	Click the **Return to Select Employee** link. 
83.	Congratulations you have completed this lesson. **End of Procedure.**

View Payable Time Detail

View Payable Time Detail

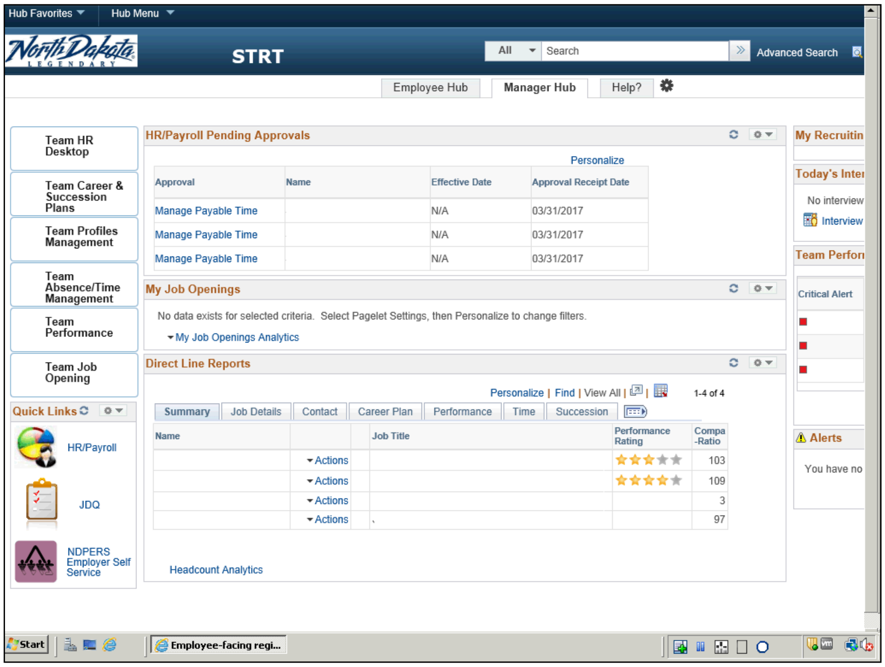
Use the Payable Time Detail page to view one week's payable time.

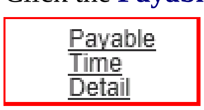
Procedure

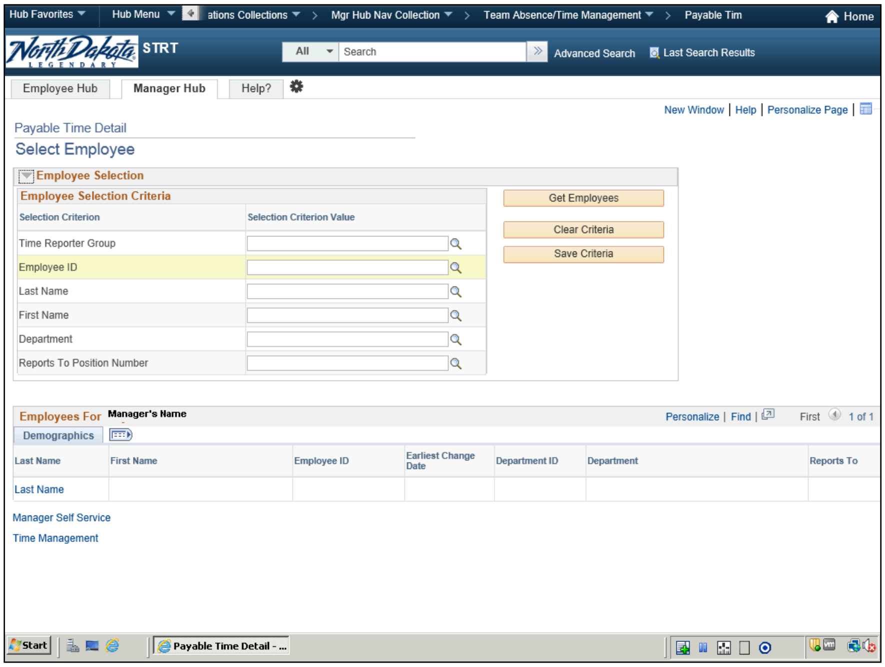
In this lesson you will navigate to the **Payable Time Details** page to view the details of an employee's payable time.

Navigation: Manager Hub > Team Absence/Time Management > Payable Time Detail

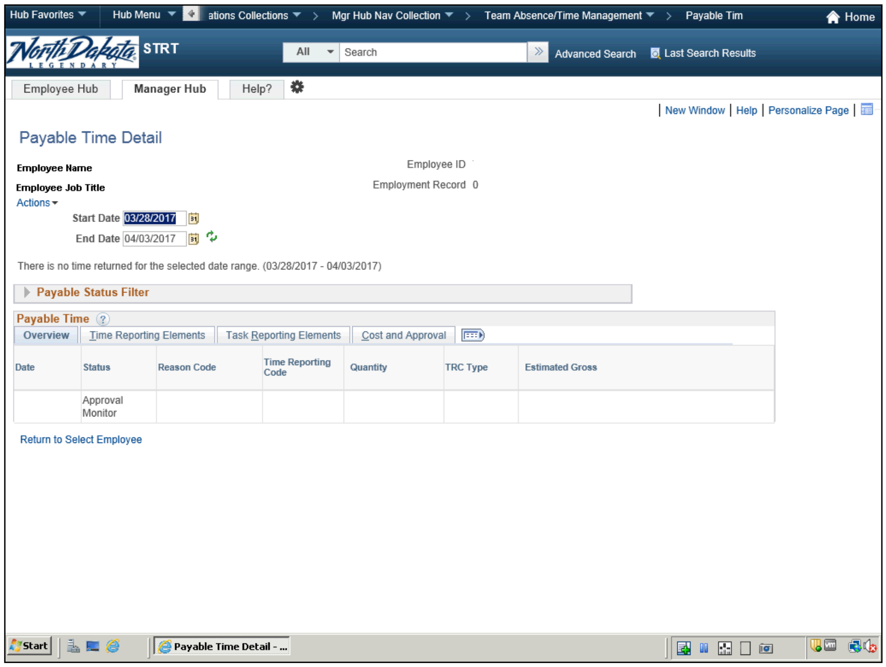
Step	Action
84.	Using the **Manager Hub** tab, note the updated navigation now includes a **Team Absence/Time Management** menu bar.

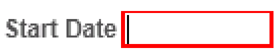


Step	Action
85.	Click the **Team Absence/Time Management** link. 
86.	Click the **scrollbar**.
87.	Click the **Payable Time Detail** link. 
88.	Use the **Payable Time Detail** page to view the details of an employee's payable time.
89.	Search for the specific employee using any of the **Selection Criterion Values** such as Employee ID, then select the search button. **Note:** You can use the **Get Employees** button to retrieve all employees who report to you. You can also use a combination of **Selection Criterion Values** when using the **Get Employees** button.

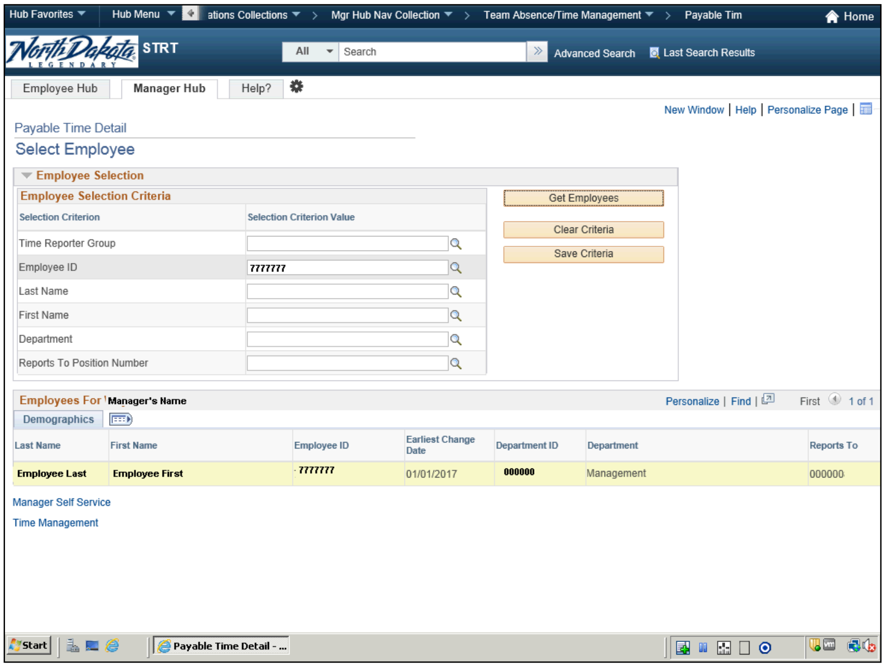


Step	Action
90.	In this example, you will perform a search by **Employee ID**. Click in the **Employee ID - Selection Criterion Value** field.
91.	Enter the desired information into the **Selection Criterion Value** field. Enter "7777777".
92.	Click the **Get Employees** button. Get Employees
93.	The search results display below.
94.	Click the **Employee Last** link. **Employee Last**
95.	The Payable Time Detail displays the option to view one week's payable time.



Step	Action
96.	Click in the **Start Date** field. 
97.	Enter the desired information into the **Start Date** field. Enter "**12/12/2016**". 
98.	Enter the desired information into the **End Date** field. Enter "**12/19/2016**". 
99.	After changing the **Start Date** or **End Date** use the refresh button to update the content displayed on details page. Click the **Refresh** button. 
100.	**Reviewing Payable Time Details** The **Overview** tab displays each row of payable time along with its date, status, reason code, time reporting code (TRC), and quantity of TRC units.
101.	**Date** - Day worked or leave time taken. **Status** - Current Time Administration processing status.
102.	**Time Reporting Code** (TRC) - Acronym for TRC where time worked or leave time taken is allocated. **Quantity\TRC Type** - Total hours and minutes allocated to the TRC.

Step	Action
103.	Click the **Return to Select Employee** link. Return to Select Employee



Step	Action
104.	Click the **Time Management** link. Time Management
105.	Congratulations you have completed this lesson. **End of Procedure.**

How to Approve Payable Time

How to Approve Payable Time

The Approve Payable Time page displays all time reporters based on entries placed in the Employee Selection Criteria and date range fields who have time with a Payable Status of 'Needs Approval' status.

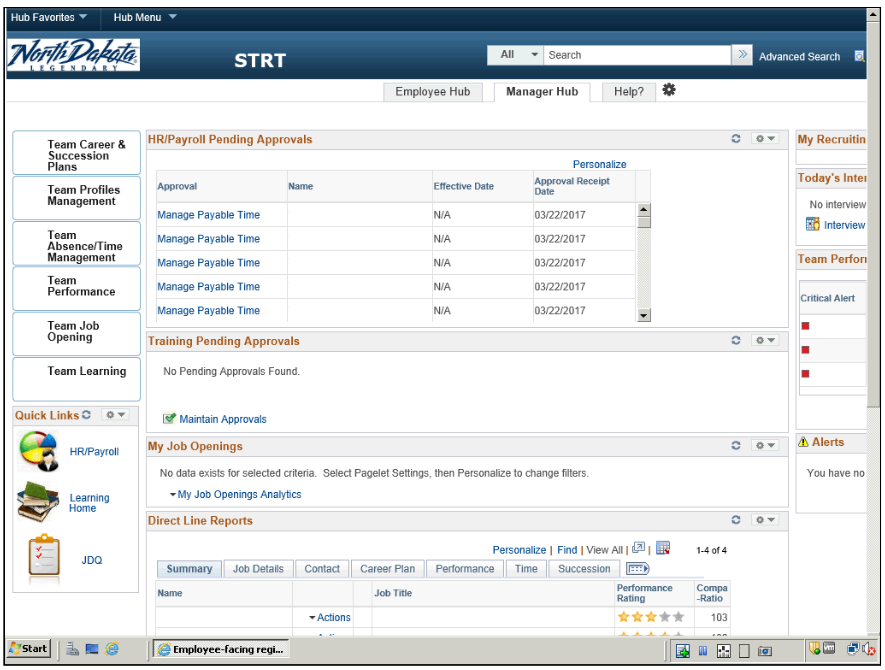
Use the Approve Payable Time page to Approve, Pushback or Deny Payable Time. Payable Time must be approved before it can be processed in payroll.

Procedure

In this lesson you will navigate to the Payable Time page to review and approve a timesheet.

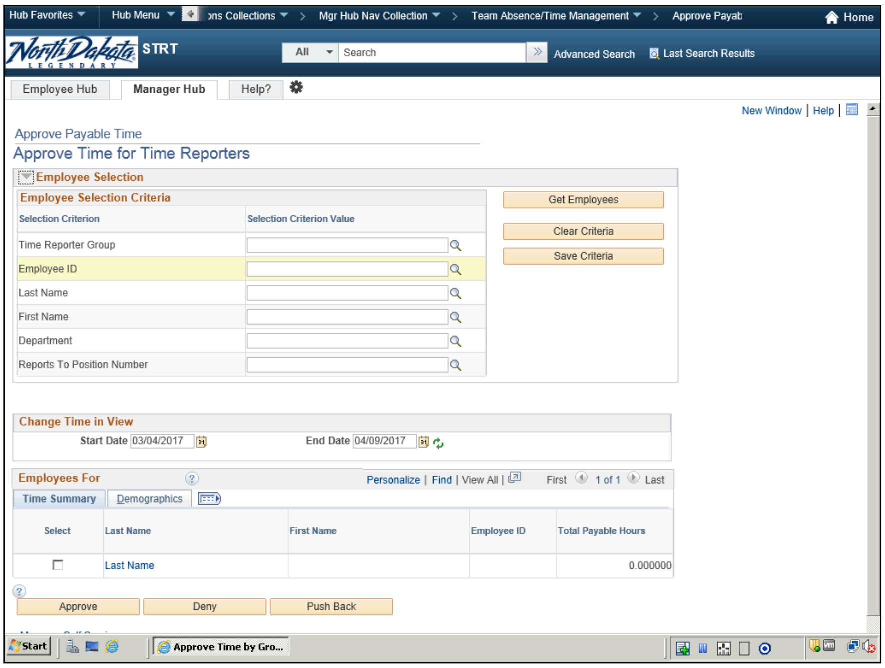
Navigation: Manager Hub > Team Absence/Time Management > Approve Payable Time

Step	Action
106.	The **Manager Hub** dashboard provides multiple ways to access the Approve Payable Time page.
107.	The **HR/Payroll Pending Approvals** section list the employees that have time pending approval.
108.	It can also be accessed using the **Team Absence/Time Management** menu bar.

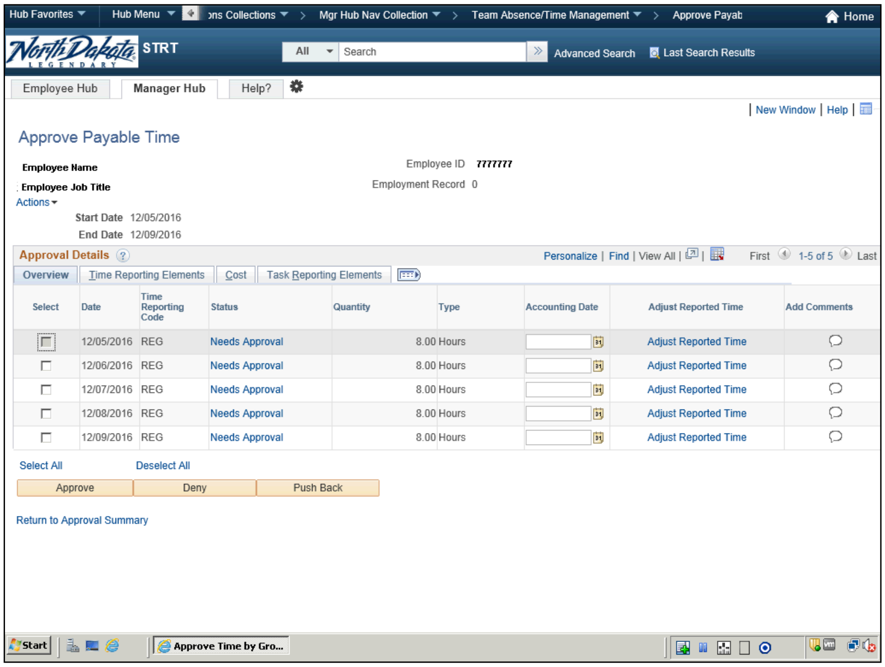


Step	Action
109.	In this lesson, use the menu bar option. Click the **Team Absence/Time Management** link. Team Absence/Time Management
110.	Click the **Approve Payable Time** link. Approve Payable Time

Step	Action
111.	Use the **Approve Payable Time** page to refine your search for employees by including groups, employee IDs, a certain date range, or many other criteria. You can also return all the employees for whom you have approval authority and who have Payable time that needs approval.

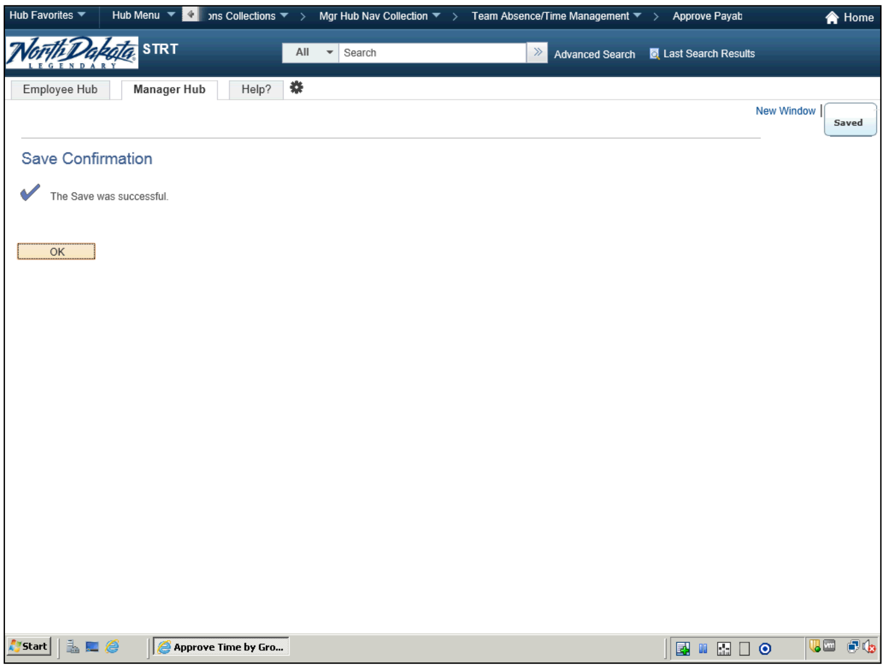


Step	Action
112.	Click in the **Employee ID -Selection Criterion Value** field.
113.	Enter the desired information into the **Selection Criterion Value** field. Enter "**7777777**".
114.	Enter the desired information into the **Start Date** field. Enter "**12/05/2016**". Start Date
115.	Enter the desired information into the **End Date** field. Enter "**12/09/2016**". End Date
116.	Click the **Refresh Summary Page** button.
117.	Click the **Last Name** link. Employee Last Name
118.	After selecting an employee, the **Approval Details** are displayed. Select the time you wish to process, then select a button to take the desired action.

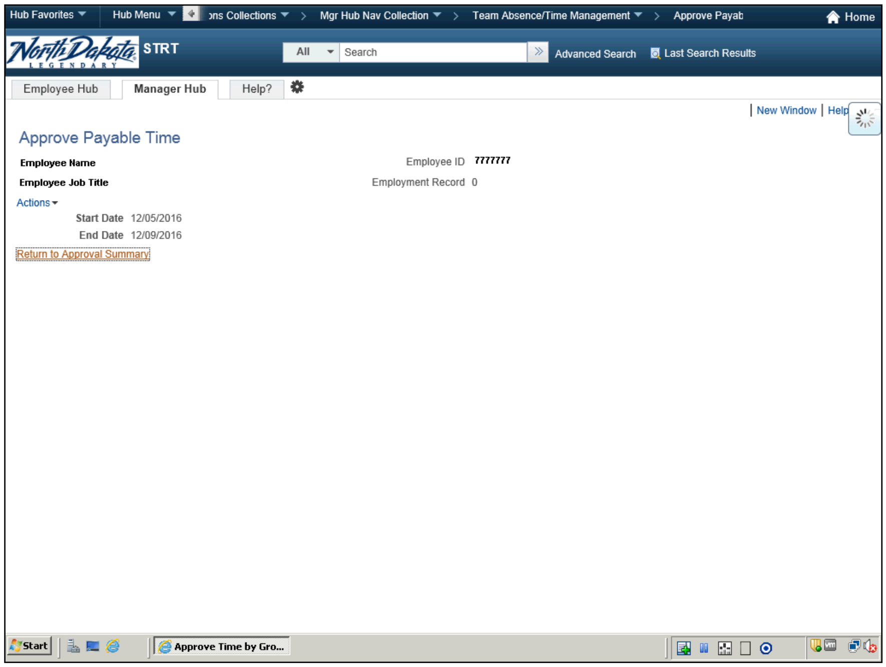


Step	Action
119.	Click the **Select** checkbox.
120.	The **Adjust Reported Time** link will open the employee timesheet.
121.	You can **Add Comments** to any row. You will see how to enter a comment later in this topic.
122.	To select all rows for the desired date range, Click the **Select All** link. Select All
123.	The process buttons enable you to take the desired action on the selected rows. **Approve -** The Payable time as been approved and will be sent to Payroll for payment. **Deny -** The Payable time has been denied and is not sent to Payroll for payment. **Push Back -** Payable time requires additional information from the employee before it can be approved. For each of these actions an email notification will sent to the employee.

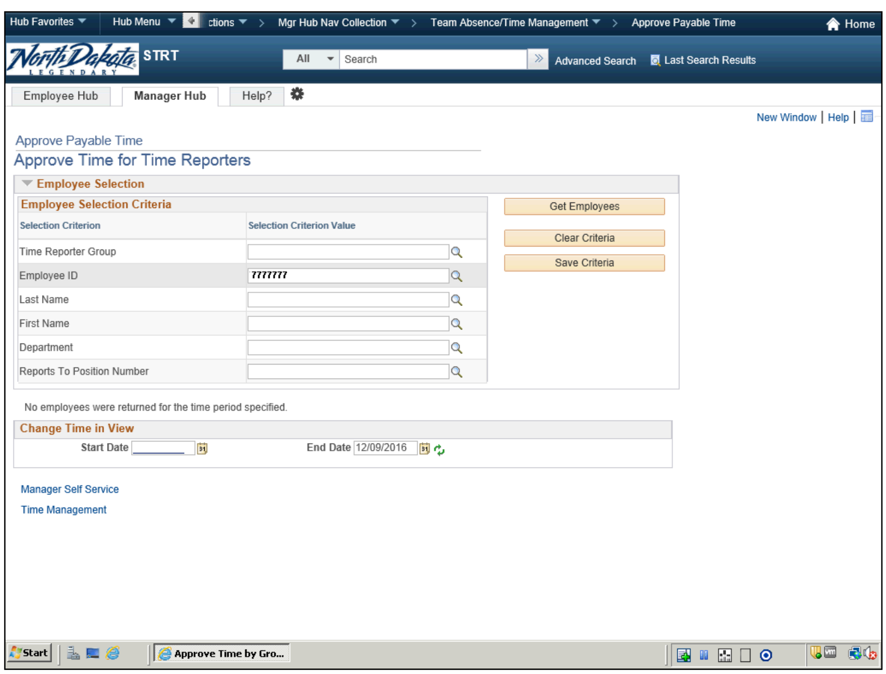
Step	Action
124.	Click the **Approve** button. 
125.	Click the **Yes** button. 



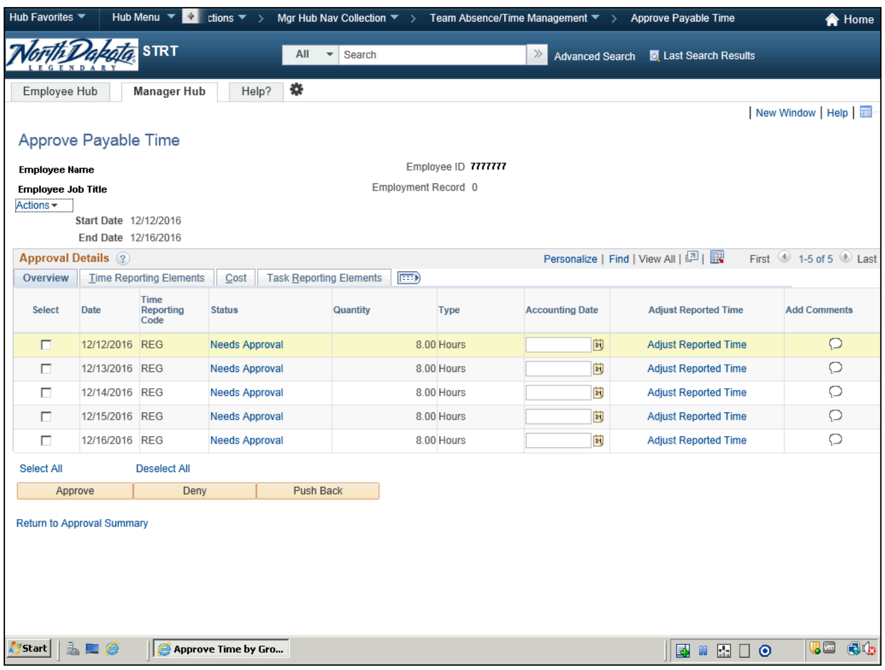
Step	Action
126.	Click the **OK** button. 
127.	After the **Save Confirmation** is successful. The employee will receive an email notification of the status of their payable time request.



Step	Action
128.	Click the **Return to Approval Summary** link. Return to Approval Summary
129.	Now walk through the process to **Deny** or **Pushback** a time approval request.

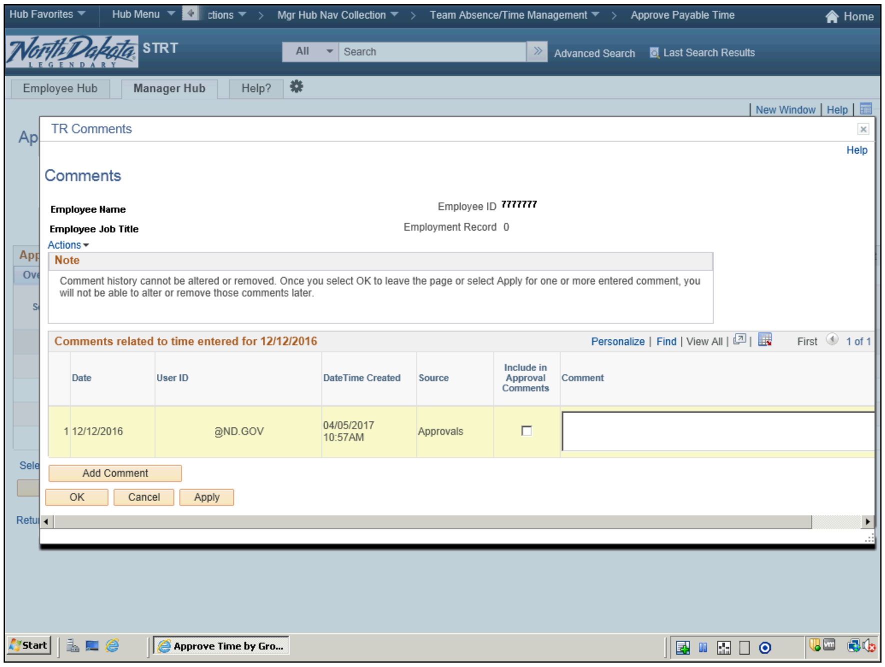


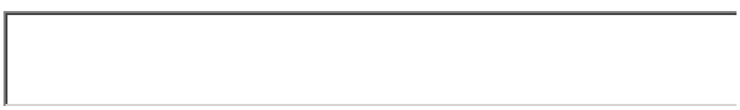
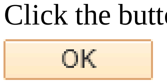
Step	Action
130.	Enter the desired information into the **Start Date** field. Enter "**12/12/2016**". Start Date
131.	Enter the desired information into the **End Date** field. Enter "**12/16/2016**". End Date
132.	Click the **Refresh Summary Page** button.
133.	Click the **Last Name** link. Employee Last Name
134.	In this example, the time approval request for 12/12/2016 will be processed as a **Deny**.

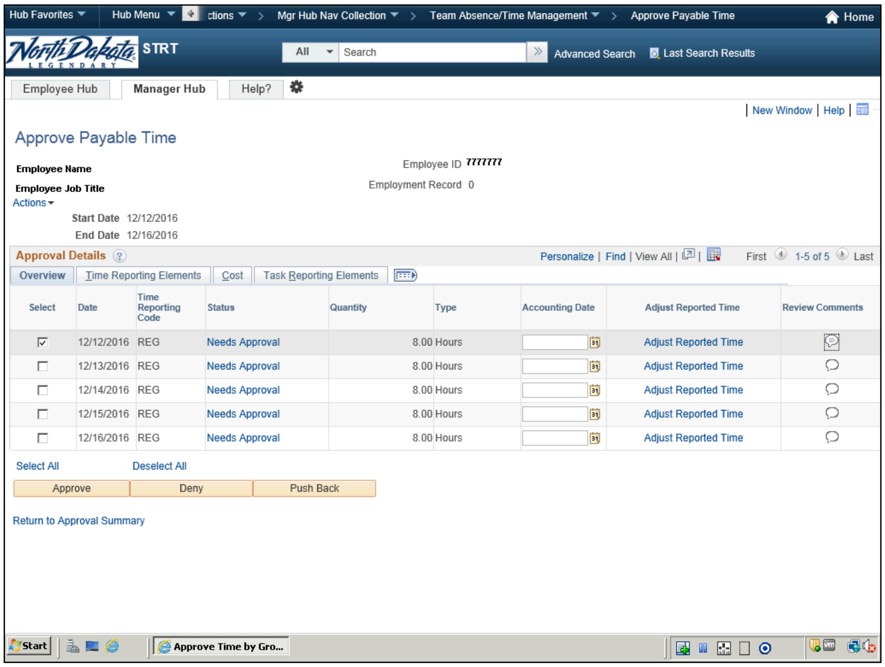


Step	Action
135.	Click the **Select** checkbox.
136.	To provide more detail on why the approval request was Denied, Click the **Add Comments** button.

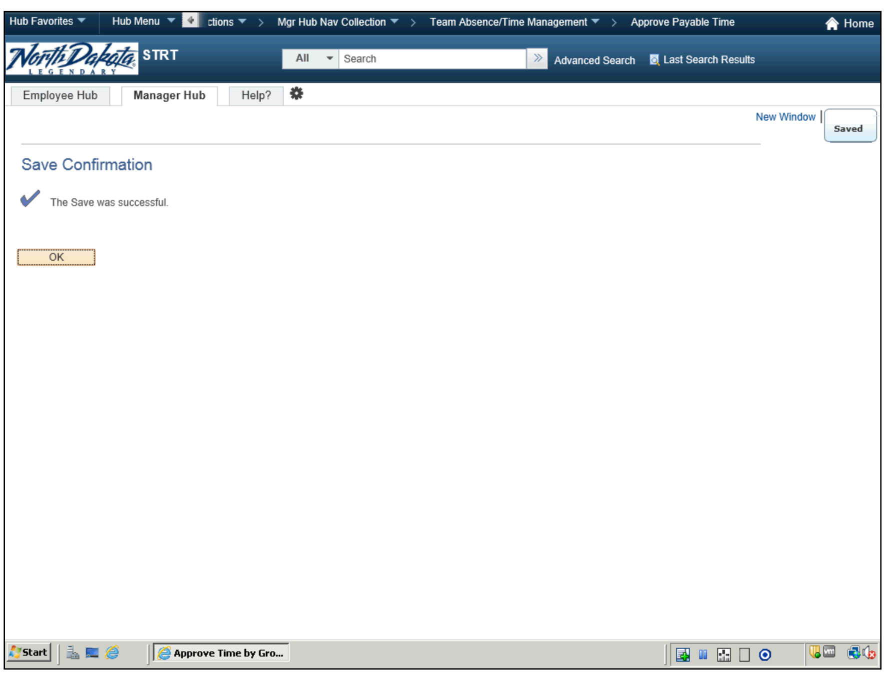
Step	Action
137.	**NOTE:** Comment history cannot be altered or removed. Please do **not** place <u>confidential</u> or <u>personal</u> information in the comment box.



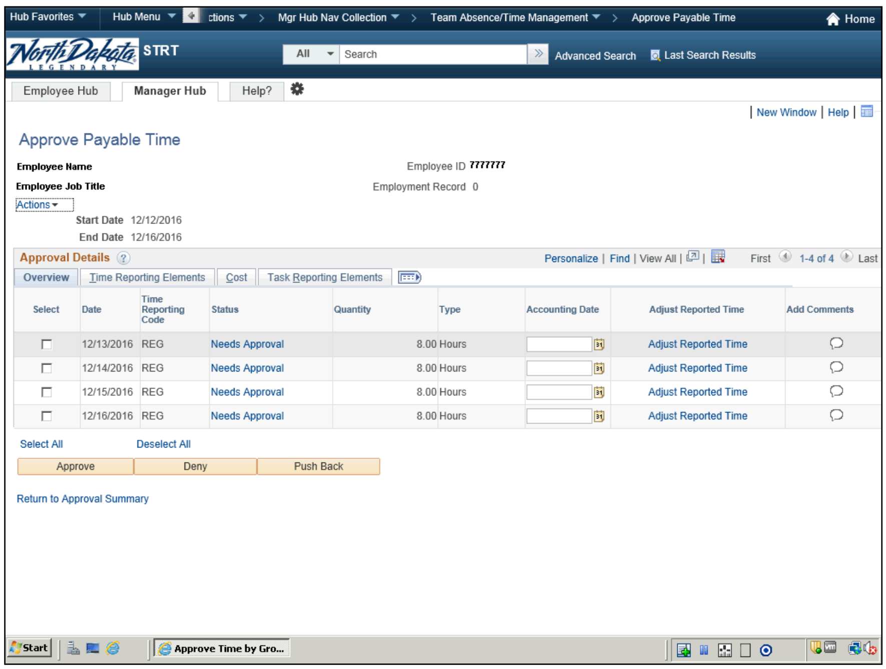
Step	Action
138.	Click in the **Comment** field. 
139.	Enter the desired information into the **Comment** field. Enter "**Comment related to time entered**".
140.	Click the button. 



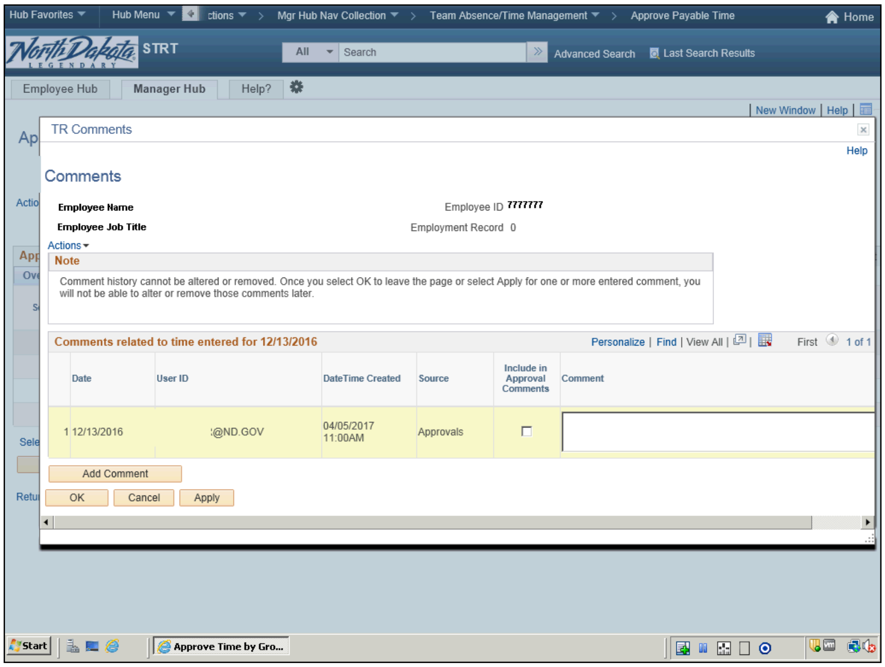
Step	Action
141.	Click the **Deny** button. Deny
142.	Click the **Yes** button. Yes

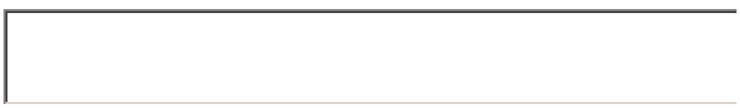


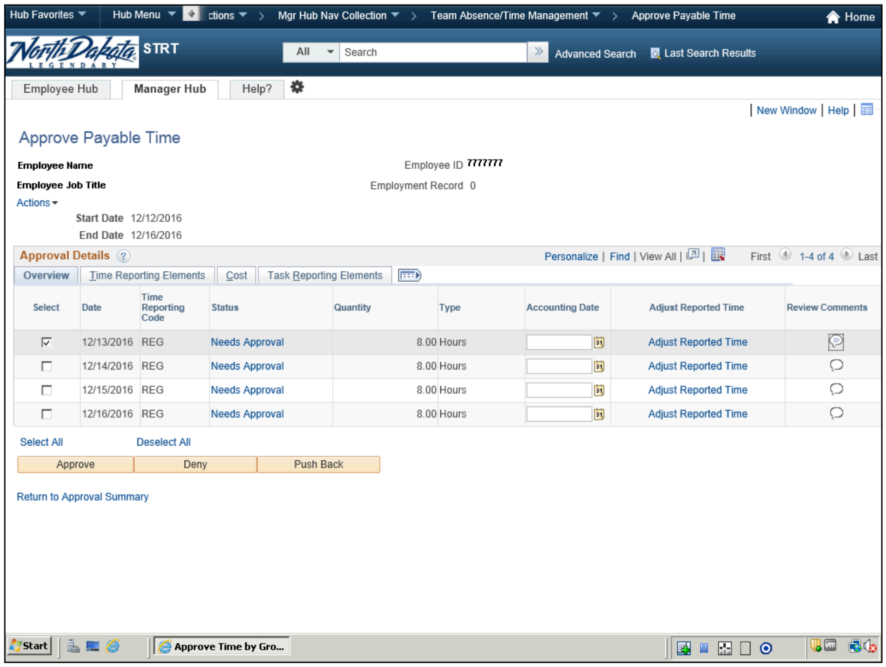
Step	Action
143.	Click the **OK** button. 
144.	After the **Save Confirmation** is successful. The employee will receive an email notification of the status of their payable time request.
145.	Next, in this example, the time approval request for 12/13/2016 will be processed as a **Push Back**.



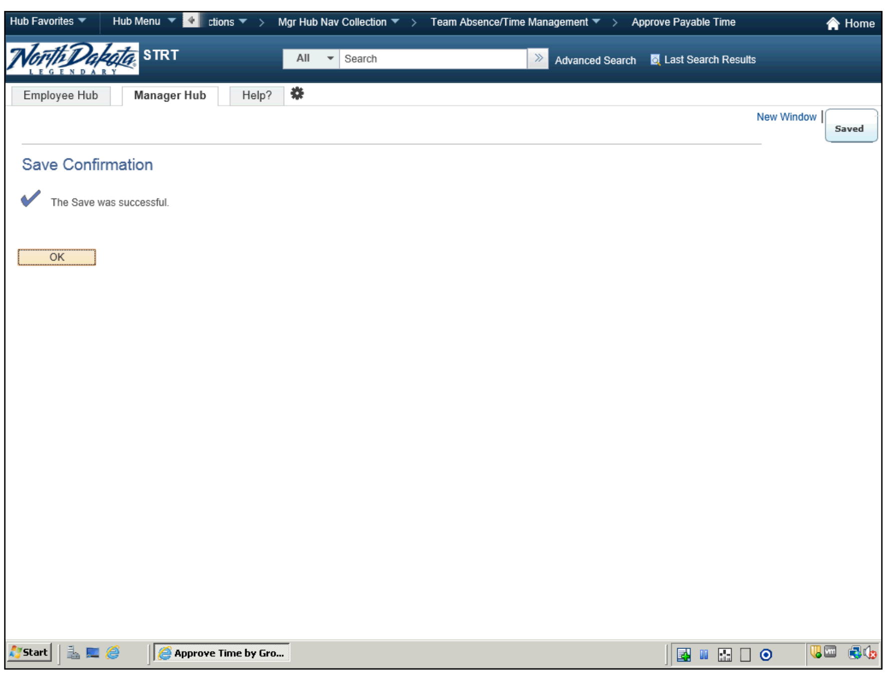
Step	Action
146.	Click the **Select** checkbox. 
147.	To provide more detail on why the approval request was pushed back. Click the **Add Comments** button. 



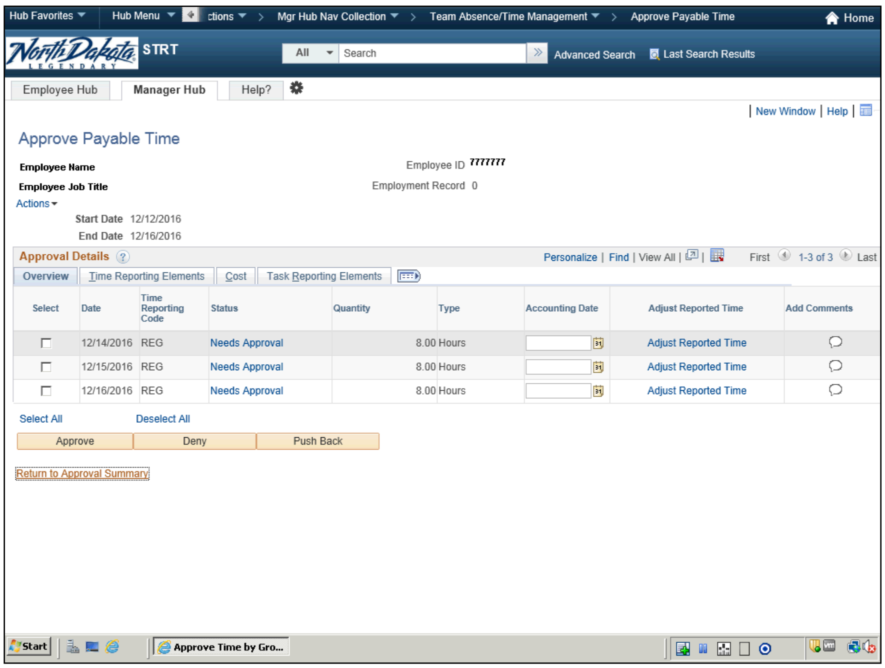
Step	Action
148.	Click in the **Comment** field. 
149.	Enter the desired information into the **Comment** field. Enter "**Comment related to time entered**".
150.	Click the button. 



Step	Action
151.	Click the **Push Back** button. Push Back
152.	Click the **Yes** button. Yes



Step	Action
153.	Click the **OK** button. OK
154.	After the **Save Confirmation** is successful. The employee will receive an email notification of the status of their payable time request.



Step	Action
155.	Click the **Return to Approval Summary** link. Return to Approval Summary
156.	Click the **Home** link. Home
157.	Congratulations, you have completed this lesson. **End of Procedure.**

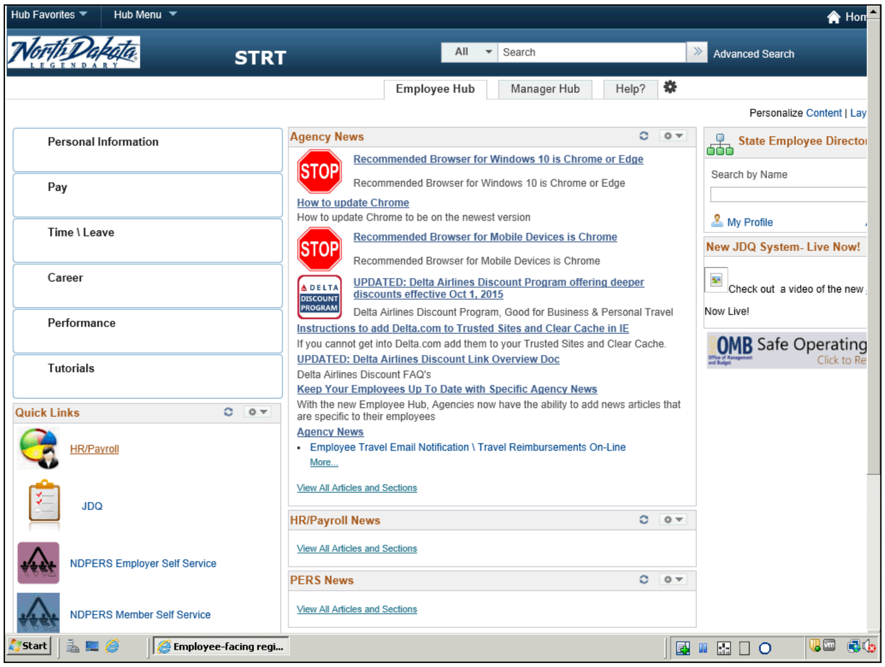
Leave of Absence Unpaid

Leave of Absence - Unpaid

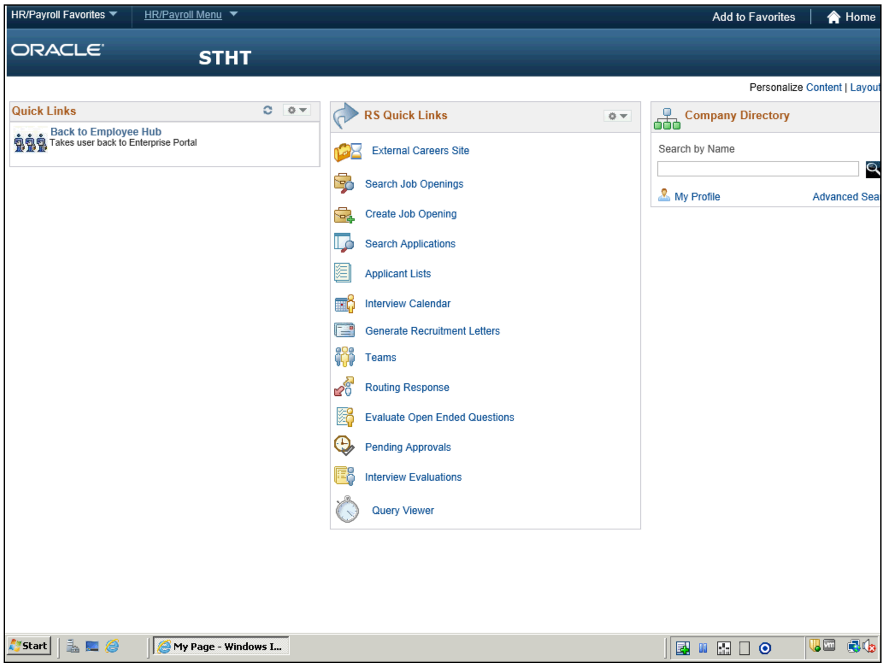
Procedure

In this lesson, you will walk-through the business process steps to perform an Unpaid Leave of Absence.

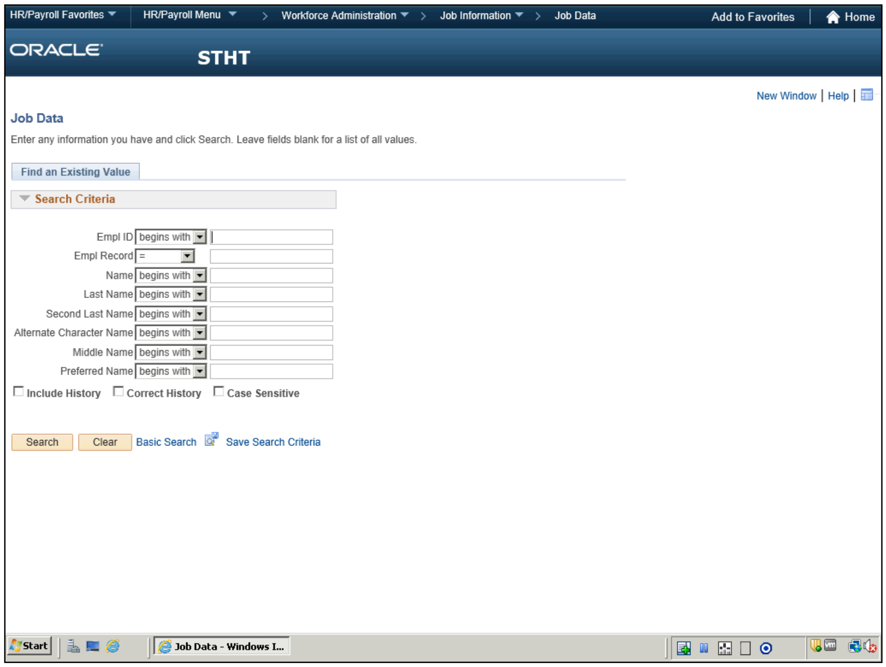
Navigation: HR/Payroll > HR/Payroll Menu > Workforce Administration > Job Information > Job Data



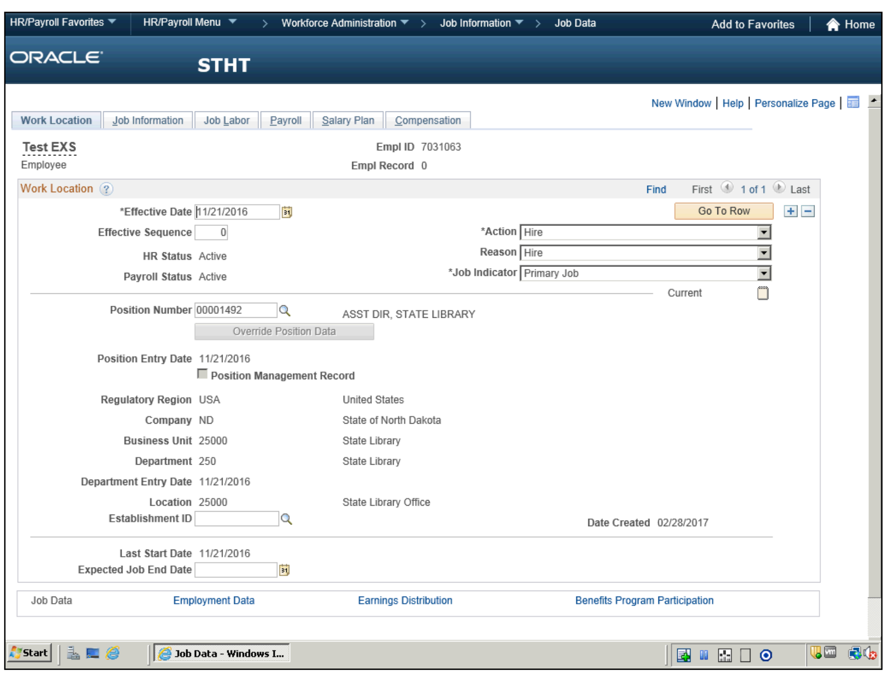
Step	Action
1.	Click the **HR/Payroll** link. HR/Payroll



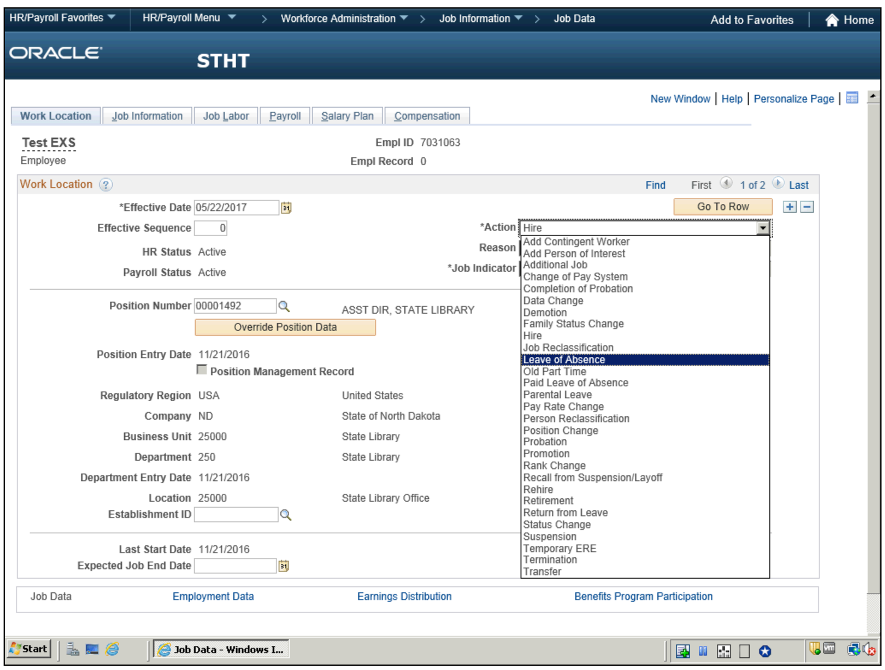
Step	Action
2.	Click the **HR/Payroll Menu** link. 
3.	Click the **Workforce Administration** menu. 
4.	Click the **Job Information** menu. 
5.	Click the **Job Data** menu. 
6.	The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the **Empl ID** field. If you do not know the ID, you can use the employee's first or last name to narrow the search and select the desired ID from the displayed list. In this example, you will enter the employee ID.



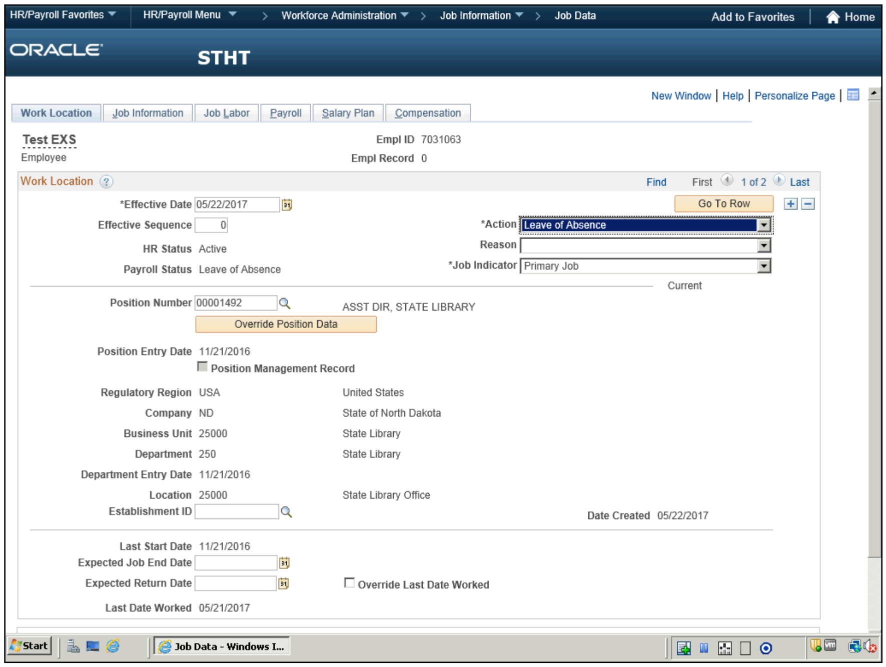
Step	Action
7.	Enter the desired information into the **Empl ID** field. Enter "**7031063**". 
8.	Click the **Search** button. 



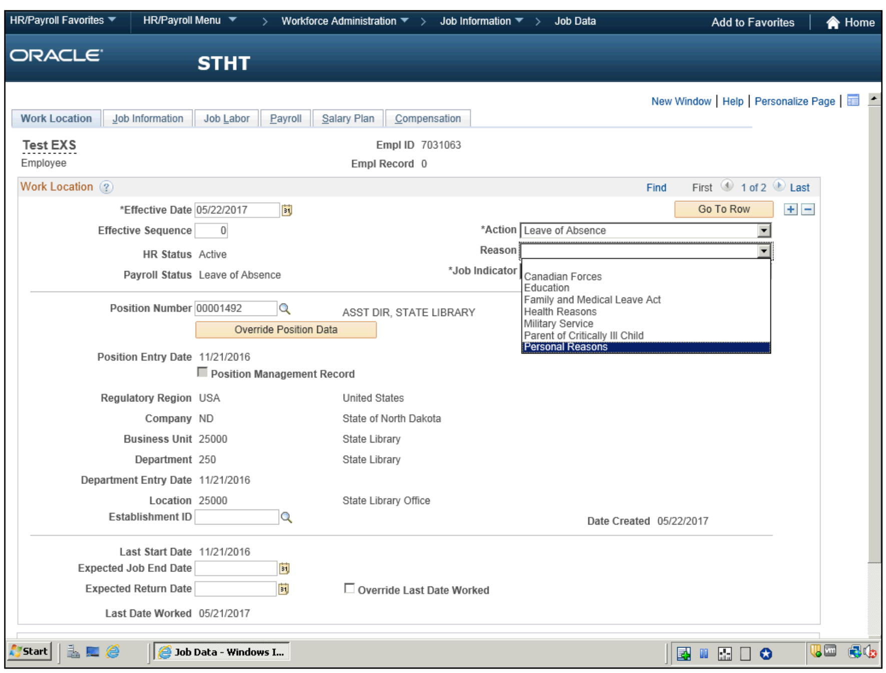
Step	Action
9.	Click the **Add a new row (+)** button. 
10.	The ***Effective Date** identifies when the selected **Job Data** record went into effect. It is used to store historical, current and future information. The **Effective Date** field defaults to the current date.
11.	The **Action** field defaults to the last action used. Click the **Action** dropdown arrow. 



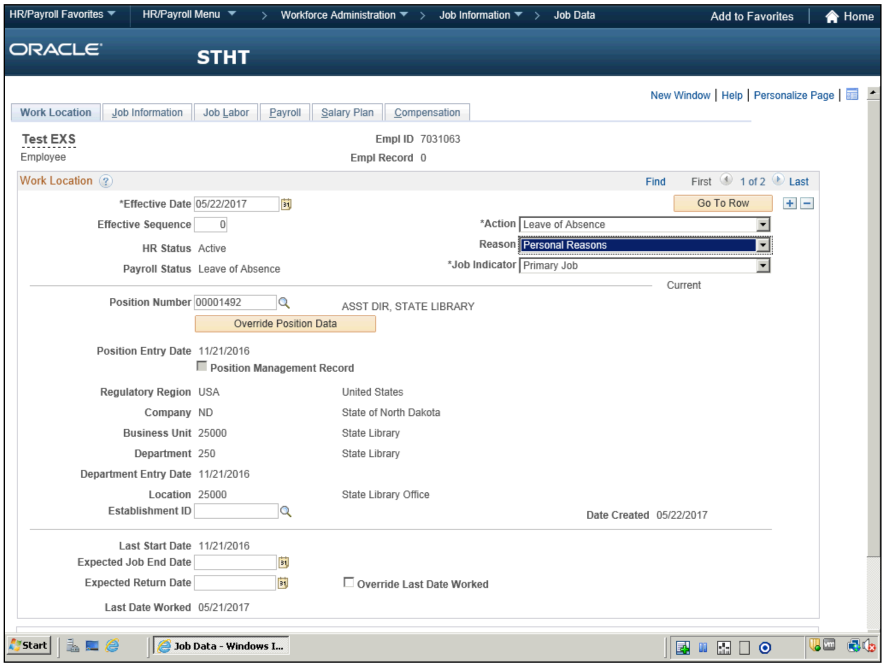
Step	Action
12.	Click the **Leave of Absence** list item. 



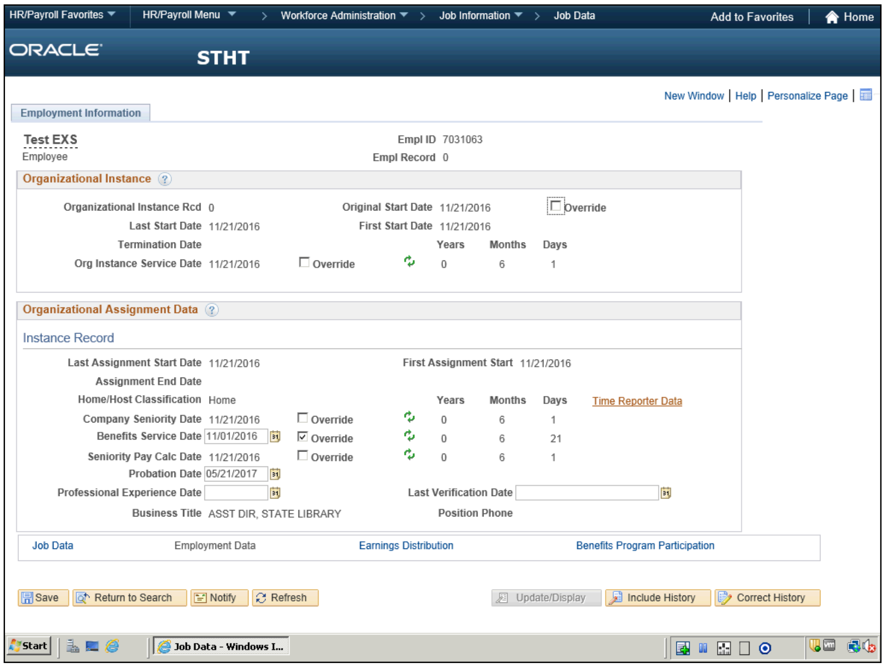
Step	Action
13.	Click the **Reason** dropdown arrow. 



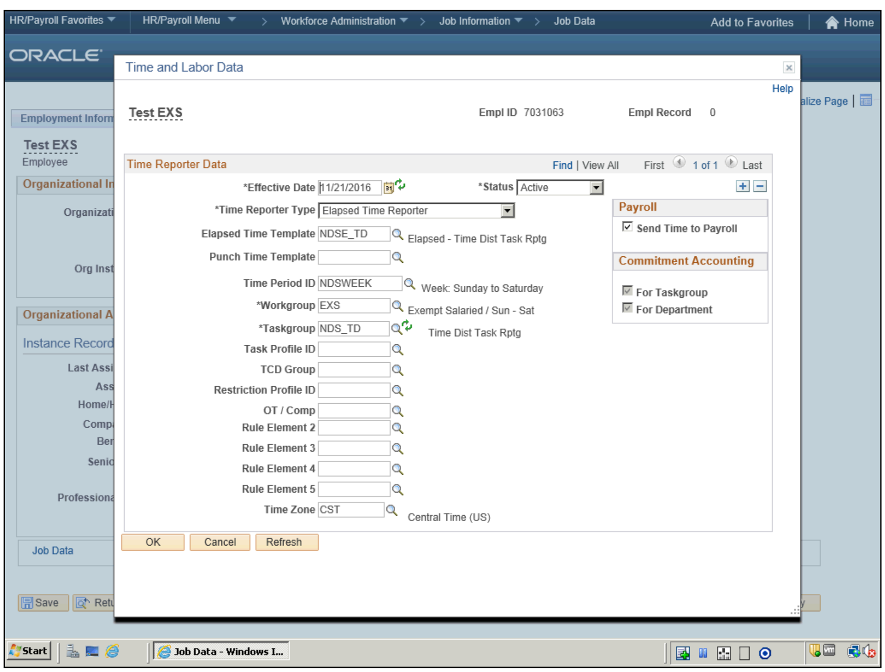
Step	Action
14.	Click the **Personal Reasons** list item. Personal Reasons



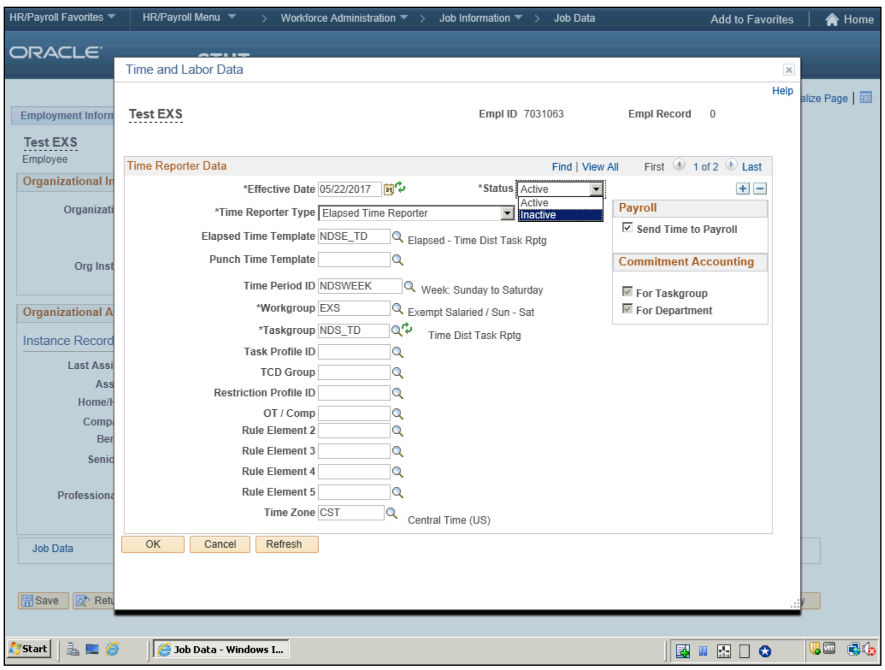
Step	Action
15.	Click the scrollbar.
16.	Click the **Employment Data** link. Employment Data



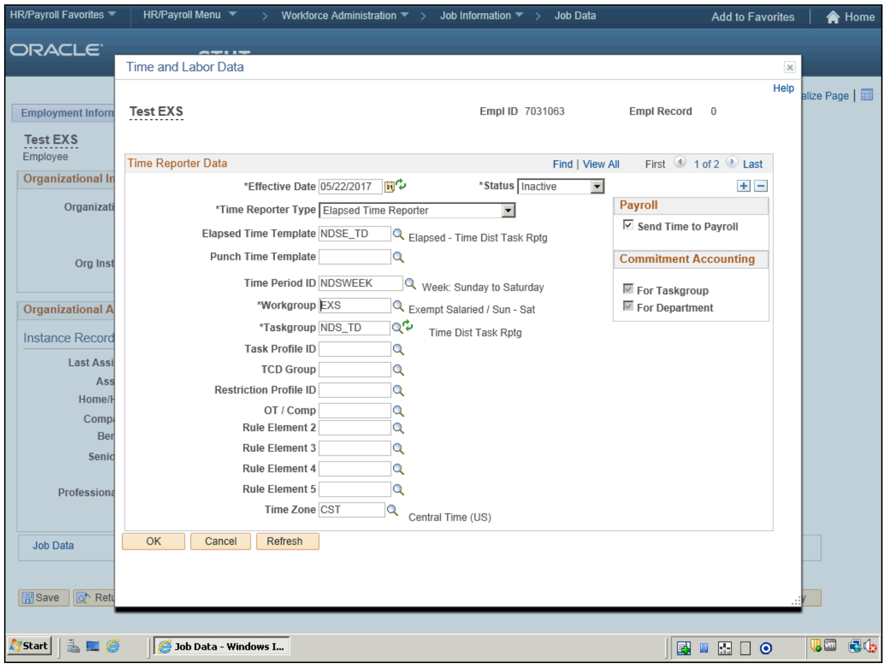
Step	Action
17.	Click the **Time Reporter Data** link. Time Reporter Data



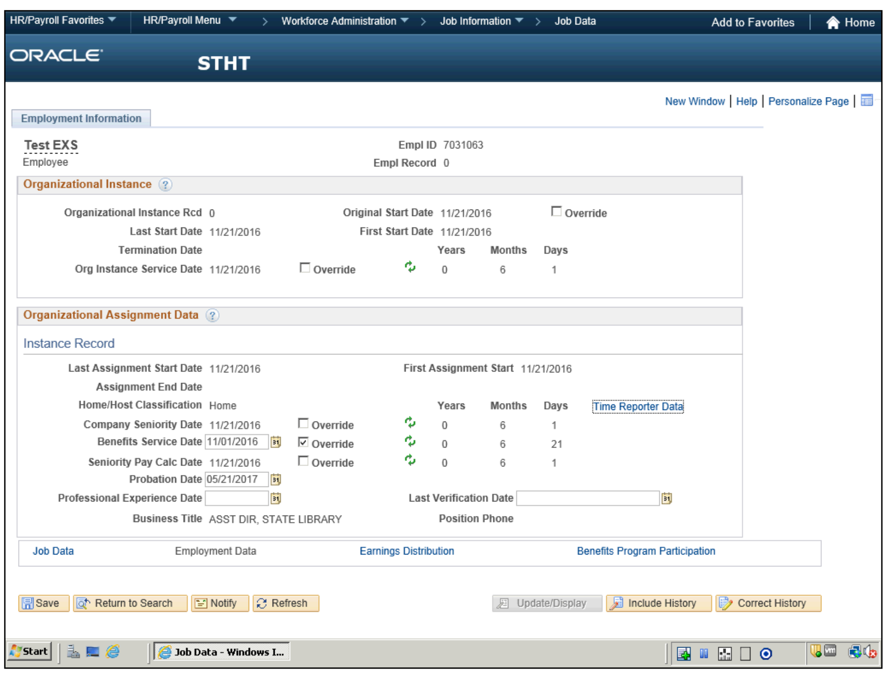
Step	Action
18.	Click the **Add a new row (+)** button. 
19.	Confirm the ***Effective Date** is the same date used on the **Job Data** page.
20.	Updating the ***Status** field to **'Inactive'**, will no longer allow an employee to enter hours on the timesheet. Click the **Status** dropdown arrow. 



Step	Action
21.	Click the **Inactive** list item. 



Step	Action
22.	Click the **OK** button. 



Step	Action
23.	Click the **Save** button. 
24.	Congratulations, you have completed this lesson. **End of Procedure.**

Pay Rate Change

Pay Rate Change

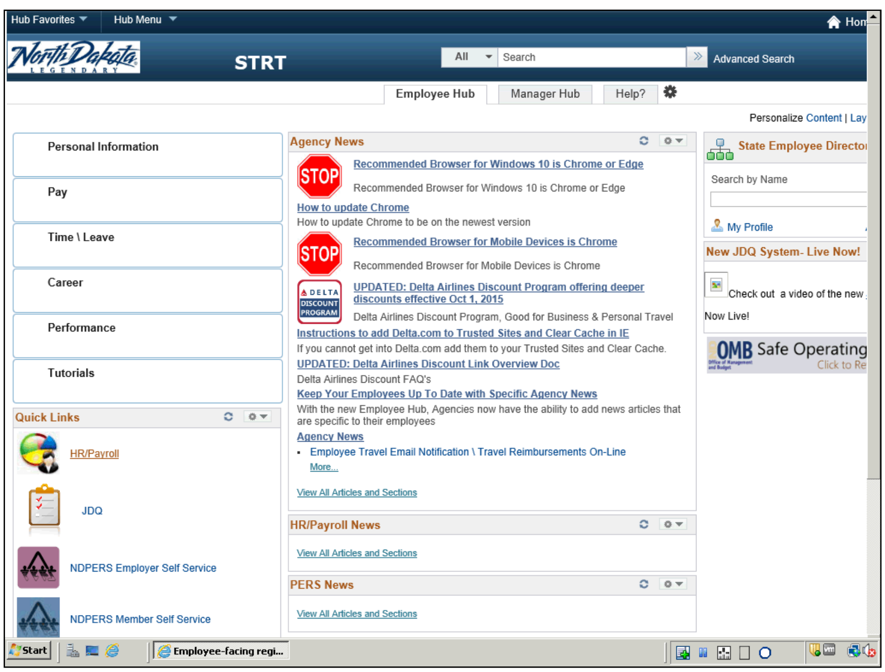
Use the Pay Rate Change pages to enter a salary change for an employee that isn't related to a change on the position.

For example: If the Salary Grade or Job Code fields change, this update is completed on the Position Data pages. The Pay Rate Change pages should only be used to update the Compensation.

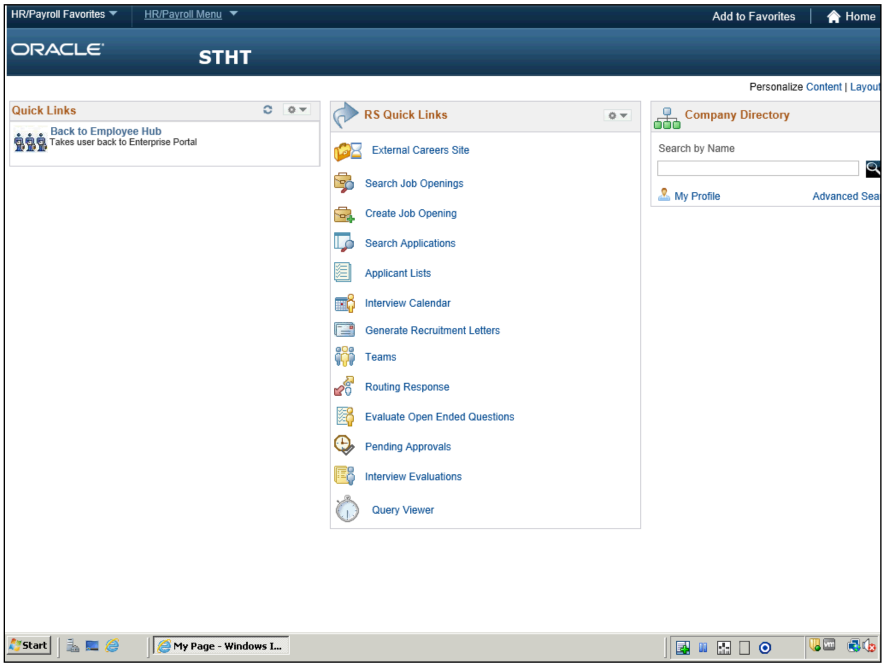
Procedure

In this lesson, you will walk-through the business process steps to perform a Pay Rate Change.

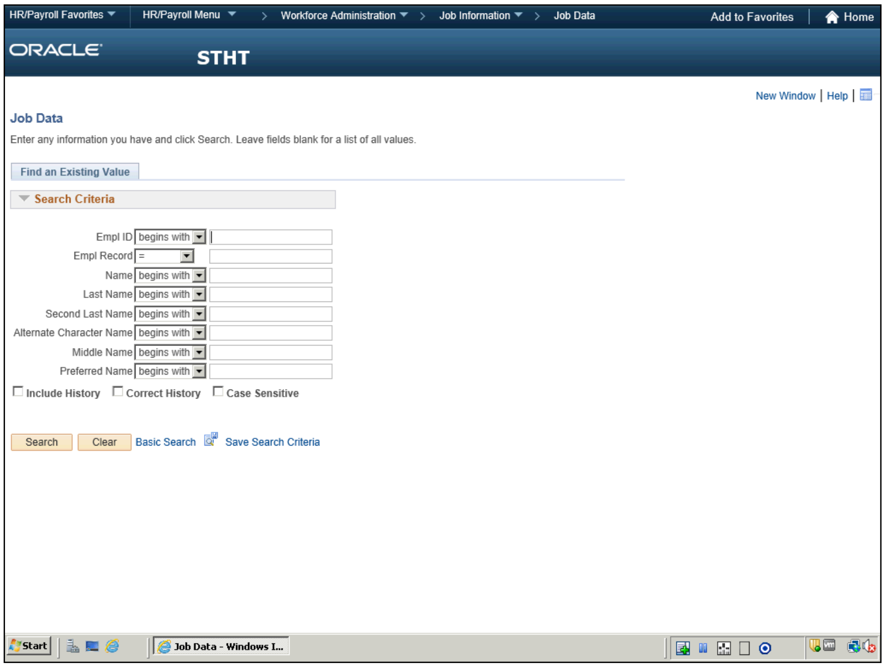
Navigation: HR/Payroll > HR/Payroll Menu > Workforce Administration > Job Information > Job Data



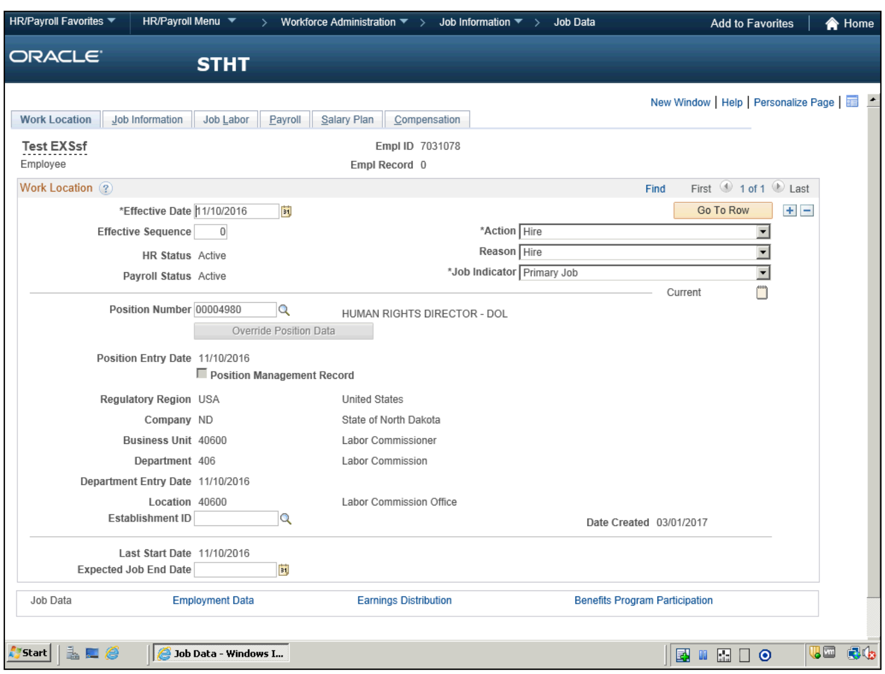
Step	Action
1.	Click the **HR/Payroll** link. 



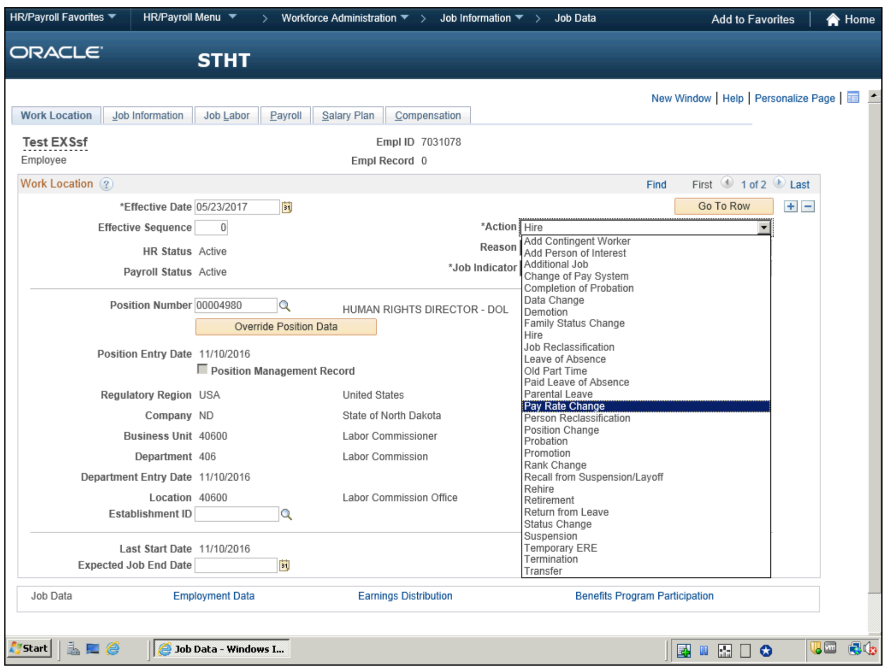
Step	Action
2.	Click the **HR/Payroll Menu** link. 
3.	Click the **Workforce Administration** menu. 
4.	Click the **Job Information** menu. 
5.	Click the **Job Data** menu. 
6.	The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the **Empl ID** field. If you do not know the ID, you can use the employee's first or last name to narrow the search and select the desired ID from the displayed list. In this example, you will enter the employee ID.



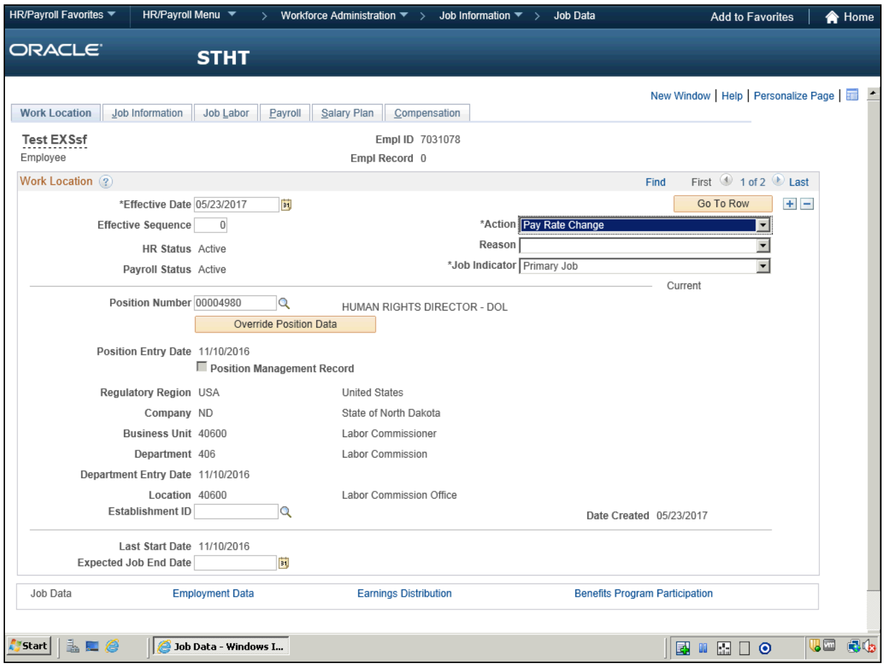
Step	Action
7.	Enter the desired information into the **Empl ID** field. Enter "**7031078**". 
8.	Click the **Search** button. 

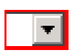


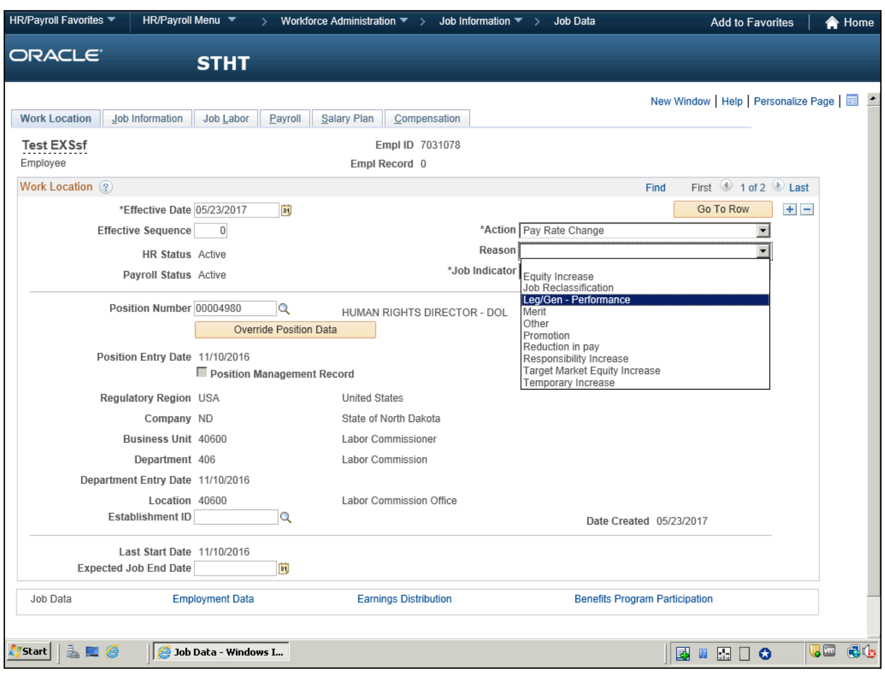
Step	Action
9.	Click the **Add a new row (+)** button. 
10.	The **Effective Date** identifies when the selected **Job Data** record went into effect. It is used to store historical, current and future information. The **Effective Date** field defaults to the current date.
11.	Click the **Action** dropdown arrow. 



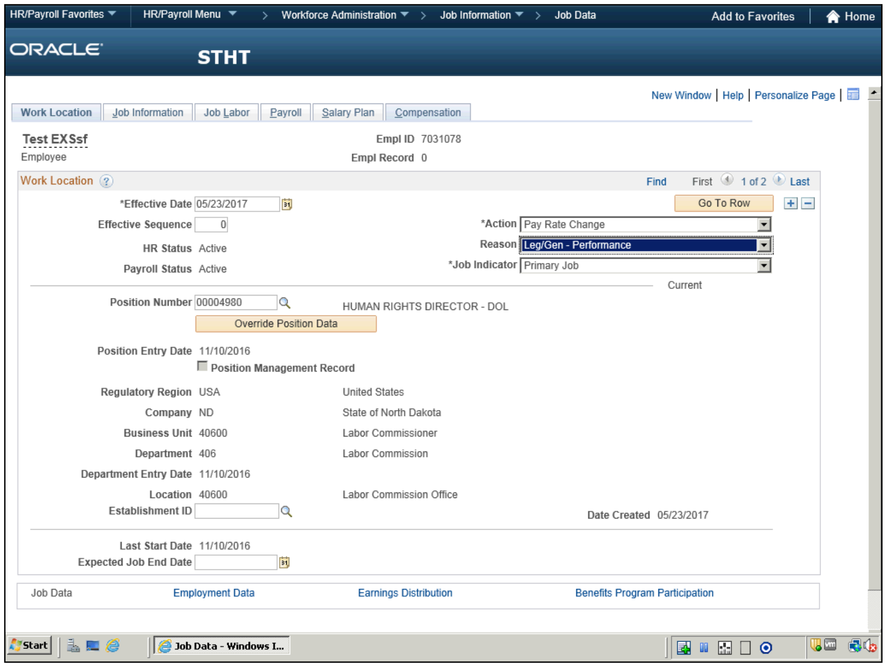
Step	Action
12.	Click the **Pay Rate Change** list item. 



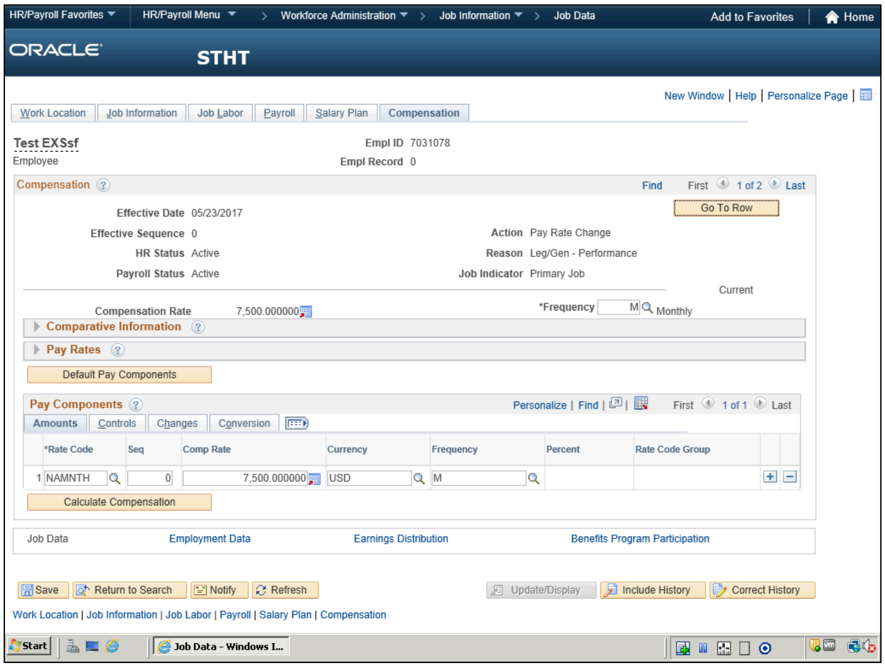
Step	Action
13.	Click the **Reason** dropdown arrow. 

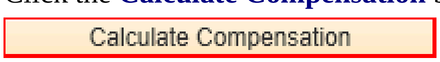
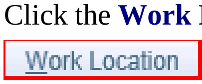


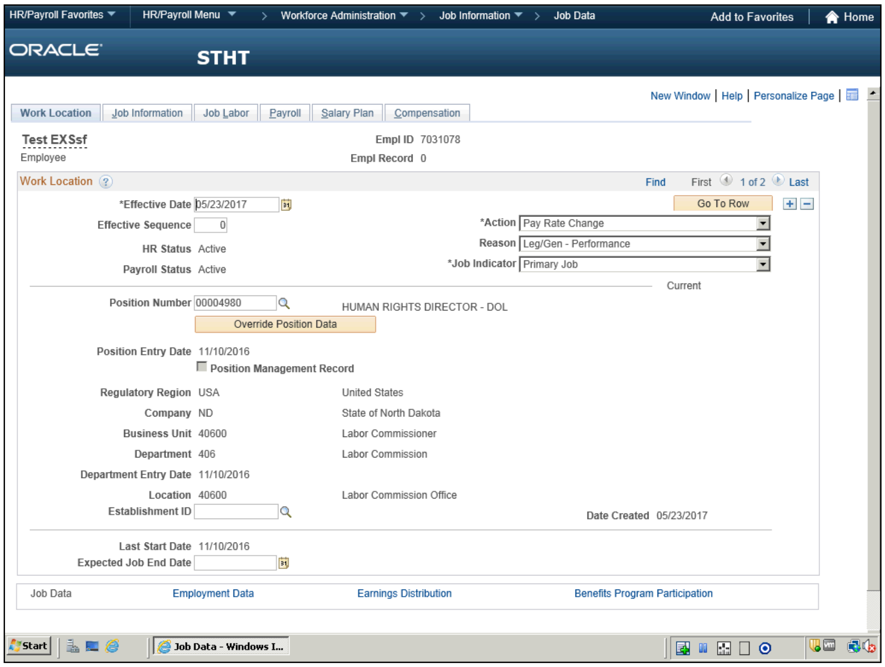
Step	Action
14.	Click the **Leg/Gen - Performance** list item. Leg/Gen - Performance

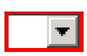


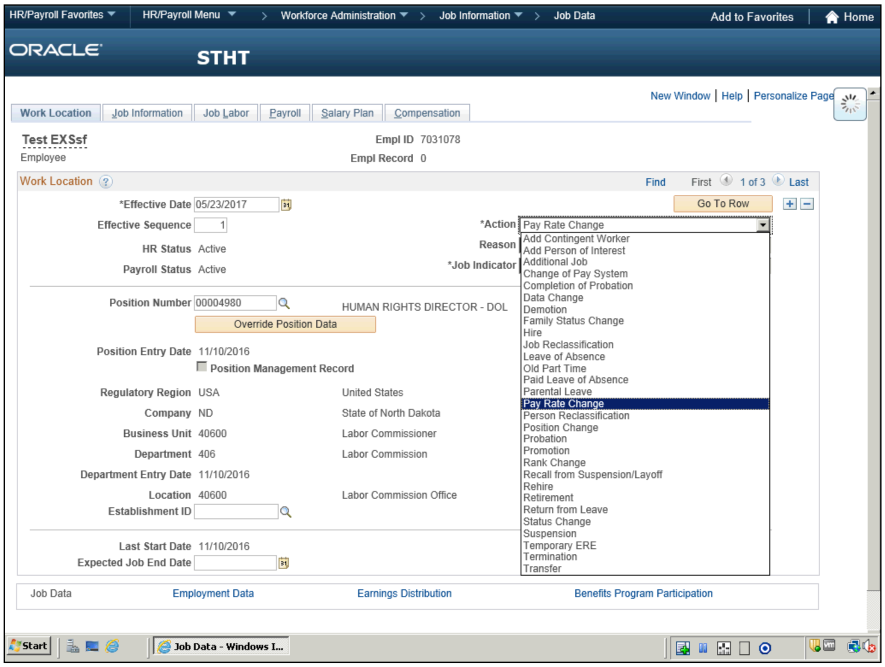
Step	Action
15.	Click the **Compensation** tab. Compensation



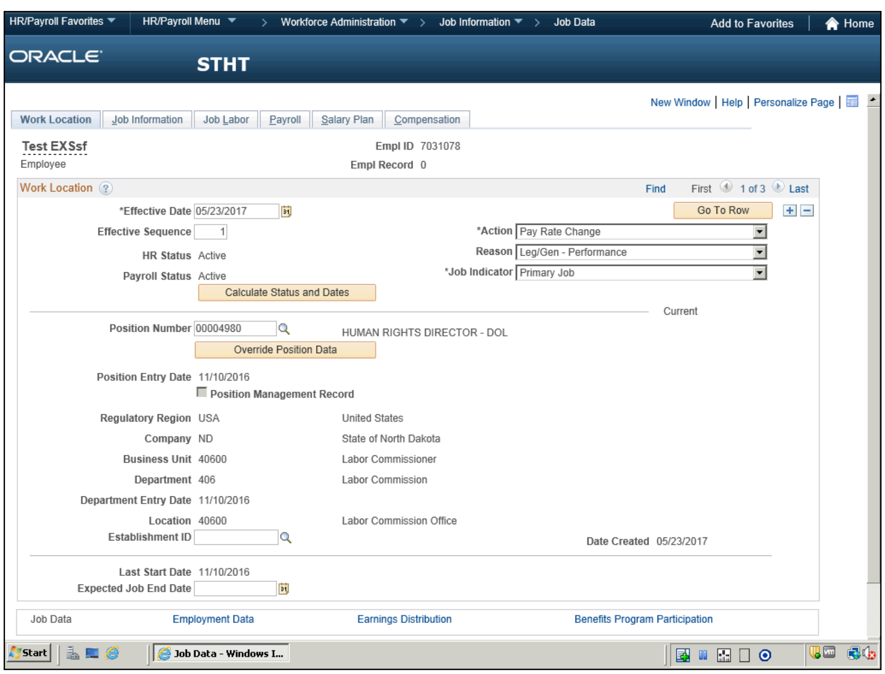
Step	Action
16.	Click the arrow to expand the **Comparative Information** section. 
17.	When the **Comparative Information** is expanded, you can view the **Change Amount, Change Percent, Compa-Ratio** and **Job Ratio** data.
18.	Click the arrow to expand the **Pay Rates** section. 
19.	When the **Pay Rate** section is expanded you can see the compensation rate and frequency information. The system calculates and displays the **Hourly, Daily, Monthly,** and **Annual** rate for the employee.
20.	Remove the existing **Comp Rate.** Press **[Delete]**.
21.	Enter the desired information into the **Comp Rate** field. Enter "**8000**".
22.	Click the **Calculate Compensation** button. 
23.	Select the **Work Location** tab to enter a second pay increase, if needed. If not, you can click **Save** to submit the Pay Rate Change. In this example, you will enter a second pay increase.
24.	Click the **Work Location** tab. 



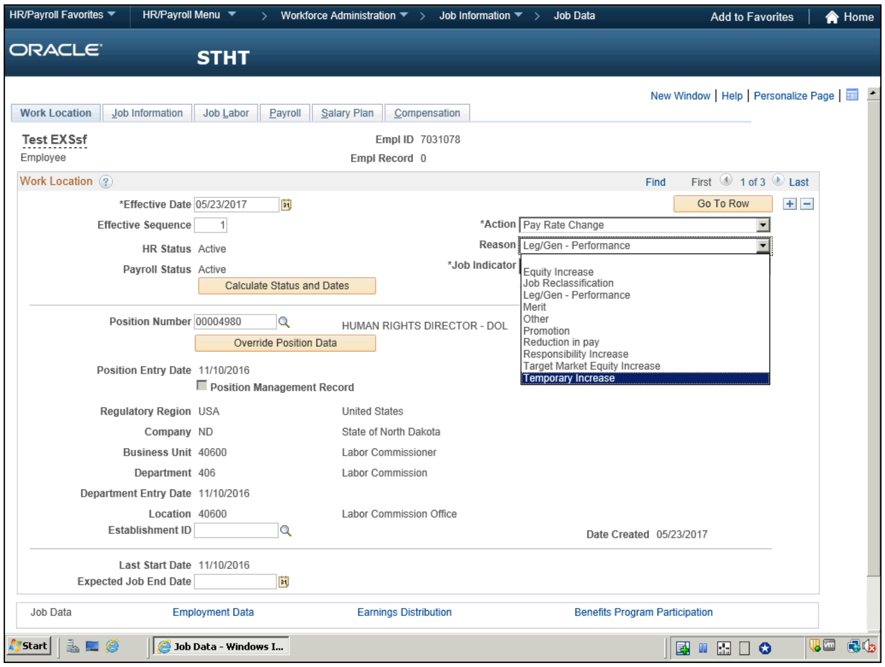
Step	Action
25.	Click the **Add a new row (+)** button. 
26.	The **Effective Sequence** field is used to identify additional job data actions occurring on the same **Effective Date.**
27.	Enter the desired information into the **Effective Sequence** field. Enter "**1**". 
28.	Click the **Action** dropdown arrow. 



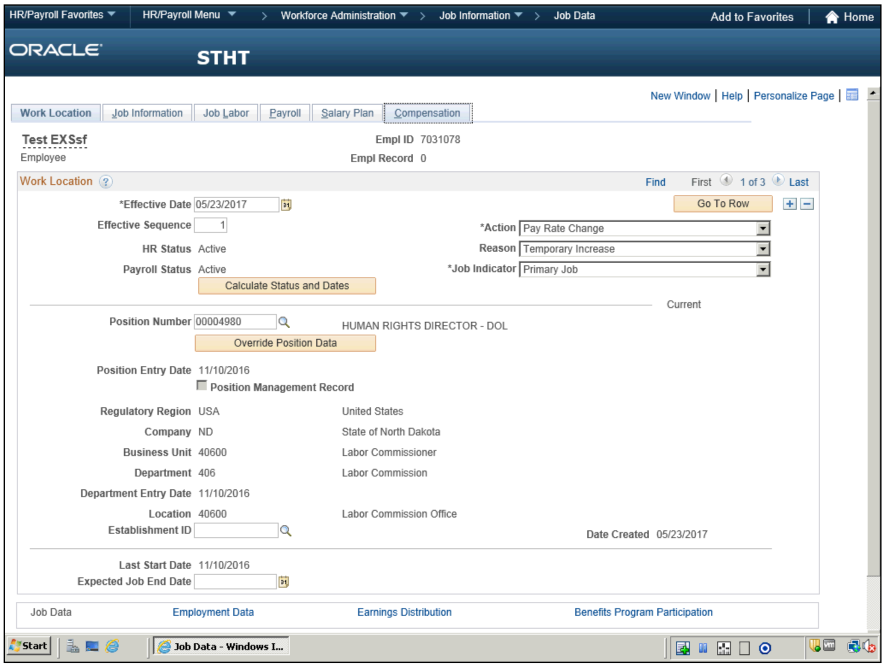
Step	Action
29.	Click the **Pay Rate Change** list item. Pay Rate Change



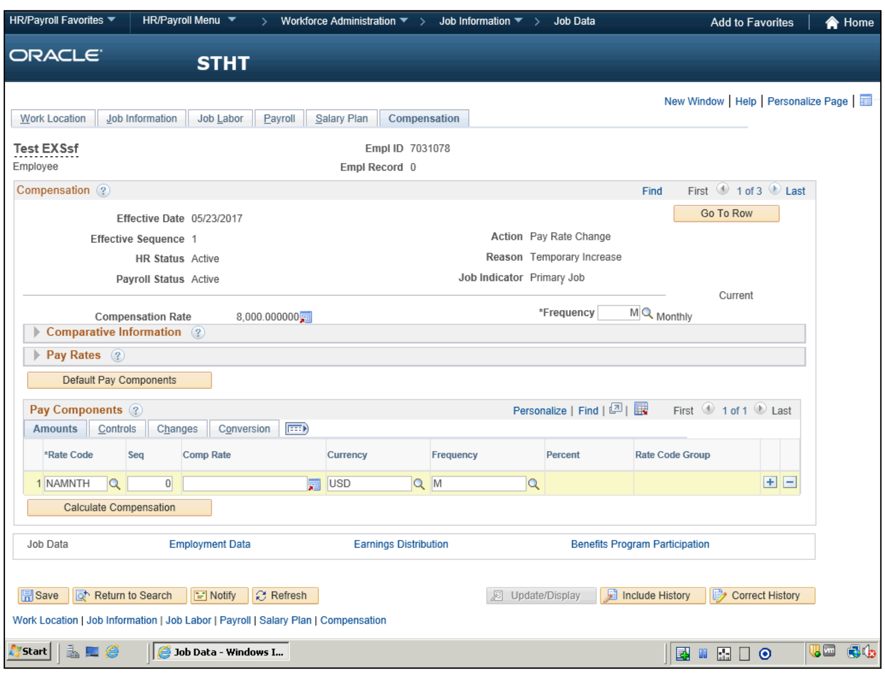
Step	Action
30.	Click the **Reason** dropdown arrow. 



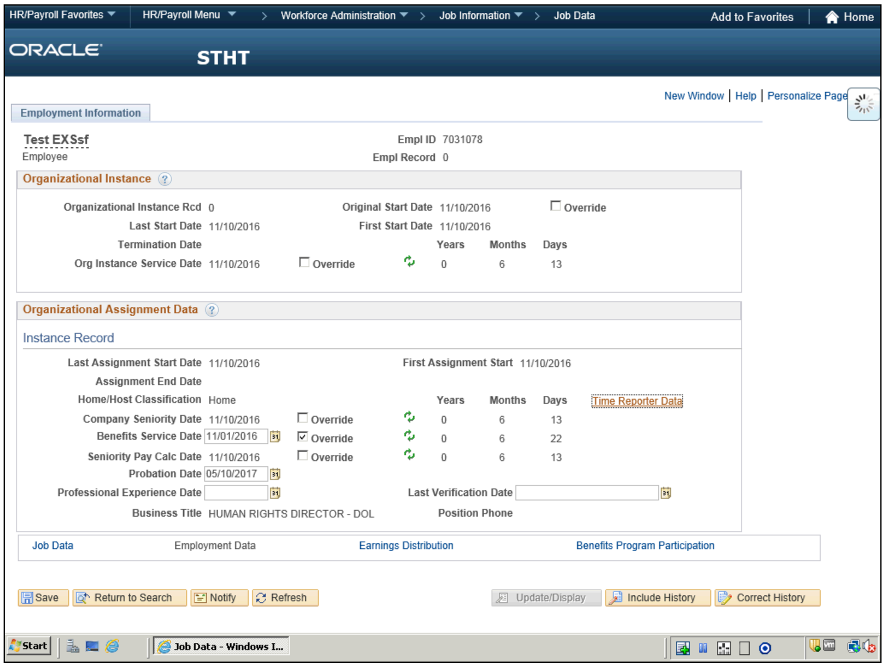
Step	Action
31.	Click the **Temporary Increase** list item. 



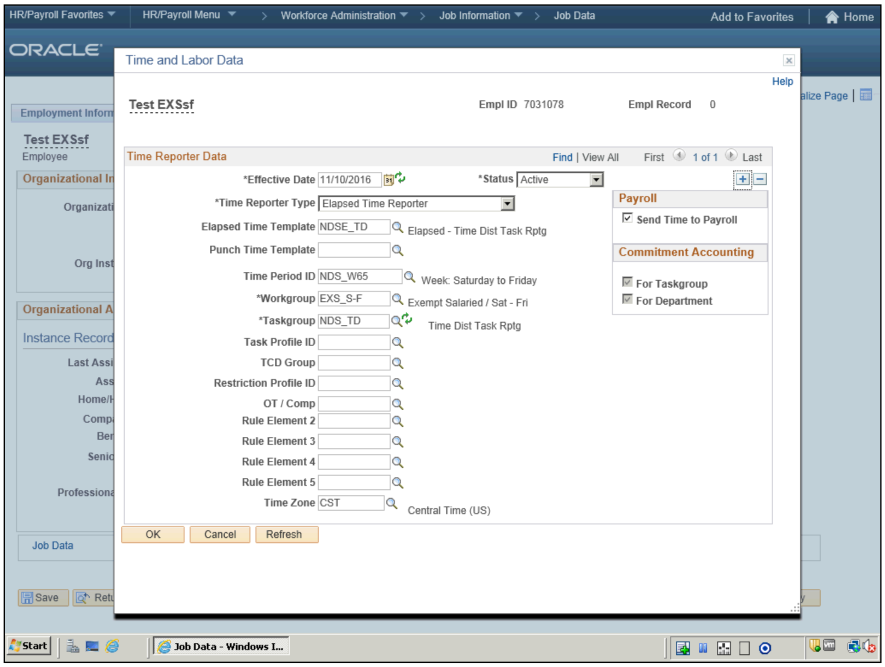
Step	Action
32.	Click the **Compensation** tab. 



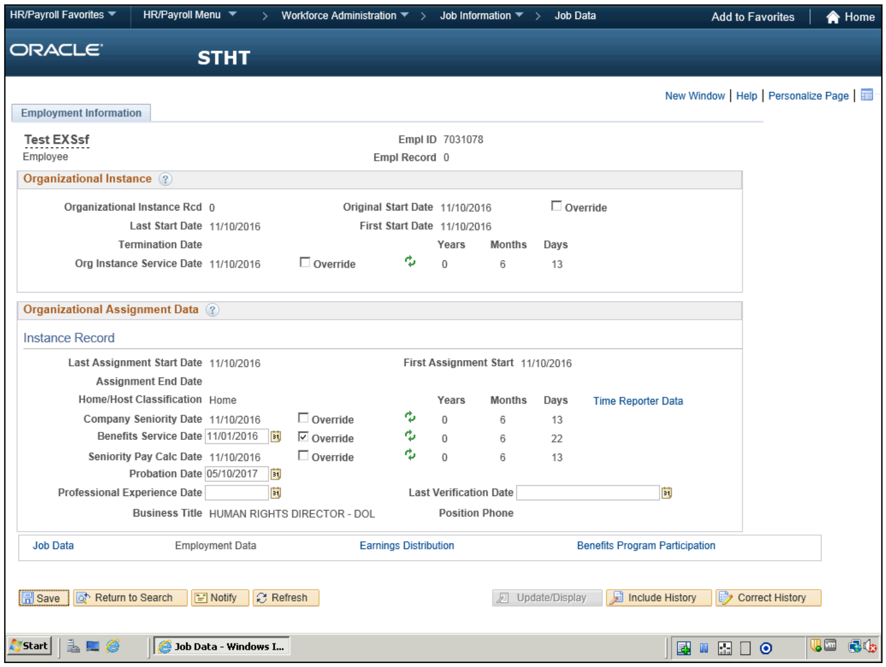
Step	Action
33.	Enter the desired information into the **Comp Rate** field. Enter "**8100**".
34.	Click the **Calculate Compensation** button. Calculate Compensation
35.	Click the **Employment Data** link. Employment Data



Step	Action
36.	Click the **Time Reporter Data** link. Time Reporter Data



Step	Action
37.	Click the **Add a new row (+)** button. 
38.	Verify the ***Effective Date** matches the **Job Data** effective date.
39.	Verify the ***Workgroup** information did not change (exempt vs non-exempt).
40.	Click the **OK** button. 



Step	Action
41.	Click the **Save** button. 
42.	Congratulations, you have completed this lesson. **End of Procedure.**

Add Time Reporter Data

Time Reporter Data

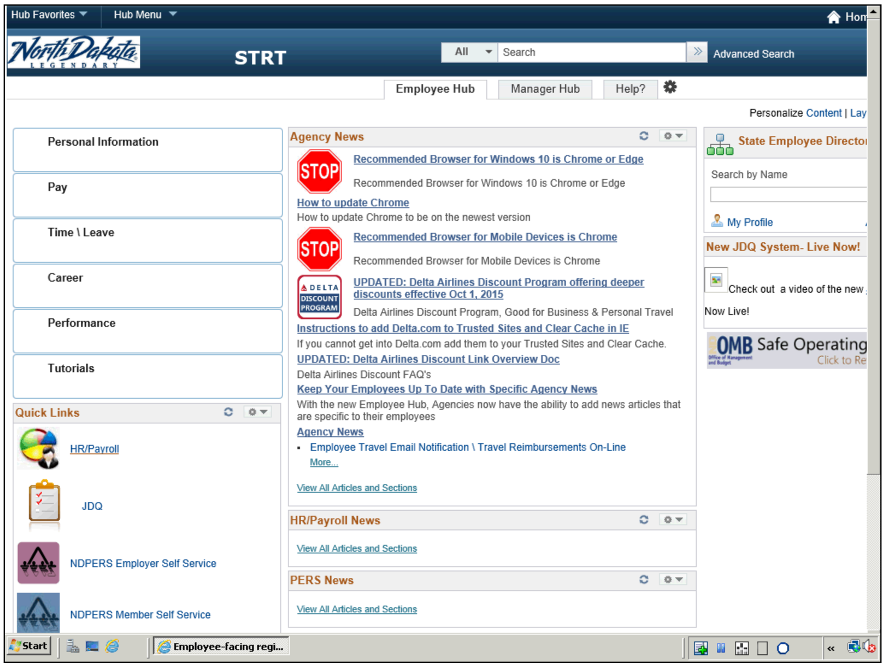
Employees added to PeopleSoft HCM are not automatically added to the Time and Labor module. You will use the Time Reporter Data page to enroll an employee as a time reporter.

This information may be added or maintained using the **Employee Data** or the **Create Time Reporter Data** page.

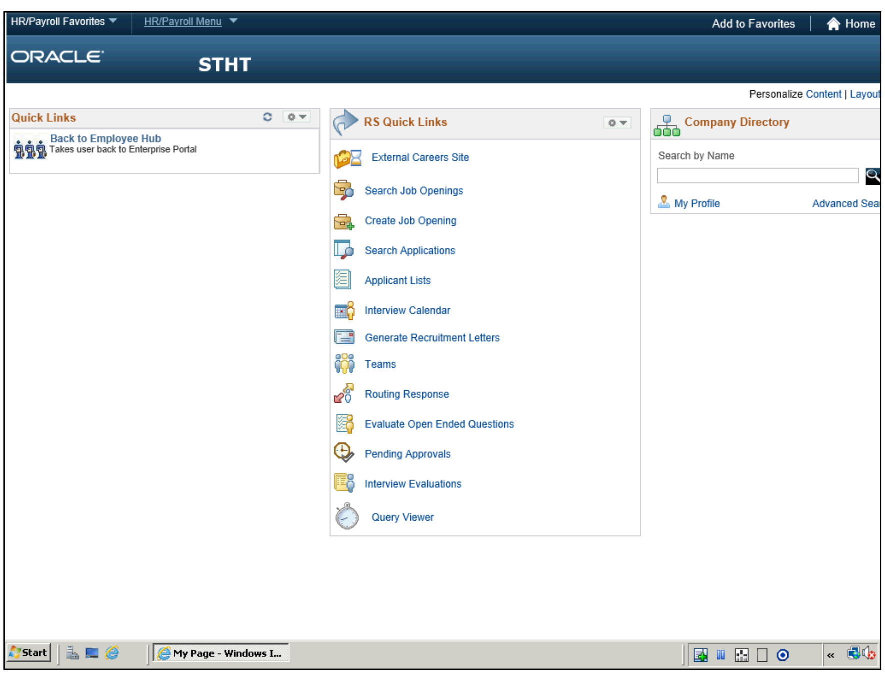
Procedure

In this lesson you will learn how to add Time and Labor **Time Reporter Data** using the:

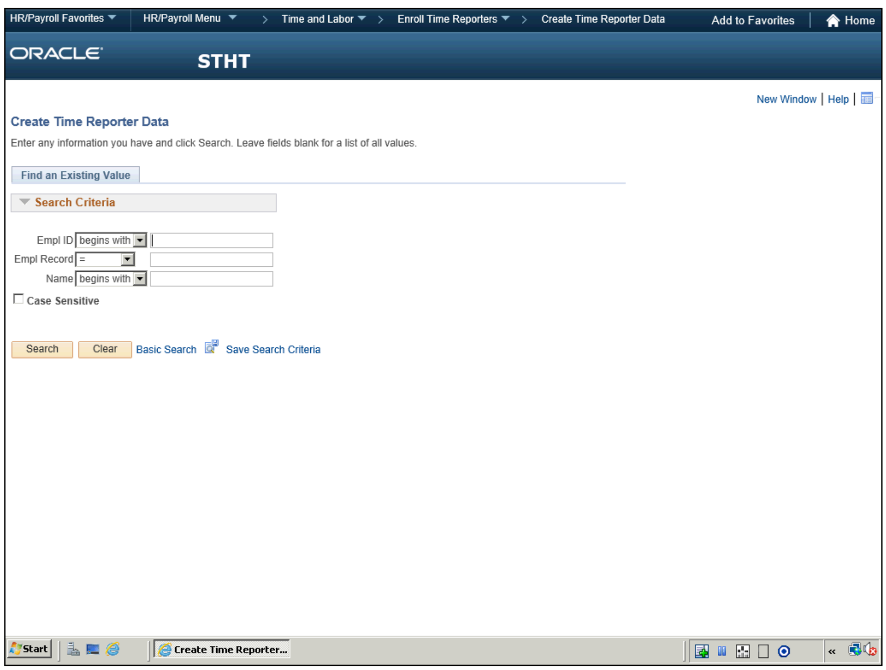
1. Time and Labor **Create Time Reporter Data** page.
2. Workforce Administration Time Reporter Data page.

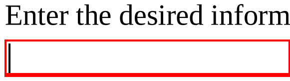
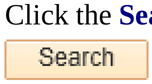


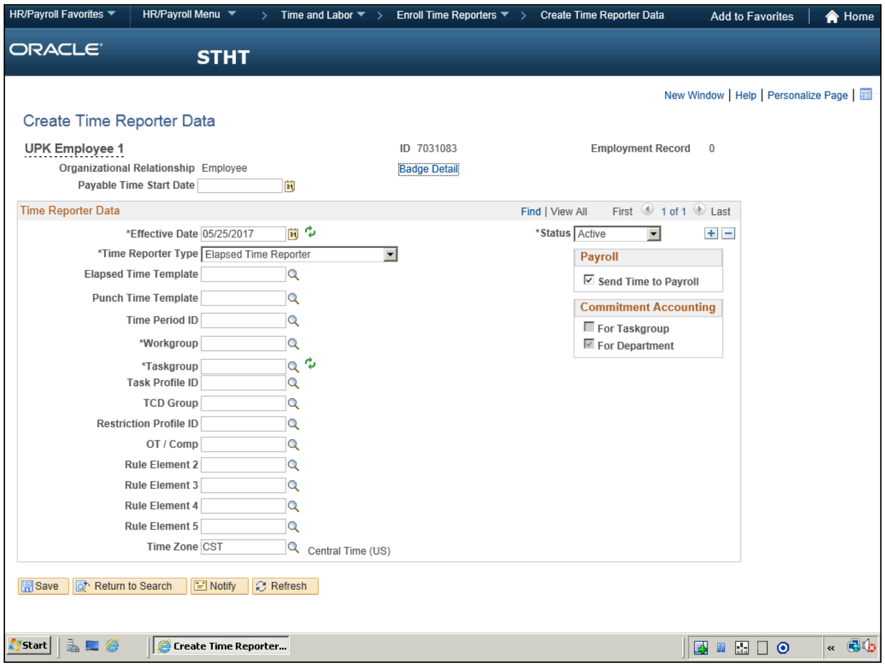
Step	Action
1.	Click the **HR/Payroll** link. HR/Payrol
2.	The following steps will walk-through the Time and Labor navigation to the **Create Time Reporter Data** page.



Step	Action
3.	Click the **HR/Payroll Menu** link. 
4.	Click the **Time and Labor** menu. 
5.	Click the **Enroll Time Reporters** menu. 
6.	Click the **Create Time Reporter Data** menu. 

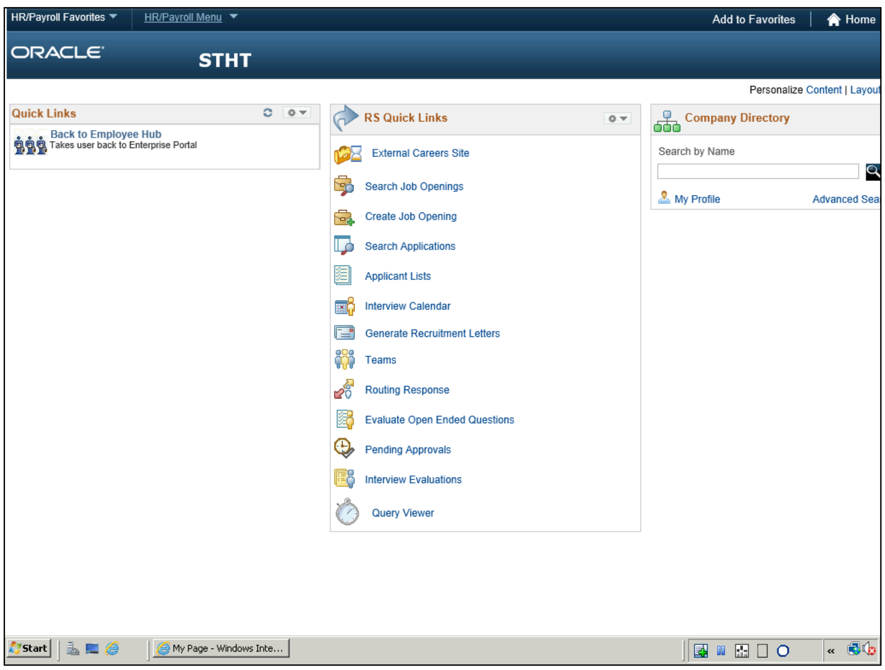


Step	Action
7.	Enter the desired information into the **Empl ID** field. Enter "**7031083**". 
8.	Click the **Search** button. 
9.	The **Payable Time Start Date** field is used to indicate when to start creating payable time for the time reporter.



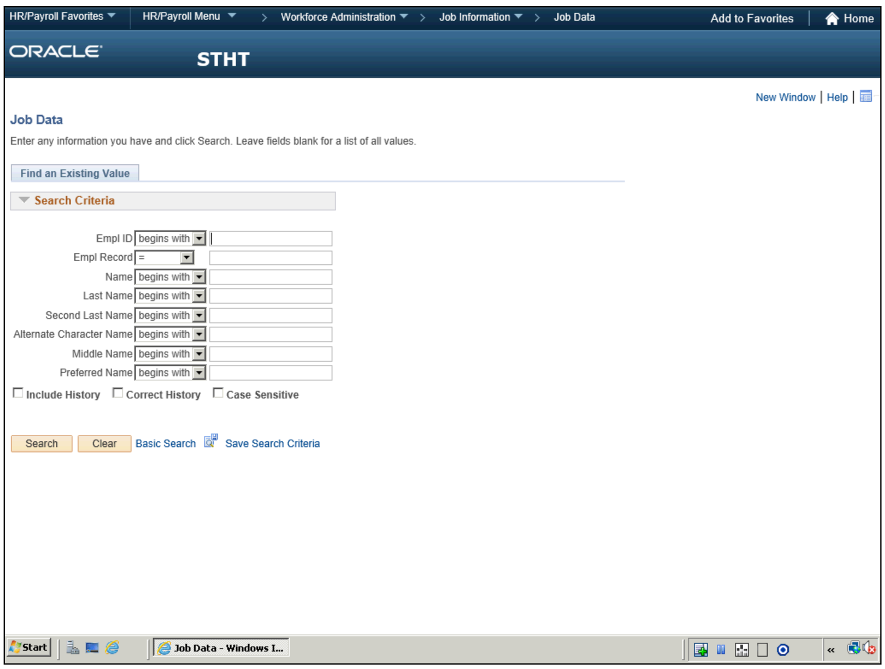
Step	Action
10.	Enter the Hire Date of the employee. Click the **Choose a date** button. 
11.	Click the **25** link. 
12.	The ***Effective Date** is the hire and the Time Reporter Data enrollment date.
13.	Confirm the Time Reporter ***Status** is set to **Active.**
14.	***Time Reporter Type** will default to **Elapsed Time Reporter.**
15.	**Elapsed Time Template** will be the State standard of '**NDSE_TD**' Click the **Look up Elapsed Time Template** button. 
16.	Click the **NDSE_TD** link. 
17.	***Workgroup** is determined by the employee's Agency. Click the **Look up Workgroup** button. 

Step	Action
18.	Click the **NEXH** link. NEXH
19.	***Taskgroup** is the State standard of '**NDS_TD**'. Click the **Look up Taskgroup** button.
20.	Click the **NDS_TD** link. NDS_TD
21.	Click the **Save** button. Save
22.	Click the **Home** link. Home

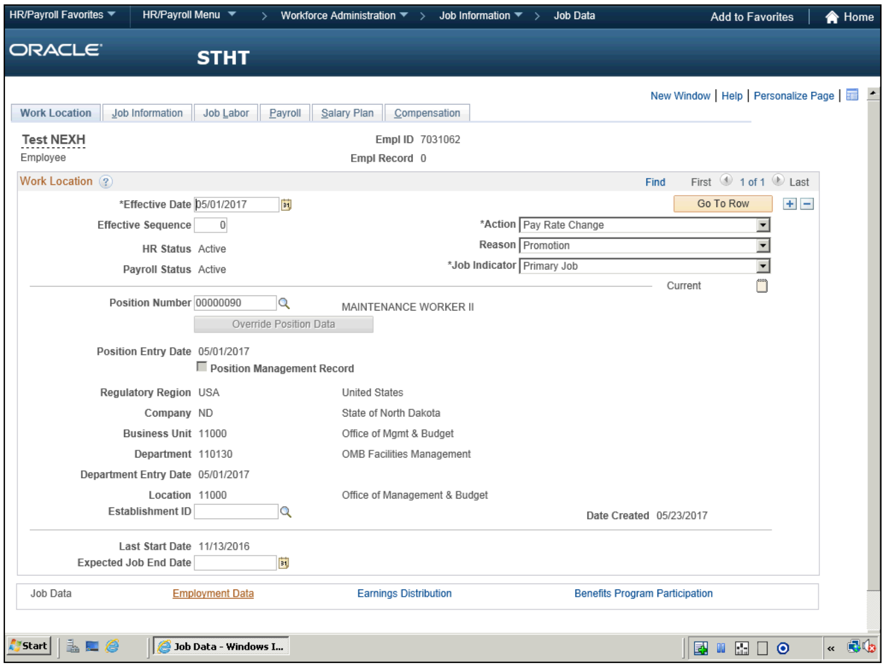


Step	Action
23.	Next, you will walk-through the steps to add or update an employees **Time Reporter Data** through the Workforce Administration navigation. Click the **HR/Payroll Menu** button. HR/Payroll Menu

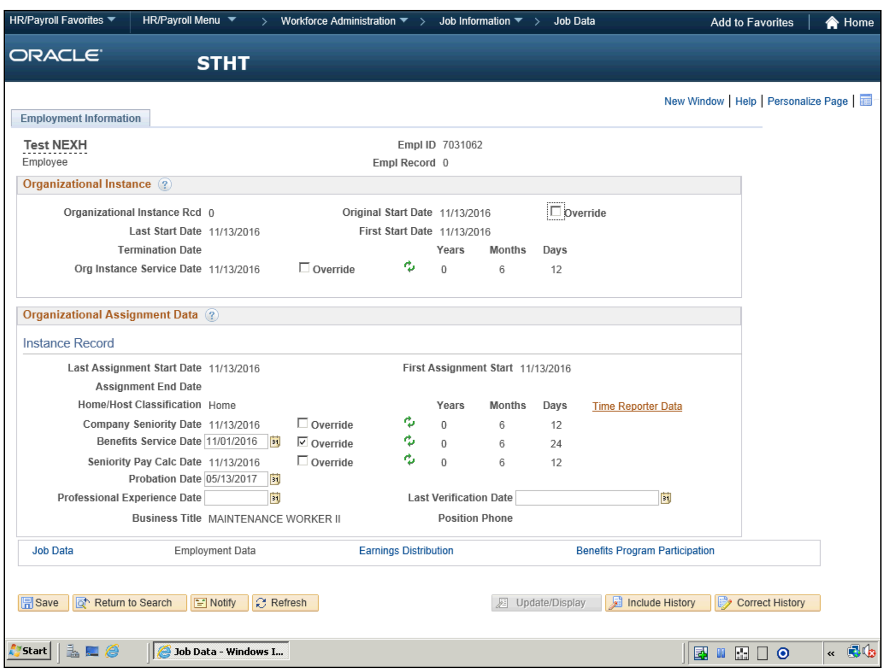
Step	Action
24.	Click the **Workforce Administration** menu. Workforce Administration
25.	Click the **Job Information** menu. Job Information
26.	Click the **Job Data** menu. Job Data



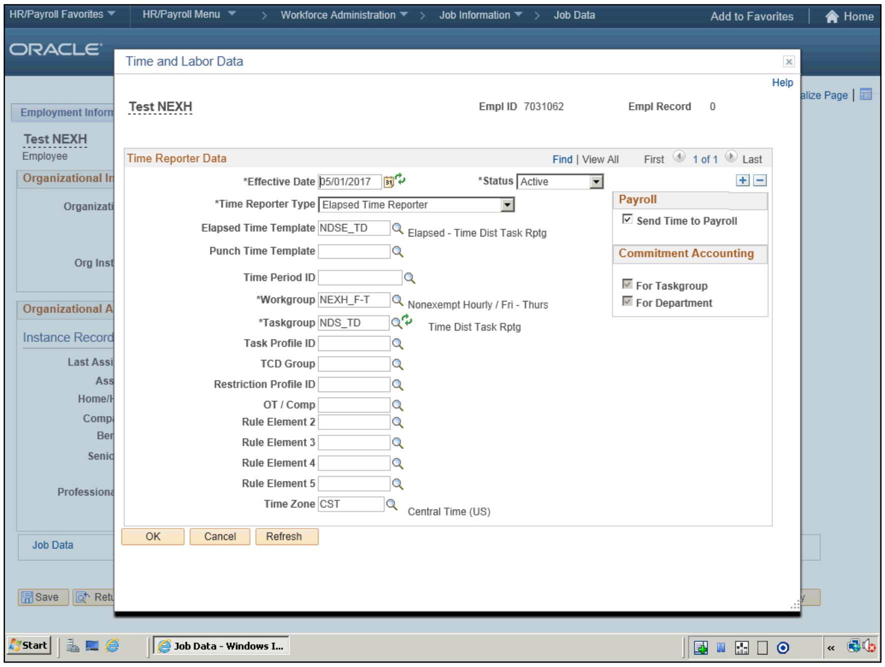
Step	Action
27.	Enter the desired information into the **Empl ID** field. Enter "**7031062**".
28.	Click the **Search** button. Search



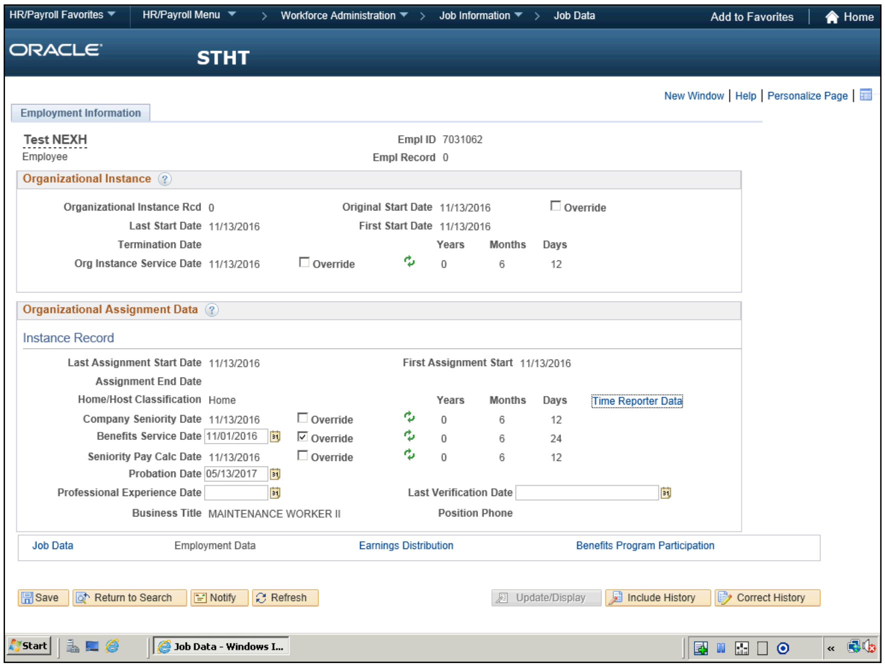
Step	Action
29.	Click the **Employment Data** link. Employment Data



Step	Action
30.	Click the **Time Reporter Data** link. Time Reporter Data



Step	Action
31.	Click the **Add a new row (+)** button.
32.	Verify the ***Effective Date** is correct.
33.	Click the **Look up Workgroup** button.
34.	Click the **NEXH_M-S** link. NEXH_M-S
35.	Click the **OK** button. OK



Step	Action
36.	Click the **Save** button. 
37.	Congratulations, you have completed this lesson. **End of Procedure.**

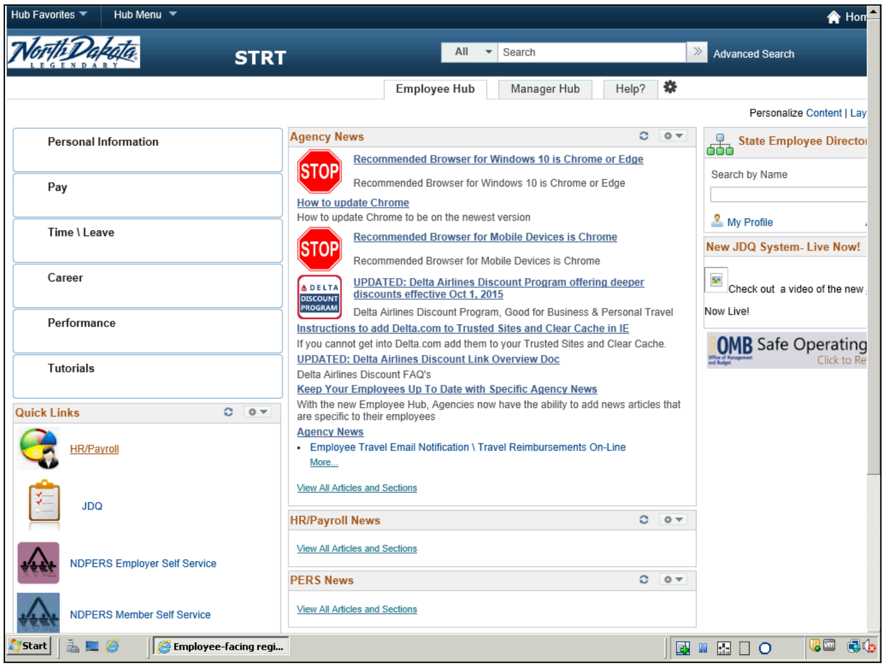
Promotion with Salary Change

Promotion with Salary Change

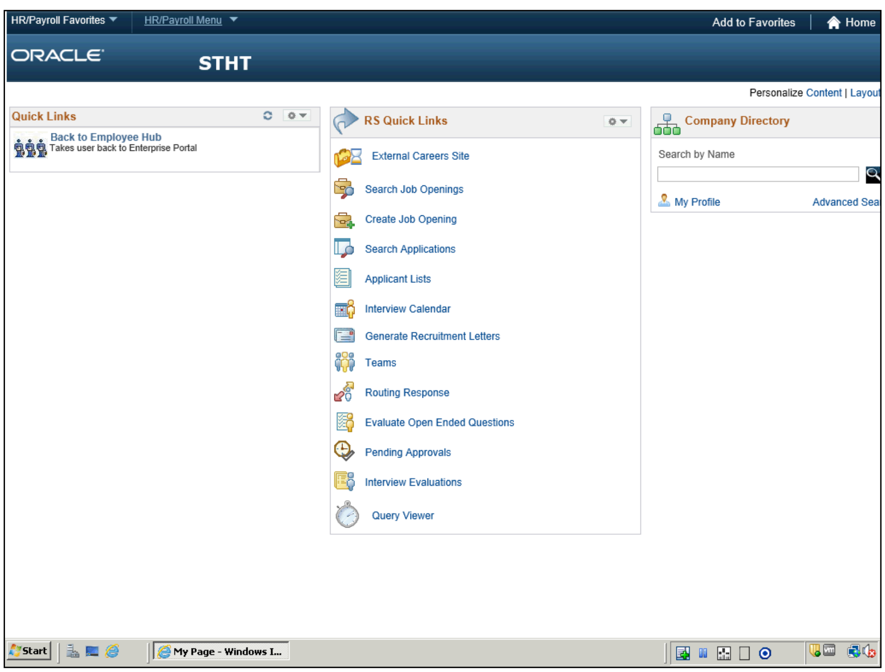
Procedure

In this lesson, you will walk-through the business process steps to promote an employee with a salary change.

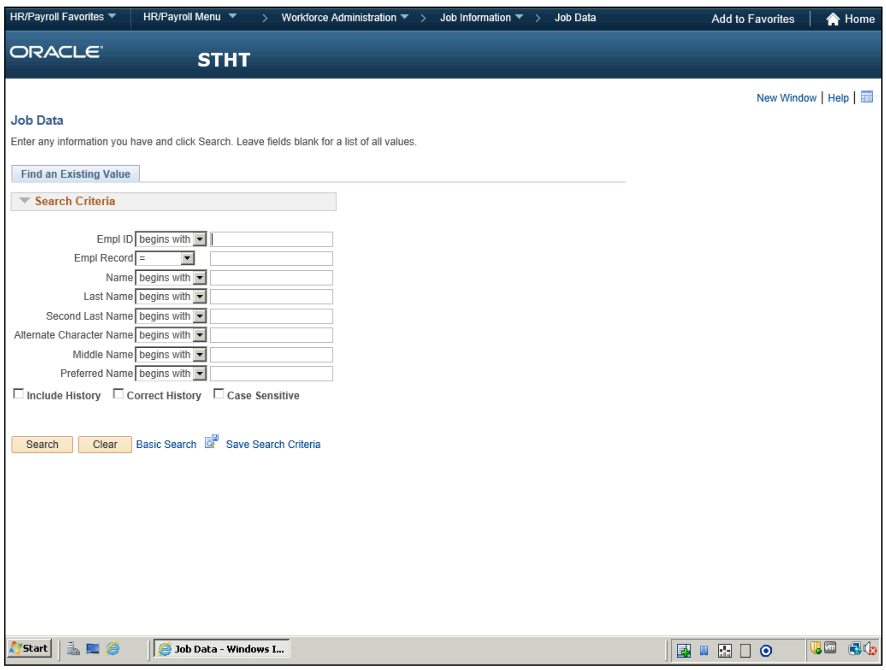
Navigation: HR/Payroll > HR/Payroll Menu > Workforce Administration > Job Information > Job Data

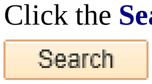


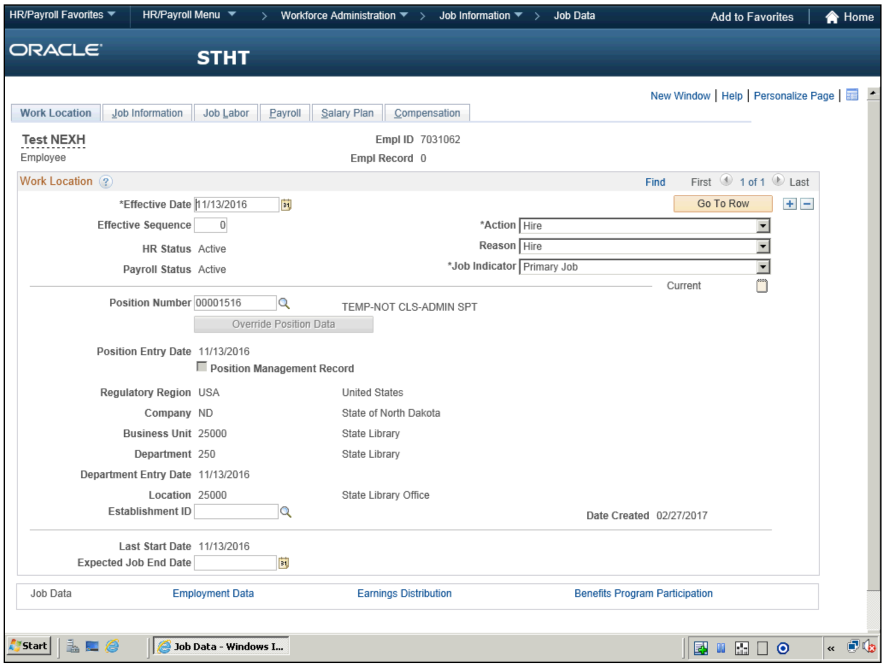
Step	Action
1.	Click the **HR/Payroll** link. HR/Payrol

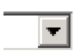


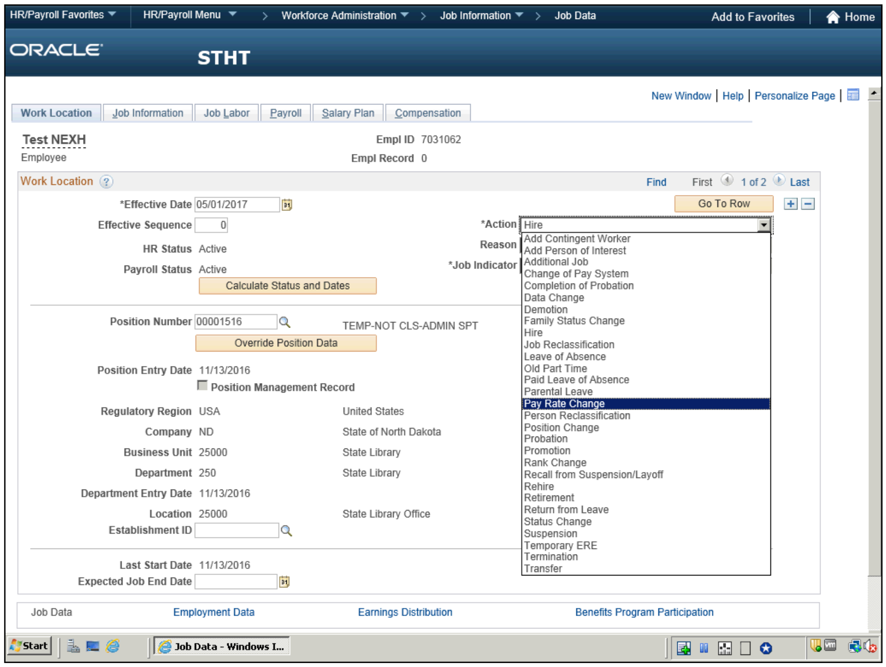
Step	Action
2.	Click the **HR/Payroll Menu** button. 
3.	Click the **Workforce Administration** menu. 
4.	Click the **Job Information** menu. 
5.	Click the **Job Data** menu. 



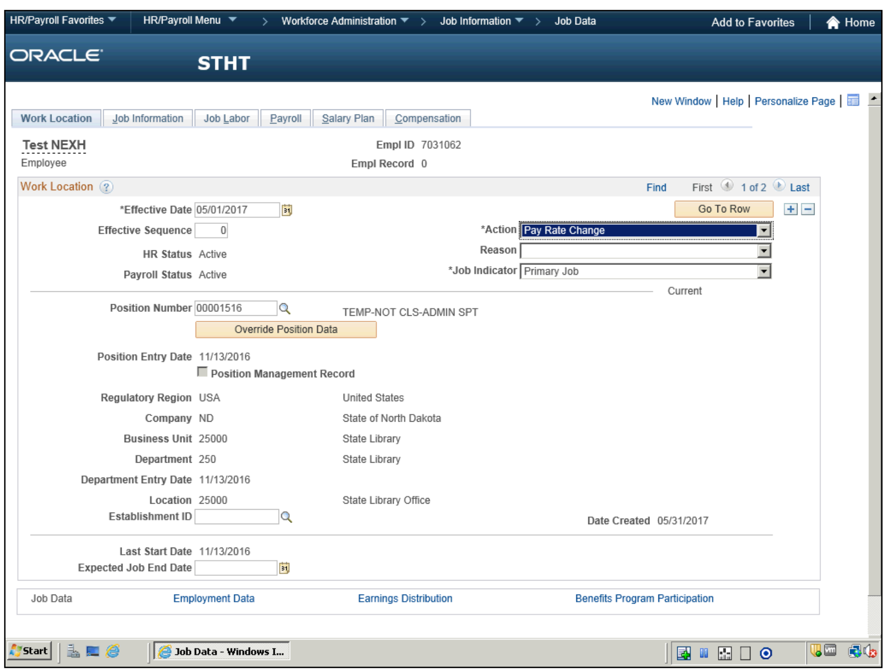
Step	Action
6.	Enter the desired information into the **Empl ID** field. Enter "**7031062**". 
7.	Click the **Search** button. 



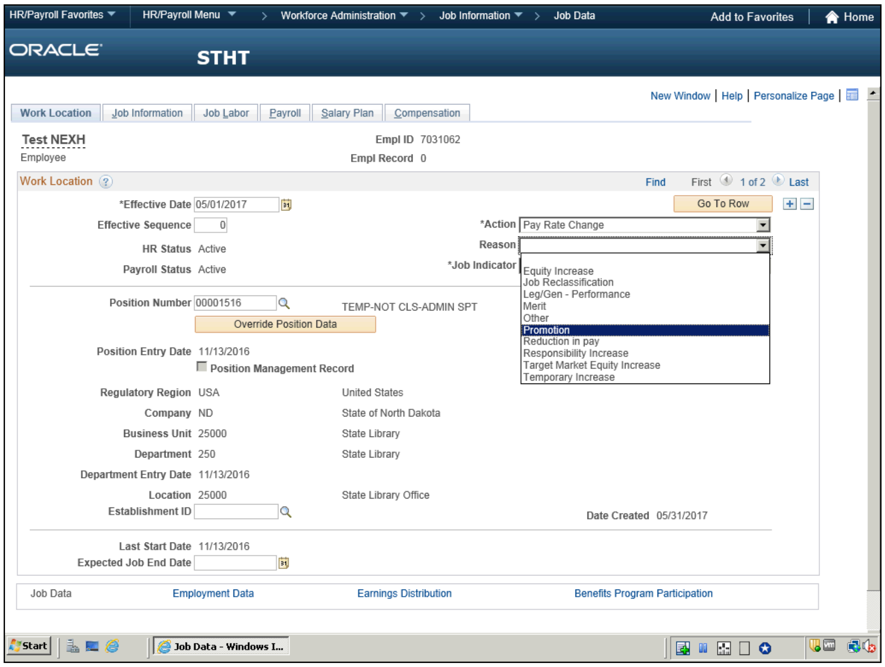
Step	Action
8.	Click the **Add a new row (+)** button. 
9.	Click the **Choose a date** button. 
10.	Click the **1**. 1
11.	Click the **Action** dropdown arrow. 



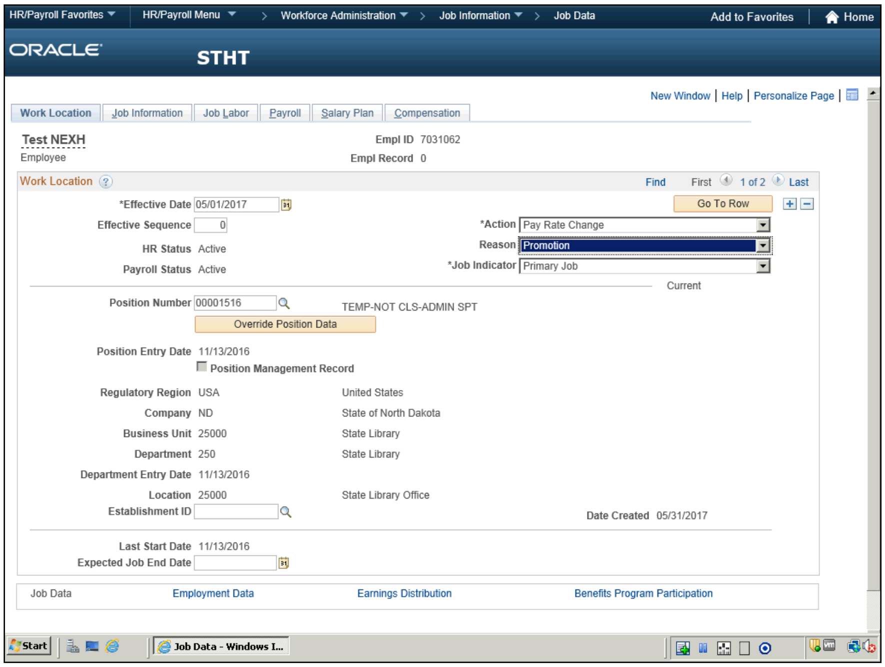
Step	Action
12.	Click the **Pay Rate Change** list item. Pay Rate Change



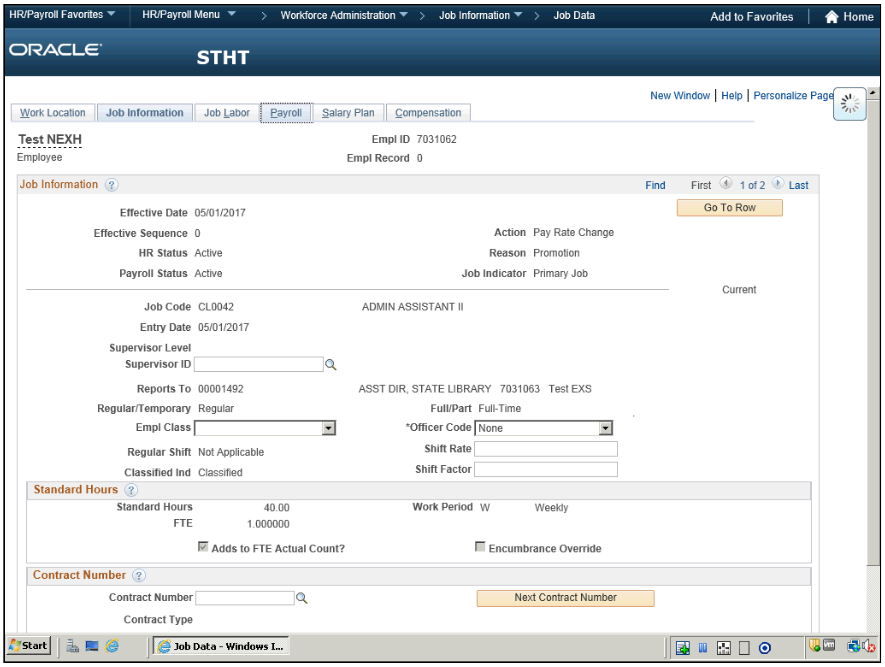
Step	Action
13.	Click the **Reason** dropdown arrow. 

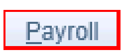


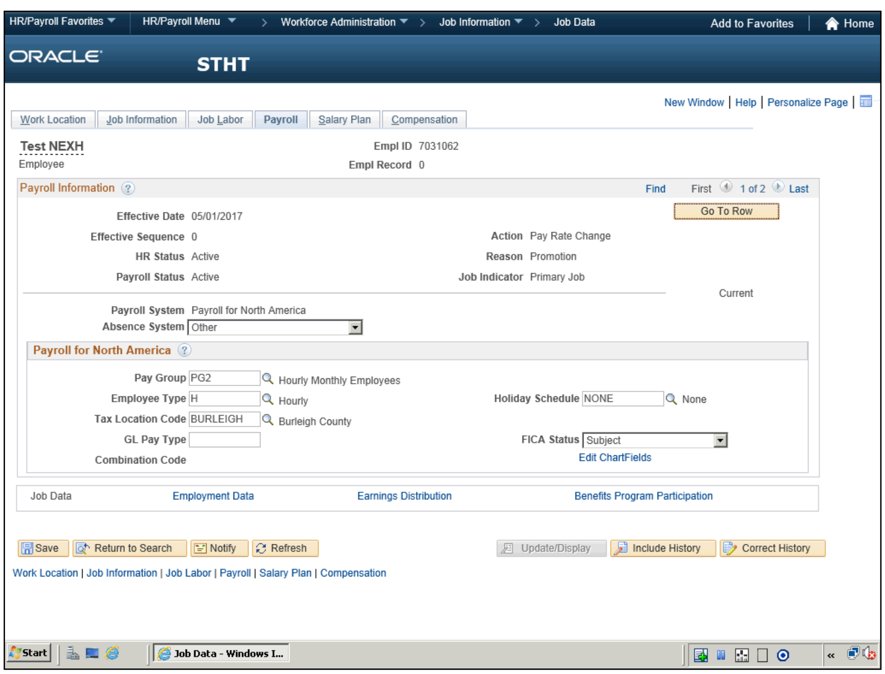
Step	Action
14.	Click the **Promotion** list item. 



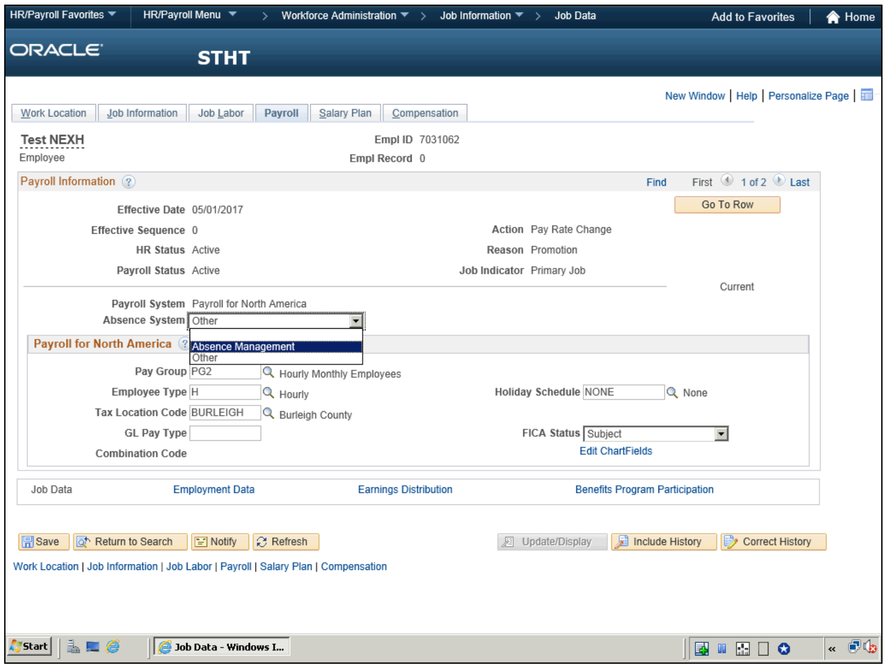
Step	Action
15.	Click in the **Position Number** field. 
16.	Enter the desired information into the **Position Number** field. Enter "**00001506**". 
17.	Click the **00001506** list item. 
18.	Verify the following information: **Position Entry Date, Department Entry Date, Company, Department,** and **Location.**
19.	Click the **Job Information** tab. 
20.	Verify the following information: **Job Code** (and associated title)**, Regular/Temporary, Full/Part, Reports To** and, **FLSA Status** (found by clicking the **USA Flag**)
21.	**Note:** The **Job Labor** tab is NOT used.



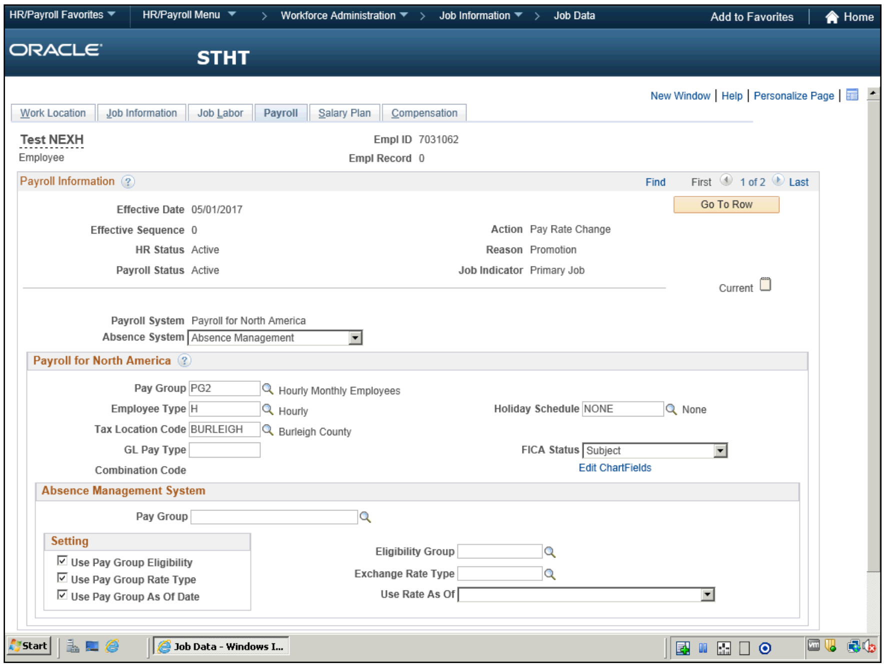
Step	Action
22.	Click the **Payroll** tab. 
23.	Verify the following information is correct: **Pay Group, Employee Type, Tax Location Code, Holiday Schedule** and **FICA Status.**



Step	Action
24.	Click the **Absence System** dropdown arrow. 

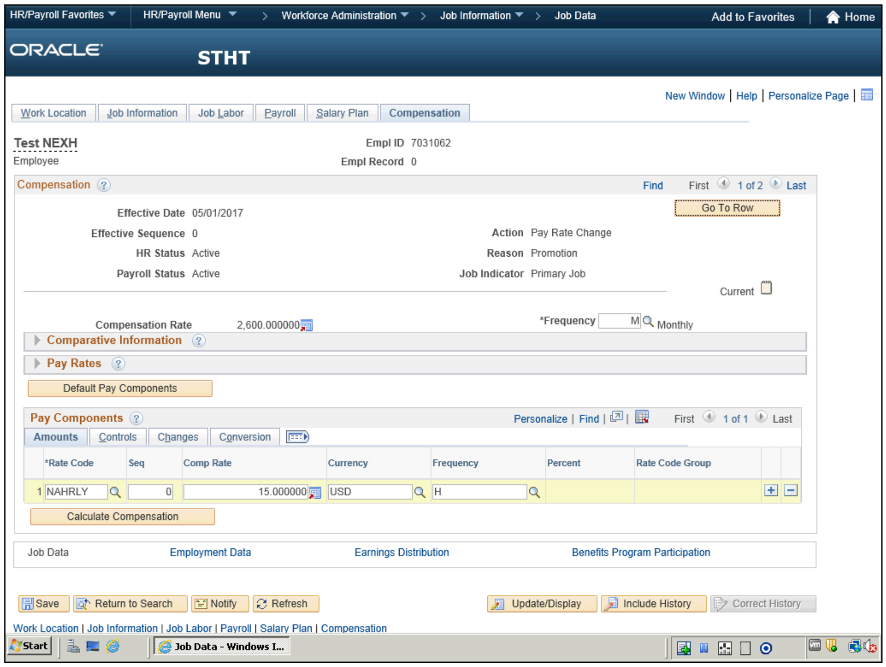


Step	Action
25.	Click the **Absence Management** list item. 

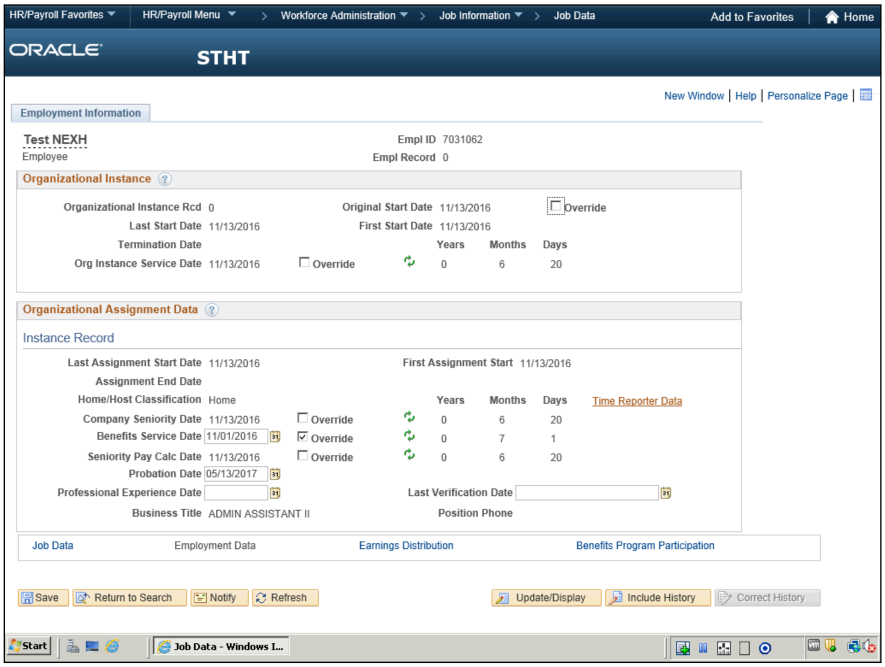


Step	Action
26.	Click the **Look up Pay Group** button.
27.	Click the **PG1** link. PG1
28.	Click the **OK** button. OK
29.	Click the **Look up Holiday Schedule** button.
30.	Click the **STATE1** link. STATE1
31.	Click the **Look up Pay Group** button.
32.	Click the **PG1** link. PG1
33.	Click the **Salary Plan** tab. Salary Plan
34.	Verify the following information is correct: **Salary Admin Plan and Grade.**

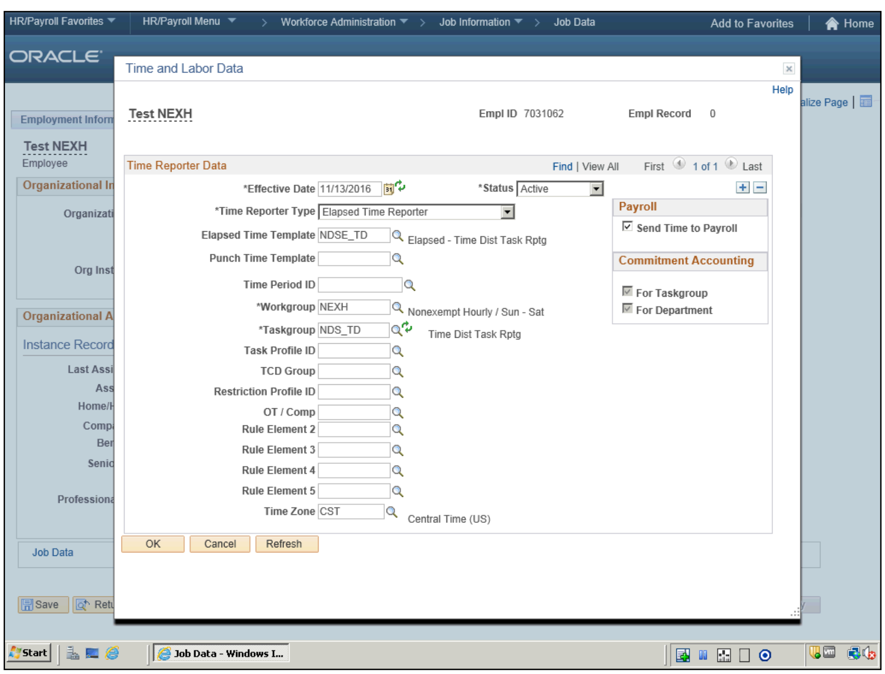
Step	Action
35.	Click the **Compensation** tab. Compensation



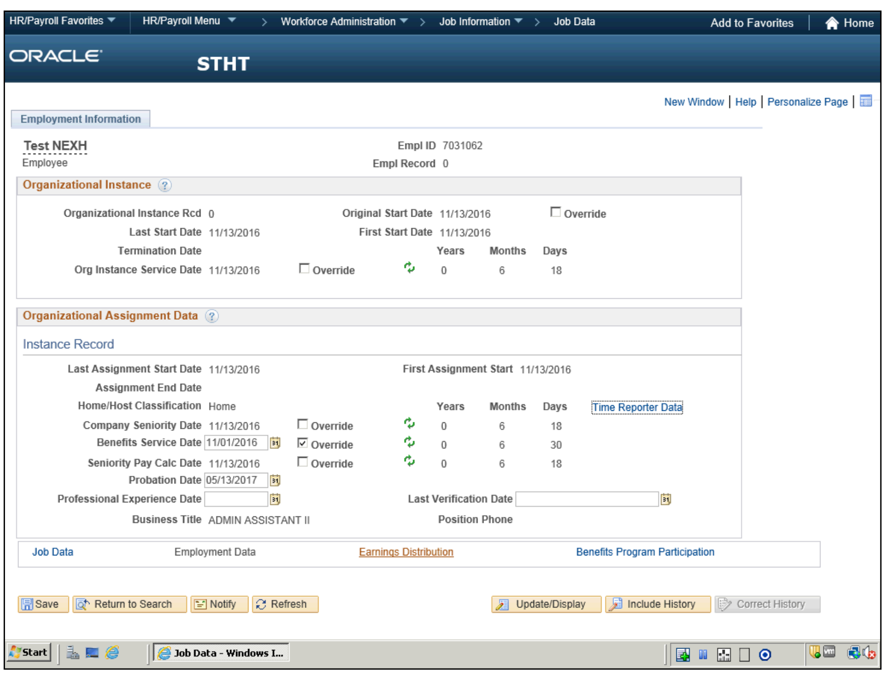
Step	Action
36.	Click the **Look up Rate Code** button. 
37.	Click the scrollbar.
38.	Click the **NAMNTH** link. NAMNTH
39.	Enter the desired information into the **Comp Rate** field. Enter "**3000**".
40.	Click the **Calculate Compensation** button. Calculate Compensation
41.	Click the **Employment Data** link. Employment Data



Step	Action
42.	Click the **Time Reporter Data** link. Time Reporter Data

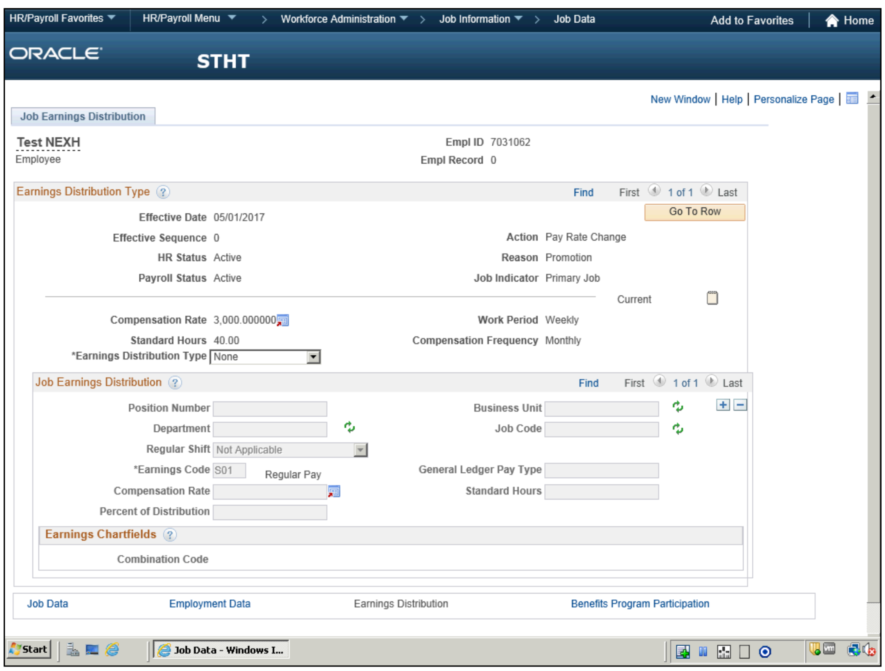


Step	Action
43.	Click the **Add a new row (+)** button.
44.	Confirm the ***Effective Date** matches the Promotion effective date on the Job Data page.
45.	Click the **Choose a date** button.
46.	Click the **1**. 1
47.	Click the **Look up Workgroup** button.
48.	Click the **Nonexempt Salaried / Mon - Sun** link. Nonexempt Salaried / Mon - Sun
49.	Click the **OK** button. OK



Step	Action
50.	Click the **Earnings Distribution** link. Earnings Distribution

Step	Action
51.	The **Job Earnings Distribution** earnings code must be verified for each employee.
52.	The **Earnings Code** for the **PG1** (& MJ1) pay group for salaried employees is defaulted to earnings code S01 for regular earnings. If the employee is to receive temporary earnings, the earnings code needs to be changed to S02.
53.	The **Earnings Code** for the **PG2** pay group for hourly employees is defaulted to earnings code S02 for temporary earnings. If the employee is to receive regular earnings, the earnings code needs to be changed to S01 for regular earnings.
54.	If the earnings code needs to be changed, you must perform the following: **Earnings Distribution Type =** Percent. **Earnings Code** = S01 or S02 (regular or temporary, respectively) **Percent of Distribution** = 100% This will ensure that your employee's salary for hourly base pay is paid using the correct earnings code.



Step	Action
55.	Click the scrollbar.
56.	Click the **Save** button. 
57.	Congratulations, you have completed this lesson. **End of Procedure.**

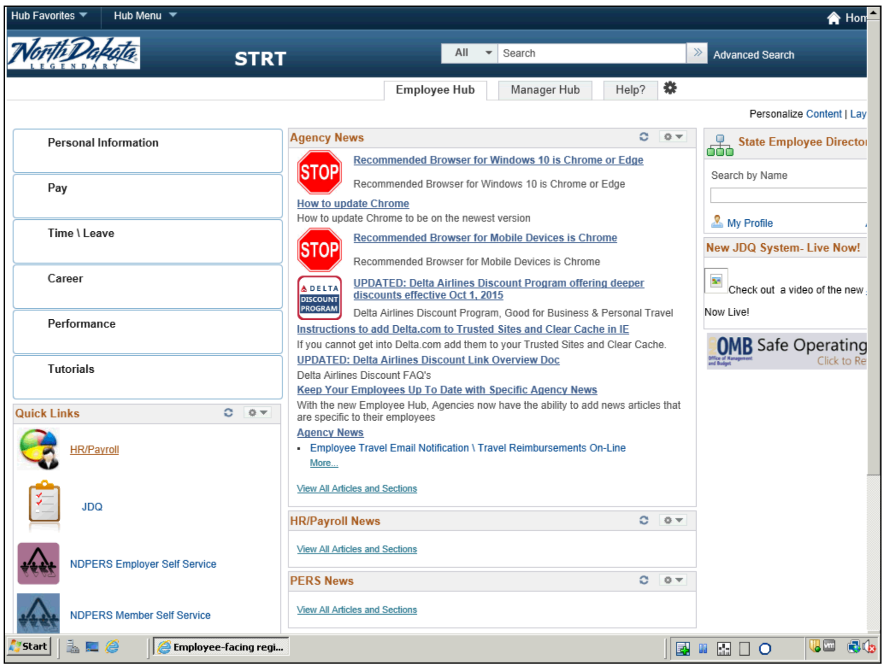
Rehire

Rehire

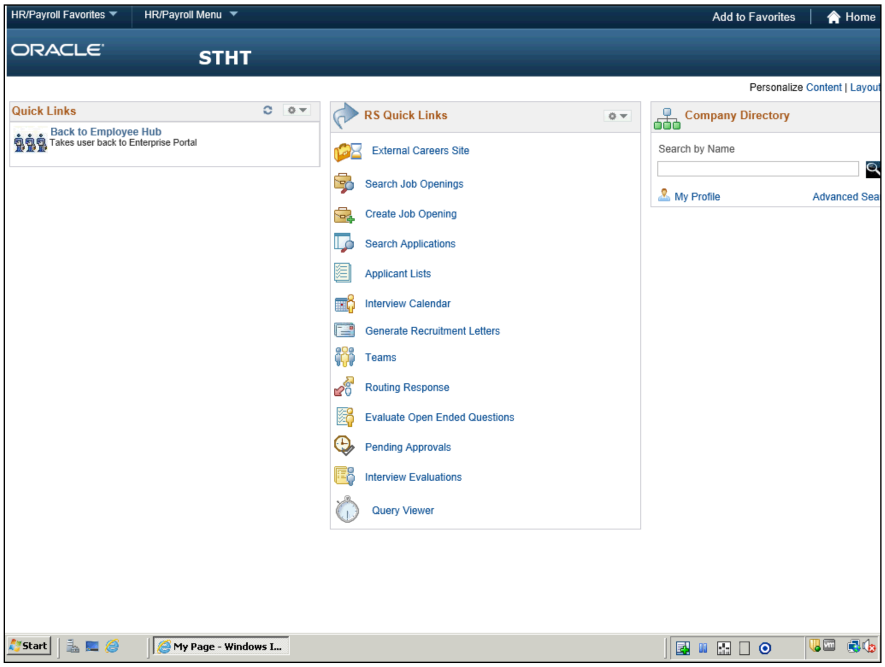
Procedure

This lesson will show you how to <u>rehire</u> an employee using the Recruiting Solutions Manage Hires process.

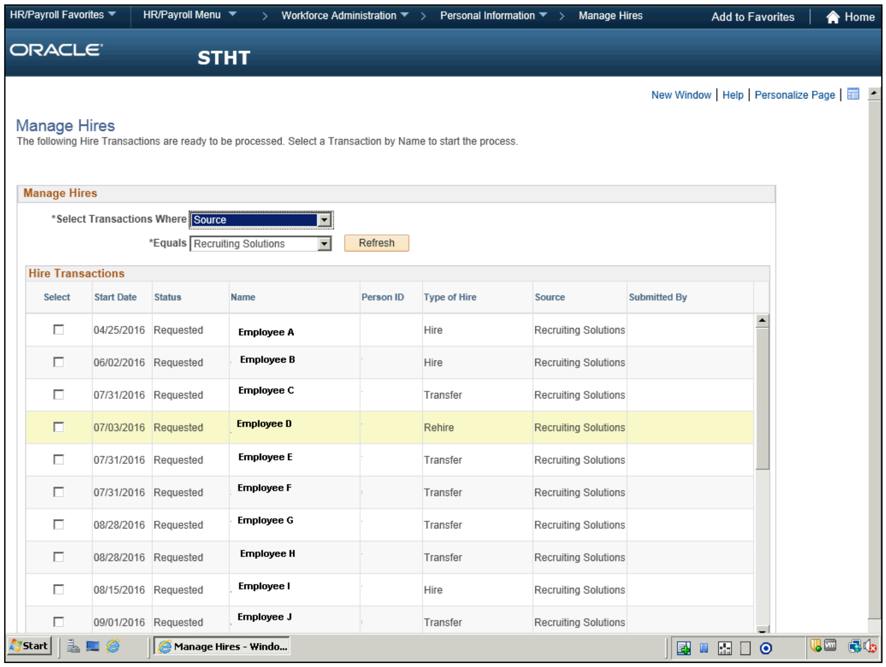
Navigation: HR/Payroll > HR/Payroll Menu > Workforce Administration > Personal Information > Manage Hires



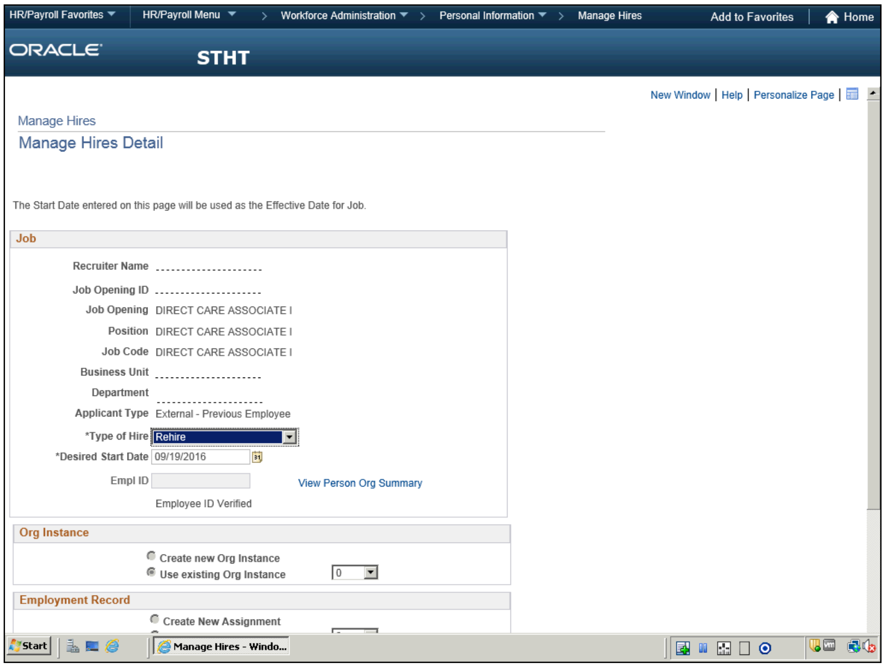
Step	Action
1.	Click the **HR/Payroll** link. HR/Payroll



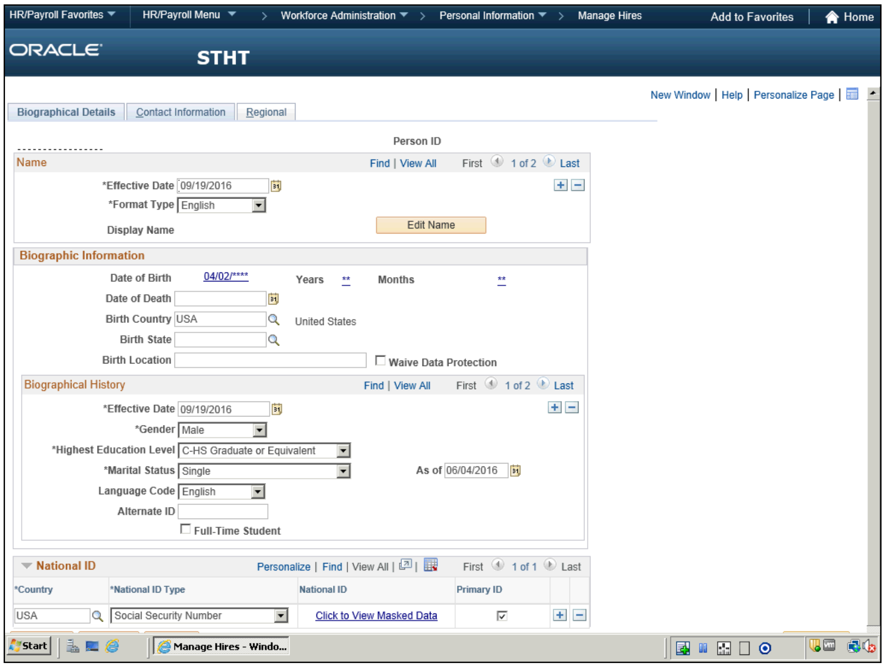
Step	Action
2.	Click the **HR/Payroll Menu** link. 
3.	Click the **Workforce Administration** menu. 
4.	Click the **Personal Information** menu. 
5.	Click the **Manage Hires** menu. 
6.	The **Manage Hires** page displays the transactions from Recruiting Solutions that are ready to process.
7.	The **Manage Hires** section enables you to select the type of what **Hire Transactions** to display. The ***Select Transactions Where** and ***Equals** field default to **Source** and **Recruiting Solutions**, respectively.



Step	Action
8.	Click the **Employee D** link. 
9.	The **Manage Hires Details** page displays the **Job** and **Hire Information** from **Recruiting Solutions.** Confirm the **Job** information including the ***Desired Start Date** is accurate.
10.	**Note:** The Start Date entered on this page will be used as the Effective Date for Job.
11.	The **Empl ID** defaults from the employees prior hire record.

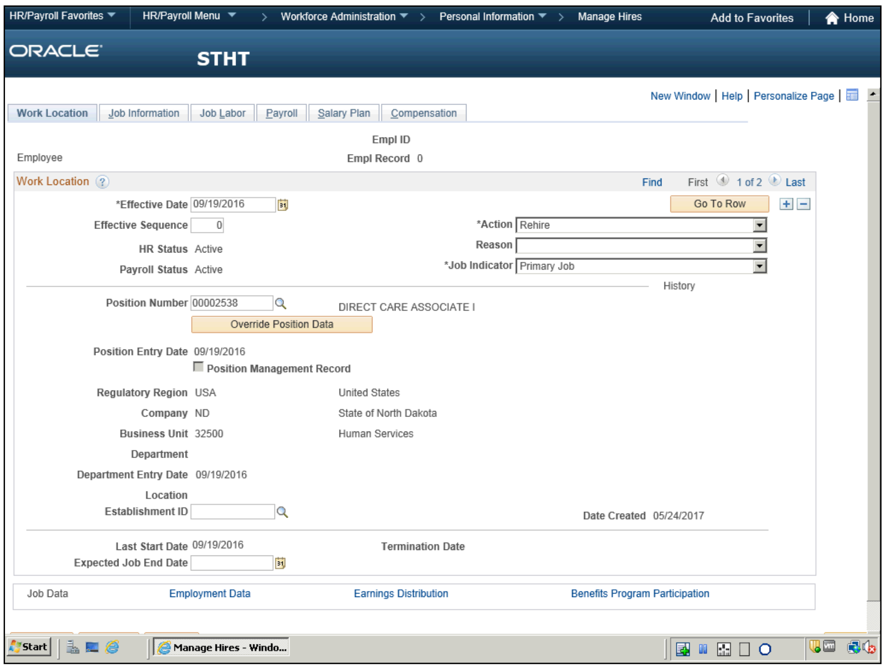


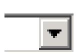
Step	Action
12.	Click the scrollbar.
13.	To pull the person's personal data information from Recruiting Solutions, Click the **Add Person** button. 
14.	The **Biographical Details** page displays the employee's personal information from Recruiting Solutions. Confirm the information is accurate.

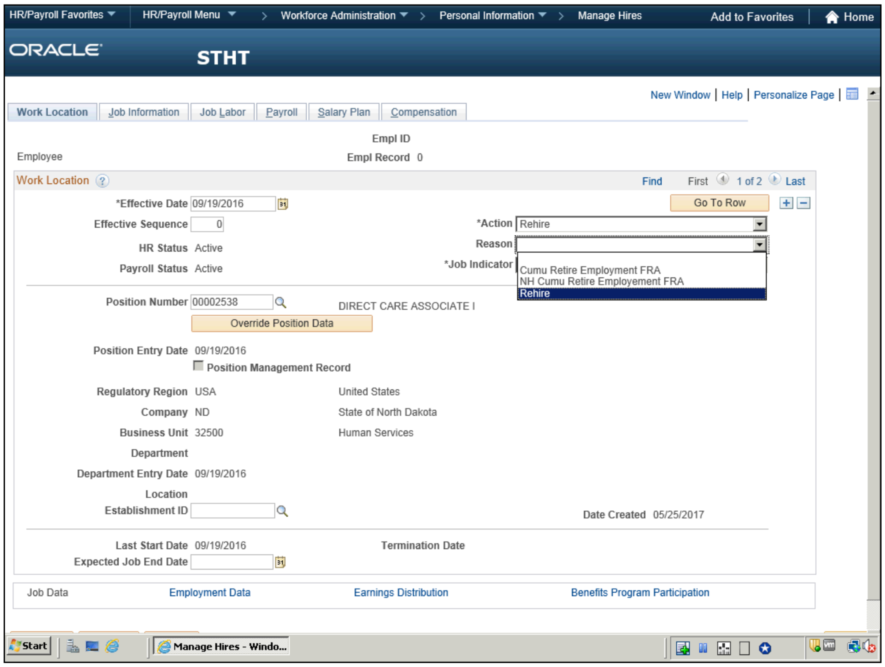


Step	Action
15.	Click the **Contact Information** tab. Contact Information
16.	The **Contact Information** page displays the employee's personal address, phone and email information from Recruiting Solutions. Update any information that is necessary.
17.	Next, confirm the **Regional** information. Click the **Regional** tab. Regional
18.	The **Regional** page enables you to enter country specific personal information.
19.	Enter the employee's **Ethnic Group** and **Military Status**.
20.	Click the **OK** button. OK
21.	The **Work Location** page is used to enter position and location information for a person's job, including the regulatory region, company, department, and location.

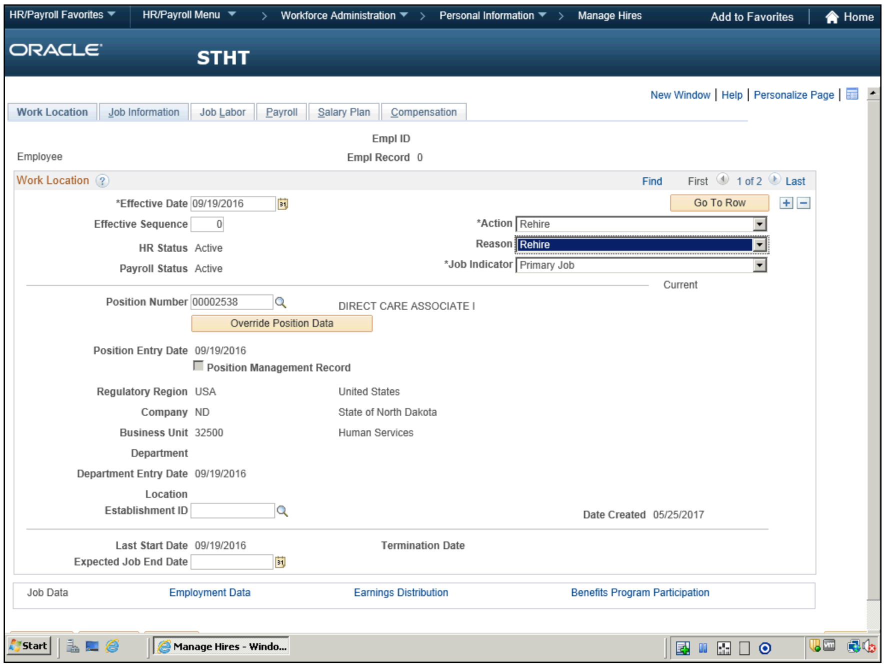
Step	Action
22.	Confirm the following fields are accurate on the **Work Location** page: ***Effective Date -** the effective date defaults from **Personal Information** pages. **Effective Sequence -** For the new hire row this value will always default to 0 (zero). ***Action -** Defaults to <u>Rehire.</u> **Reason -** Defines the reason for the Action. The entry will be <u>Rehire</u>. ***Job Indicator -** This defaults to **Primary Job**.

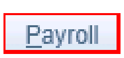


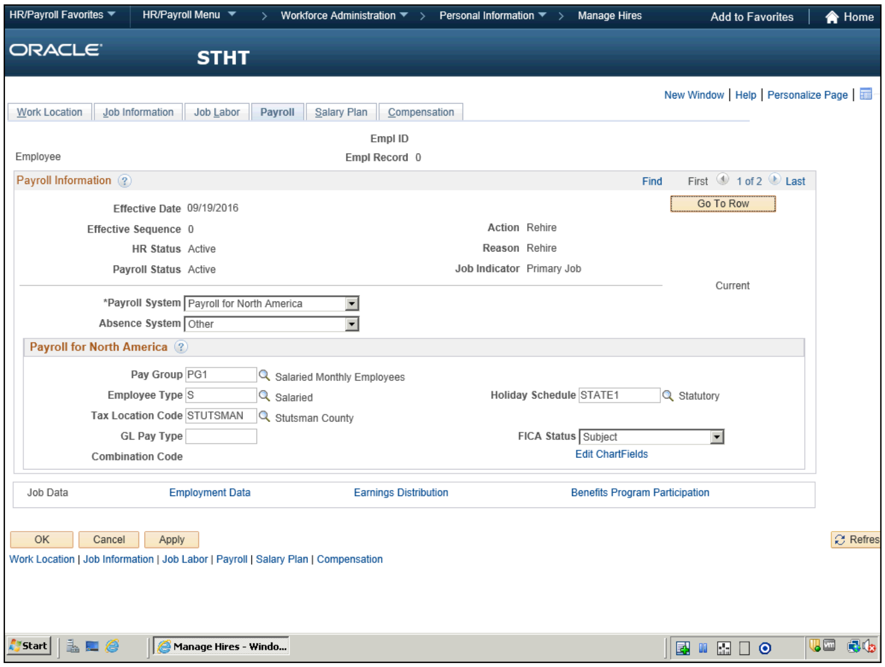
Step	Action
23.	Click the **Reason** dropdown arrow. 



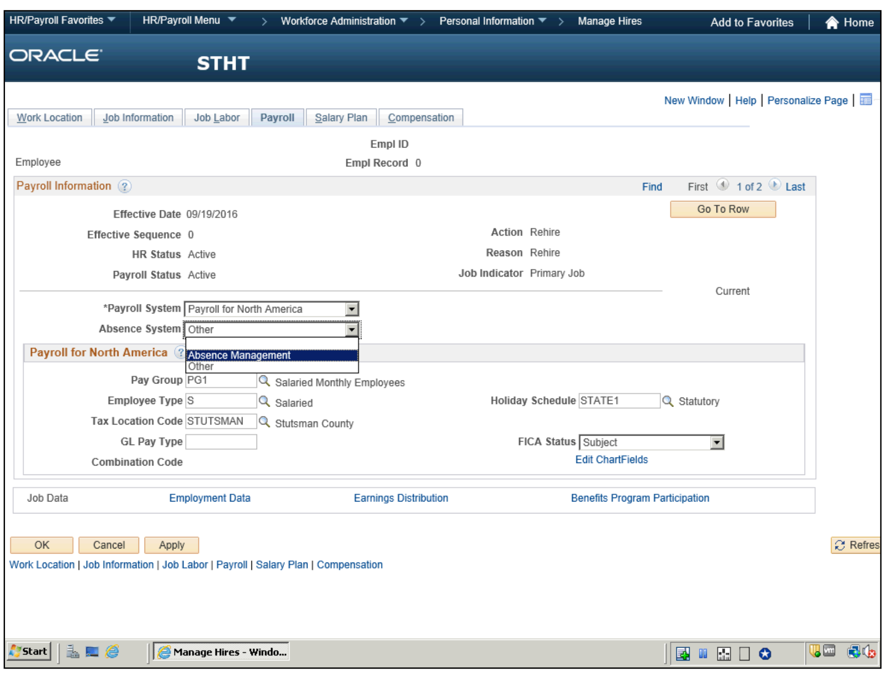
Step	Action
24.	Click the **Rehire** list item. 
25.	The **Position Number** defaults from Recruiting Solutions.
26.	The following information defaults from the **Position Number** data: **Regulatory Region -** USA **Company -** ND **Business Unit -** your agency business unit. **Department -** the department the employee belongs **Department Entry Date -** date which the employee begins work for the department. **Location -** physical location where the employee will perform their job.



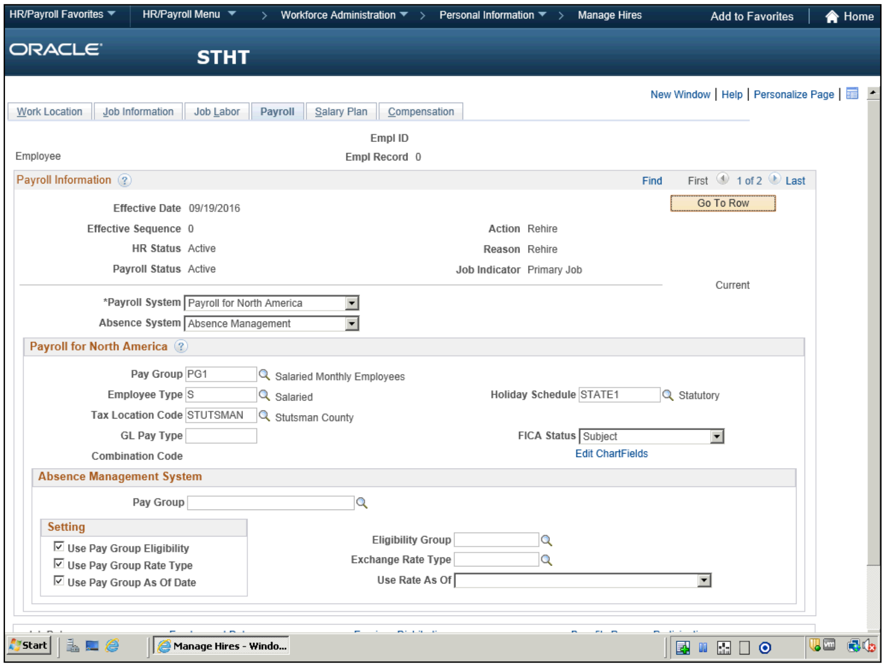
Step	Action
27.	Click the **Job Information** tab. 
28.	The **Job Information** page is used to enter information about a person's job, including status, job code and standard hours.
29.	The following information is based on the **Position Number:** **Job Code** **Entry Date** **Reports To** **Regular/Temporary** **Full-time/Part-time**
30.	Verify the **FLSA Status** and **Work Day Hours** information is correct.
31.	Click the **Payroll** tab. 
32.	The **Payroll** page is used to enter payroll and absence management processing data.



Step	Action
33.	Click the **Absence System** dropdown arrow. 

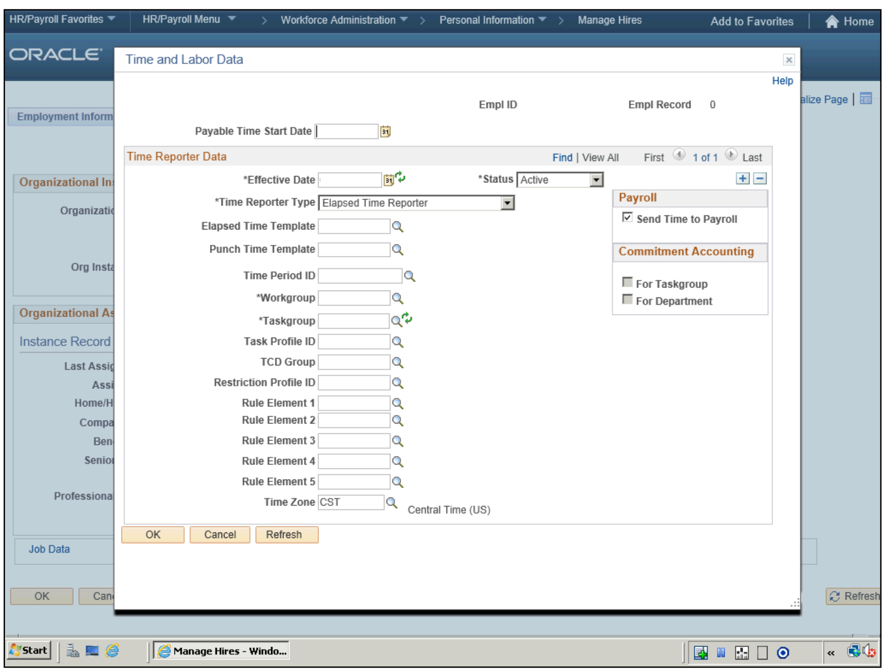


Step	Action
34.	Click the **Absence Management** list item. Absence Management



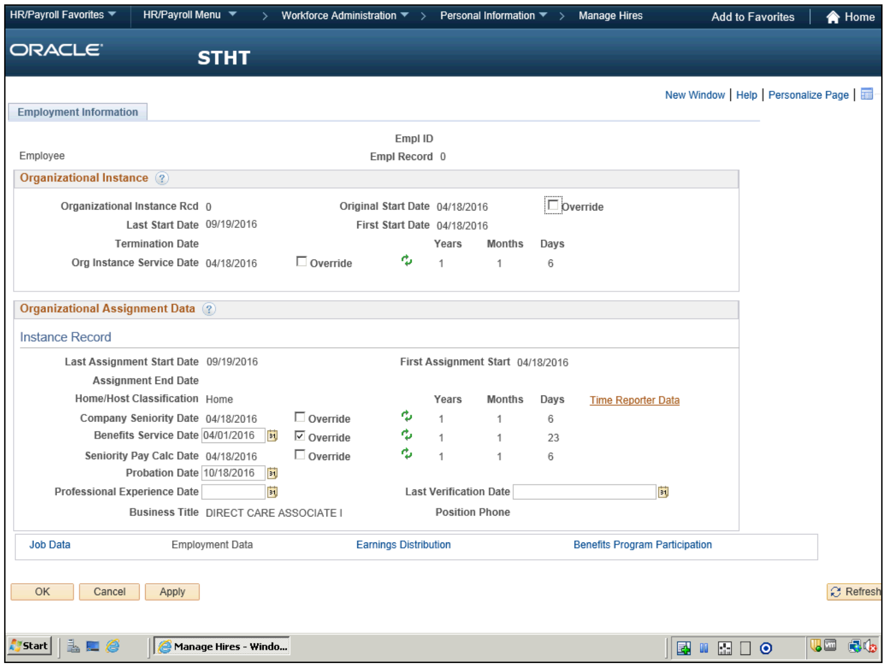
Step	Action
35.	Click the **Look up Pay Group (Alt+5)** button.
36.	Click the **PG1** link. PG1
37.	Click the **Salary Plan** tab. Salary Plan
38.	The **Salary Plan** page is used to enter information about the employee's salary. Confirm the information is accurate.
39.	Click the **Compensation** tab. Compensation
40.	Confirm the Salary information is accurate.
41.	Click the **Employment Data** link. Employment Data

Step	Action
42.	Verify the **Company Seniority Date**. The **Company Seniority Date** is the continuous service date and is used for service award recognition. Once the record is saved you can go back in and change this date by clicking on the **Override** button next to the date, change the date and then save. Leave the box checked next to override.
43.	Verify the **Benefits Service Date**. The **Benefits Service Date** is used for leave accrual. If the hire date is not the first of the month, you should enter the first day of the month of hire to accrue the appropriate accrual of leave hours. Do this by clicking the **Override** button next to the date; change the date and then save. Leave the box checked next to override.
44.	Click the **Time Reporter Data** link. Time Reporter Data
45.	The **Time and Labor Data** page enables you to enter the **Time Reporter Data**.

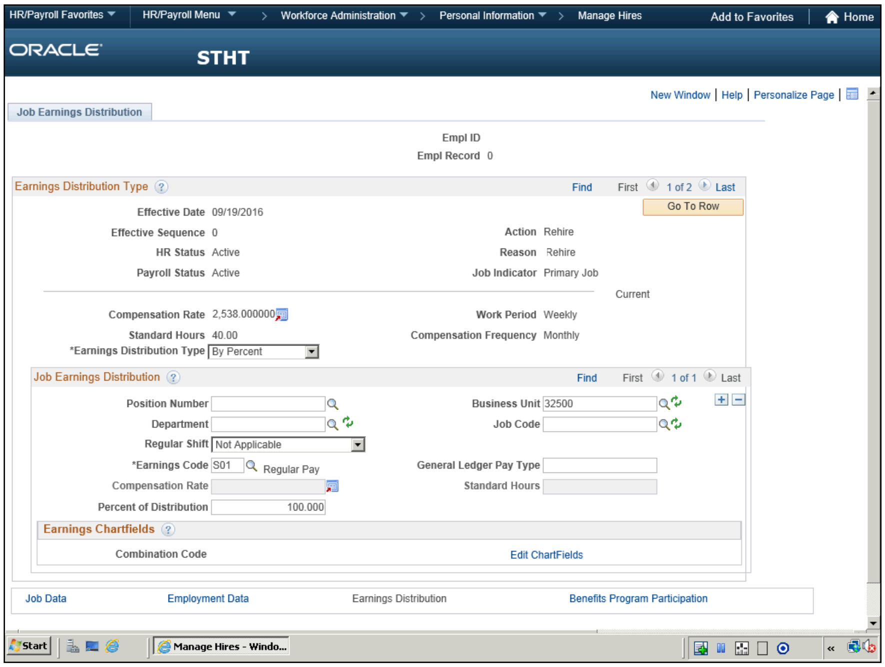


Step	Action
46.	Enter the Hire Date of the employee. Enter the desired information into the **Payable Time Start Date** field. Enter "**09/19/2016**". Payable Time Start Date

Step	Action
47.	The ***Effective Date** is the hire and the Time Reporter Data enrollment date.
48.	Confirm the Time Reporter **Status** is set to **Active.**
49.	***Time Reporter Type** will default to **Elapsed Time Reporter.**
50.	**Elapsed Time Template** will be the State standard of '**NDSE_TD**' . Click the **Look up Elapsed Time Template (Alt+5)** button. 
51.	Click the **NDSE_TD** link. 
52.	***Workgroup** is determined by the employee's Agency. Click the **Look up Workgroup** button. 
53.	Click the **NEXS** link. 
54.	***Taskgroup** is the State standard of '**NDS_TD**'. Click the **Look up Taskgroup** button. 
55.	Click the **NDS_TD** link. 
56.	Click the **OK** button. 



Step	Action
57.	Click the **Earnings Distribution** link. Earnings Distribution
58.	The **Job Earnings Distribution** earnings code must be verified for each employee.
59.	The **Earnings Code** for the **PG1** (& MJ1) pay group for salaried employees is defaulted to earnings code S01 for regular earnings. If the employee is to receive temporary earnings, the earnings code needs to be changed to S02.
60.	The **Earnings Code** for the **PG2** pay group for hourly employees is defaulted to earnings code S02 for temporary earnings. If the employee is to receive regular earnings, the earnings code needs to be changed to S01 for regular earnings.
61.	If the earnings code needs to be changed, you must perform the following: **Earnings Distribution Type =** Percent. **Earnings Code** = S01 or S02 (regular or temporary, respectively) **Percent of Distribution** = 100% This will ensure that your employee's salary for hourly base pay is paid using the correct earnings code.



Step	Action
62.	Click the scrollbar.
63.	Click the **OK** button. 
64.	Click the **OK** button. 
65.	Congratulations, you have completed this lesson. **End of Procedure.**

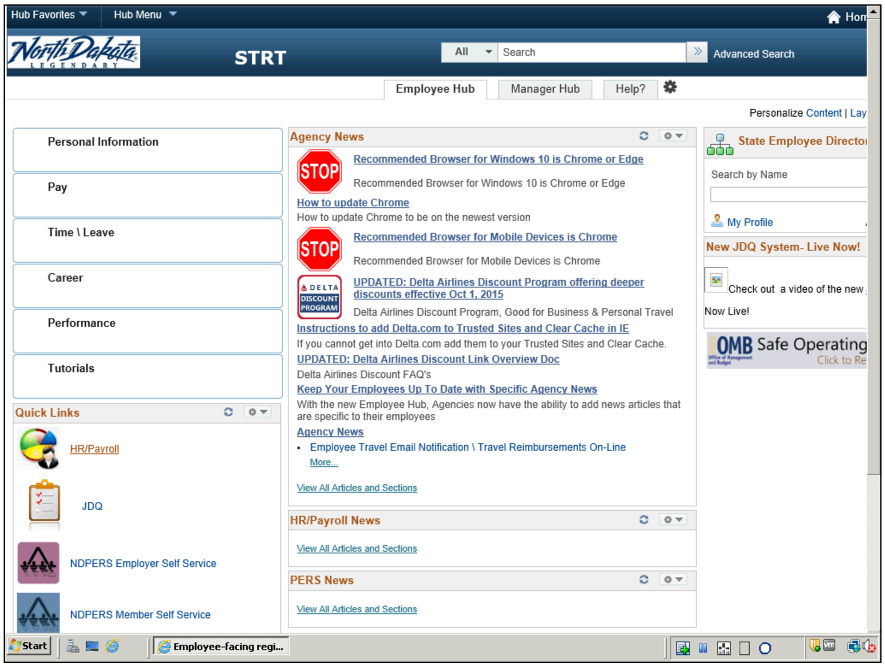
Return from Leave of Absence

Return from Leave of Absence

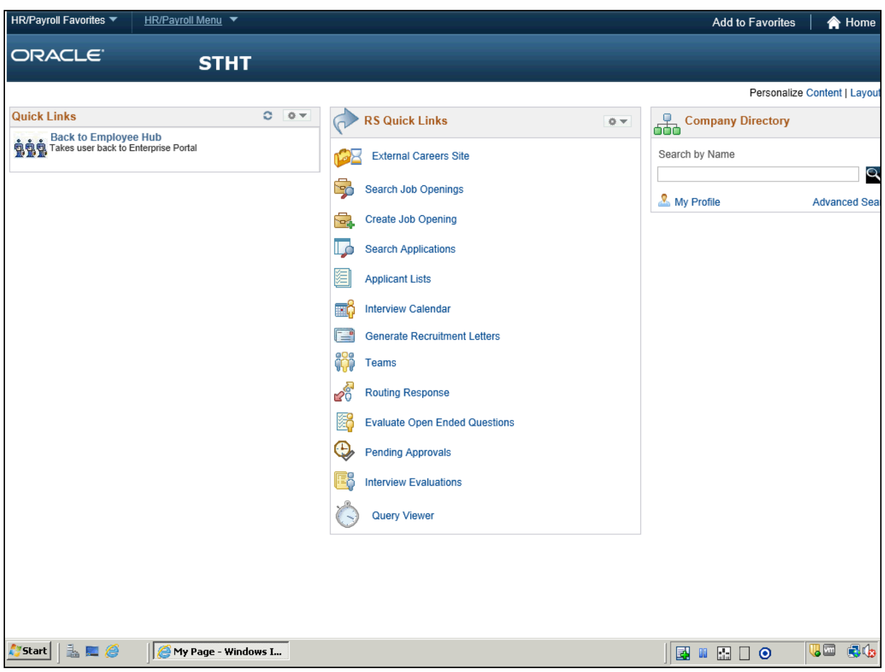
Procedure

In this lesson, you will walk-through the steps to process a Return from Leave of Absence.

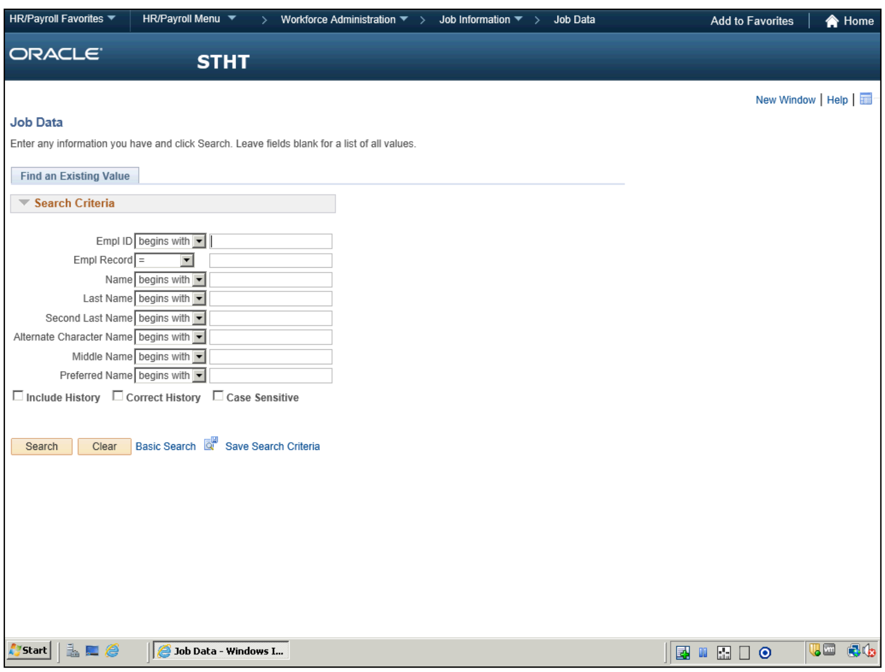
Navigation: HR/Payroll > HR/Payroll Menu > Workforce Administration > Job Information > Job Data



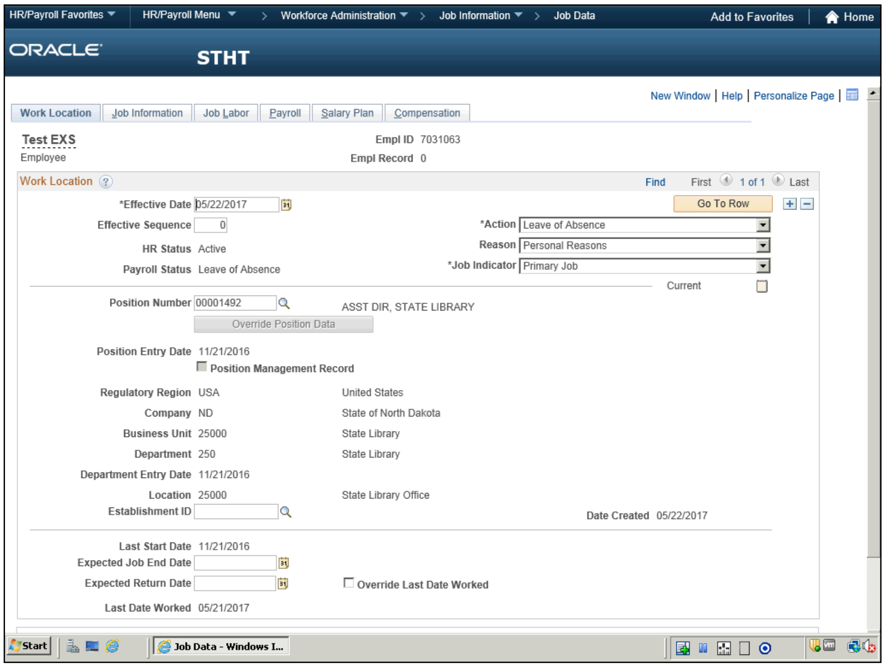
Step	Action
1.	Click the **HR/Payroll** link. 

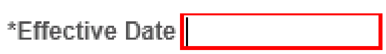
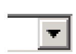


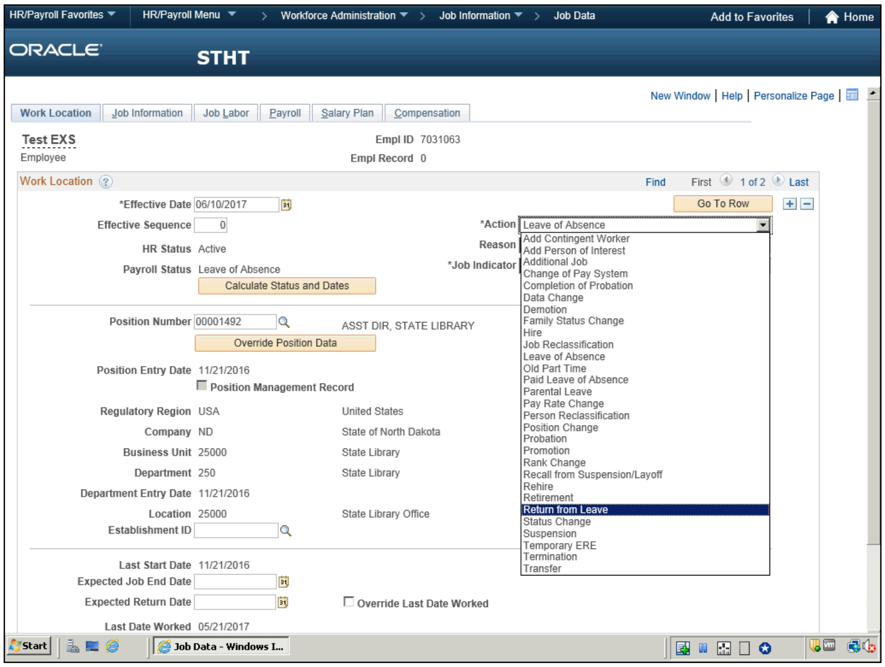
Step	Action
2.	Click the **HR/Payroll Menu** button. HR/Payroll Menu
3.	Click the **Workforce Administration** menu. Workforce Administration
4.	Click the **Job Information** menu. Job Information
5.	Click the **Job Data** menu. Job Data
6.	The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the **Empl ID** field. If you do not know the ID, you can use the employee's first or last name to narrow the search and select the desired ID from the displayed list.



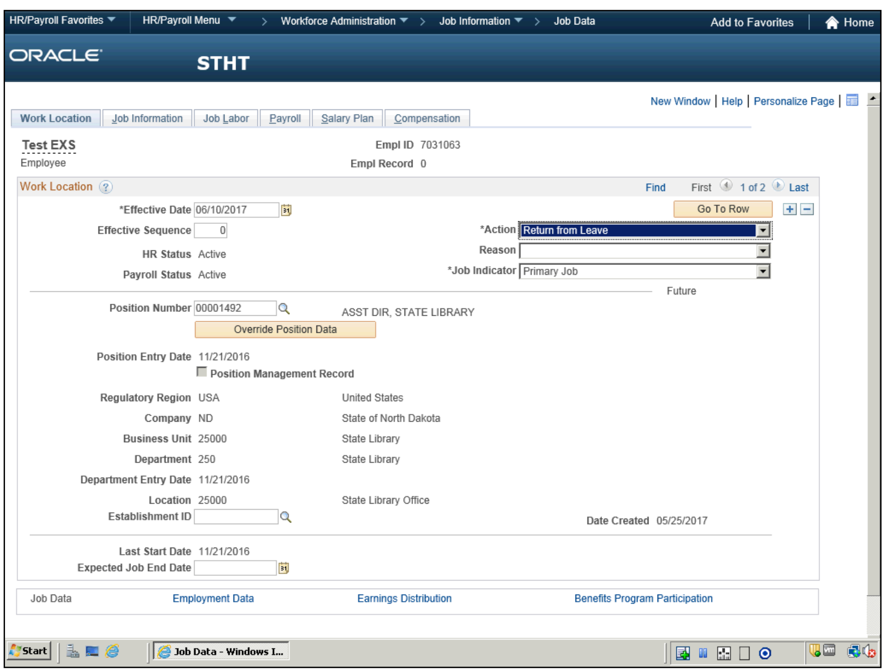
Step	Action
7.	Enter the desired information into the **Empl ID** field. Enter "**7031063**". Empl ID begins with
8.	Click the **Search** button. Search



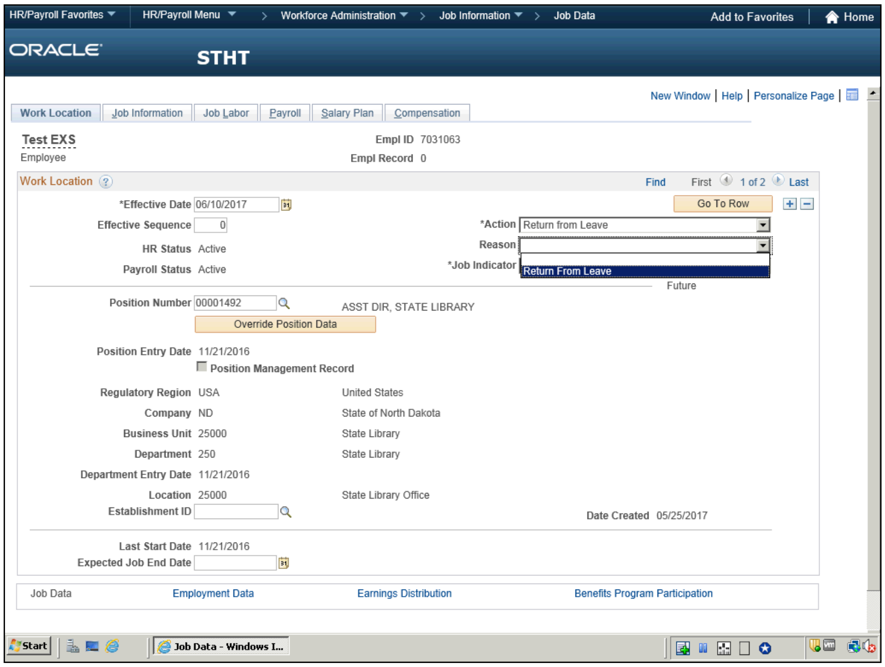
Step	Action
9.	Click the **Add a new row (+)** button. 
10.	Enter the desired information into the **Effective Date** field. Enter "**06/10/2017**". 
11.	Click the **Action** dropdown arrow. 



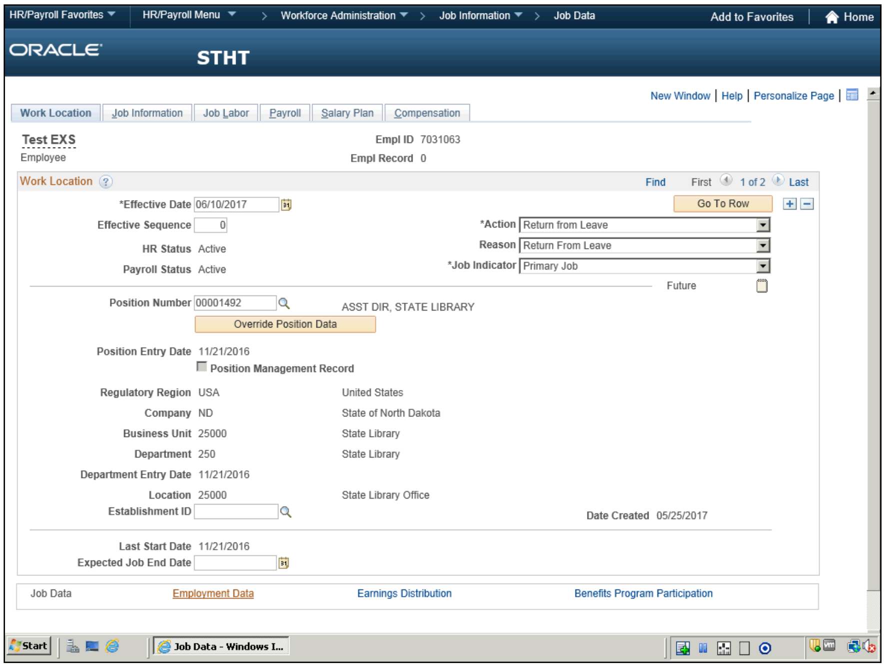
Step	Action
12.	Click the **Return from Leave** list item. 



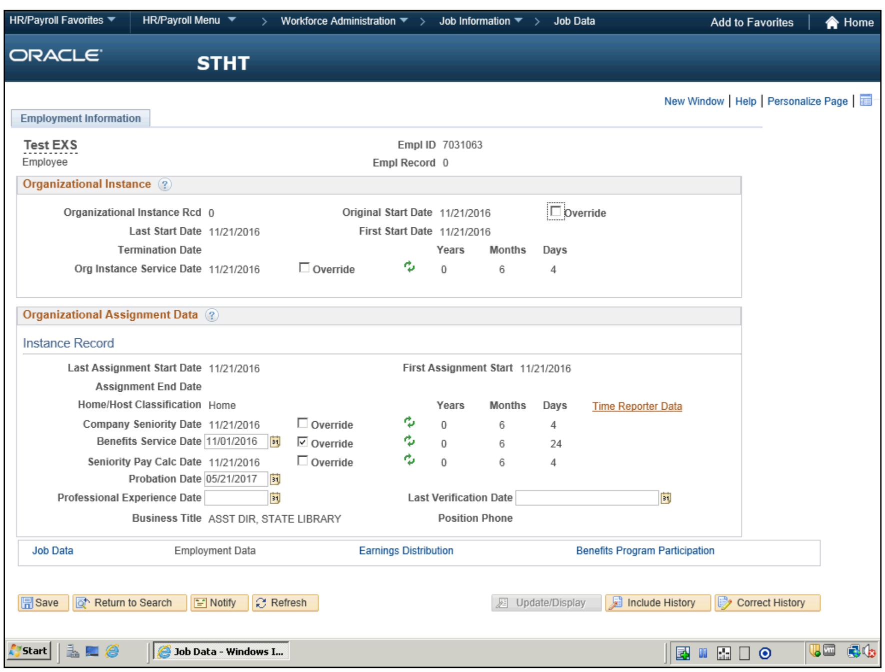
Step	Action
13.	Click the **Reason** dropdown arrow. 



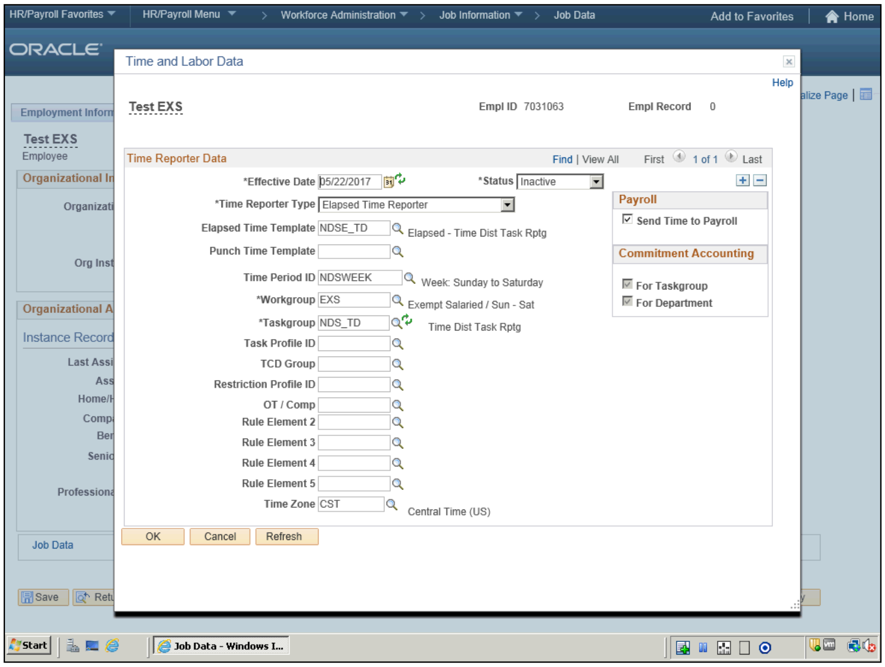
Step	Action
14.	Click the **Return From Leave** list item. 



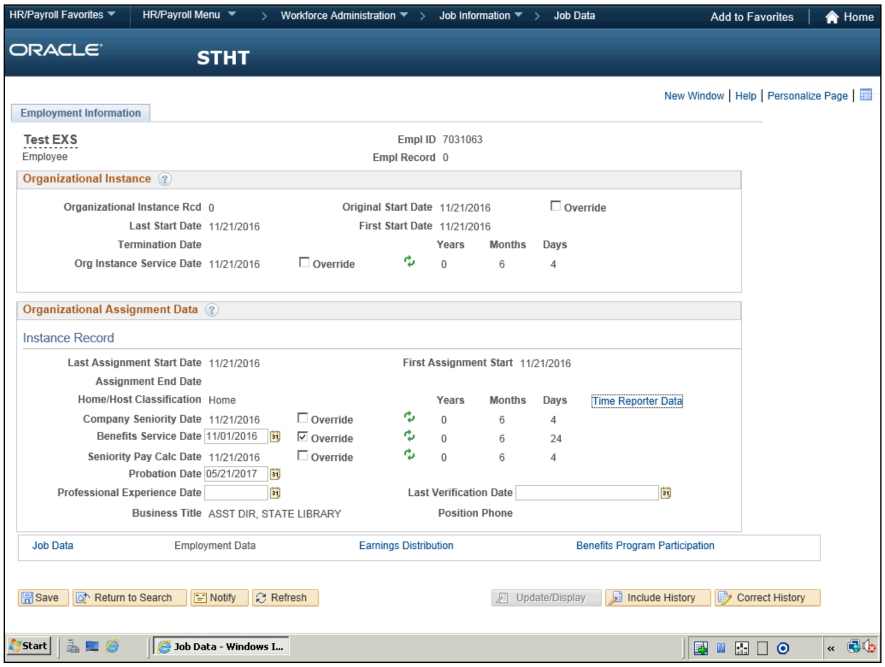
Step	Action
15.	Click the **Employment Data** link. Employment Data



Step	Action
16.	Click the **Time Reporter Data** link. Time Reporter Data



Step	Action
17.	Click the **Add a new row (+)** button.
18.	Update the **Effective Date** to match the Leave of Absence return date.
19.	Enter the desired information into the **Effective Date** field. Enter "**06/10/2017**". *Effective Date
20.	Click the **Status** dropdown arrow.
21.	Click the **Active** list item. Active
22.	Verify the **Workgroup** is correct.
23.	Click the **OK** button. OK



Step	Action
24.	Click the **Save** button. 
25.	Congratulations, you have completed this lesson. **End of Procedure.**

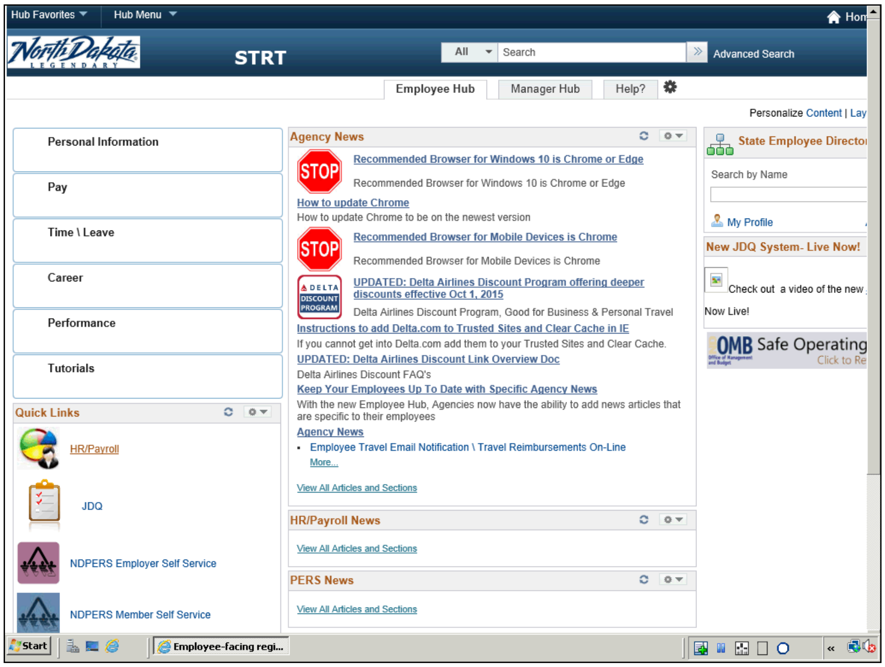
Termination

Termination

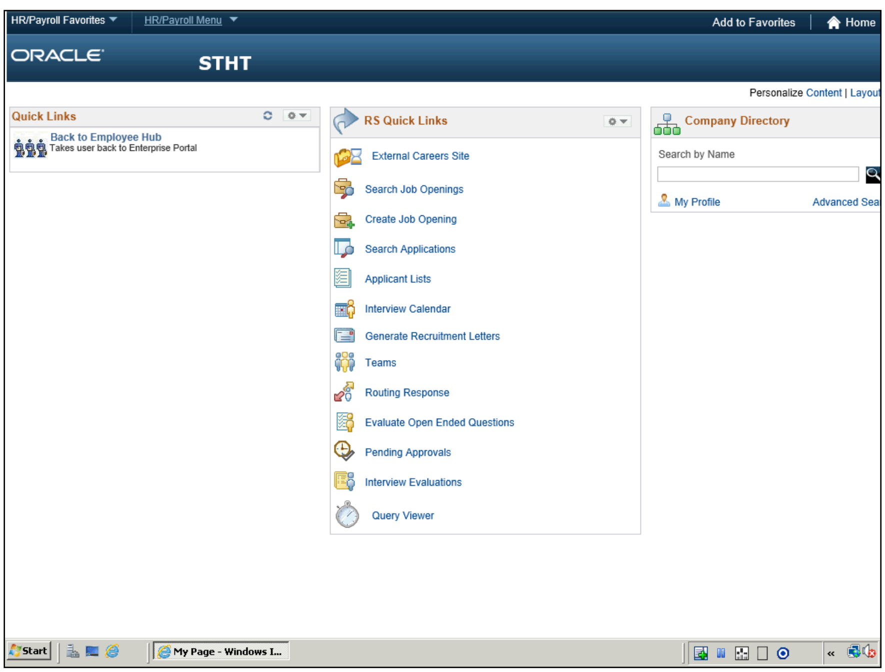
Procedure

In this lesson you will terminate an employee job record.

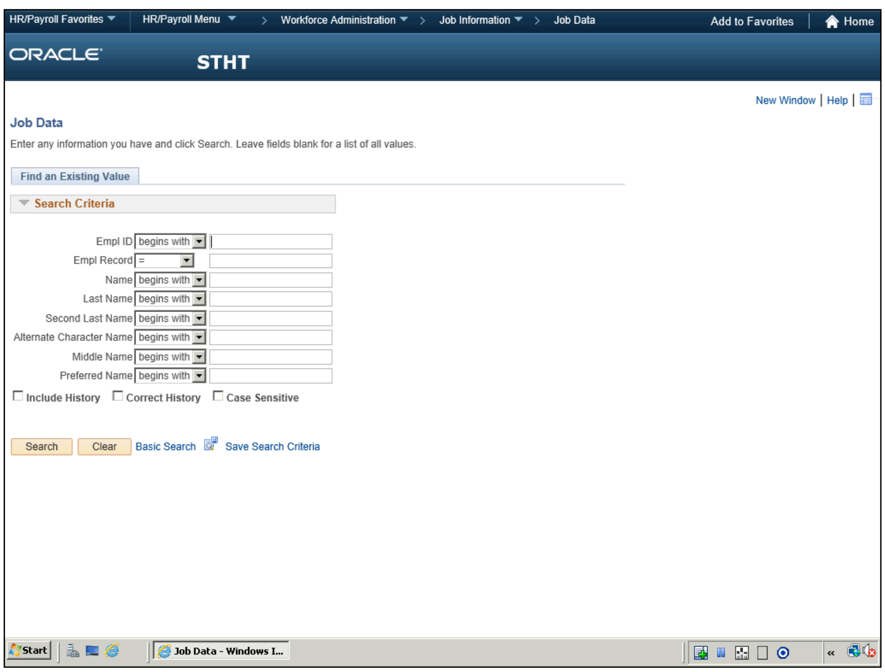
Navigation: HR/Payroll > HR/Payroll Menu > Workforce Administration > Job Information > Job Data

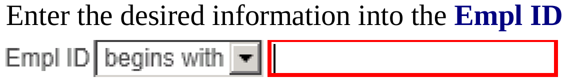


Step	Action
1.	Click the **HR/Payroll** link. 

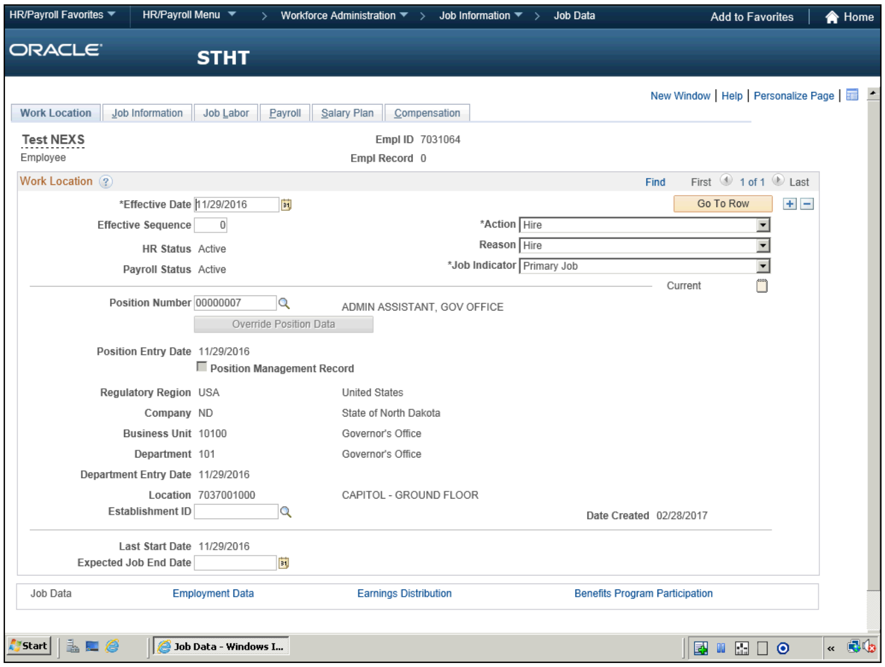


Step	Action
2.	Click the **HR/Payroll Menu** button. 
3.	Click the **Workforce Administration** menu. 
4.	Click the **Job Information** menu. 
5.	Click the **Job Data** menu. 
6.	The **Search Criteria** requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. In this example, you will search by **Empl ID.**

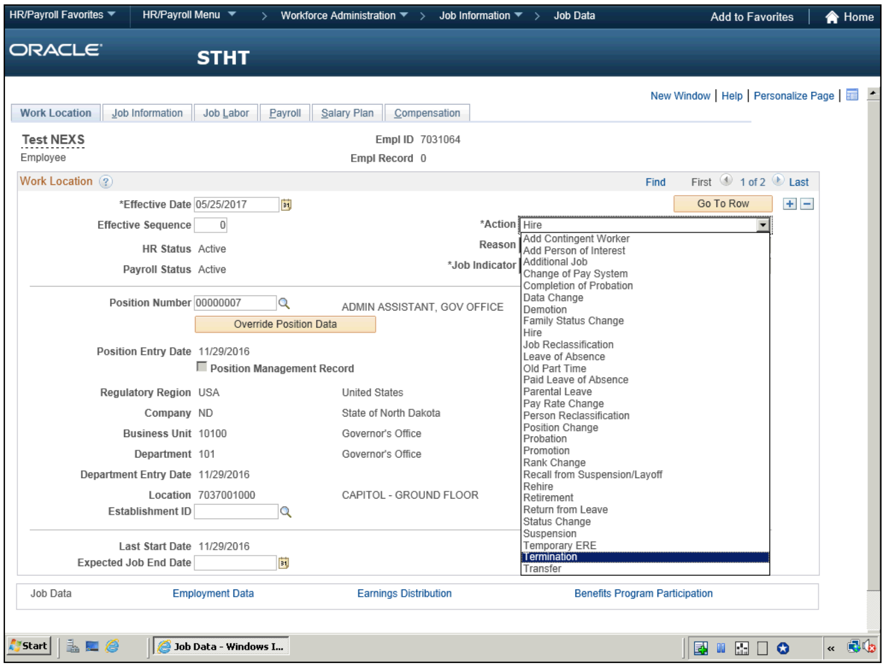


Step	Action
7.	Enter the desired information into the **Empl ID** field. Enter "**7031064**". 

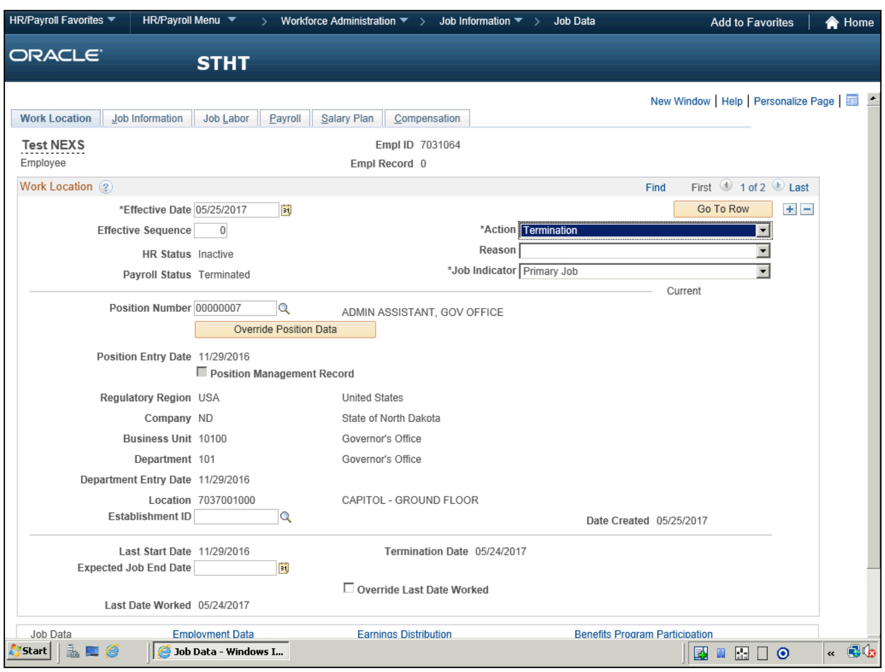
Step	Action
8.	Click the **Search** button. Search

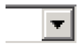


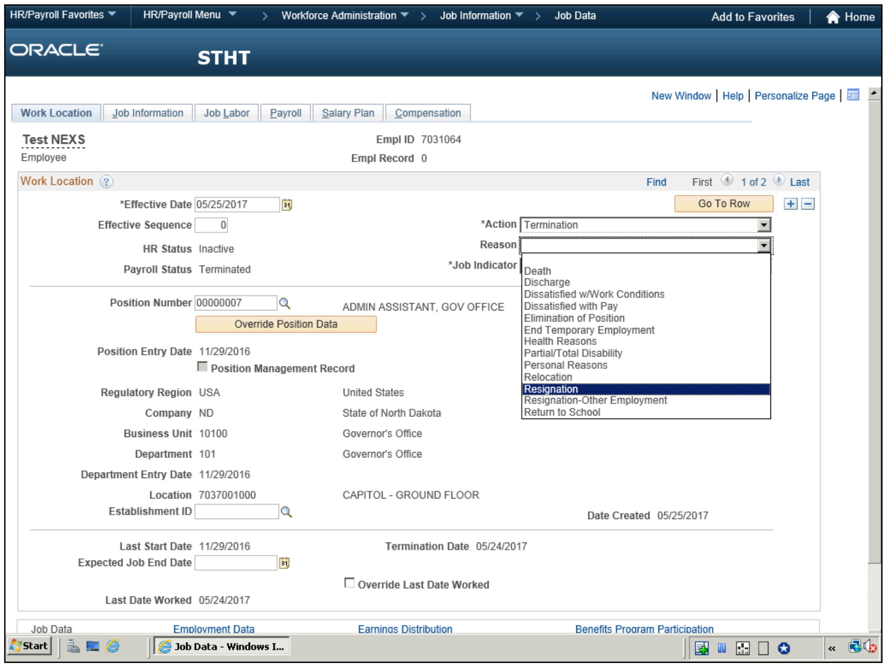
Step	Action
9.	Click the **Add a new row (+)** button.
10.	The **Effective Date** field defaults to the current date. This field preserves the history of the changes by keeping the previous information in a separate record. The effective date for a Termination must be set to the **day after the last day worked.**
11.	Click the **Action** dropdown arrow.



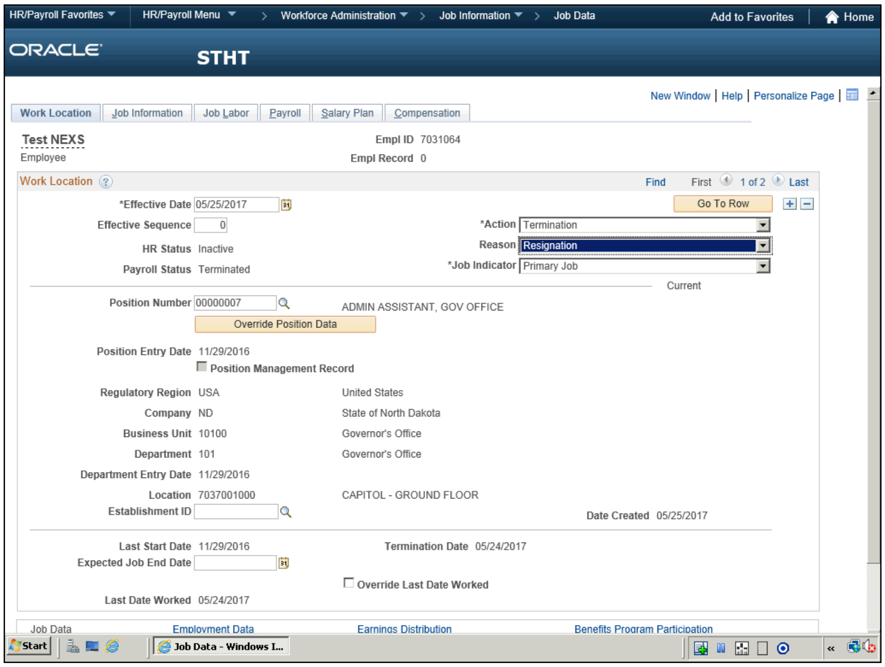
Step	Action
12.	Click the **Termination** list item. Termination



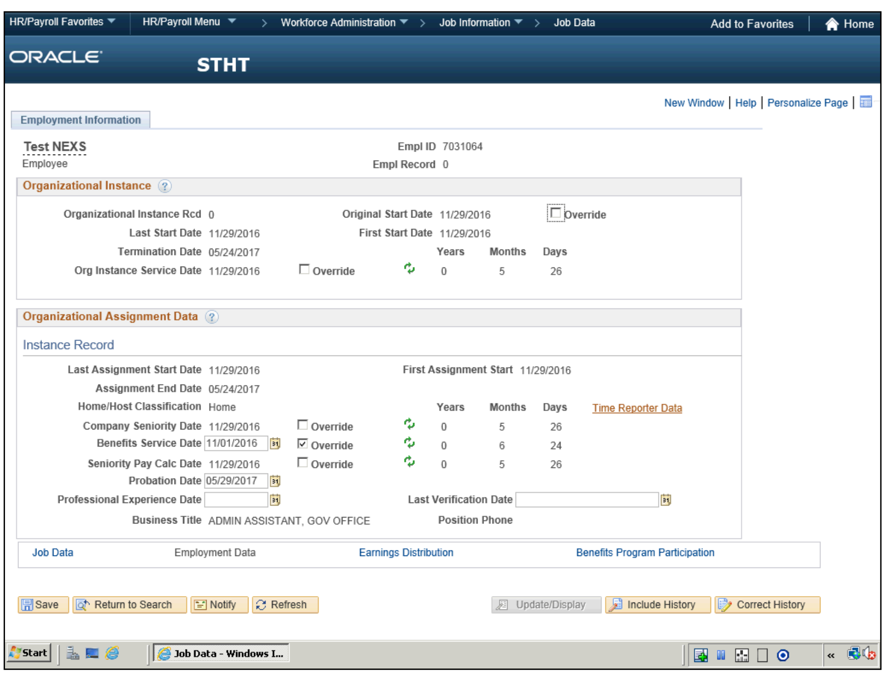
Step	Action
13.	Click the **Reason** list. 



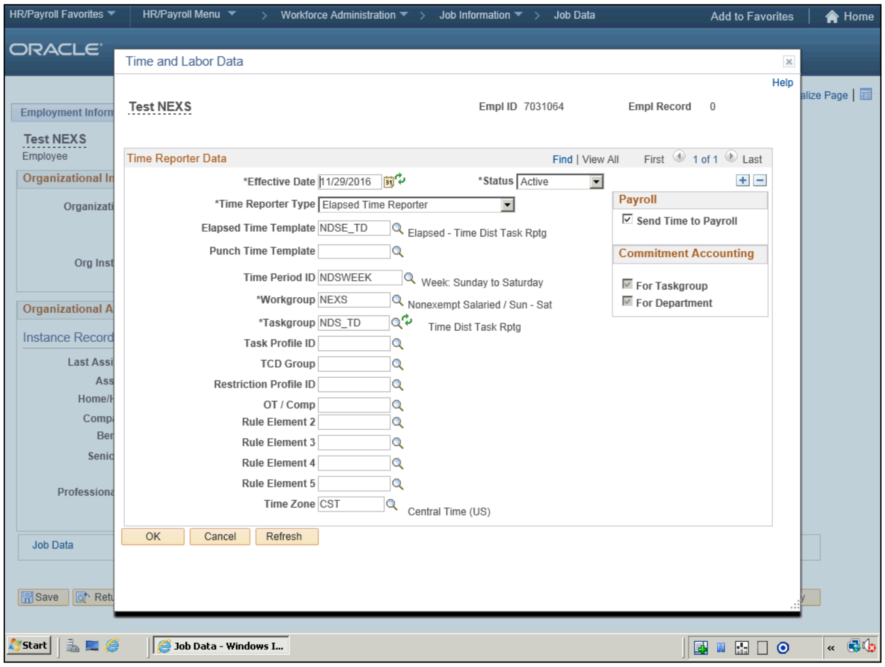
Step	Action
14.	Click the **Resignation** list item. 

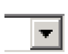


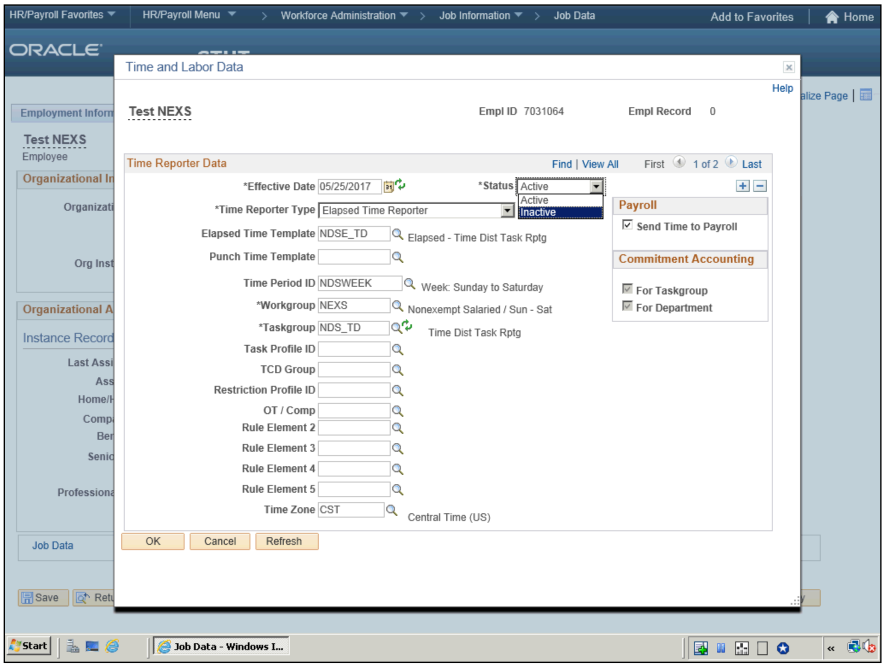
Step	Action
15.	Click the scrollbar.
16.	Click the **Employment Data** link. Employment Data



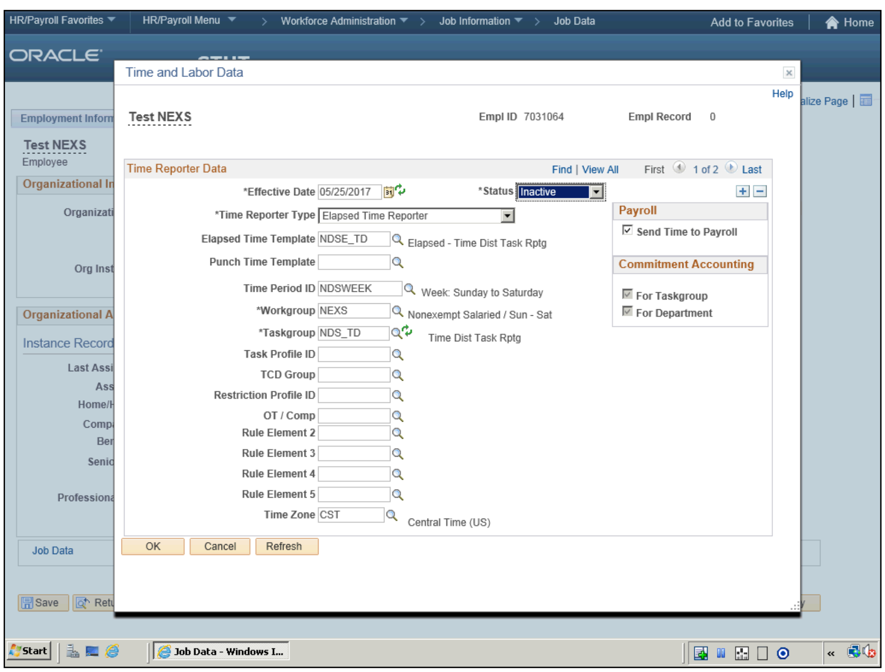
Step	Action
17.	Click the **Time Reporter Data** link. Time Reporter Data



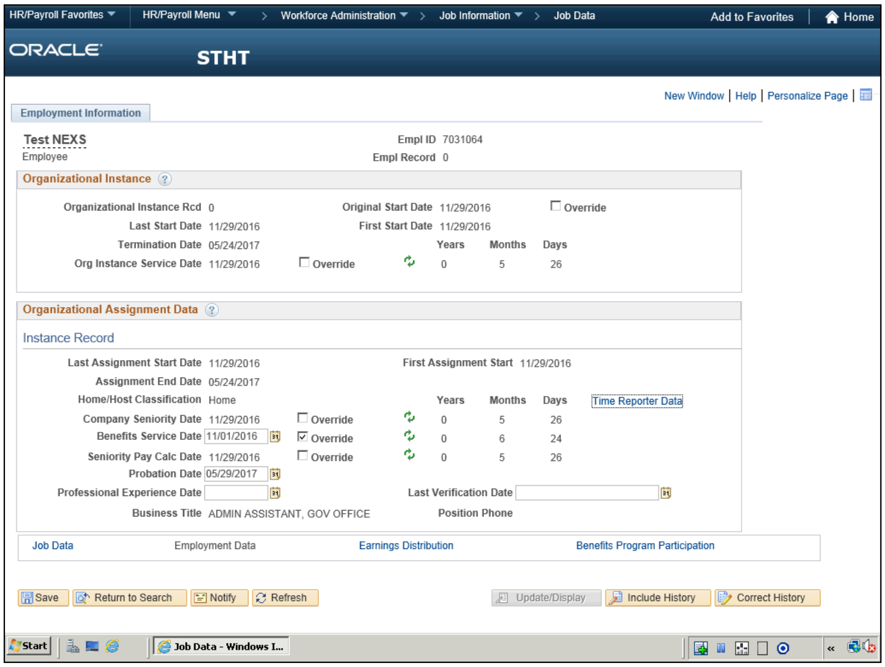
Step	Action
18.	Click the **Add a new row (+)** button. 
19.	Verify the **Effective Date** matches the effective date on the Job Data page.
20.	Updating the ***Status** field to **'Inactive'**, will no longer allow an employee to enter hours on the timesheet. Click the **Status** dropdown arrow. 



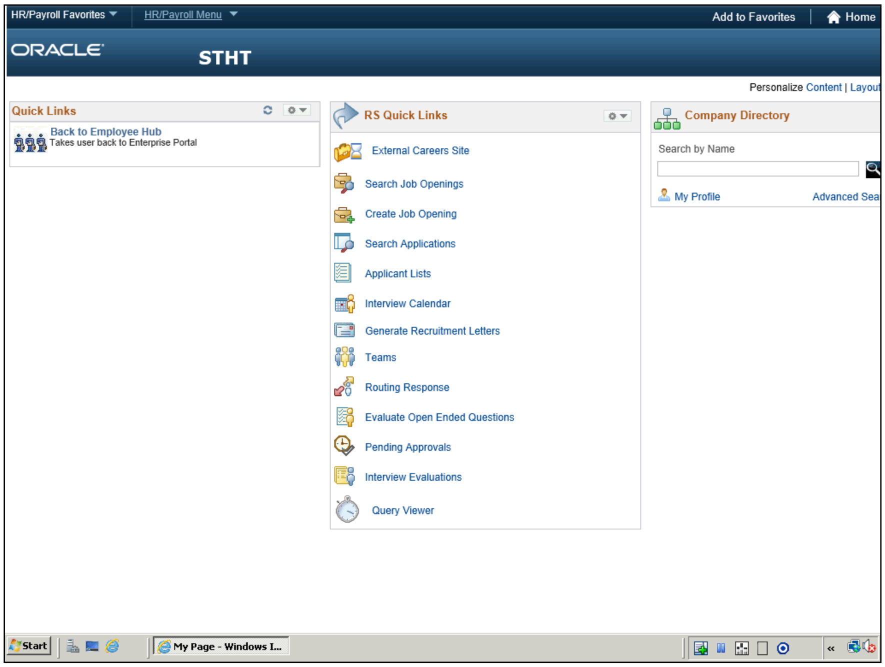
Step	Action
21.	Click the **Inactive** list item. Inactive



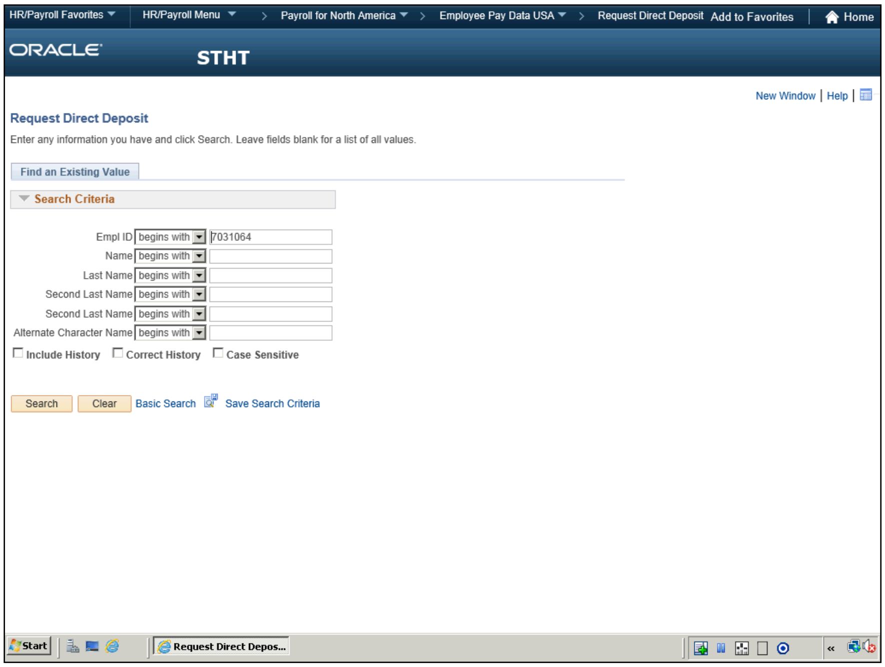
Step	Action
22.	Click the **OK** button. 



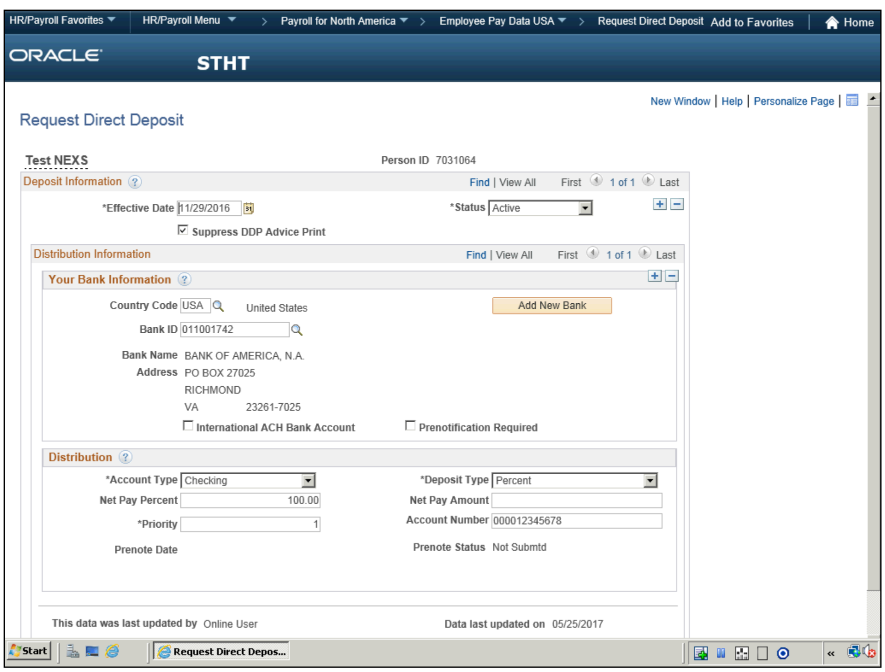
Step	Action
23.	Click the **Save** button. 
24.	Click the **Home** link. 
25.	Next, the terminated employee's final pay will be accompanied by a printed Direct Deposit Payment Advice (DDP) Advice. This lesson continues to walk-through the steps to produce a printed Advice.



Step	Action
26.	Click the **HR/Payroll Menu** button. HR/Payroll Menu
27.	Click the **Payroll for North America** menu. Payroll for North America
28.	Click the **Employee Pay Data USA** menu. Employee Pay Data USA
29.	Click the **Request Direct Deposit** menu. Request Direct Deposit
30.	Notice the **Empl ID** entered to terminate the employee may prepopulate in this field. If the field is blank, enter the desired employee ID.



Step	Action
31.	Click the **Search** button. 
32.	The **Request Direct Deposit** page is used to update the employee's direct deposit information.



Step	Action
33.	Click the **Add a new row (+)** button. 
34.	Add an **effective dated** row (1st day of the termination month)
35.	Uncheck the **Suppress DDP Advice Print** checkbox. 
36.	Click the scrollbar.
37.	Click the **Save** button. 
38.	Congratulations, you have completed this lesson. **End of Procedure.**

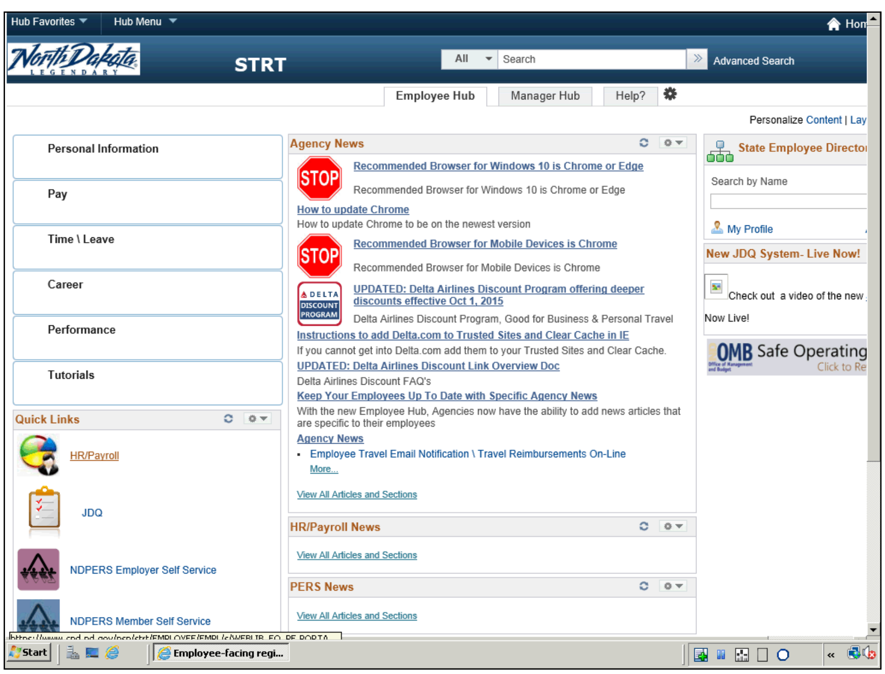
Change Pay Group

Change Pay Group

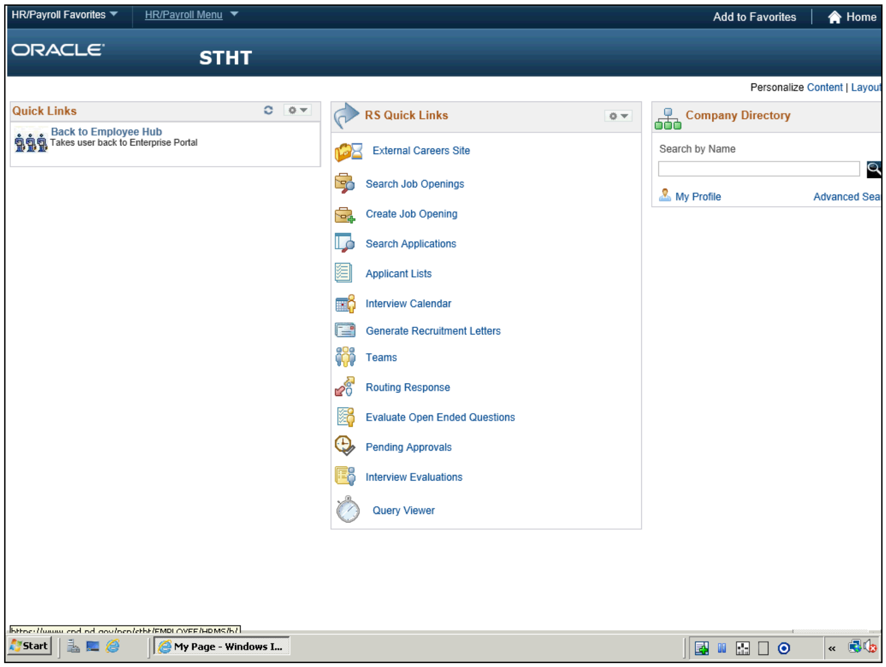
Procedure

In this lesson you will change an employees Pay Group.

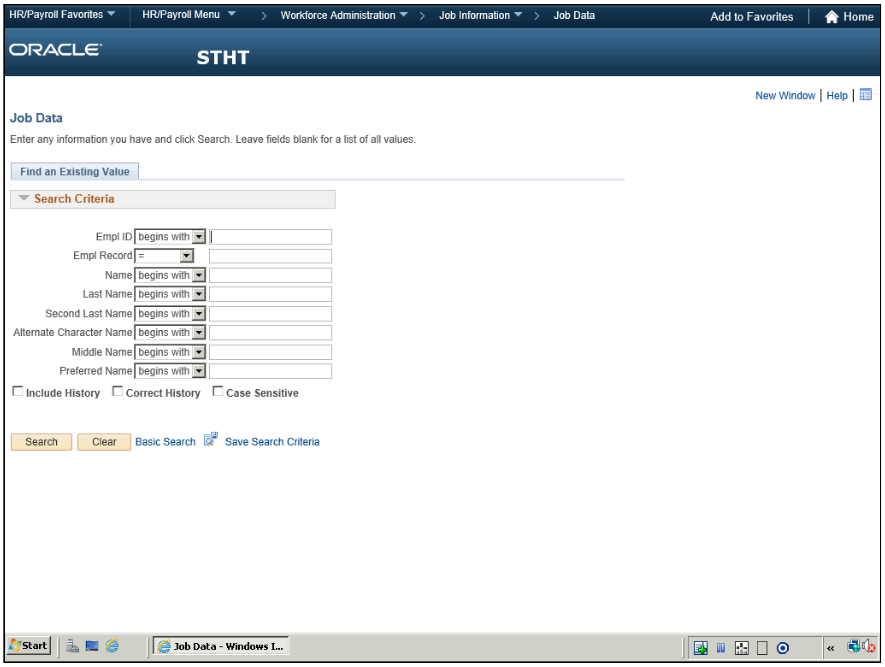
Navigation: HR/Payroll > HR/Payroll Menu > Workforce Administration > Job Information > Job Data



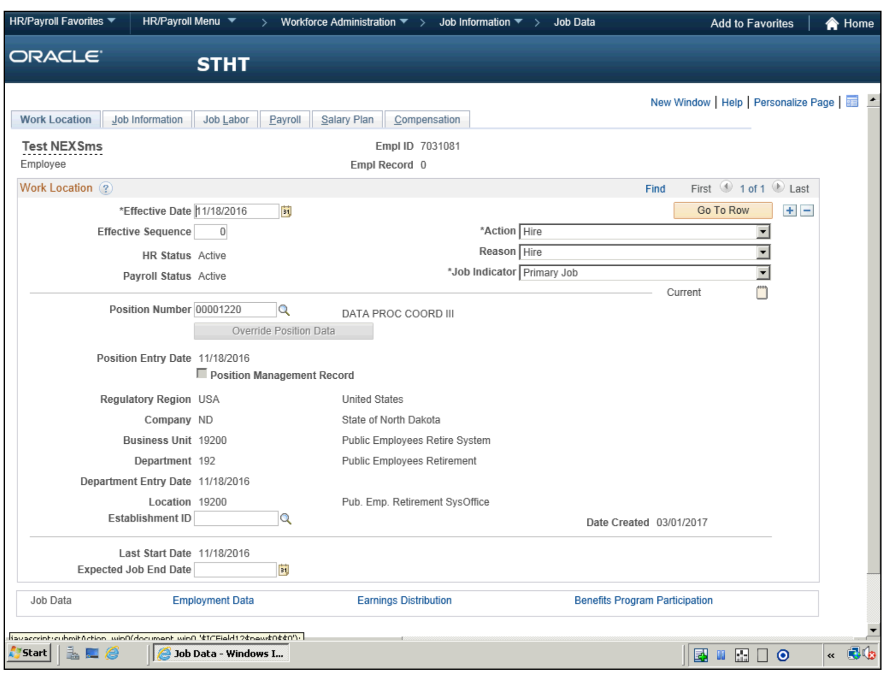
Step	Action
1.	Click the **HR/Payroll** link. HR/Payroll

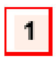
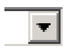
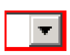
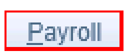


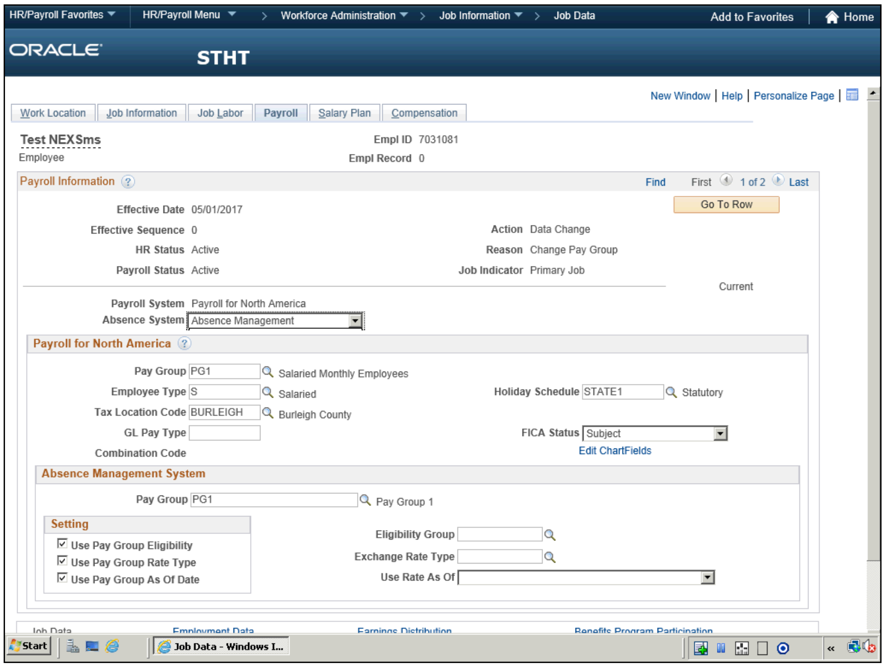
Step	Action
2.	Click the **HR/Payroll Menu** button. HR/Payroll Menu
3.	Click the **Workforce Administration** menu. Workforce Administration
4.	Click the **Job Information** menu. Job Information
5.	Click the **Job Data** menu. Job Data
6.	The **Search Criteria** requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. In this example, you will search by **Empl ID.**



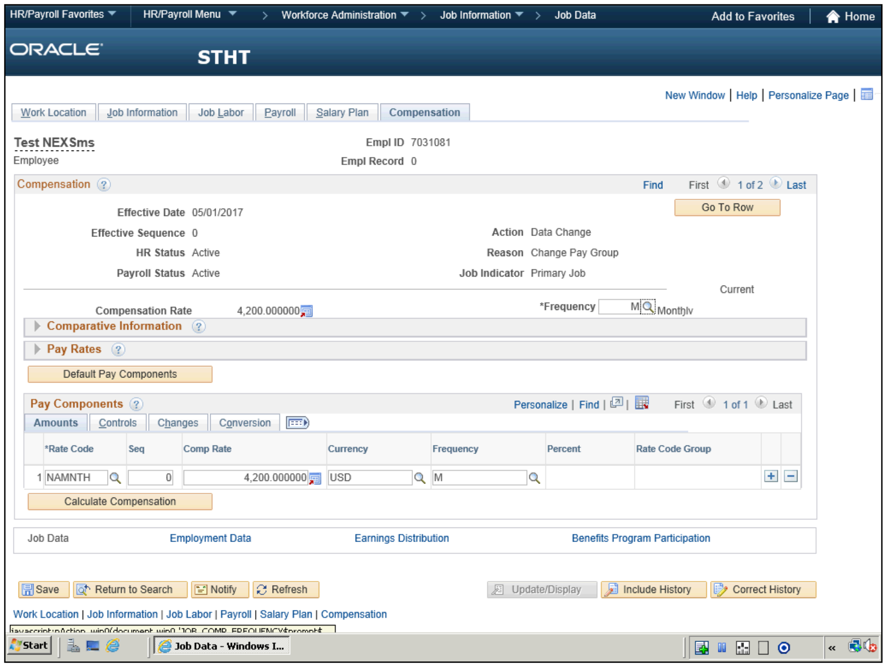
Step	Action
7.	Enter the desired information into the **Empl ID** field. Enter "**7031081**". 
8.	Click the **Search** button. 

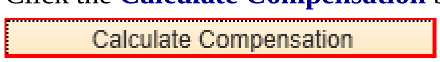


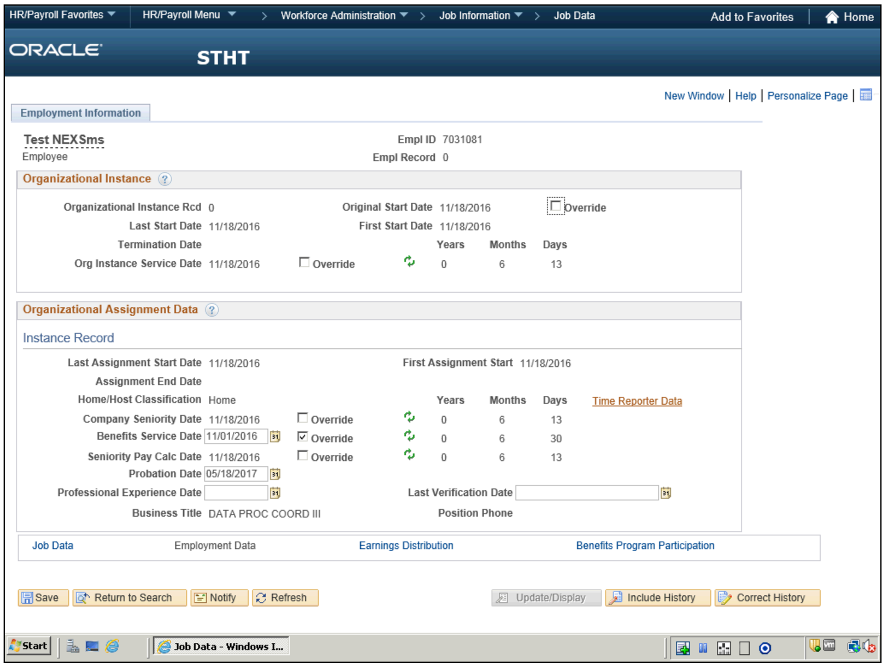
Step	Action
9.	Click the **Add a new row (+)** button. 
10.	The **Effective Date** field defaults to the current date. The effective date identifies when the changes went into effect (or will go into effect). It preserves the history of the changes by keeping the previous information in a separate record.
11.	Click the **Choose a date** button. 
12.	Click the **1**. 
13.	Click the **Action** dropdown arrow. 
14.	Click the **Data Change** list item. 
15.	Click the **Reason** dropdown arrow. 
16.	Click the **Change Pay Group** list item. 
17.	Click the **Payroll** tab. 



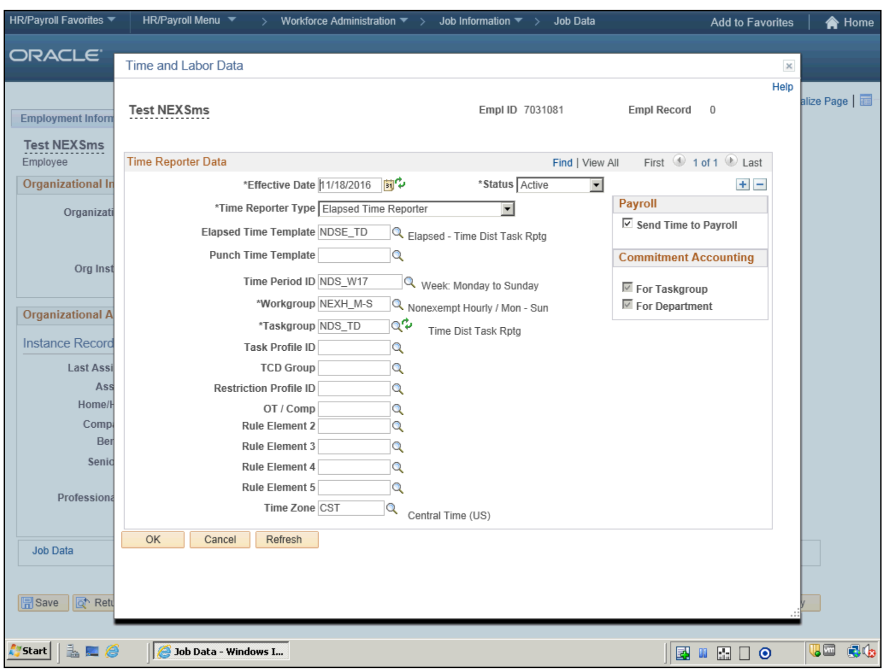
Step	Action
18.	For agencies on Absence Management the **Absence System** option must be changed to **Other**. Click the **Absence System** dropdown arrow.
19.	Click the **Other** list item. Other
20.	Click the **Look up Pay Group** button.
21.	Click the **PG2** link. PG2
22.	Click the **OK** button. OK
23.	Click the **Look up Holiday Schedule** button.
24.	Click the **NONE** link. NONE
25.	Click the **Compensation** tab. Compensation

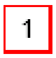


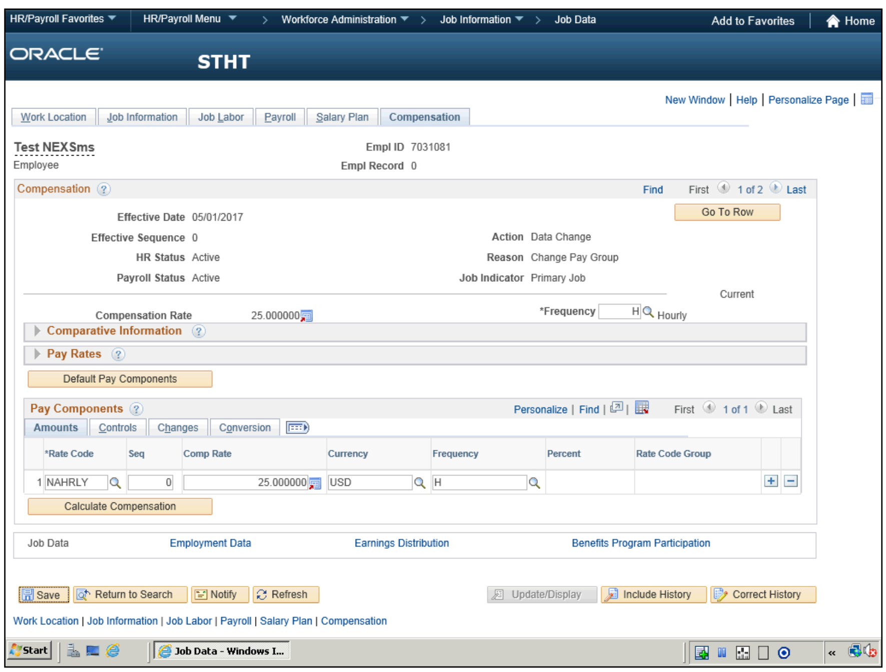
Step	Action
26.	Click the **Look up Frequency** button. 
27.	Click the **Hourly** link. 
28.	Click the **Look up Rate Code** button. 
29.	Click the scrollbar.
30.	Click the **Default NA Hourly** link. 
31.	Enter the desired information into the **Comp Rate** field. Enter "**25.00**".
32.	Click the **Calculate Compensation** button. 
33.	Click the **Employment Data** link. 



Step	Action
34.	Click the **Time Reporter Data** link. Time Reporter Data



Step	Action
35.	Click the **Add a new row (+)** button. 
36.	Update the ***Effective Date** to match the Job Data effective date. Click the **Choose a date** button. 
37.	Click the **1**. 
38.	Confirm the ***Workgroup** information is correct.
39.	Click the **OK** button. 



Step	Action
40.	Click the **Save** button. 
41.	Congratulations you have completed this lesson. **End of Procedure.**