HCM Timekeeper Essentials Script

Overview

Welcome to HCM Timekeeper Essentials.

The Timekeeper role provides the ability for another person to enter an employee's Time and Absence. This means that the Timekeeper can complete the same functions as an employee when it pertains to Time Reporting and Requesting Absences.

Although the most efficient method when it comes to Time and Absence is to have the employee submit and account for their own information, circumstances may arise in which the Timekeeper may have to step in on behalf of the employee. Examples would include making changes to incorrect Timesheet entries, submitting an Absence Request when the employee is unable to, entering a Time Reporting Code (TRC) that is necessary but not accessible by the employee, et cetera. Timekeepers also have the ability to look up important personal information, such as addresses and contact details, for employees at their site.

Employees who have only Timekeeper Portal access do not have the ability to approve Reported Time or Absence Requests.

Accessing Timekeeper Portal and Dashboard Overview

To access the Timekeeper Portal, you must first log into the HCM System using your Active Directory credentials. Even though you have elevated access in the system, you will still automatically be brought to the Employee Self Service homepage after logging in.

To switch to Timekeeper Portal, click the top menu, and choose Timekeeper Portal from the dropdown list. Although the Dashboard shown has different tiles than those in ESS, the navigation buttons in the top right corner are the same.

Timesheet Entry

The Timesheet Entry tile allows you to locate and select an employee in order to enter time on their behalf, as well as view any Time that they may have reported. Please note that Absence Requests on an employee's behalf are submitted using the Request Absence tile, not through Timesheet Entry.

Clicking on this tile brings you to a search page, where you will search for employees by criteria including Last Name, First Name, Employee ID, et cetera. After entering the desired criteria, click Get Employees to search. The search results will display beneath the search area at the bottom of the page. The Change View area allows you to view by week or day, to change the date being searched, to show or hide the employee's schedule information, and to look at previous and future weeks.

Click an employee's last name to select them. This will bring you to the employee's Timesheet. You may use the Select Another Timesheet area to change the view of the Timesheet shown, as well as to choose a different date or week in which to view the Timesheet.

The grid shown will display any Time that may have been reported by or for the employee in the timeframe given. For example, a Certified teacher may show one hour of Extra Instruction per day in a given work week. You will also see any Absence Requests that may have been submitted within this Timeframe, but they will appear as a non-modifiable row.

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As a Timekeeper, you have the ability to modify, add, or remove Time that is being reported using the Timesheet. Simply make any necessary changes in the grid, and then click Submit to report the Time on behalf of the employee.

You may also use Save for Later to enter and save Time without submitting it.

Timesheet Entry Examples

As with the Timesheet that is available in ESS, the Plus button on the right will add a blank row, which allows you to enter multiple values or TRC's on the same date. This is also used when entering Reported Time for a support professional or school police employee, because you must always insert a row to account for their regular hours when reporting Time. Remember: If you are entering for a unified or certified employee, you do not need to insert a row to account for the employee's regular hours.

[EXAMPLE 1: OVERTIME]

For our first example, you will enter two hours of Overtime for an 8-hour support professional employee. First, enter a row to account for their regular hours worked. Enter 8, and use Regular Hours as the TRC.

To account for the Overtime hours worked, click the Plus button on the right to add a row. In the additional row, on the same date, enter 2 as the value. You will still use the Regular Hours TRC to indicate the Overtime. As you will recall from the ESS Essentials video, there is no "Overtime" TRC because the HCM System calculates the correct rate automatically.

When finished, click Submit. You will receive confirmation that the submission was successful.

[EXAMPLE 2: ADDITIONAL MINUTES]

In our next example, you will enter Additional Minutes for a certified teacher. This particular teacher works 29 additional minutes each work day.

Because the Timesheet uses hours, any value that is less than an hour must be entered as a decimal. 29 minutes equates to .49. Enter .49 as the value for each day of the work week: Monday through Friday. Because these will all be using the same TRC, you can enter them all in the same row.

Select Additional Minutes as the TRC. Click Submit when finished.

[EXAMPLE 3: POSITIVE PAY]

Time for Positive Pay employees, such as a temporary worker or student employee, is also entered in the Timesheet. Let's say that this employee works 3.9 hours a day.

Enter the hours they worked each day.

For a Temporary employee, the only TRC available is Regular Non-PERS. Select the TRC and click Submit when finished.

Beneath the Timesheet grid, you will see a series of tabs.

The Reported Time Status tab displays any Time that has been reported by or for the employee in the given timeframe, and gives you the ability to add Comments. (Please note that you must submit the Reported Time before you can add a comment.)

The Summary tab breaks down any Reported Time into categories.

The Absence tab gives a view of any Absence Requests that may have been submitted by or for the employee in the given timeframe.

Use of the Add Absence button in this tab is not recommended.

The Timesheet can also be used to submit Reported Time that is being funded through an alternate source.

[EXAMPLE 4: ALTERNATE FUNDING]

In the next example, you will enter 2 hours of Overtime for an 8-hour support professional employee, but the Overtime is being paid by a different location. Because the employee is a support professional, first enter a row to account for their regular hours at their regular location.

Click the Plus button to add another row. Enter the value 2 for the same date with the TRC of Regular Hours.

Scroll to the right. There are several blank fields in each row. The two fields that indicate whether or not the Reported Time is funded through an alternate source are Location and Combination Code. Location identifies the location code that is funding the Reported Time. Combination Code is used to indicate the specific budget coding.

In our example, only the Overtime is being funded through another location. Leave the Location and Combination Code fields blank for the row of 8 regular hours. In the row of 2 regular hours, enter the appropriate location code in the Location field, and the budget coding in the Combination Code field.

Click Submit when finished. The Location and Combination Codes entered will ensure that the Overtime is routed to the appropriate Level 1 Reviewer and Level 2 Approver for the location that is funding the Time.

Although most Reported Time for an employee that will be paid from an alternate funding source will be entered through the HCM System, there may be instances where additional time will need to be entered in SAP using the electronic C5 form. These include paying participants for attending a training that was advertised through the ELMS system, extra duty that is part of the mentor log, or extra duty paid with Grant funding.

View Employee Personal Info

The View Employee Personal Info tile allows you to view information for employees at your school or work location. Click the Select button next to an employee’s name to see their basic Job and Personal Information (such as their Employee ID, Position, or Job Code).

You can also select to view the employee’s home and mailing addresses, email addresses, phone numbers, emergency contacts, or birthday.

Request Absence

The Request Absence tile is used to create Absence Requests on behalf of an employee. To begin, check the box next to an employee’s name and click Continue.

Please note that you cannot submit an Absence Request for multiple employees at once.

After selecting an employee, the Request Absence screen will be similar to the Request Absence option that is available in ESS. Choose an Absence Name and fill out all required fields. You will also need to click Check Eligibility before the Absence Request can be submitted.

One key difference in the Request Absence option in MSS is the Workflow area. This shows a “Request As” dropdown with two options: Employee or Manager. Use the “Manager” option to indicate that you are initiating the Request. Use the “Employee” option if and when the employee asks you to enter the Absence Request on their behalf.

The Comments field can be used to enter a justification for the submission of the Absence Request.

Click Submit when finished.

Conclusion

This concludes the Timekeeper Essentials training. More specific examples of Time and Absence entry and supplemental training resources can be found on training.ccsd.net as they become available.