

# TIME ENTRY

## Overview

The Time Entry functionality allows agencies to enter hours for employees to be paid through PayServ. The Time Entry page allows entry of non-recurring and one-time payments, hours for hourly employees, or miscellaneous payments for employees.

## Objectives

By the end of this chapter, you will be able to:

- Enter regular or miscellaneous payments for an employee using the Time Entry page.
- Review an employee's Time Entry page.



**OBJECTIVE:**

- Review the edits in Time Entry.

**TALKING/KEY POINTS:**

- The *Time Entry* page is used to enter non-recurring one-time payments, hours for hourly employees or miscellaneous payments for an employee.
- Overtime, lost time, uniform allowances, and holiday pay are considered miscellaneous Earnings Codes.
- Inform students that since we are working in a training environment, the data we will be looking at is time restricted.
- The reduced database being used has the last confirmed payroll dates of 04/23/2014 for Administration and 4/30/2014 for Institution.

# Time Entry

## Introduction

The Time Entry page is used to enter non-recurring and one-time payments, hours for hourly employees and miscellaneous one-time payments. This page is also used to change or delete an employee's time entry for the current pay period.

Review of an employee's overtime or miscellaneous payments already processed can also be done here.

### **Exercises in Time Entry:**

Exercise 1 – Enter Miscellaneous Earnings for a Terminated Employee

Exercise 2 – Review Employee Overtime or Miscellaneous Payments

Exercise 3 – Enter Miscellaneous Earnings for the Current Pay Period

Exercise 4 – Enter Additional Earnings for the Current Pay Period



## OBJECTIVE:

- Enter earnings for a terminated employee and review edits.

## TALKING/KEY POINTS:

- There are several edits in PayServ to assist in the accurate processing of earnings.
- Edits are on the Time Entry files as well as online. Corrections to the Time Entry file will have a 24-hour turn around.
- The purpose of the following exercises is to review edits.
- All other processes are “business as usual” – see the list below. Refer to these if specific questions are asked in class.
  - Earnings must be submitted by the agency in which they are earned.
  - For Pay Changes and Position Changes, Earnings that are calculated by the system (Overtime, Lost Time) must be submitted broken down either by pay periods or effective-dated rows on Job Data or effective-dated Earnings on Additional Pay for Annual Earnings.
  - The cutoff for agencies to enter data into the *Time Entry* page is Wednesday, Close of Business, unless otherwise indicated by a Payroll Bulletin or System Broadcast announcement. Do not enter any information after the cutoff without first calling OSC to get approval.
  - A *Time Entry* page will be available the day after the Hire or Rehire is entered.
  - For Transfers, the *Time Entry* page is available after the transfer is approved, moved to Job and the Pay Group assigned.
  - Only eligible Earnings in the Earnings Program can be entered for an employee on a *Time Entry* page.

## Exercise 1: Enter Miscellaneous Earnings for a Terminated Employee

**Scenario:** There are earnings that are not payable to inactive employees. In this exercise, a *Time Entry* page will be added for a terminated employee, James Buchanan – N09001046, for overtime earnings to be entered.

### Step 1. Navigate Time Entry

Navigate to: *Payroll for North America > Employee Pay Data USA > Time Entry.*

- Click the [Add a New Value](#) hyperlink located at the bottom of the page.

### Time Entry

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

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

▼ Search Criteria

Department:

Empl ID:

Empl Record:

Pay Period End Date:

National ID Last 4 Digits:

Name:

[Basic Search](#)

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



**OBJECTIVE:**

- Complete the **Add a New Value Search** page.

**TALKING/KEY POINTS:**

- To add a new page, enter the Department number 01113.
- Enter the Empl ID N09001046.
- The **Pay Period End Date** is 04/30/2014.
- When adding a *Time Entry* page, the **Pay Period End Date** defaults to the open pay period.
- Click on the **Add** button to add the page.

## Exercise 1 (continued)

### Step 2. Add a New Time Entry page

Enter the information in the bullets listed below:

- Enter department 01113 in the **Department** field.
- Enter N09001046 in the **Empl ID** field.
- Click the **Add** button to add a new *Time Entry* page.

### Time Entry

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

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Department:  

Empl ID:  

Empl Record:  

Pay Period End Date:  

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



**OBJECTIVE:**

- Enter earnings for a terminated employee to show the error message that returns.

**TALKING/KEY POINTS:**

- Entering Earnings that are ineligible to be paid for an inactive employee will bring back an error message.
- This employee was terminated 04/02/14.
- Review the error that displays with the class- “The employee is not active in the Department for Earn Code (OTA). The employee is not active in the Department on the Earnings Begin and/or Earnings End Dates.”

## Exercise 1 (continued)

### Step 3. Complete the Time Entry page

Enter the information in the bullets listed below:

- Enter the **Earnings Begin Date** 04/10/2014 and the **Earnings End Date** of 04/11/2014.
- Enter OTA in the **Earn Code** field.
- Enter 5.50 in the **Hours/Units** field.
- Click **Save**. The error message below displays.

The screenshot shows the 'Time Entry' page for Employee ID: N09001046, BUCHANAN, JAMES. The department is 01113 and the pay period end date is 04/30/2014. The 'Time Entry Earnings' table has one row with the following data: Begin Date: 04/10/2014, End Date: 04/11/2014, Earn Code: OTA, Hours/Units: 5.50. An error message box is displayed in the foreground with the text: 'The employee is not active in the department for earnings code (OTA). (25000,103). The employee is not active in the department on the Earnings Begin and/or Earnings End date.' An 'OK' button is at the bottom of the message box.

*Earnings Begin Date	*Earnings End Date	*Earn Code	Hours/Units	Days	Amount	Cmts
04/10/2014	04/11/2014	OTA	5.50			

- Enter the correct dates –Begin Date 03/10/2014 and End Date 03/11/2014
- Click **Save**.

The screenshot shows the 'Time Entry' page for Employee ID: N09001046, BUCHANAN, JAMES. The department is 01113 and the pay period end date is 04/30/2014. The 'Time Entry Earnings' table has one row with the following data: Begin Date: 03/10/2014, End Date: 03/11/2014, Earn Code: OTA, Hours/Units: 5.50.

*Earnings Begin Date	*Earnings End Date	*Earn Code	Hours/Units	Days	Amount	Cmts
03/10/2014	03/11/2014	OTA	5.50			



**OBJECTIVE:**

- Review employee overtime or miscellaneous payments from prior pay periods.

**TALKING/KEY POINTS:**

- This process is used to review overtime or miscellaneous payments for pay periods that have already been processed.
- The *Time Entry* page is grayed out, indicating that the processing has been completed and no update can be made to this page.
- If an adjustment is necessary for previously paid earnings, enter the adjustment as soon as possible on the current pay period end date. The actual dates for the previously paid earnings being adjusted should be used.

## Exercise 2: Review Employee Overtime or Miscellaneous Payments



**Scenario:** Review the *Time Entry* page for Herman Munster, Empl ID N09001060, for the pay period ended 02/06/2013.

Once payroll processing is complete, no additional adjustments can be made to the *Time Entry* page for that period.

### Step 1. Navigate to the Time Entry Search page

Click the **Return to Search** button located on the bottom of the page.

- Enter the Empl ID N09001060 in the **Empl ID** field on the *Time Entry Search* page.
- Select the **Pay Period End Date** of 02/06/2013.
- The *Time Entry* page is view-only.

Time Entry									
Employee ID: N09001060		MUNSTER,HERMAN							
Empl Record: 0		Department: 51240		Pay Period End Date: 02/06/2013					
Time Entry Earnings									
*Earnings	*Earnings	*Earn Code		Hours/		Amount		Cmts	
Begin Date	End Date			Units	Days				
01/17/2013	01/23/2013	EXT	Extra Time		1.25				
01/21/2013	01/21/2013	OTA	OT Ann	6.00					
01/20/2013	01/20/2013	OTA	OT Ann	5.00					
01/10/2013	01/16/2013	EXT	Extra Time		1.25				
12/27/2012	01/09/2013	D5C	CSEA ODRP				-5.33		



The *Time Entry* page is grayed out, indicating that processing has been completed and no updates can be made to this page.



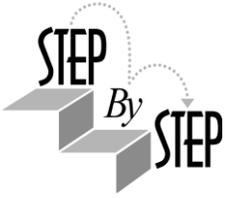
**OBJECTIVE:**

- Review the navigation options to return to the Time Entry Search page.

**TALKING/KEY POINTS:**

- To return to the *Time Entry Search* page, click on the **Return to Search** button located at the bottom of the page.
- In order to search by Name on the *Time Entry Search* page, the employee's Department is required.
- Select the Pay Period End Date of 04/30/2014 for Herman Munster.

## Exercise 3: Enter Miscellaneous Earnings for the Current Pay Period



**Scenario:** Herman Munster needs to have holiday pay added for the current pay period. For this exercise, an incorrect ending date will be entered to display the edit for holiday earnings.

### Step 1. Navigate to the Time Entry page

Click on the **Return to Search** button on the bottom of the page. Herman Munster's time entry information is displayed.

- Click on **Pay Period End Date: 04/30/2014**.

### Time Entry

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

Find an Existing Value
Add a New Value

▼ Search Criteria

**Department:**

**Empl ID:**

**Empl Record:**

**Pay Period End Date:**

**National ID Last 4 Digits:**

**Name:**

Search
Clear
Basic Search 
Save Search Criteria

### Search Results

View All First 1-49 of 49 Last

Department	Empl ID	Empl Record	Pay Period End Date	National ID Last 4 Digits	Name
51240	N09001060	0	04/30/2014	1060	MUNSTER,HERMAN
51240	N09001060	0	02/06/2013	1060	MUNSTER,HERMAN
51240	N09001060	0	01/23/2013	1060	MUNSTER,HERMAN
51240	N09001060	0	01/09/2013	1060	MUNSTER,HERMAN
51240	N09001060	0	12/26/2012	1060	MUNSTER,HERMAN
51240	N09001060	0	12/12/2012	1060	MUNSTER,HERMAN
51240	N09001060	0	11/28/2012	1060	MUNSTER,HERMAN
51240	N09001060	0	11/14/2012	1060	MUNSTER,HERMAN
51240	N09001060	0	10/31/2012	1060	MUNSTER,HERMAN
51240	N09001060	0	10/17/2012	1060	MUNSTER,HERMAN
51240	N09001060	0	10/03/2012	1060	MUNSTER,HERMAN
51240	N09001060	0	09/19/2012	1060	MUNSTER,HERMAN
51240	N09001060	0	09/05/2012	1060	MUNSTER,HERMAN



In order to search by **Name** on the *Time Entry Search* page, the employee's Department is required.



**OBJECTIVE:**

- Review the holiday edit.

**TALKING /KEYPOINTS:**

- Earnings begin and end date must be equal to an official holiday.
- Each holiday needs to be entered separately.
- Click on **Cmts** button to enter Time Entry Comments as needed.
- Time Entry Comments are available for two years, and are then purged. To add comments to an employee's permanent record, use the *General Comments* page.

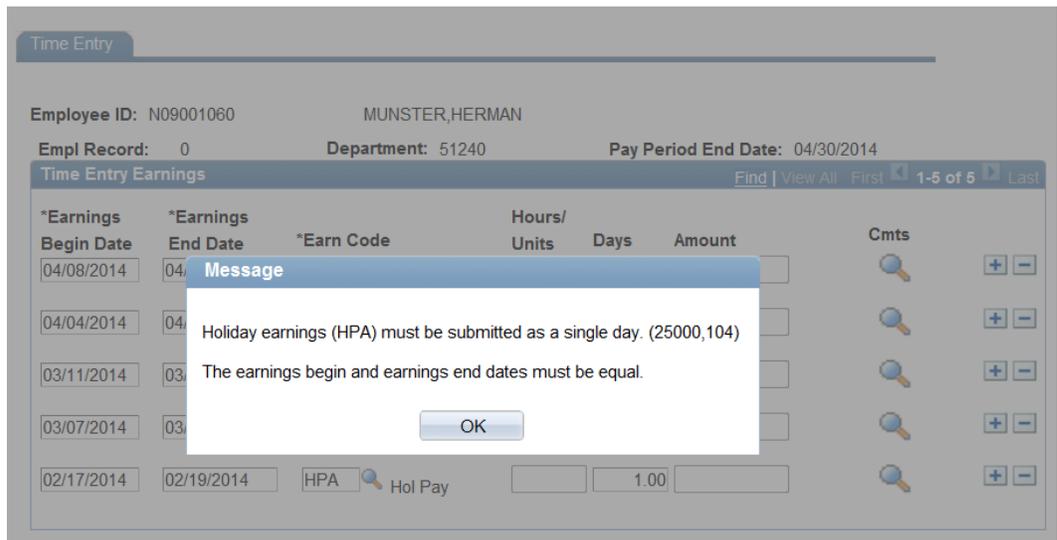
## Exercise 3 (continued)

### Step 2. Enter the Miscellaneous Earnings information

The *Time Entry* page displays for data entry.

Enter the information in the bullets listed below:

- Click  to add a new row.
- Enter the **Earnings Begin Date** as 02/17/2014 and the **Earnings End Date** as 02/19/2014.
- Enter the **Earn Code** for holiday pay, HPA.
- Enter the number of 1.00 in the **Days** field.
- Click **Save**. The error below displays.



Time Entry

Employee ID: N09001060      MUNSTER,HERMAN

Empl Record: 0      Department: 51240      Pay Period End Date: 04/30/2014

Time Entry Earnings      Find | View All    First 1-5 of 5 Last

*Earnings Begin Date	*Earnings End Date	*Earn Code	Hours/ Units	Days	Amount	Cmts
04/08/2014	04/08/2014	Message				
04/04/2014	04/04/2014	Holiday earnings (HPA) must be submitted as a single day. (25000,104)				
03/11/2014	03/11/2014	The earnings begin and earnings end dates must be equal.				
03/07/2014	03/07/2014					
02/17/2014	02/19/2014	HPA Hol Pay		1.00		



To retain comments as part of the employee's permanent record, comments must be made on the *General Comments* page.



## OBJECTIVE:

- Review the process to enter Employee Regular Time or Miscellaneous Payments and review more edits.
- Have students navigate to Time Entry Search page on their own.

## TALKING/KEY POINTS:

- This process is used to add miscellaneous payments.
- Remember that when entering negative earnings, sufficient positive earnings must be earned to offset the negative earnings.
- Direct students to the current *Time Entry* page for Norman Bates N09001448.
- A new row is added by clicking on the plus button.
- Enter the **Earnings Begin Date** and **Earnings End Date** of 04/01/2014.
- Enter the Earnings Code LT1 and -1.00 day in the **Days** field.
- Click the **Cmts** button and enter a Time Entry Comment.
- Review the warning message to verify overtime and lost time dates.
- Review pay period to verify overtime worked. If necessary scroll to prior payperiod to review dates. (Warning message only received if overtime/lost time within standard work week).
- Remind students of standard work schedule, Thursday to Wednesday, and that this person will need to have overtime submitted as OT straight time. If overtime number of hours exceeded lost time hours, the difference would be paid as overtime. In this example, the lost time exceeded the number of overtime hours, so all overtime will be paid at a straight rate.
- Explain to students that Norman will receive his overtime for 3/29/14 at a straight rate to equal out lost time (OTB) however he will retail his overtime meal.

## Exercise 4: Enter Additional Earnings for the Current Pay Period



**Scenario:** Norman Bates has lost time of one day for 04/01/2014. The lost time will be entered on Pay Period End Date: 04/23/2014.

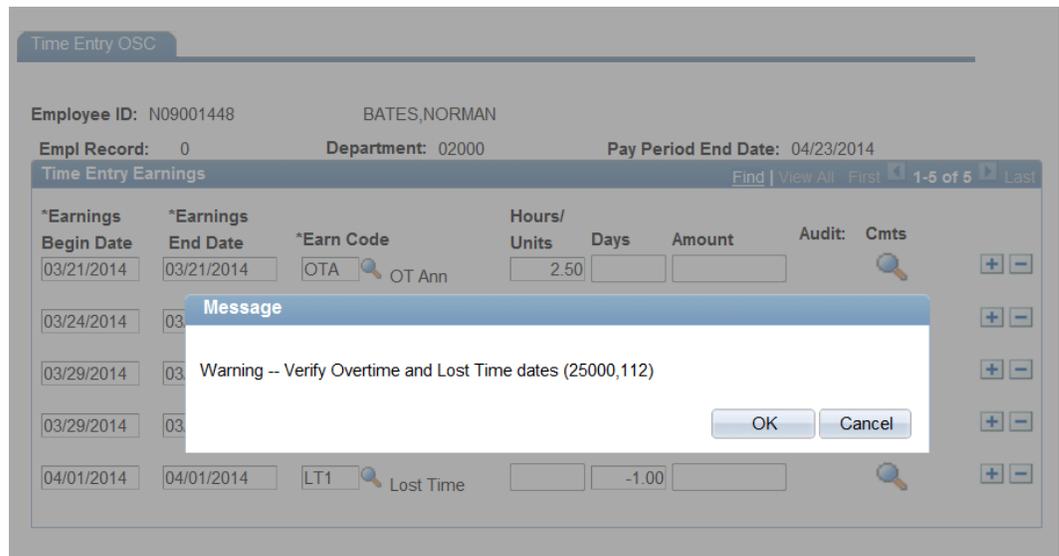
A warning message has been set up to ask the user to validate overtime and negative lost time.

Navigate to Time Entry Search page and access Norman's current time entry page. Norman's Empl ID is N09001448.

### Step 1. Add a row to the Time Entry page

Enter the information in the bullets listed below:

- Click  to add a new row.
- Enter the **Earnings Begin Date** and **Earnings End Date** as 04/01/2014.
- Enter the **Earn Code** of LT1 (Lost Time) and a -1.00 in the Days field.
- Click on the **Save** button. The warning message below displays.



The screenshot shows the 'Time Entry OSC' interface for employee Norman Bates (ID: N09001448). The 'Time Entry Earnings' table is visible, showing a row for 04/01/2014 with Earn Code 'LT1' and a value of -1.00 in the Days field. A warning message dialog box is displayed over the table, stating: 'Warning -- Verify Overtime and Lost Time dates (25000,112)'. The dialog has 'OK' and 'Cancel' buttons.

*Earnings Begin Date	*Earnings End Date	*Earn Code	Hours/Units	Days	Amount	Audit	Cmts
03/21/2014	03/21/2014	OTA OT Ann	2.50				
03/24/2014	03/24/2014						
03/29/2014	03/29/2014						
03/29/2014	03/29/2014						
04/01/2014	04/01/2014	LT1 Lost Time		-1.00			



**OBJECTIVE:**

- Review the Chapter Key Points.

**KEY/TALKING POINTS:**

Review the Key Points for this chapter with the class.

- Edits assist the user in entering correct data.
- Edits are on the Time Entry file as well as online.

## Chapter Key Points

- Edits assist the user in entering correct data.
- Edits are on the Time Entry file as well as online.



This is the end of the Chapter.

# Instructor Notes