PeopleSoft Manual

Time and Labor

Version 9.2.4
September 7, 2016

SAN DIEGO UNIFIED SCHOOL DISTRICT

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Chapter 1 - Understanding Time and Labor

PeopleSoft Time and Labor is an innovative and robust application for capturing positive and exception time. It has self-explanatory pages where timekeepers can enter daily and weekly time, and managers and administrators can easily review and change time. The heart of the application is the Time Administration processing feature, which processes all the time reported. The processed time is then loaded into the Payroll system for payment.

Benefits of Time and Labor include:

- Decreases paper flow
- Elimination of paper timesheets
- Ability for timekeepers to directly enter information from timecards and leave forms into Time and Labor (rather than sending them to the Payroll department for input)
- Online Account Code (budget number) charges (bypass Budget office up front)
- Decreased chances of time-reporting errors
- Online Leave Validation (Example: validating sick time against leave banks)
- Limited availability of Time Reporting Codes based on employee eligibility

Terminology Used with Time and Labor

Time Reporting Code (TRC)
In simple terms, a Time Reporting Code (TRC) is a way to collect hours and units of work for compensation. The timekeeper will enter the number of hours being reported for the designated date, in association with the proper Time Reporting Code, directly into the Time and Labor application. TRCs will also be used for tracking compensatory time, and reporting items that are currently submitted on paper timecards and leave forms (such as workshops).

A list of valid Time Reporting Codes can be found on the Payroll website under Timekeeper: Payroll Resources https://www.sandi.net/staff/payroll/timekeepers-payroll-resources

Combination Codes
Combination Codes are the equivalent of what are referred to as Budget Charge numbers. It is a concatenation of General Ledger Chart Field values, and is used to charge time to different departments' budgets within SDUSD. Combination Codes are only used when time is being charged to a budget different from the time reporter's primary position.

Time Reporter
A Time Reporter is an employee for whom time is reported in Time and Labor. Each site timekeeper will be responsible for time entry for the Time Reporters at their location. When an employee is hired into the Human Resource system, they must be enrolled into a Time and Labor Workgroup (see Workgroups on page 4). Once enrolled in Time and Labor, the employee will be available for schedule assignment and time entry. There are two types of Time Reporters:

Positive Time Reporters - Positive Time Reporters are employees who require time entry in order to receive payment. Each hour worked must be reported in Time and Labor (includes items such as regular and overtime). All hourly employees and subs will require positive time reporting.

Exception Time Reporters - Exception Time Reporters are employees who require time entry only when an exception to their standard workday occurs. All salaried employees will require exception time reporting; if no exceptions are reported during a pay period, their salary will still be paid. Exceptions include items such as vacation, sick leave, jury duty, and bereavement.

Workgroups

As mentioned previously, when employees are hired into the HR system, they must be enrolled into a Workgroup in order for time to be reported for them through Time and Labor. A Workgroup is a group of time reporters who share common characteristics. Workgroups at SDUSD will be broken down by the following characteristics:

- Employee Type (Hourly or Salaried)
- FLSA Status (overtime eligibility)
- Union

Thus, all time reporters who have the same employee type, overtime eligibility and union will be grouped together. Example: Salaried employees who are eligible for straight time overtime in the OTBS bargaining unit will all be in the same Workgroup. Each Workgroup will be assigned a Time Reporting Code Program (grouping of TRCs) which will consist only of TRCs that employees enrolled in that Workgroup are eligible for. Thus, the TRCs available for time reporting for a particular employee will be based on the three characteristics listed above. Therefore, when reporting time for the employee in the example, a TRC for overtime (time and half) should NOT be available (but the TRC for straight time would be).

When an employee's HR data changes for reasons such as promotions, demotions, or transfers, their characteristics for Workgroup membership may change, requiring an update in the Time and Labor Workgroup enrollment. When an employee is terminated, their Workgroup enrollment in Time and Labor must be inactivated.

Schedule Assignment

After a salaried employee is enrolled in a Workgroup, they must be assigned a Work Schedule in Time and Labor. The Schedule represents the employee's work year calendar, consisting of a series of ON (work) and OFF (non-work) days. The ON and OFF days will mirror the paper calendars distributed to sites. **Schedule assignment is only used for salaried employees.**

Dynamic Groups

Time and Labor provides Dynamic Group security that enables you to grant/limit access to employee's time. Each site timekeeper will only see the Dynamic Groups for whom they have security access. Dynamic groups will be broken down by location and employee type. Each site timekeeper will have access to certain Dynamic Groups: hourly employees at their location, salaried employees at their location, and the substitute labor pool (locations 5998, 5830). Listed below is an example of the Dynamic Groups a timekeeper would access based on their department (where xxxx represents their 4-digit location):

- xxxxS (salaried)
- xxxxH (hourly)
- 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

Duties of a Site Timekeeper

The following items are duties that site timekeepers will perform on a regular basis:

- Report positive time for hourly employees based on timecards
- Report exception time for salaried employees based on timecards and leave request forms
- Report positive time for salaried employees for extra time, overtime and compensatory time based on timecards.
- Report time to different Combination Codes (budget charges) if required
- Track Compensatory Time earned and taken
- Manage timecards
- Manage Leave Applications
- Track validity of IA/Sick Leave absences through physician's signatures (when required)
- Track validity of short-term leave with pay
- Track jury duty subpoenas and time clock slips
- Track military leave (2-week training papers)
- Verify court witness subpoenas
- Track short term leave without pay
- Make prior period time adjustments

NOTE: Subpoena, Military Leave, Industrial Accident and Jury Duty are no longer the responsibility of the Payroll Department. It is now the sites responsibility to keep track of the validity of their employee's absences and corresponding documentation.

All of these duties will be covered in more detail in the rest of the manual.

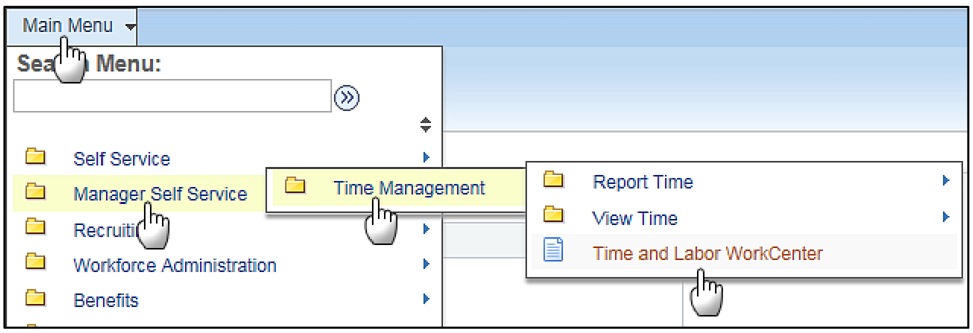
Chapter 2 - Time and Labor WorkCenter

How to use the Time and Labor WorkCenter

The Time and Labor WorkCenter help Timekeepers easily access all tools necessary to perform their Timekeeper related tasks, including the timesheets, internal and external links, as well as PeopleSoft HCM reports and queries.

Step 1

Navigation: Manager Self-Service → Time Management → Time and Labor WorkCenter



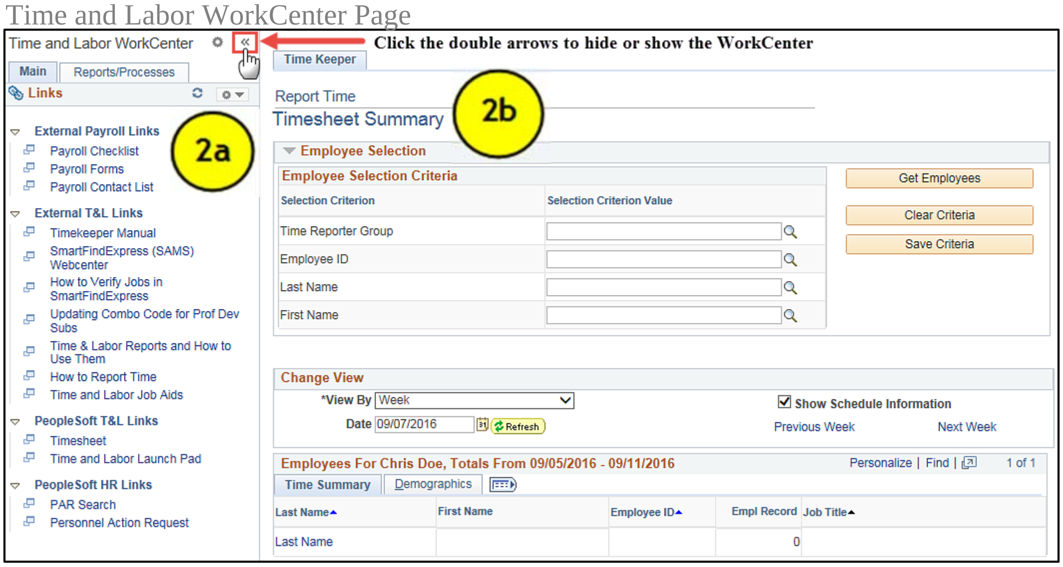
Step 2

The Time and Labor WorkCenter page will appear as shown below. There are two main sections

2a. The left side of the page are links to Time and Labor applications and materials.

2b. The right side of the page is the Time and Labor Timesheet Summary.

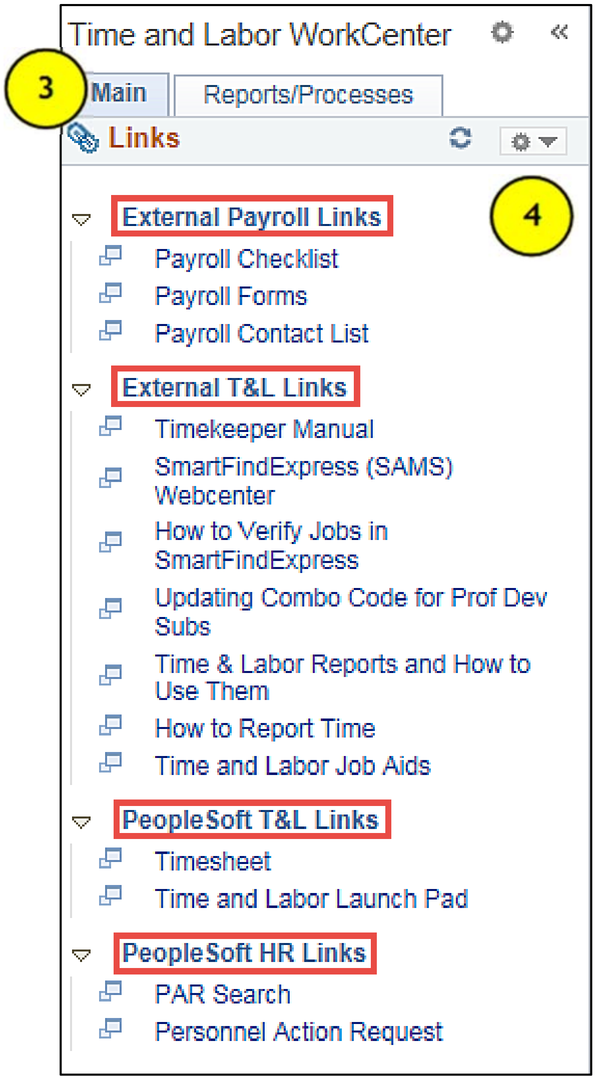
Time and Labor WorkCenter Page



NOTE: By default, the timesheet summary search page will display when you first open the WorkCenter. As you use the timesheet page, you can leave the WorkCenter open or click the double arrows to hide or show the WorkCenter.

Step 3

The **Main** tab displays the following: **External Payroll Links, External T&L Links, PeopleSoft T&L Links,** and **PeopleSoft HR Links**.



Step 4

Click the appropriate link. All **External Payroll** and **T&L Links** go directly to a web page or training materials and open in a new browser tab. All **PeopleSoft T&L and HR Links** go to a PeopleSoft page and are displayed on the right side of the Time and Labor WorkCenter.

Step 5

The **Reports/Processes** tab displays the following reports and queries: **T&L Reports**, **HR Reports**, **T&L Queries**.

Step 6

Click the appropriate link for the **T&L Reports**, **HR Reports** or **T&L Queries** you wish to run. The report or query will be displayed on the right side of the Time and Labor WorkCenter.

Chapter 3 - Time Entry

Exception Time (Salaried employees)

- Exception time only (negative) - employees will be paid their full salary unless exceptions are reported.
- TRCs are available based on an employee's union affiliation and FLSA status.
- It is not just absences that are exceptions. Extra assignments, overtime and compensatory time are also exceptions.

Please report all absences on the timesheet in Time and Labor as they are reported to you even if you have not received a form authorizing the absence. You may report the absence based on the SAMS report, a phone call, an email message, etc. School sites should print the SAMS report daily and enter all absences from the report. The timekeeper must still pursue obtaining the absence form from the employee since it includes the employee's signature authorizing the leave. If the timekeeper is not successful in obtaining an absence form, then the matter should be brought to the administrator's attention.

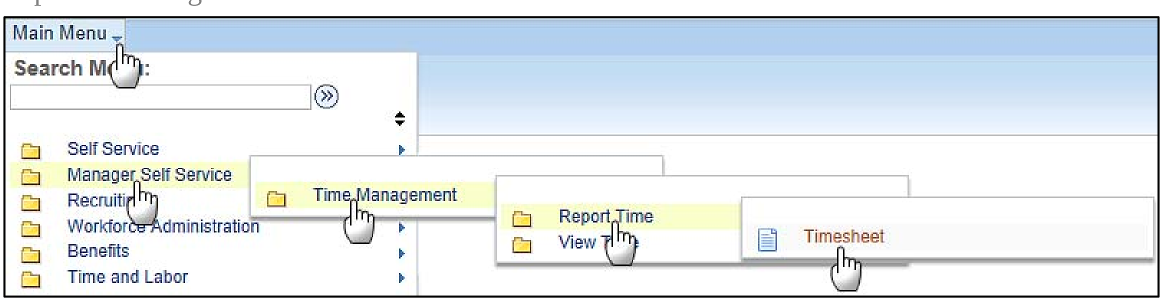
SDUSD administrative procedure #7130 for sick leave absences states that "**absent employees must submit a leave application form to the principal or department head within ten days after return to duty or after termination of period of disability. The form must be signed by the employee and principal or department head".**

NOTE: It is recommended that you do not wait to enter absences and positive pay hours until the day of the deadline. Do time entry daily or once a week. Waiting until the day of the deadline can be risky in case there are system problems and/or you are unexpectedly absent. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Encourage employees at your site to turn timecards in daily or at the end of each week. When entering hours paid and leave time into PeopleSoft Time and Labor System, all entries must be supported by timecards/leave forms and include the approving signature.

Step 1

Navigation: Manager Self-Service → Time Management → Report Time → Timesheet

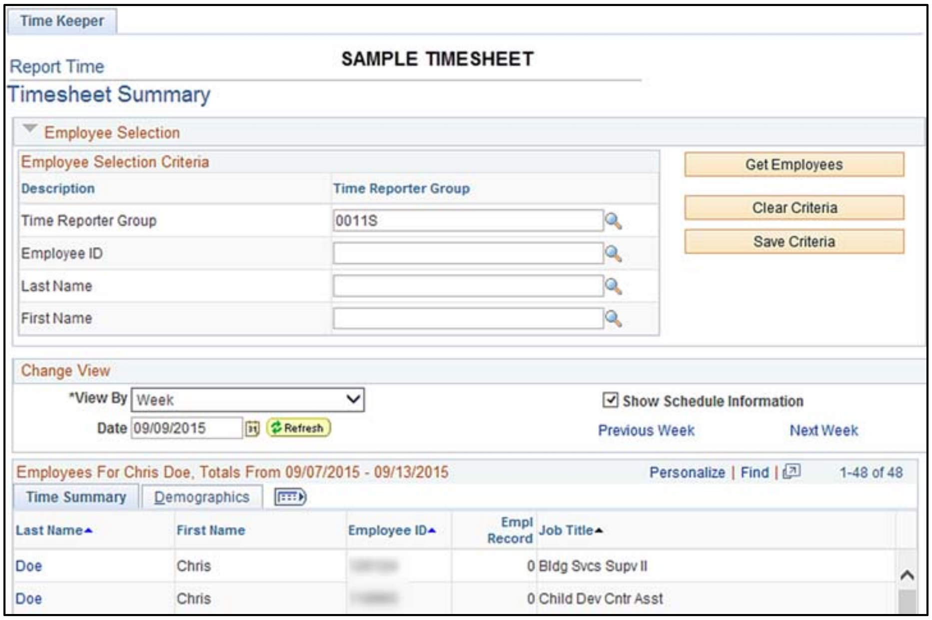
Report Time Page



NOTE: You can use the Time and Labor WorkCenter to access the Timesheet. See page 6.

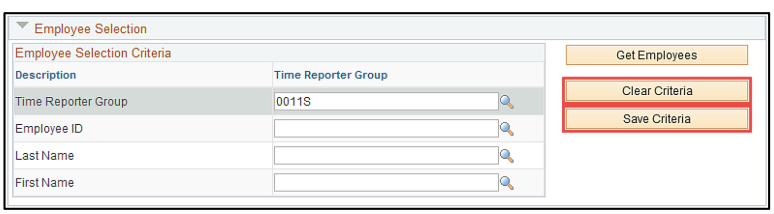
Step 2

Timesheet Summary Page



Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking . (Ex: 0011S)
2.2	Then click Get Employees. **NOTE:** If you are searching for an employee in the **5998H** or **5830H** Group ID, you must enter either an EmplID or Name before you click Get Employees. **Name fields are case sensitive.** (Ex: Smith)	
2.3	Select the desired employee from the list of search results by clicking the employees' name.	

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

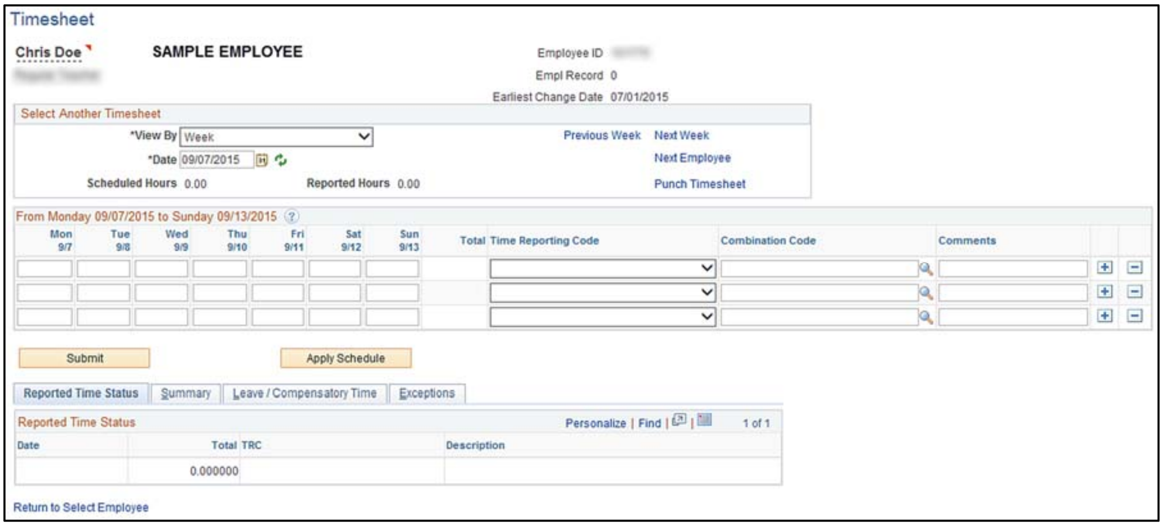


NOTE: You can "Save Criteria" on this screen. For example if you will always be selecting your Salaried Time Reporter Group you can save your selection criteria and the next time you access the timesheet in Time and Labor you will see your saved selection. You can also clear your selection criteria by clicking the "Clear Criteria" button.

Step 3

The Employee's Timesheet appears. To enter the information on this page you will need to reference any one of the Leave Forms/Timecards. The timecard contains all of the information you need to enter on this page.

Timesheet



Step	Field	Information to Enter
3.1	Reporting Date	Date defaults to the Monday of the current week. If necessary, change the date to the day of the week you are reporting. You can enter the date in the field or use the button to look up the date. Click the Refresh Timesheet button.

- To delete a row you click the button located on the far right of the screen.
- To add a row you click the button.

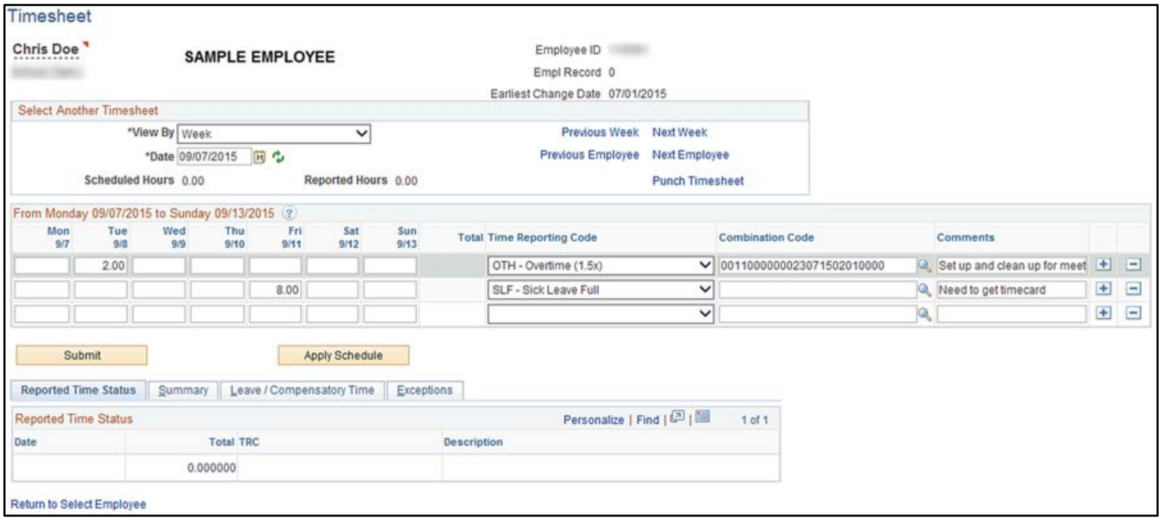
NOTE: You can view and or report time by Calendar Period, Day or Week. The default is Week.

From the timecard you will enter the following fields:

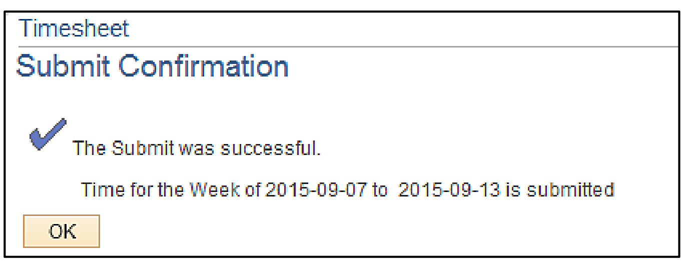
Step	Field	Information to Enter
3.2	Date Boxes	Enter hours worked or missed from timecard in the appropriate boxes.
3.3	Time Reporting Code	Use the drop-down menu to select the appropriate Time Reporting Code. **You can only have one TRC per line**.

Step 4

Timesheet Page

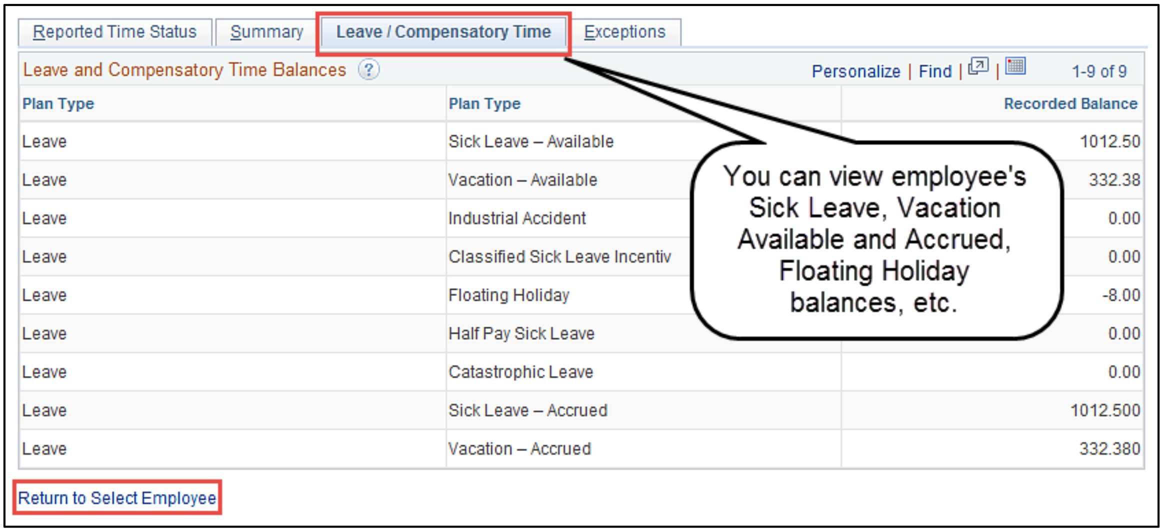


Step	Field	Information to Enter
4.1	Combination Code	Enter Combination Code (budget number) if necessary for employee. Click the to search for Combination Code if not known.
4.2	Comments	Enter comments if necessary for employee.
4.3	When all of the necessary information is entered, click Submit.	
4.4	You will receive a Submit Confirmation screen. Click OK.	



NOTE: Combination Code (budget number) must be entered for substitutes populated with a default Combination Code (budget number) for professional development, overtime, extra time, or whenever a Combination Code is required.

Step 5



Step	Field	Information to Enter
5.1	Reported Time Status, Reported Hours Summary, or *Balances	Click appropriate tab to view Reported Time Status, Summary, *Leave/Compensatory Time or Exceptions. *You can view employee's Vacation, Sick Leave - Available, Sick Leave - Accrued, Half Pay Sick Leave, Floating Holiday balances, etc.
5.2	To select another employee, click the Return to Select Employee link.	
5.3	As an option, you can also select the Previous Week Next Week links to navigate. Previous Employee Next Employee	

Compensatory Time

Upon enrollment into Time and Labor, employees will automatically be enrolled in the default ***SDUSD Standard Compensatory Time Plan*** if their Workgroup is eligible. Only certain groups are eligible, these groups include most nonexempt and professional employees. Exempt employees are not eligible for compensatory time.

When compensatory time is earned, classified employees shall be provided the opportunity to take such time off within a ***reasonable*** time following the day on which the overtime is worked. If no such opportunity is provided, the employee shall be paid for the accrued compensatory time. This applies to all employees in the Operations-Support Services Bargaining Unit, the Paraeducator Bargaining Unit and the School Police Services Unit.

Employees in the Office-Technical and Business Services Bargaining Unit shall be provided the opportunity to take compensatory time off within six work months of accrual. If no such opportunity is provided, the unit member shall be paid for the accrued compensatory time.

The site Timekeeper is responsible for tracking all compensatory time earned and taken via the timecard and Time and Labor. Salaried Employees eligible for comp time fill out the Compensatory Time Earned/Taken timecard when they have worked overtime that will be converted to Compensatory Time Earned, which will be taken as time off at a later date. They enter the dates, OT Worked and Equivalent Comp Time.

The calculation for the conversion of overtime to Comp Time Earned will be based on job classification eligibility, which determines if the multiplication factor is 1 or 1.5. Non-exempt employees get 1.5 times the hours worked and professionals get 1. Ex: An employee works 4 hours overtime, and is eligible for time and half; Comp Time Earned will be 6 hours (4 x 1.5). This does not mean that the employee is paid a wage of 1.5x more it means that their hours are 1.5x more.

The Site Timekeeper is responsible for viewing Compensatory Time Balances on a regular basis.

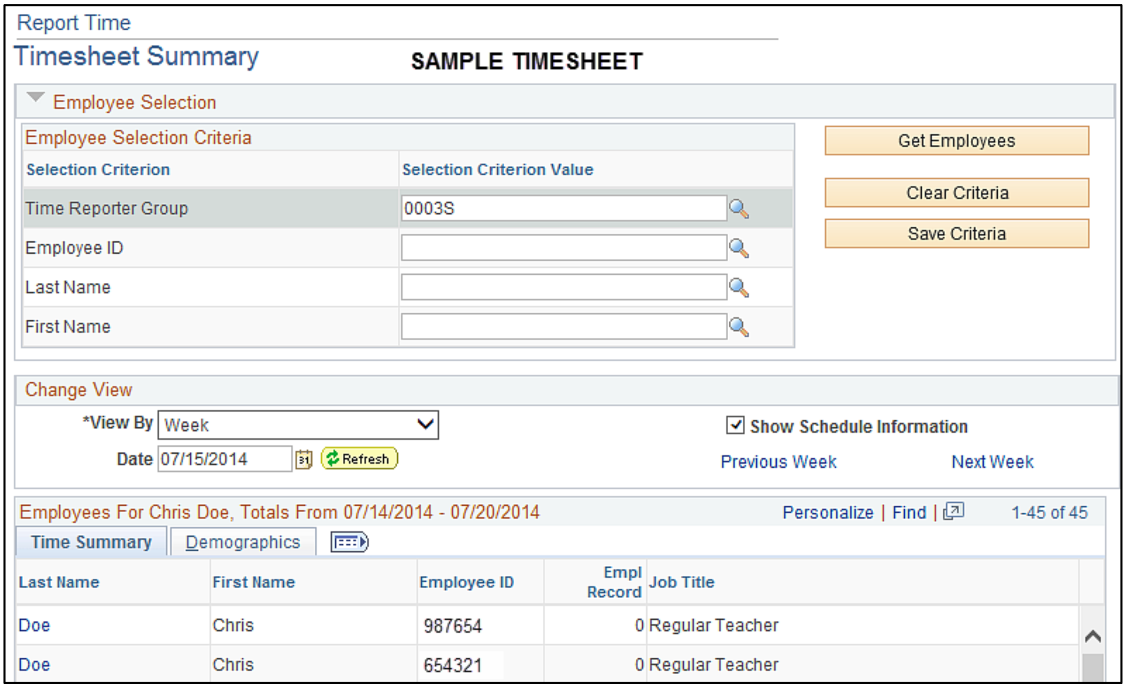
If the employee must be paid out for the Comp Time Earned, the reverse calculation will be required to determine hours of overtime. Ex: 6 hours of Comp Time Earned, and employee is eligible for 1.5x OT; Overtime paid out will be 4 hours (6/1.5). The employee is always paid the premium rate of pay (1.5 x regular rate). Only those employees eligible for straight time overtime are paid their regular rate of pay.

Reporting Compensatory Time Earned/Taken

Step 1

Navigation: Manager Self-Service → Time Management → Report Time → Timesheet

Report Time Timesheet Summary Page



Step 2

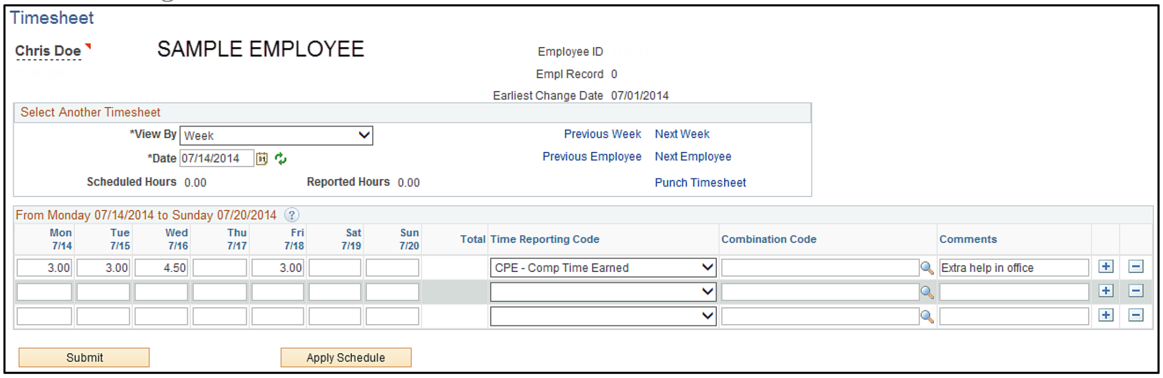
Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Indiviaul EmplID, or Name, or conduct a search by clicking .
2.2		Then click Get Employees . **NOTE:** If you are searching for an employee in the **5998H** or **5830H** Group ID, you must enter either an EmplID or Name before you click Get Employees . **Name fields are case sensitive.** (Ex: Smith)
2.3	Select the desired employee from the list of search results by clicking the employees' name.	

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

Step 3

The Timesheet page appears.

Timesheet Page



Step	Field	Information to Enter
3.1	Reporting Date	Date defaults to the Monday of the current week. If necessary, change the date to the day of the week you are reporting. You can enter the date in the field or use the button to look up the date. Click the Refresh Timesheet button.

From the timecard you will then fill in the following fields:

Step	Field	Information to Enter
3.2	Date Boxes	Enter hours from timecard in the appropriate boxes.
3.3	Time Reporting Code	Select the applicable TRC code that matches the timecard. Either **CPE** for Comp Time Earned, or **CPT** for Comp Time Taken.
3.4	Comments	Enter comments if necessary for employee.

Remember: Overtime Equivalency calculation depends on FLSA status:

- Nonexempt employees are eligible for overtime at time and a half.
- Professional job classes are eligible only for straight time overtime.
- Exempt job classes are not eligible for overtime or compensatory time.

When all of the necessary information is entered, click Submit .

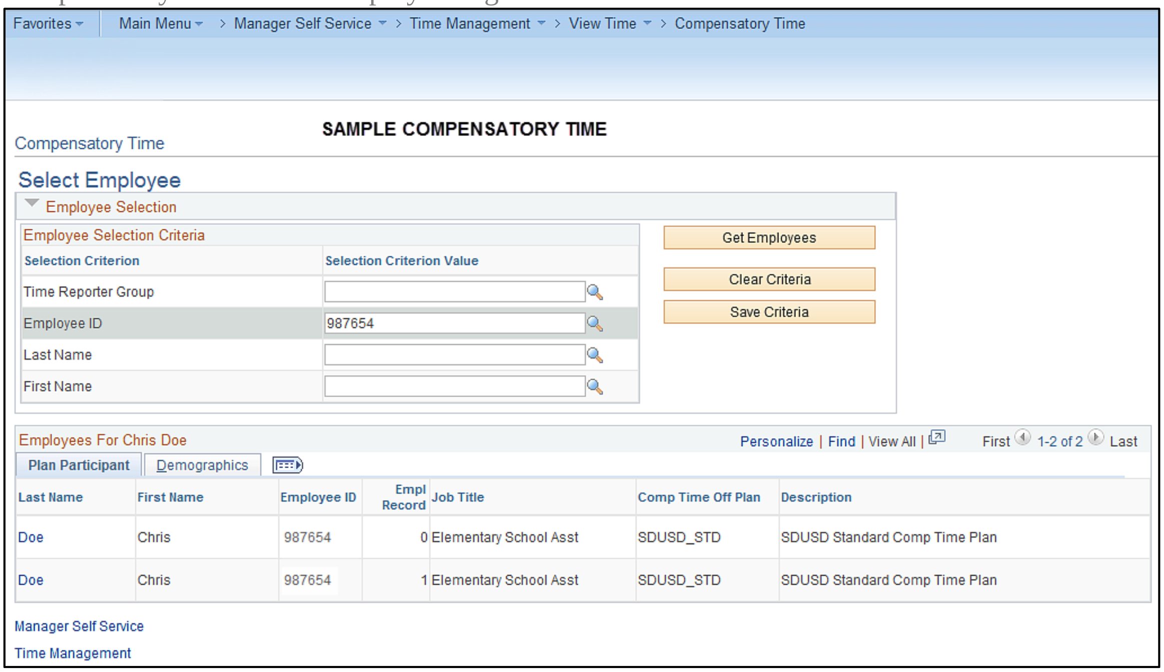
Viewing Compensatory Time Earned in Time and Labor

After Time Administration is run, the compensatory time balances will be updated on the Compensatory Time page. The Site Timekeeper can view this at any time.

Step 1

Navigation: Manager Self Service → Time Management → View Time → Compensatory Time

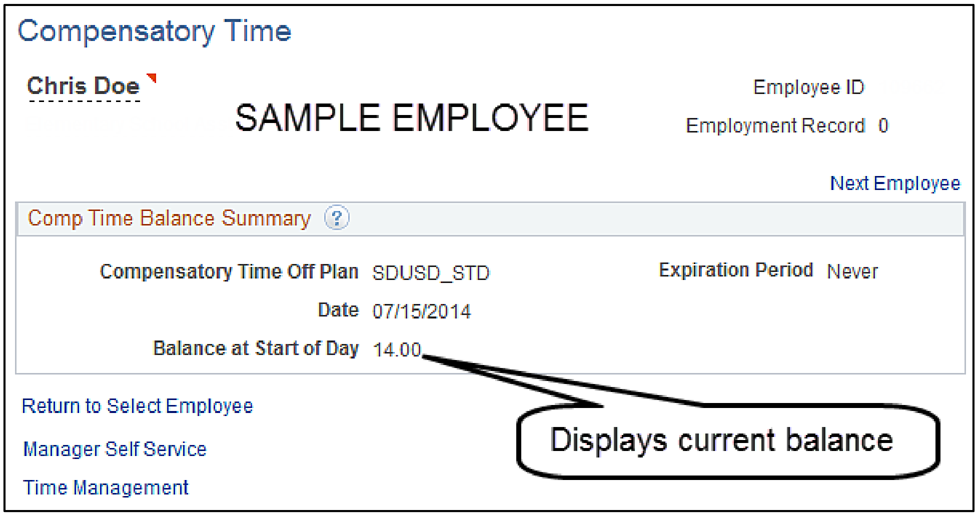
Compensatory Time Select Employee Page



Step	Field	Information to Enter
1.1	EmpID	Enter Employee ID.
1.2	Click Get Employees .	

Step 2

Compensatory Time View Page



Step 3

Field	Display
Today's Date	Displays today's date.
Balance at Start of Day	Displays the compensatory time balance as of today's date. **Compensatory Time hours never expire.** (See page 14 for additional information)

Hourly Time Entry

Positive Time (Hourly employees)

- All hours worked must be reported
- Non-Represented (not represented by a bargaining unit/does not have a contract)
- Available Time Reporting Codes by Certificated or Classified
- Certificated or Classified Substitutes (Group ID 5998H)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

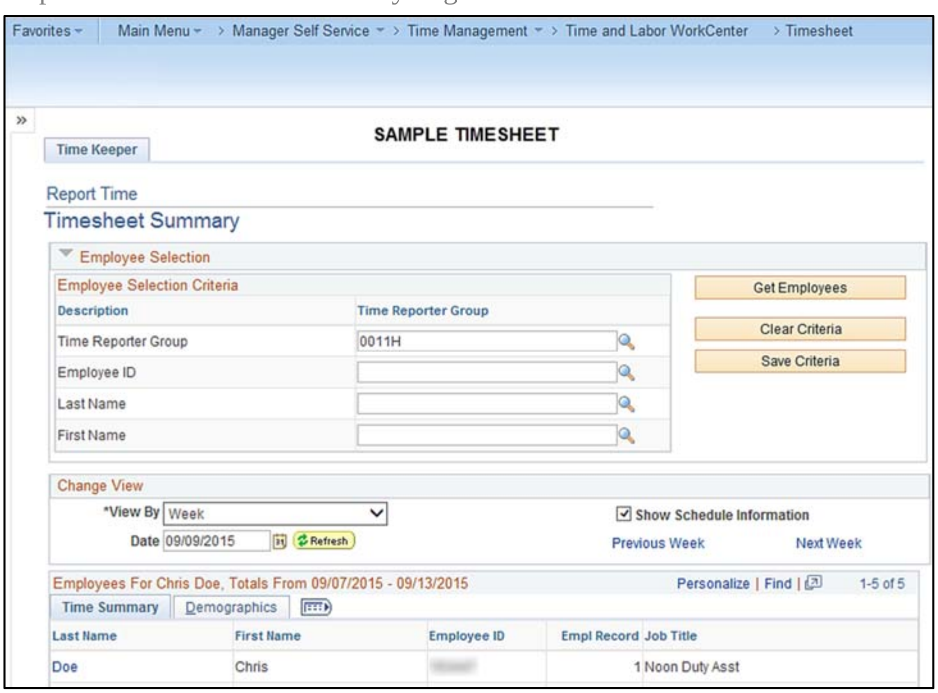
NOTE: It is recommended that you do not wait to enter absences and positive pay hours until the day of the deadline. Do time entry daily or once a week. Waiting until the day of the deadline can be risky in case there are system problems and/or you are unexpectedly absent. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Encourage employees at your site to turn timecards in daily or at the end of each week. When entering hours paid and leave time into PeopleSoft Time and Labor System, all entries must be supported by timecards/leave forms and include the approving signature.

Do not enter positive time for an employee before they actually work. In other words, do not enter positive time that may occur in the future. The time must be entered **after** the employee works it otherwise this could result in an overpayment.

Step 1

Navigation: Manager Self-Service → Time Management → Report Time → Timesheet

Report Time Timesheet Summary Page

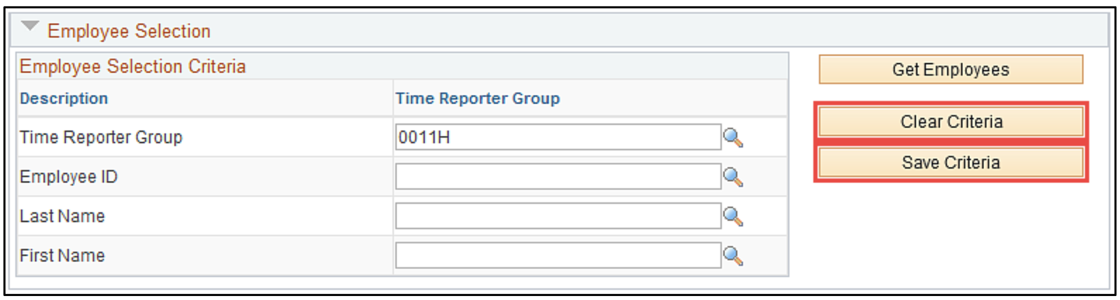


NOTE: You can use the Time and Labor WorkCenter to access the Timesheet. See page 6.

Step 2

Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking 🔍.
2.2	Then click Get Employees . **NOTE:** If you are searching for an employee in the **5998H** or **5830H** Group ID, you must enter either an EmplID or Name before you click Get Employees . **Name fields are case sensitive.** (Ex: Smith)	
2.3	Click on the employee's name to access the Timesheet Summary page.	

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

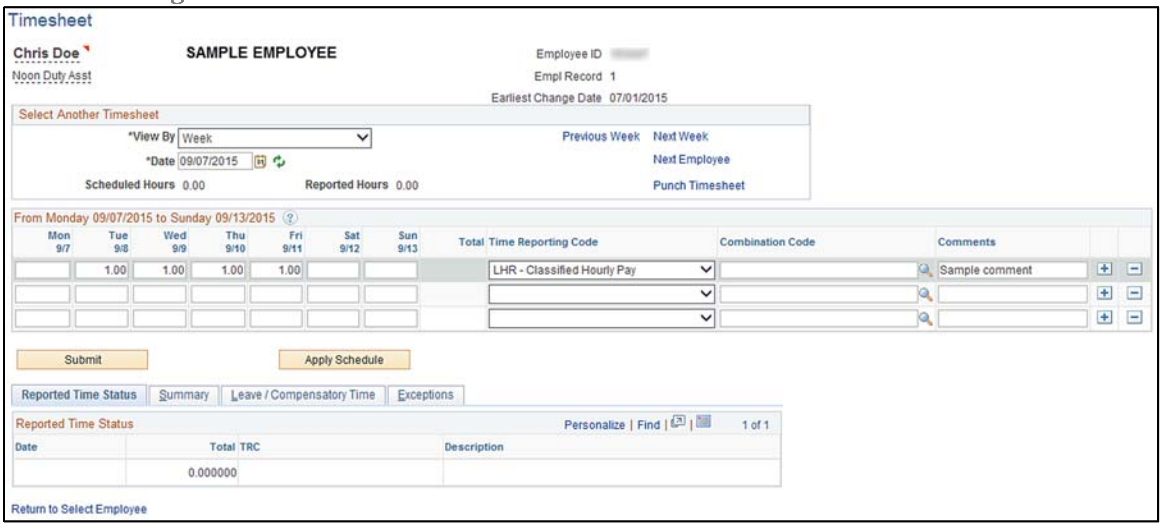


NOTE: You can "Save Criteria" on this screen. For example if you will always be selecting your Hourly Time Reporter Group you can save your selection criteria and the next time you access the timesheet in Time and Labor you will see your saved selection. You can also clear your selection criteria by clicking the "Clear Criteria" button.

Step 3

The Timesheet page appears.

Timesheet Page



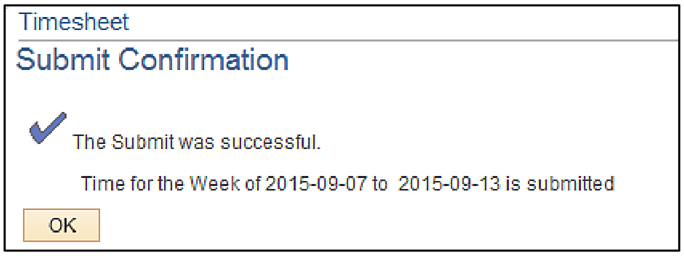
Step	Field	Information to Enter
3.1	Reporting Date	Date defaults to the Monday of the current week. If necessary, change the date to the day of the week you are reporting. You can enter the date in the field or use the button to look up the date. Click the Refresh Timesheet button.

- To delete a row you click the button located on the far right of the screen.
- To add a row you click the button.

NOTE: You can view and or report time by Calendar Period, Day or Week. The default is Week.

From the timecard you will enter the following fields:

Step	Field	Information to Enter
3.2	Date Boxes	Enter hours worked or missed from timecard in the appropriate boxes.
3.3	Time Reporting Code	Use the drop-down menu to select the appropriate Time Reporting Code. You can only have one TRC per line.
3.4	Combination Code	Enter Combination Code (budget number) if necessary for employee. Click the to search for Combination Code if not known.
3.5	Comments	Enter comments if necessary for employee.
3.6	When all of the necessary information is entered, click Submit.	



3.7	You will receive a Submit Confirmation screen. Click OK .
3.8	To select another employee, click the Return to Select Employee link.
3.9	As an option, you can also select the Previous Week Next Week Previous Employee Next Employee links to navigate.

NOTE: Combination Code (budget number) must be entered for substitutes populated with a default Combination Code (budget number) for professional development, overtime, extra time, or whenever a Combination Code is required.

Chapter 4 - Processes of Time Administration

Time Administration is the core Time & Labor process. The process creates “Payable Time” based on time that has been reported by timekeepers into Time & Labor. Payable Time is then sent to the Payroll system for payment. Time Administration (a.k.a. Time Admin.) will be run on a daily basis throughout the time reporting period. A final run will occur after timekeeping deadline and before payroll processing begins. A timekeeper will encounter many different payable statuses.

Payable Status records the progress of payable time throughout the processing stages. There are six Payable Statuses:

Estimated - Ready for Payroll (ES)
The first stage of payable time created by the Time Administration process.

Sent to Payroll (SP)
Payable time is in a Sent to Payroll stage from the moment its loaded (via the Time &Labor process) to Payroll to the time Payroll either takes or rejects the entry.

Rejected by Payroll (RP)
Time that Payroll has refused.

Taken - Used by Payroll (TP)
Payroll has accepted the time

Closed (CL)
Payable status is set to Closed when the following conditions are met:
The payable time represents a record adjustment made through the Adjust Paid Time page. This happens when an online check is cut. This is handled by the Payroll Department.

NOTE: The Payroll Department will monitor the payable status of employees. However, the option to view is there.

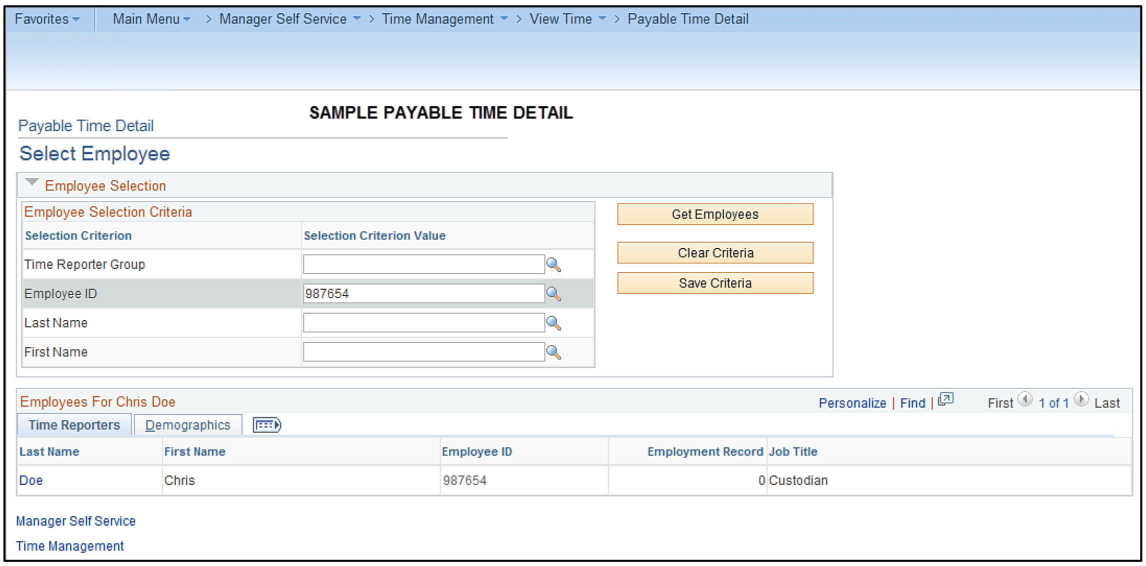
Viewing Payable Time

Payable time simply means time that has been reported and has been approved for pay. Payable Time is created during Time Administration and is the end product of PeopleSoft Time and Labor. The payroll system will pull payable time into its pay runs, compensate time reporters, and then return the calculated costs to Time and Labor. Payable Status records the progress of payable time throughout the processing of these stages.

Step 1

Navigation: Manager Self Service→ Time Management→ View Time→ Payable Time Summary

Payable Time Detail Search Page



Step 2

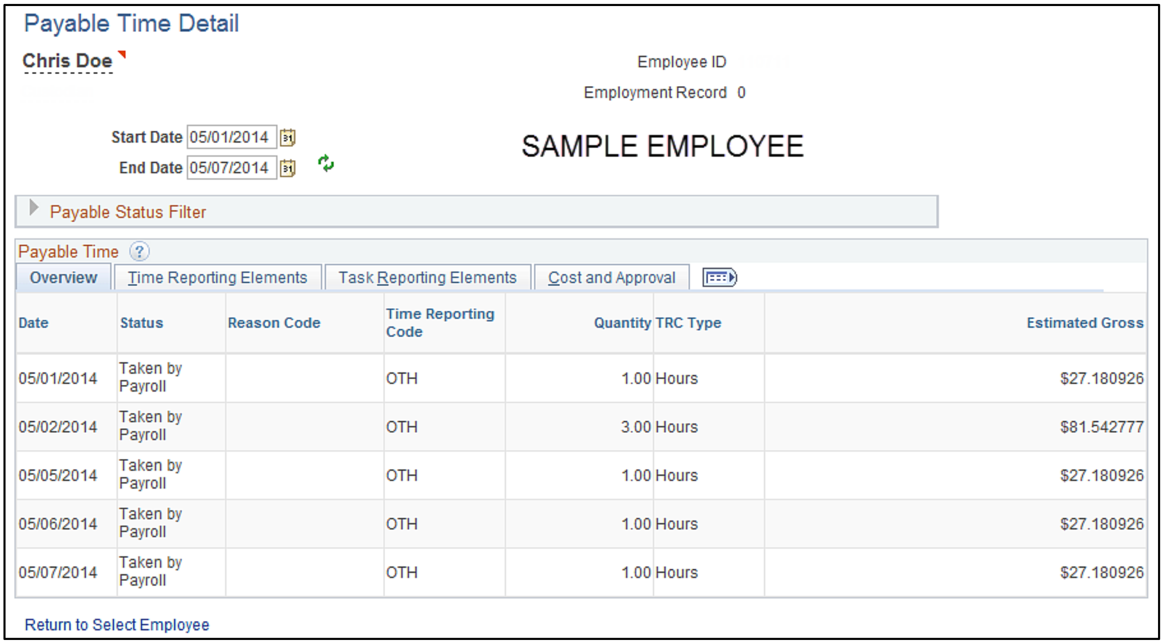
Enter the following information into the Payable Time Detail Search Page:

Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking .
2.2	Then click Get Employees. **NOTE:** If you are searching for an employee in the **5998H** or **5830H** Group ID, you must enter either an EmplID or Name before you click Get Employees. **Name fields are case sensitive.** (Ex: Smith)	
2.3	Click on the employee's name to access the Payable Time Detail page.	

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

Step 3

Payable Time Detail Page



Step	Search Field	Information to Enter
3.1	Start Date	Enter the Start Date (it is recommended that the Monday date of the week to be viewed be entered) the button can be used to look up the proper date.
3.2	Click Get Rows .	

NOTE: One week at a time will be viewed.

View Date, Status, Reason Code, Time Reporting Code (TRC), Quantity, TRC Type and Estimated Gross.

Each Time Reporting Code will have a separate line.

To select another employee, click the Return to Select Employee link.

Viewing Monthly Time Calendar

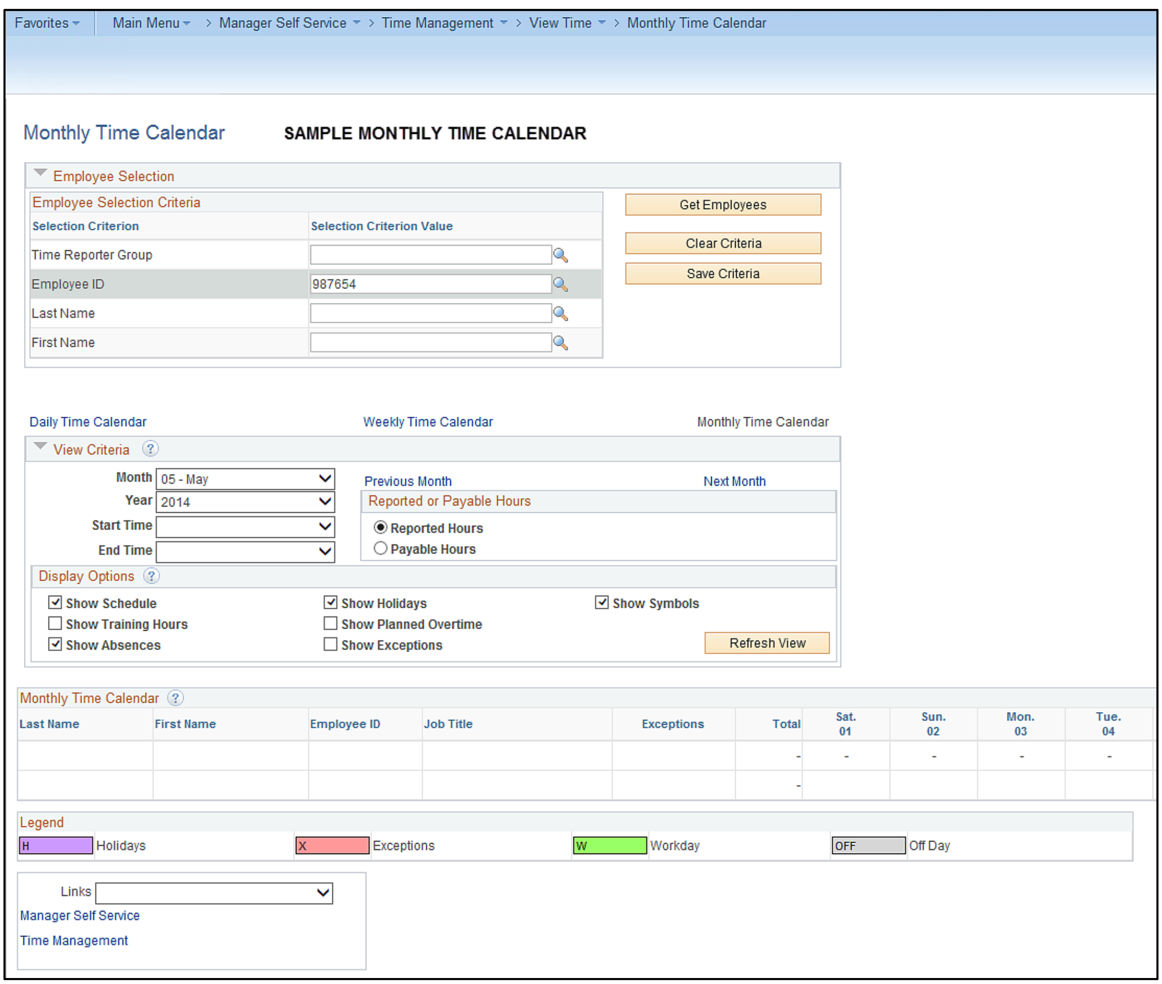
The Weekly and Monthly Time Calendar pages provide managers with an overview of the reported time or payable time for a specific week or month. If reported or payable time exists for a time reporter, the hours will be displayed in a cell for that day. The time displays as a link in the cell that can be clicked to view the time detail page. If multiple TRCs are reported by a time reporter for a specific date, the reported or payable hours appear for that date with the color and symbol for the TRC with the highest priority appearing as the link. Click this link to view details on the reported or payable time.

If no reported or payable time exists, but another time event item does, the quantity and symbol of the next highest priority item will be displayed in the cell.

Step 1

Navigation: Manager Self Service → Time Management → View Time → Monthly Time Calendar

Monthly Time Calendar View Criteria Page



Step 2

Enter the following fields onto the View Criteria screen:

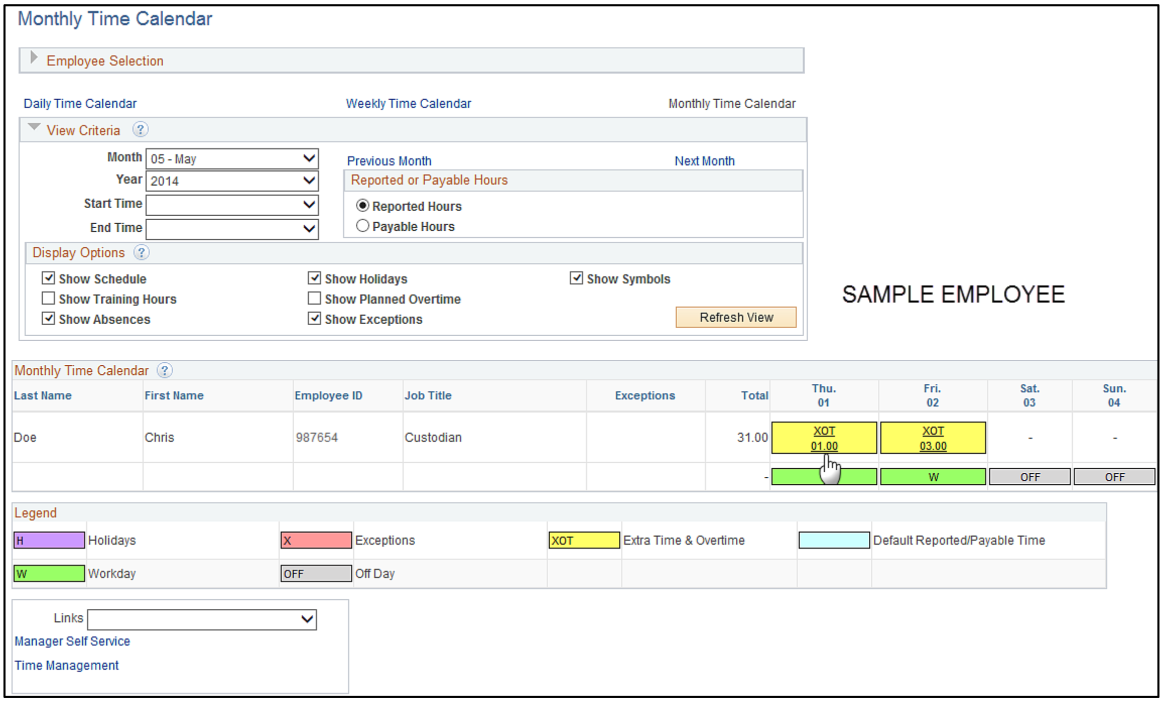
Step	Field	Information to Enter
2.1	Month	Select the Month and Year to be viewed.
2.2	View Criteria Radio Buttons	Select either Reported Hours (time entered, but not yet processed) or Payable Hours (processed time).
2.3	Show Schedule	Check box ☑.
2.4	Show Absences	Check box ☑.
2.5	Show Holidays	Check box ☑.
2.6	Show Symbols	Check box ☑.
2.7	Show Exceptions	**<u>Do not</u> check box ☐.** Exceptions will be handled by the Payroll Department.

Step 3

Step	Search Field	Information to Enter
3.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking 🔍.
3.2	Then click Get Employees. **NOTE:** If you are searching for an employee in the **5998H** or **5830H** Group ID, you must enter either an EmplID or Name before you click Get Employees. **Name fields are case sensitive.** (Ex: Smith)	
3.3	This will take you to the Monthly Time Calendar view page for a group of employee’s or an individual employee.	

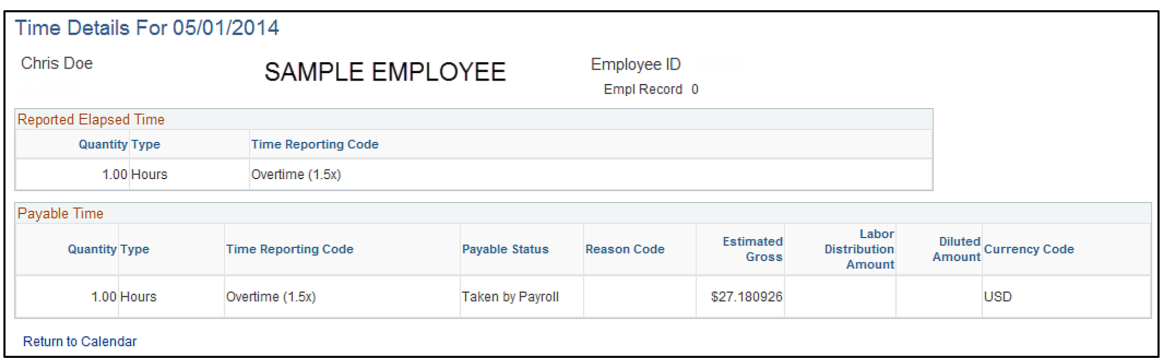
- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***<u>only</u>*** if associated with CDC Certificated VT subs including attendants/assistants)

Monthly Time Calendar View



Legend: Note the colors associated with the type of time on the calendar.

As an example, select the XOT 01.00 hyperlink associated with reported/payable time to access the Time Details page.



NOTE: The Payable Time Section of the Time Details page. Here you can view the Payable Time status of the Reported Elapsed Time. Click the Return to Calendar link to return to the calendar view, change the month/year or to select/view another employee.

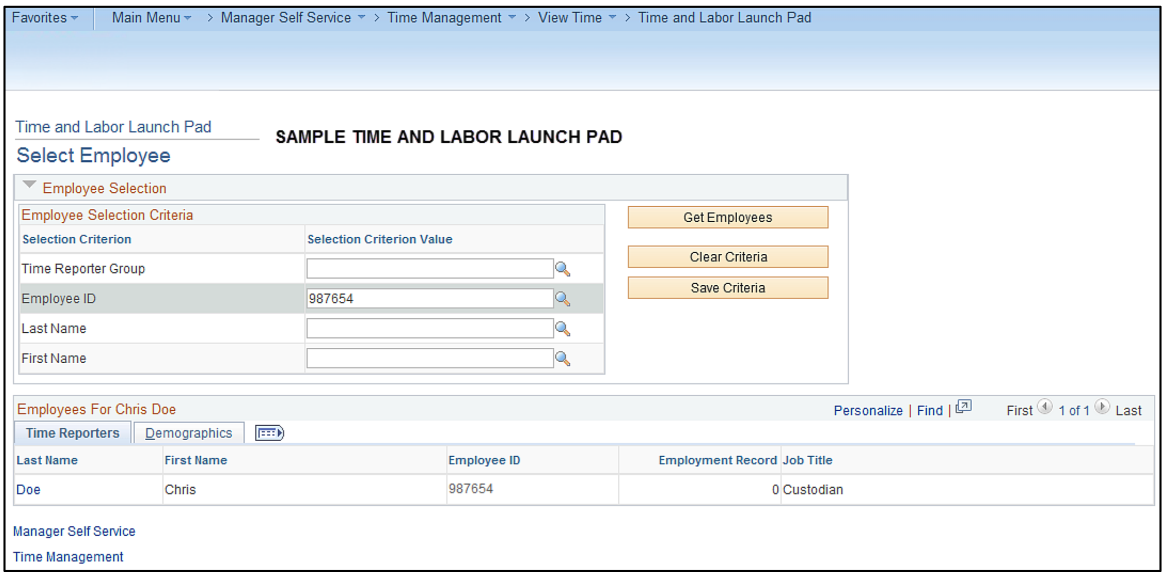
Time & Labor Launch Pad - Monthly

The Site Timekeeper can view which days in the specified month have reported elapsed time or payable time by using the Time and Labor Launch Pad, which gives him or her monthly details of an employee's Time and Labor Information.

Step 1

Navigation: Manager Self Service → Time Management → View Time → Time and Labor Launch Pad

Select Employee Page



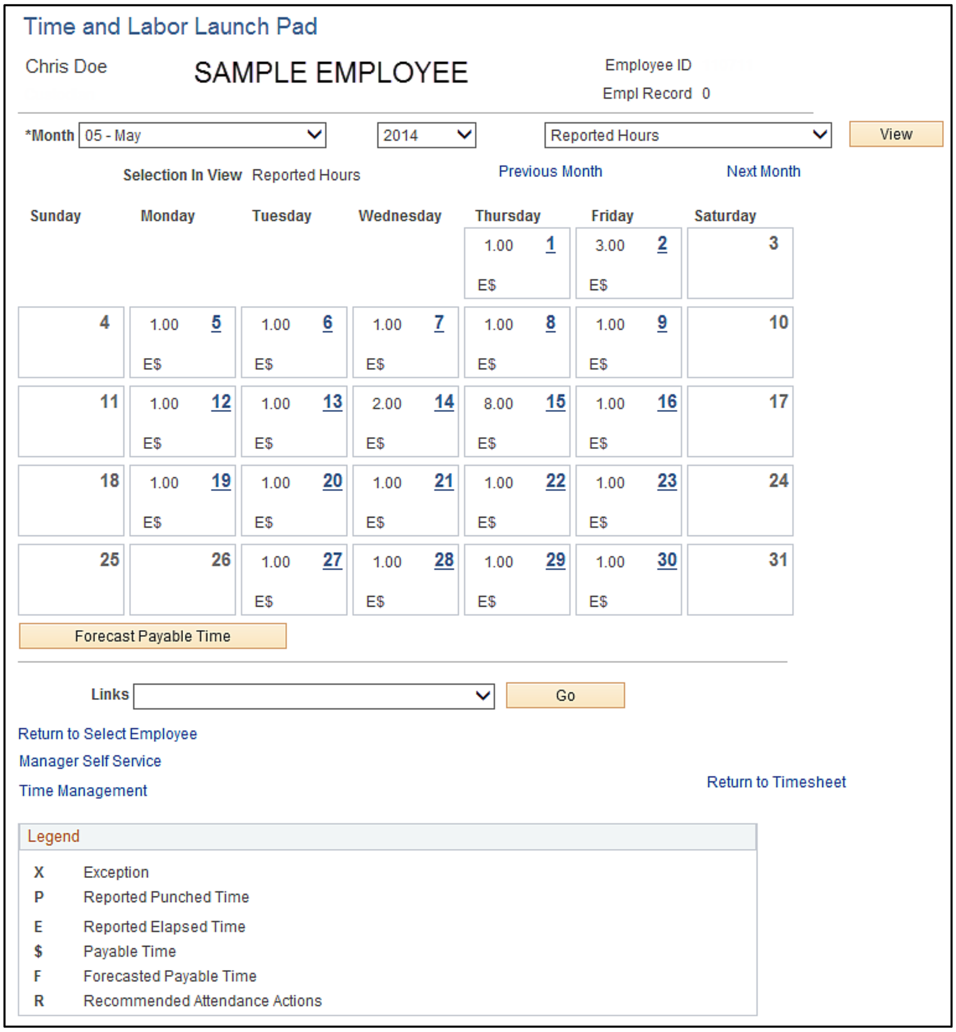
NOTE: You can use the Time and Labor WorkCenter to access the Time and Labor Launch Pad. See page 6.

Step 2

Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking 🔍.
2.2	Then click Get Employees. **NOTE:** If you are searching for an employee in the **5998H** or **5830H** Group ID, you must enter either an EmplID or Name before you click Get Employees. **Name fields are case sensitive.** (Ex: Smith)	
2.3	Click on the employee's name to access the Time & Labor Launch Pad.	

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

Time and Labor Launch Pad



Step 3

Step	Search Field	Information to Enter
3.1	Month	Select the Month to be viewed from the drop-down list.
3.2	Year	Select the Year to be viewed from the drop-down list.
3.3	Type of time viewed	Select from list of valid values either the default of Reported Hours, or Payable Hours.
3.4	Click View.	

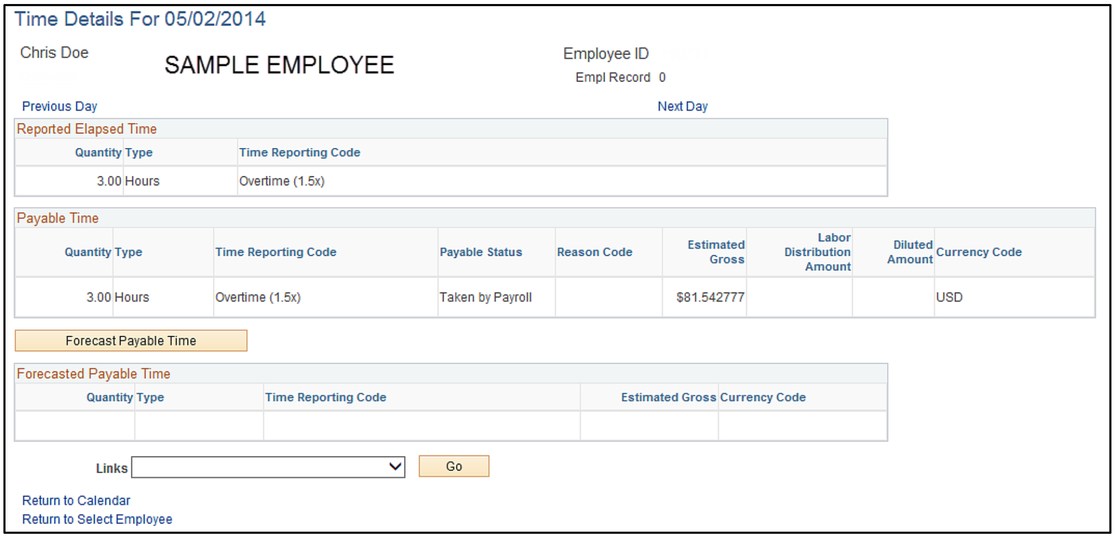
Any day in the calendar may display the following valid values: X, P, E, $, F, or R (see legend on Launch Pad page for description). This indicates that there is information regarding reported time for that day. If any of the days are highlighted / linked, the day has elapsed time, payable time, or exceptions with recommended actions for each exception.

NOTE: As a Timekeeper, you only need to view Reported Hours or Payable Hours. **Exceptions will be handled by Payroll.**

Step 4

Click the date hyperlink to view the Time Reporting Details page for that day.

Time and Labor Launch Pad Details Page



Reported Elapsed Time

Field	Description
Quantity	Time Reported on that Day
Type	Type of hours/units reported
Time Reporting Code	Time Reporting Code used when reporting employees' time

NOTE: Exceptions will be handled by Payroll.

Payable Time

Field	Description
Quantity	Time Reported on that Day
Type	Type of hours/units reported
Time Reporting Code	Time Reporting Code used when reporting employees' time
Payable Status	Displays the Payable status
Estimated Gross	Displays Estimated Gross Pay if applicable
Labor Distribution Amount	Displays amount paid out if applicable

Click Previous Day or Next Day to navigate to a select day for the employee.

Click Return to Calendar to continue viewing for current employee or click Return to Select Employee to select another employee.

Click Previous Month or Next Month to navigate to the respective time period.

Chapter 5 - Adjusting Time

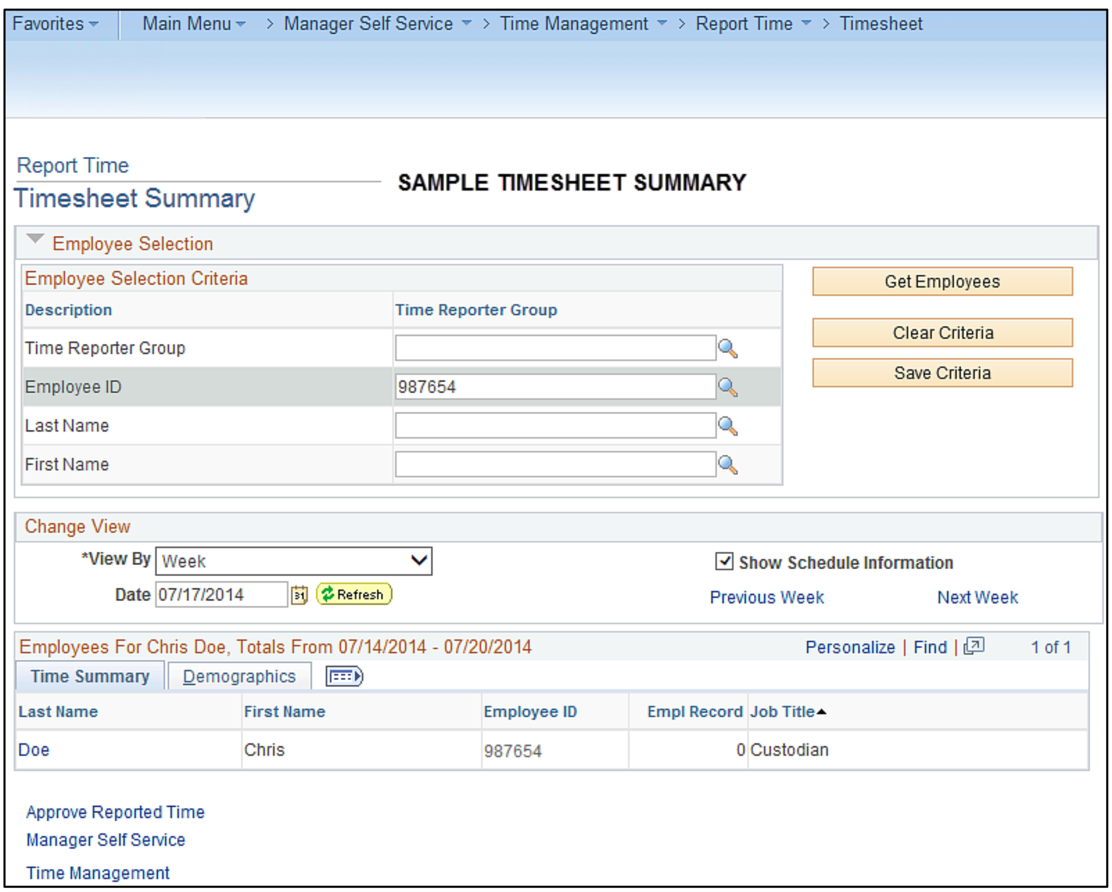
Adjusting Time via Prior Period Adjustments

A Prior Period Adjustment is a change in reported time in Time and Labor for a pay period that has already been processed through Payroll. **These prior period adjustments should be made for reported time only (examples: wrong TRC, employee was underpaid, overpaid) not for trying to adjust charges that may have been applied to an inappropriate Combination Code (budget number).** In the event an employee has had time reported, paid and subsequently charged to the wrong Combination Code (budget number), **<u>you must contact your budget analyst in the Budget Operations Department to adjust the expense</u>**. Once a payroll has processed, paid and the charges distributed to the General Ledger, your budget analyst must intervene.

NOTE: Site timekeepers cannot adjust or enter time that is older than **<u>90 days</u>** from the current date. The time must be sent to payroll on an [On-line Roster/Time Reporting Error Notice] available on the payroll website. Please attach a copy of the time card to the notice.

Step 1

Navigation: Manager Self-Service → Time Management → Report Time → Timesheet



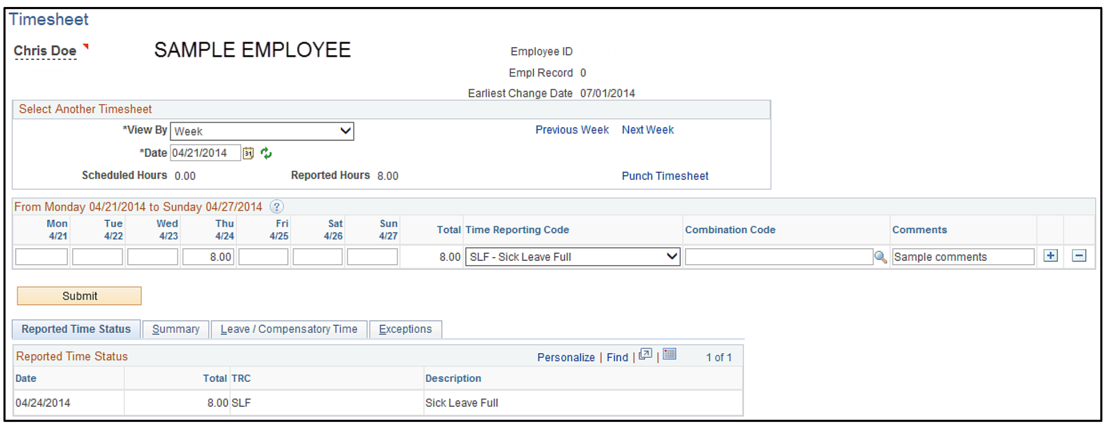
NOTE: You can use the Time and Labor WorkCenter to access the Timesheet. See page 6.

Step 2

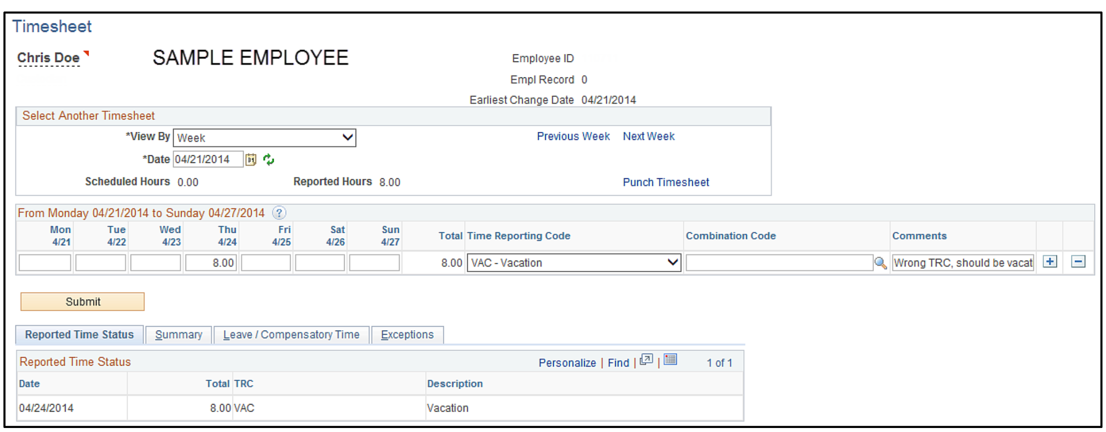
Begin by selecting the employee you are making the adjustment for:

Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking .
2.2	Then click Get Employees. **NOTE:** If you are searching for an employee in the **5998H** or **5830H** Group ID, you must enter either an EmplID or Name before you click Get Employees. **Name fields are case sensitive.** (Ex: Smith)	
2.3	Click on the employee's name to to report their prior period adjustment.	

Timesheet Page



View prior period that requires adjustment by clicking the icon to search for a prior period date.



Make adjustments by updating existing hours, TRCs, or by adding/deleting rows. Add comments to document change.

When all of the necessary information is entered, click Submit. You now see the TRC change from SLF - Sick Leave Full to VAC - Vacation.

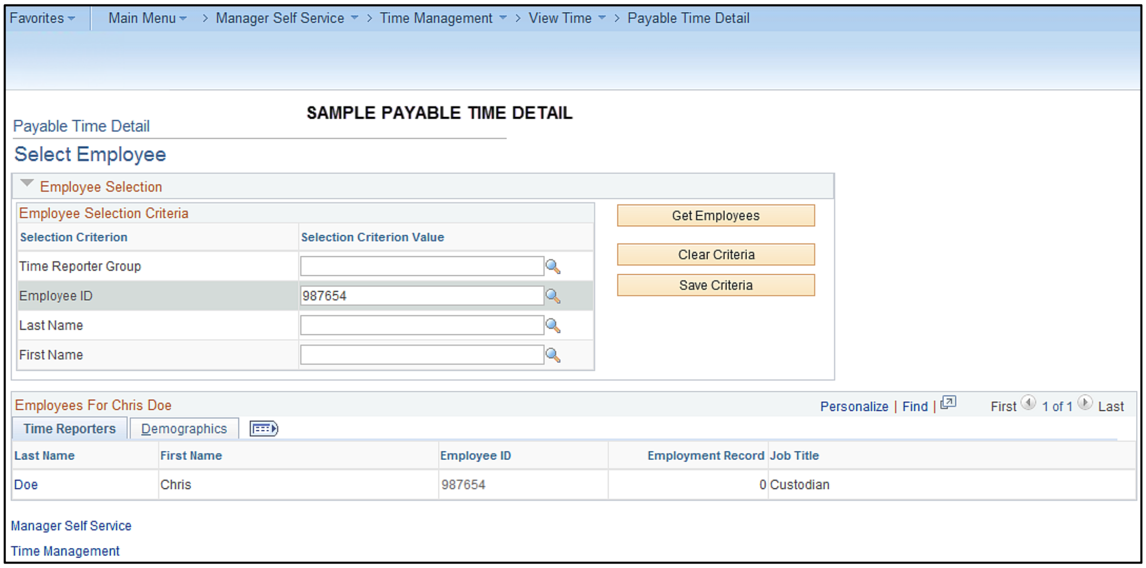
Viewing Prior Period Adjustments

During post-payroll auditing of time, the Site Timekeeper can see that the adjustment was picked up. Verify Prior Period Adjustment was processed.

Step 1

Navigation: Manager Self Service → Time Management → View Time → Payable Time Detail

Payable Time Detail Search Page



Step 2

Enter the following information into the Payable Time Detail Search Page.

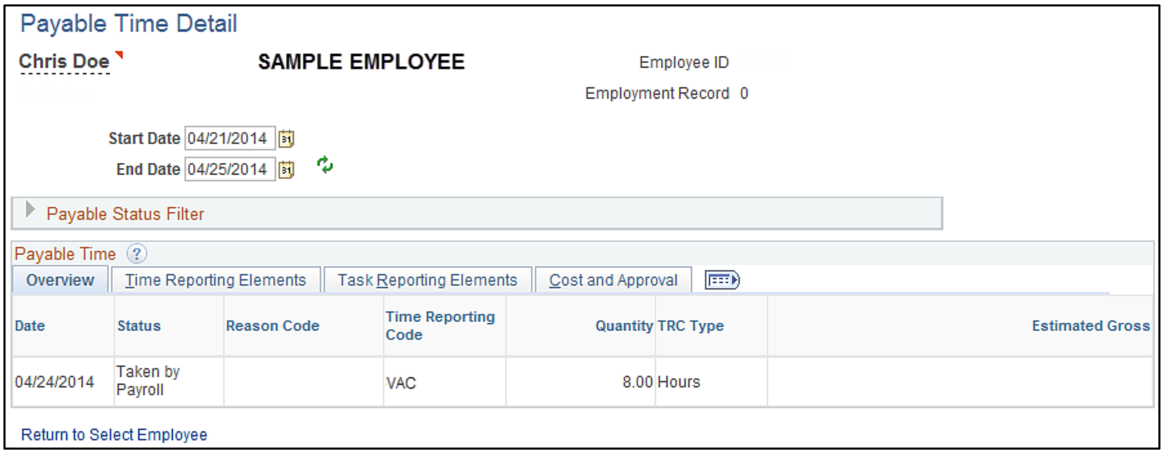
Step	Search Field	Information to Enter
2.1	Group ID	Enter the Group ID, Individual EmplID, or Name, or conduct a search by clicking 🔍.
2.2	Then click Get Employees. **NOTE:** If you are searching for an employee in the **5998H** or **5830H** Group ID, you must enter either an EmplID or Name before you click Get Employees. **Name fields are case sensitive.** (Ex: Smith)	
2.3	Click on the employee's name to access the Payable Time Detail page.	

- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

Step 3

Step	Search Field	Information to Enter
3.1	Start Date	Enter the Start Date (it is recommended that the Monday date of the week to be viewed be entered). The button can be used to look up the proper date.
3.2	End Date	Enter the End Date (it cannot be entered for more than 31 days)
3.3	Click Get Rows .	

Payable Time Detail Page



NOTE: Refer to the Payable Status definitions on page 23 to determine whether offsetting entries will be made.

Adjusting Paid Time via Record Only Adjustments

Record only adjustments will be made by the Payroll Specialist.

Adjusting Paid Time with Record Only Adjustments keeps Time and Labor records in sync with payments from the Payroll System when On-Demand checks are cut without the time being loaded from Time and Labor.

Occasionally adjustments to payable time that has already been paid by Payroll, or has been closed are required. This type of adjustment is called a Record Only Adjustment and is made using the Adjust Paid Time page. Adjustments of this type are for record keeping purposes only. The time you add or adjust is not processed by Time and Labor nor is the time passed onto Payroll. This feature enables keeping PeopleSoft Time and Labor system in sync with the Payroll system, without re-sending or processing duplicate data.

An employee who was not paid regular wages earned on their on-cycle paycheck requires immediate payment. The employee meets the guidelines set for when an On-Demand check can be cut, versus the timekeeper making a prior period adjustment (PPA) into Time and Labor to be paid in the next on-cycle payroll. The site timekeeper must then send an email or call their Payroll Specialist indicating the requirement of a check. The Payroll Department must then approve or deny the request.

Tracking Days Off for 11-Month, 12-Pay Employees

There will be a distinct TRC (11UNP) used to track the employees who require docking of their pay. This code will be available for bargaining units 2(OSS), 3(OTBS), and 5(PARA).
This TRC is only for employees assigned to the L11 IUNP calendar. A copy of the employee's work calendar should be submitted to payroll by the start of each new fiscal year in order for the Payroll department to appropriately dock unpaid time for the 21-23 non-work days they have indicated on the calendar. The amount of unpaid days can change per year based upon holidays, leap years etc. **The timekeeper does not report the unpaid workdays. This is done by Payroll.**

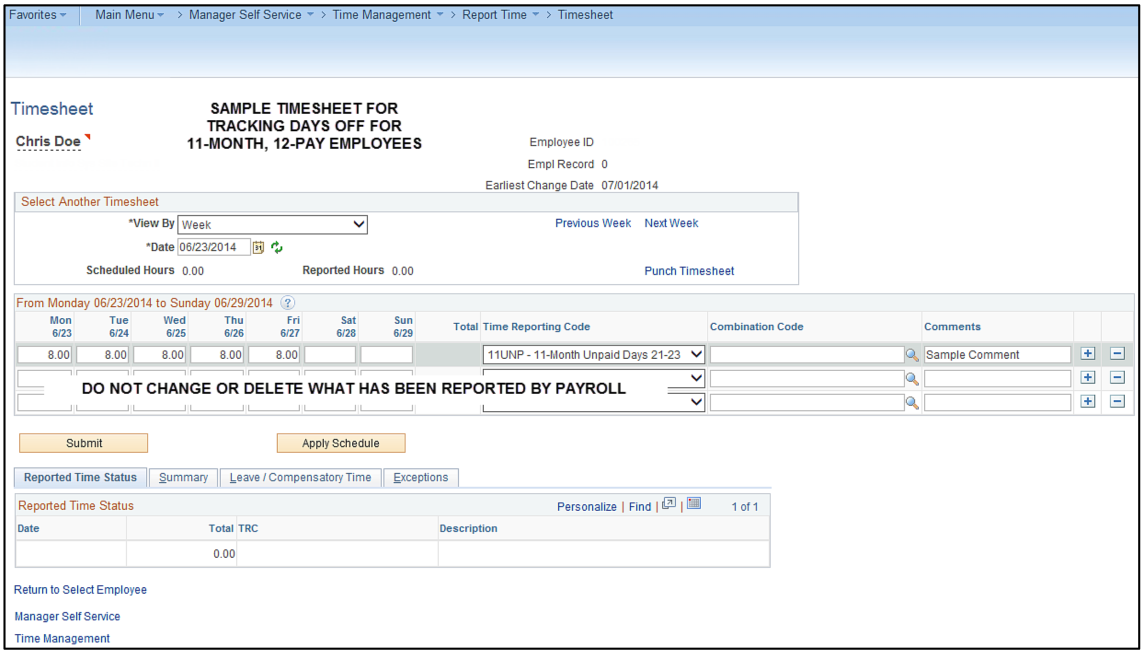
Report Time

For these employees, time reporting is required to dock their salary to reflect the 21-23 unpaid days, as their salary is not already reduced. The absences are reported into Time and Labor using the appropriate TRC that maps to the UNP Earning Code (Unpaid) to reduce their pay. The absence reporting will be done throughout the month based on their calendars/attendance.

Step 1

Navigation: Manager Self-Service → Time Management → Report Time → Timesheet

Timesheet Page



NOTE: You can use the Time and Labor WorkCenter to access the Timesheet. See page 6.

Step 2

Step	Field	Information to Enter
2.1	Date	Change the date to the Monday of the week you are looking for.
2.2	Click the Refresh Timesheet button.	

Step 3

Step	Field	Information to Enter
3.1	Date Boxes	View non-work days based on employee work year calendar. **Do Not** change or delete what has been reported by Payroll.
3.2	Time Reporting Code	The TRC to dock the 21-23 (approximate) unpaid days is 11UNP - 11-Month Unpaid Days 21-23.

Chapter 6 - SmartFind*Express* SAMS Interface

SmartFind*Express* SAMS and Time and Labor work together to help you report time for visiting teachers. Substitute time captured in SmartFind*Express* SAMS will be interfaced into Time and Labor within '**3**' business days, automatically populating the Time and Labor pages with regular hours on the appropriate days. After the time has been interfaced into Time and Labor, the employee's time can be viewed and manipulated by the site timekeeper.

SmartFind*Express* SAMS

SmartFind*Express* SAMS is made up of:

Site Administration Access
Create an absence for an employee
Review available substitutes for a location
Review/modify priority lists for location
Create a vacancy for the site
Review past, present, or future jobs
Print job information
Cancel an absence or vacancy
Display detailed job information
District supervisor can view data of entire district
Customize welcome page with announcements to users

Employee Access
Create absences and specify or prearrange substitute
Review past, present, or future absences
Cancel a current or future job
Create multiple day recurring absences

Substitute Access
Review past, present, or future job assignments
Cancel a job assignment
Choose assignments "Shop for Jobs"
Update profile

Populating Time for Visiting Teachers with the SmartFind*Express* SAMS Interface

There are three different types of absences requiring substitutes that can be reported in SAMS: Vacant Positions, Personal Absences (such as sick, personal business, bereavement, etc), or District-Related (such as workshops, or professional development). With the SAMS to Time and Labor interface, only substitutes' time will be populated. The absent employees' time must be reported manually into Time and Labor based on the daily absence reports from the SAMS system and corresponding timecards and/or leave forms.

The tables below display which fields will be populated in Time and Labor for the ***substitute*** during the interface based on the type of absence:

Vacant Position
Hours per day
Time Reporting Code (TRC)
Position # (in the *Comments* field)
Location (of the vacant position)
Combination Code (of the vacant position)

Personal Absence
Hours per day
Time Reporting Code (TRC)
Absentee's EmplID and Name (in the *Comments* field)
Location (of the absent teacher's position)
Combination Code (of the absent teacher's position)

District-Related Absence
Hours per day
Time Reporting Code (TRC)
Absent Teacher's EmplID and Name (in the *Comments* field)
Location (of the absent teacher's position)
Populated with a default Combination Code (needs to be adjusted manually)

All substitutions for vacant positions or personal (not district-related) absences will have Combination Code charges (budget numbers) populated automatically from the SAMS interface. All substitutions due to district related absences, however, will have default Combination Codes (budget numbers), which must be manually entered by the site timekeeper. To determine district related absences, the T & L Blank Account Code report needs to be run to determine the default Combination Codes that need to be changed. The site timekeeper obtains the appropriate Combination Code (budget number) that must be entered into T&L.

For Certificated substitutes, the interface will automatically send over 8 hours/day with the appropriate Time Reporting Code (TRC) for each day the substitute works. The Site Timekeeper must make adjustments to hours in T&L if the sub does not work a full day. Though substitutes do not actually work a full 8-hour day, the system will pay the equivalent hourly rate for 8 hours to equal the daily rate that substitutes earn.

Therefore, if adjustments to reported time are required, they must be based on the conversion to an 8-hour day. So if the sub only works half a day, their time should be adjusted to reflect only 4 hours.

The interface will automatically send Classified Hourly Time (LHR) for Classified substitutes. For classified substitutes, the time reported in PeopleSoft Time and Labor is calculated by the start and end time entered into SAMS when an absence or vacancy is reported. The amount of time sent to Time and Labor is equal to the difference between start and end time less half hour for duty free lunch when the start and end time is 5 or more hours. It is **VERY IMPORTANT** that the **START** and **END** times of jobs entered into SAMS are **correct** or the time that is transferred to PeopleSoft Time & Labor will have to be edited by the Site Timekeeper.

Any substitutes reaching long-term status will require an adjustment of the Time Reporting Code (TRC). It must be changed from the short-term TRC to the appropriate long-term TRC:

- LVT (Long Term Visiting Teacher) **-** Effective *after* the 5th day in the same assignment
- LCCVT (Long Term Children's Center VT) **-** Effective *on* the 20th day in the same ECE assignment. This should be updated retroactively to the first day of the assignment by making prior period adjustments in Time and Labor.

- Any substitutes during summer or intersession will require an adjustment of the TRC as well. It must be changed to the appropriate summer/intersession TRC:

- SIVT (Sum/Intersession VT Short Day)
- SIVTL (Sum/Intersession VT Long Day)

NOTE: As part of the district's effort to reduce overpayments, timekeepers will need to "verify" in the SmartFindExpress (SAMS) system that substitutes assigned to your location actually showed up and worked the assigned jobs. Substitutes will not be paid unless the jobs they worked have been verified in SAMS. Timekeepers must verify all jobs in SAMS by the day before the timekeeper cut-off for each payroll period at the latest. However, it is strongly recommended that timekeepers take a few moments each day to verify the previous day's jobs. To verify jobs, you will need to have at-hand the printed substitute sign-in sheet for the day(s) you want to verify.

Refer to the Verifying Jobs in SmartFind*Express* (SAMS) job aid located on the PeopleSoft training website.

Navigating SmartFind*Express* SAMS
Timekeepers will need to go into SmartFind*Express* SAMS every day to review employee absences and to see if any employees have attended Professional Development workshops, the timekeeper will need to view or print out the Workshop information including the Combination Code (budget number) for reporting time in the PeopleSoft Time & Labor module.

Step 1

Navigate to the www.sandiegounified.org web page and log in to the **Staff Portal**.
Click **SAMS - SmartFind Express**.

NOTE: If you do not see the SAMS SmartFind Express application, click View All to view all applications in the list.

Or open up your browser and type in this web address (URL):

- https://subweb.sandi.net/logOnInitAction.do

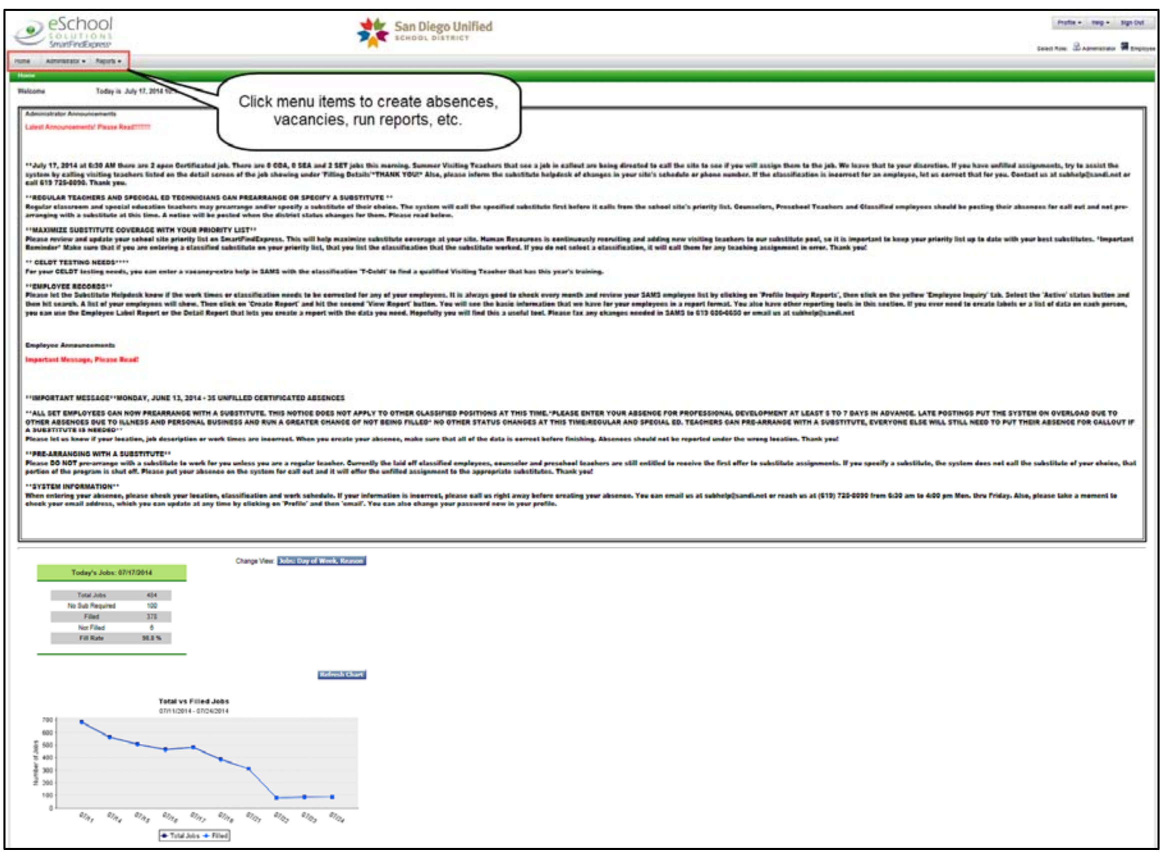
Set this website as a Favorite/Bookmark

Step 2

Type in your User ID and Password, click Submit.

Step 3

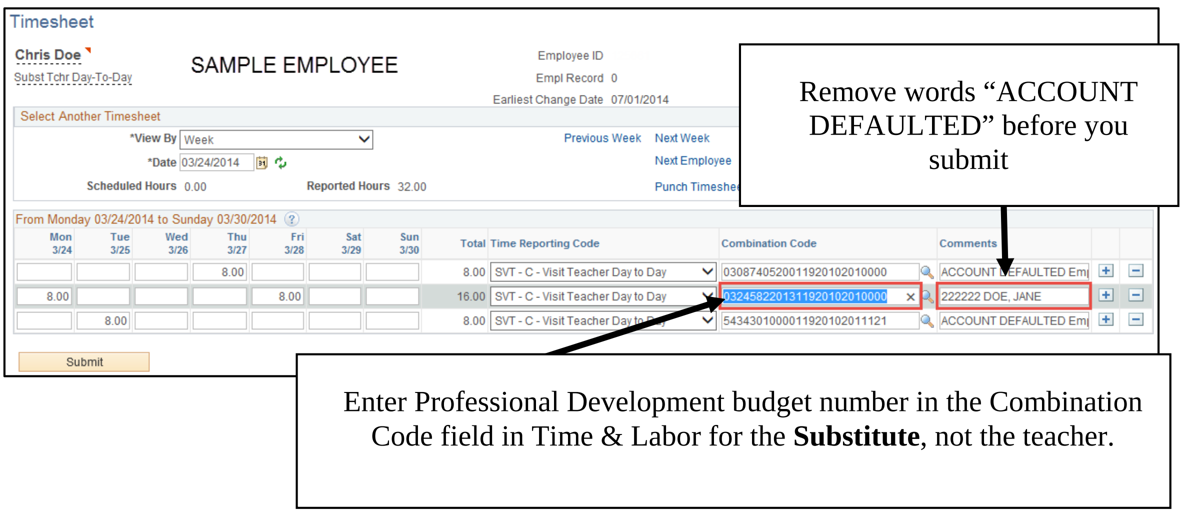
Once you log in, scroll down to view important announcements and information. Click menu items to create absences, vacancies, run reports, etc.



Obtaining Combination Codes (Budget Numbers)

To determine which visiting teachers need Combination Codes (budget numbers) you will need to run the T&L Blank Account Codes report (see page 74). Those who need Combination Codes will be the visiting teachers who were substituting due to a district related absence (professional development) or where the position provided for a vacancy is inactive. If the visiting teacher is substituting for a district related absence, obtain the proper Combination Code (budget number) from the employee that attended the workshop and enter it in the **Combination Code** field in Time and Labor.

Log in to PeopleSoft Time and Labor and navigate to the appropriate substitute. Enter the Professional Development Budget Number into the Combination Code field for the **substitute**, not the teacher. Remove the words "**ACCOUNT DEFAULTED**" from the Comments field.



Click the 

button when all appropriate information has been entered.

NOTE: When the system defaults a Combination Code (budget number) for visiting teacher time, two things happen. First the Combination Code field is populated in Time and Labor with a default budget number and second, **ACCOUNT DEFAULTED** appears in the Comments field. When you update the Combination Code, just delete the words **ACCOUNT DEFAULTED** in the Comments field. This will cause the time to disappear from your **Blank Account Codes** report. If **ACCOUNT DEFAULTED** is left in the Comments field, the time will continue to show on your report even though you have changed the Combination Code. The Comments field has more information than just **ACCOUNT DEFAULTED**, delete only the words **ACCOUNT DEFAULTED**. The rest of the information in the comments field documents who was absent.

Chapter 7 - Reports

To approve time, Site Administrators/Department Managers must review, approve and sign three reports: the Audit Paid to Reported Time Report, the Site Account Code Charges Report, and the Cross-Site Account Code Charges Report. These reports need to be reviewed/approved/signed at the end of every pay period. If any discrepancies are found in the reports, the Site Timekeeper needs to make any necessary corrections/adjustments.

Audit Paid to Reported Time Report

Navigation: Payroll for North America → U.S. Quarterly Processing → Audit Paid to Reported Time

This report is an official audit record. The administrator must review and sign this document to validate the payroll.

This report generates data from both Time and Labor and Payroll (salary, hours reported/paid and leave reported/taken). The report must be run for each payroll each month after the payroll processes. Run the report 10 days after the payroll processes (10^{th} of the month for the salaried payroll and 20^{th} of the month for the hourly payroll). The principal/department manager is responsible for certifying each payroll. The Audit Paid to Reported Time report is required for validating payroll. The Audit Paid to Reported Time report shows the data that actually processed.

For each payroll, the site must run the Audit Paid to Reported Time report. The principal/department manager must review and sign the report. Retain the reports in the binder with the corresponding time data. **Run one report for monthly, one for hourly.** See page 47 for step-by-step instructions to run this report.

Time Summary Reports

Navigation: Time and Labor → Reports → Time Summary

This report is **not** an official audit record and does not need to be signed by an administrator.

This report is provided so that you may review reported time. It is a report to be used as a tool for reviewing reported time in a summary fashion. You can run this report for an entire department or for an individual employee and for a range of dates. The dates you enter represent dates on which time was reported and actual work days included within the range. This report should be run at least once a week; for salaried employees, for hourly employees and for substitutes between payroll deadlines. Timekeepers can use this report to check their accuracy in what has been reported in Time and Labor. Use this report for your own information in reconciling what you have entered. **Remember Combination Codes (Budget Numbers) cannot be changed once payroll has processed.**

When running this report for the substitute labor pool, there is a checkbox available on the run control indicating that only substitutes who have reported time to a certain location are to be seen. When this checkbox is selected, the report should only pull employees who have a value in their Location field in Time and Labor that corresponds to the Location selected on the Run Control. This report is for informational purposes only. It does not need to be signed.
Run one report for salary, one for hourly, and one for your substitutes. See page 53 for step-by-step instructions to run this report.

Account Code Charges Reports

With PeopleSoft Time and Labor, it is possible to charge dollar amounts associated with reported hours to a Combination Code (budget number) other than the one on the employee's position. The Combination Code search prompt does not have any security to limit access, meaning that a timekeeper can select any other department/site's Combination Codes (budget numbers), and thus charge time to any other budget. Since there is no notification to that department/site when their budget is being charged, it is the responsibility of both the site administrator where the charge is originating and the site whose budget is being charged to monitor these Combination Code (budget number) charges.

The following reports monitor these charges. See pages 61-73 for step-by-step instructions to run these two reports.

Cross-Site Account Code Charges Report

Navigation: Time and Labor → Reports → Cross-Site Account Charges

This report is an official audit record. This report must be signed by an administrator and kept on file for auditing purposes.

This report works in combination with the Site Account Code Charge Monitor Report shown above. While the Site Account Code Charge Monitor Report shows if you are hitting other Department's Budgets, the Cross Site Account Code Charges Report shows you if other Departments are hitting yours. This report includes all employees whose time reported in Time and Labor is being charged to a HCM Account Code containing the department value of your site (first 4 digits of an account string). As is the case with the Site Account Code Charge Report this report needs to be run weekly. That way if there is time being charged by another department to your site account, you can contact the timekeeper at the other site to make the correction before payroll is run. **The report should then be run prior to your deadline for submitting time on both the salaried payroll and the hourly payroll for review and signature by the site administrator.**

IMPORTANT: This report is **not** meant to be used for budgeting purposes. If you find charges after the payroll has processed that do not belong to your department, you should contact your budget analyst in the Budget Operations Department to assist you with an expense transfer. **Do not try to reverse these charges in Time and Labor.**

Remember Combination Codes (Budget Numbers) cannot be changed once payroll has processed. Timekeepers will be responsible for printing these reports and getting them to the site administrator for review and approval.

Site Account Code Charges Report

Navigation: Time and Labor → Reports → Site Account Charges

This report is an official audit record. The administrator must review and sign this document to validate the payroll.

This report is provided for sites to monitor whether time that is supposed to be charged to your site is being charged to another site (HCM Account Code contains a department value that is not your own). Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid. To use this report effectively, it must be run and validated weekly. This way if there is time being charged to a department other than your own, you can make the changes before the timekeeping deadline. **The report should then be run prior to your deadline for submitting time on both the salaried payroll and the hourly payroll for review and signature by the site administrator. Run one report for salary, one report for hourly.**

Remember Combination Codes (Budget Numbers) cannot be changed once payroll has processed. The Site Account Code Charges is the report that site administrators will use to monitor the Combination Code charges entered by their site timekeeper.

T & L Blank Account Codes Report

Navigation: Time and Labor → Reports → T&L Blank Account Codes

This report is **not** an official audit record. However, this is a critical report to run on a regular basis to assure account codes are being reported accurately.

The T&L Blank Account Codes Report displays substitutes whose time was pulled in from SAMS to Time and Labor via an interface. Some of the data pulled into Time and Labor uses default HCM Account Codes for district related absences (i.e. professional development for teachers). Timekeeper must change the default HCM Account Codes for each of these records. This report is your tool for identifying the records that need to be changed. **This report should be run no less than weekly throughout the month. Changes to HCM Account Codes must be done at the time you run the report and shouldn't be held until just prior to the timekeeping deadline**.

Only Timekeepers that use SmartFindExpress (SAMS) are required to run this report. This report does not need to be signed. See page 74 for step-by-step instructions to run this report.

Leave Balance and Vacation Balance Reports (Leave Information by Department and Vacation Balances of 300 or >)

Navigation: Benefits → Manage Leave Accruals → Leave Balance Reports

This report is **not** an official audit record and does not need to be signed by the administrator.

These reports are provided so that you may review leave balances for employees. They are reports to be used as tools for reviewing leave balances and for assuring vacation accruals are kept under the maximum of 328 hours. These reports should be run following the close of the monthly payroll or the last day of each month. Leave accruals are run twice monthly: 1) the 15th of the month "adds" to leave balances are accrued and 2) the day after the monthly payroll closes "takes" are deducted from balances.

See page 80 for step-by-step instructions to run this report.

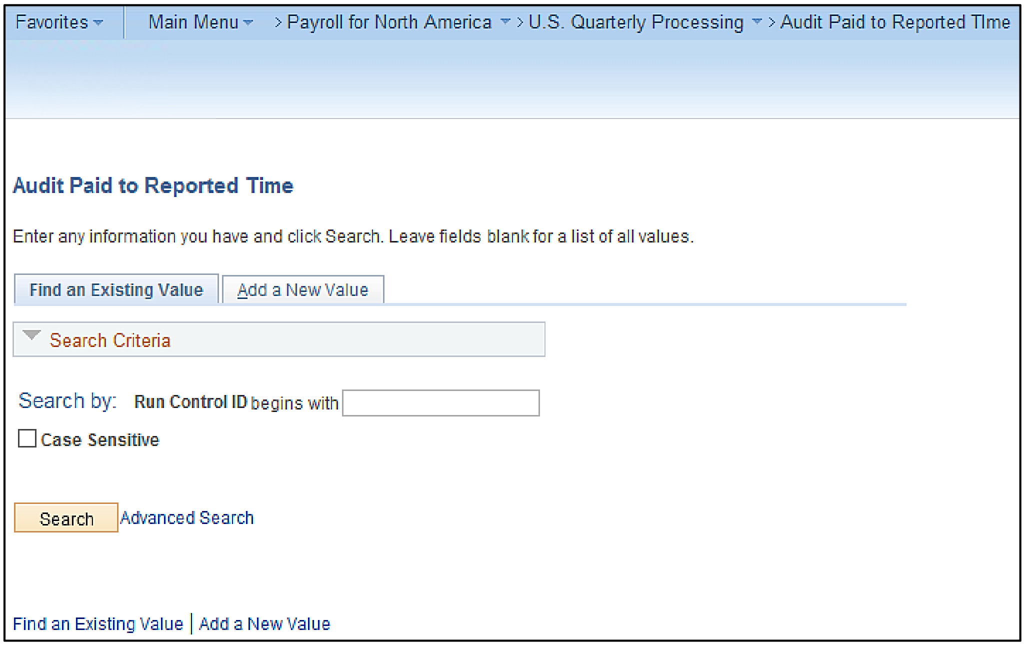
How to Run the Audit Paid to Reported Time Report

To run the Audit Paid to Reported Time Report, follow these steps.

Step 1

Navigation: Payroll for North America → U.S. Quarterly Processing → Audit Paid to Reported Time

Audit Paid to Reported Time Search Page



NOTE: You can use the Time and Labor WorkCenter to access the Audit Paid to Reported Time Report. See pages 6-8.

Step 2

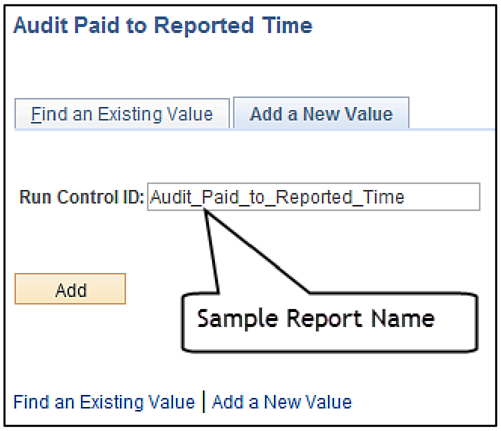
Enter the following information onto the Audit Paid to Reported Time Search Page

Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the “begins with” search function, enter in the first one or two letters of the ID in order to search. (You can also search with a blank field to return all results.)
2.2	Click the Search button. (Choose the Run Control ID you want.)	

Or you can add a new Run Control ID by clicking the Add a New Value tab, entering a unique name for the Run Control ID field, and click Add. You only need one Run Control ID for this report. **Do not** keep clicking the Add a New Value tab each time you run a report.

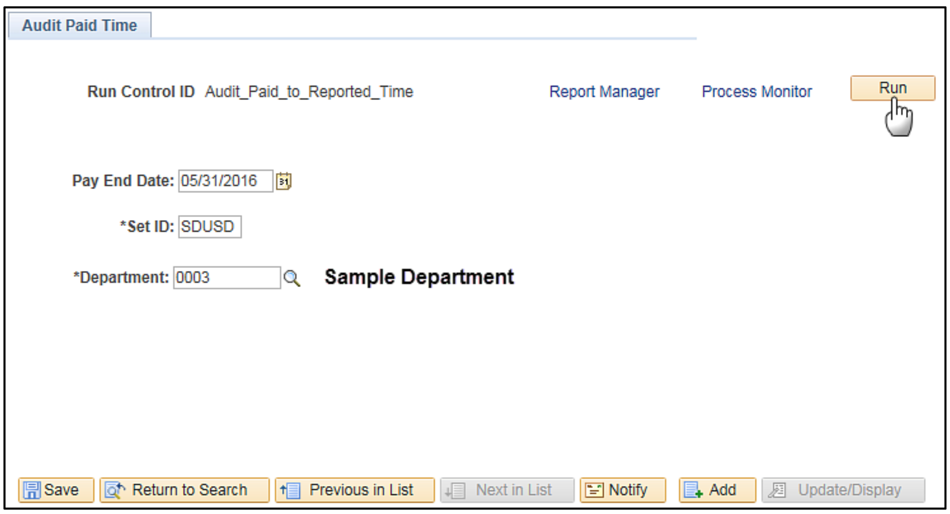
NOTE: There should be no spaces in the **Run Control ID**. Use underscore **(_)** as separator.

Audit Paid to Reported Time Add a New Value Page



The Audit Paid to Reported Time page appears.

Audit Paid to Reported Time Page

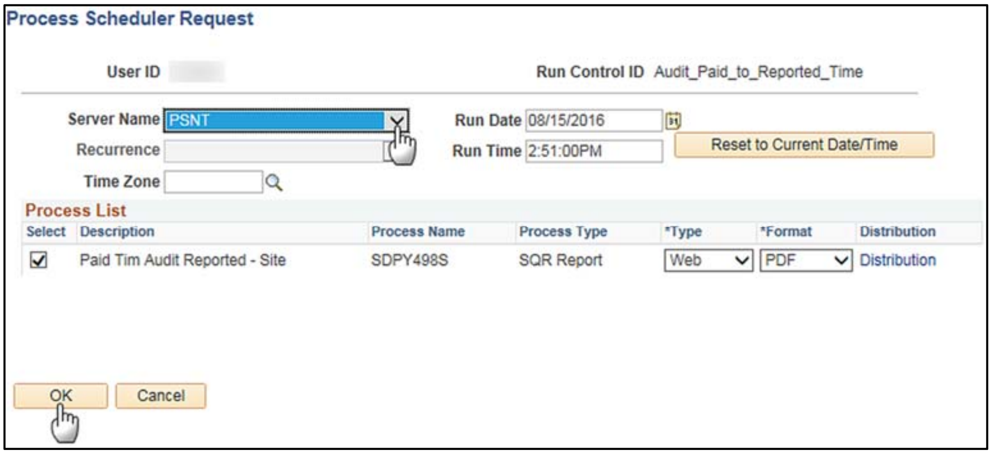


Step 3

Enter the following information onto the Audit Paid to Reported Time Page.

Step	Field	Information to Enter
3.1	Pay End Date	Enter the date for the payroll you need to run. **Example:** For the May 31, 2016 payroll you would enter: 05/31/2016 For the June 10, 2016 payroll you would enter 06/01/2016. **End of the month for monthly, first of the next month for hourly (off cycle)**
3.2	Department	Enter your department number or click the icon to search for your department.
3.3	Click Save only the first time you are setting up your Run Control ID for the report.	
3.4	Click Run.	

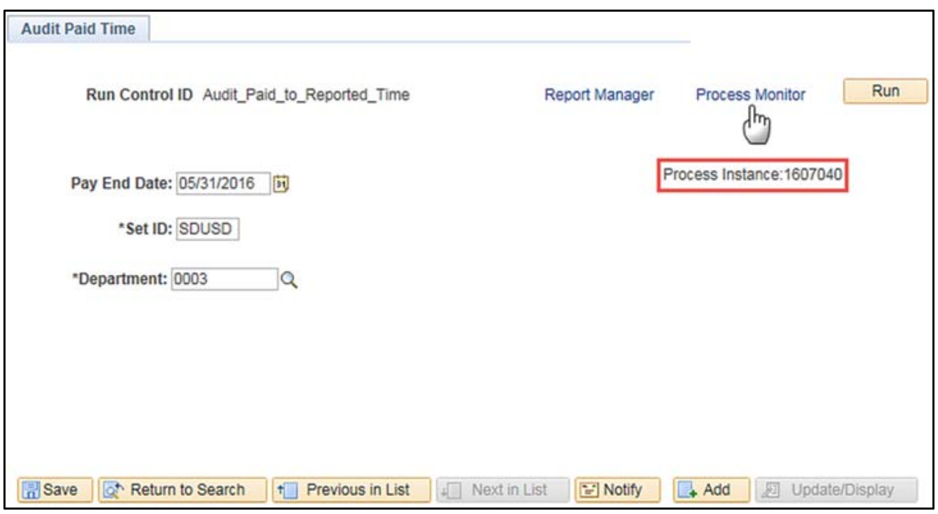
Process Scheduler Request Page



Step	Field	Information to Enter
3.5	Server Name	Select **PSNT** from the drop-down menu the first time you set up the report. It then defaults.
3.6	Click OK.	

You now are viewing the Audit Paid to Reported Time page.

Audit Paid to Reported Time Page

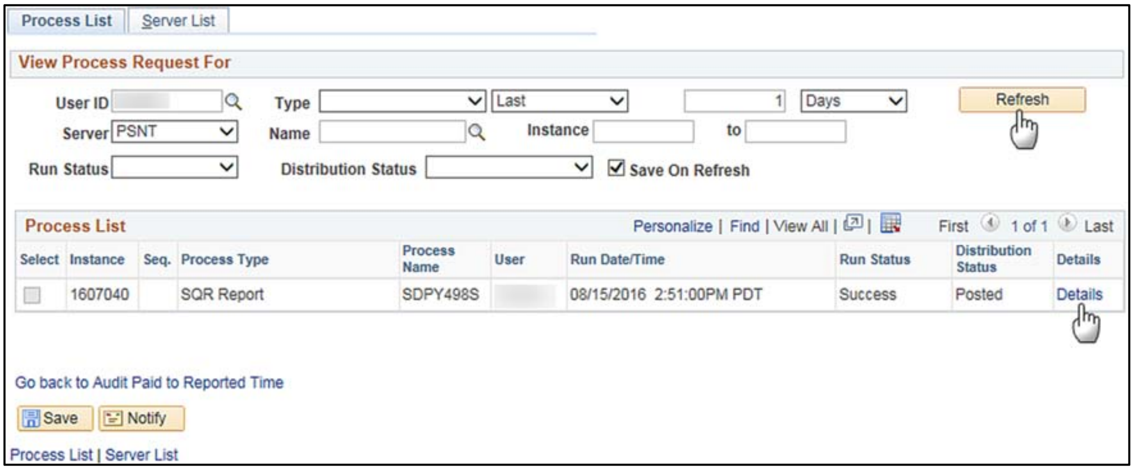


Make note of the Process Instance number below the Process Monitor link. It is the number assigned to your report.

Step 4

Click the Process Monitor link in the upper right of the Audit Paid to Reported Time Page. This brings you to the Process List Tab.

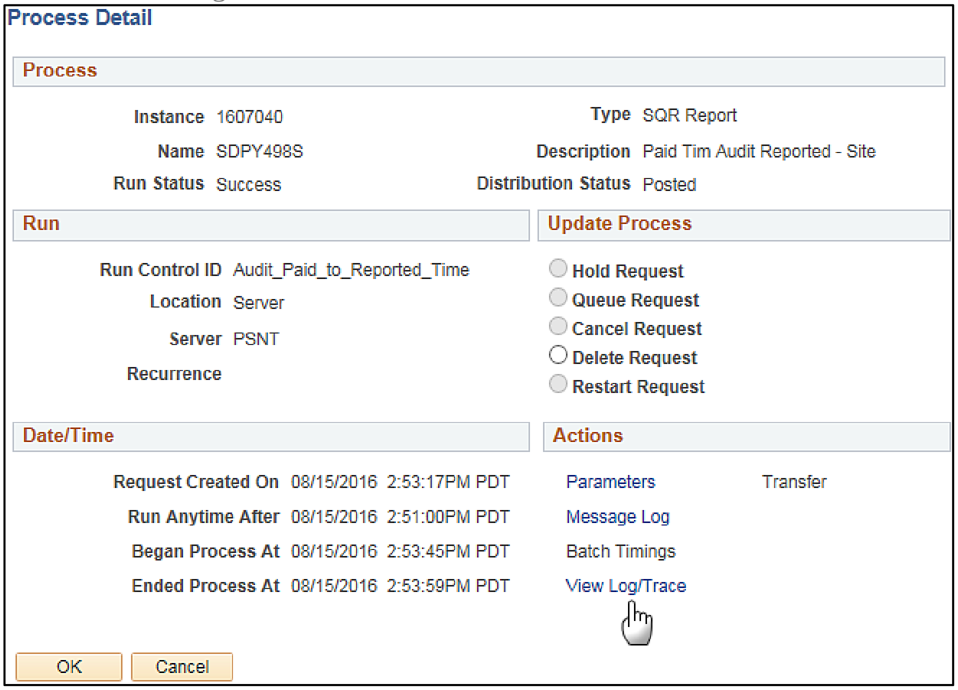
Process List Tab



First, check the Run Status of your report. If it does not say “Success”, and the Distribution Status does not say “Posted”, wait a moment and click the Refresh button. (This may take a few minutes.)

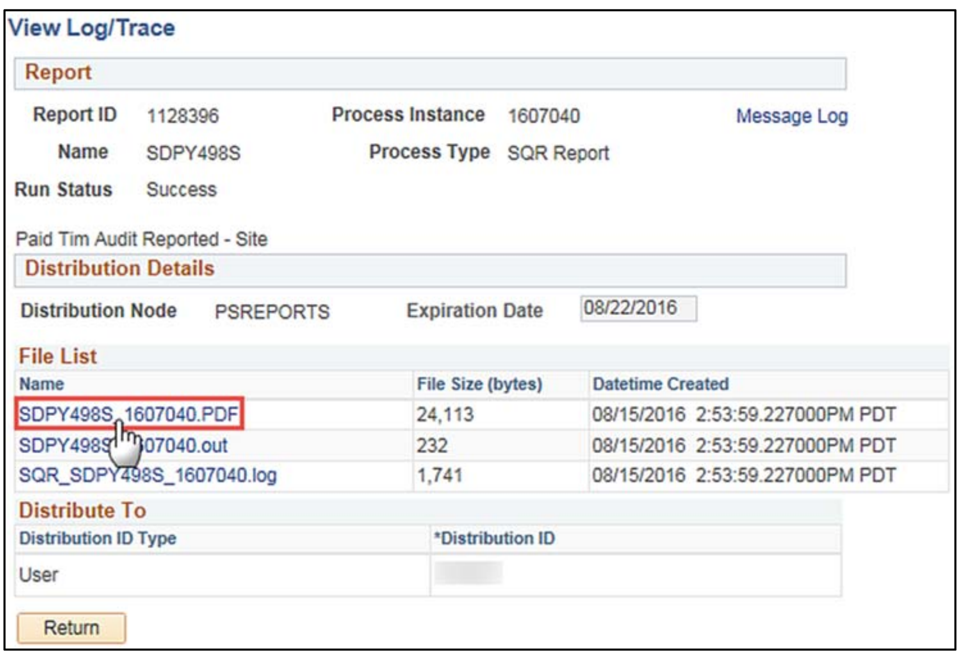
When the Run Status says Success, and the Distribution Status says Posted, click the Details link (the Process Detail page will appear).

Process Detail Page



From this screen, click the View Log/Trace link. (The View Log/Trace page will appear.)

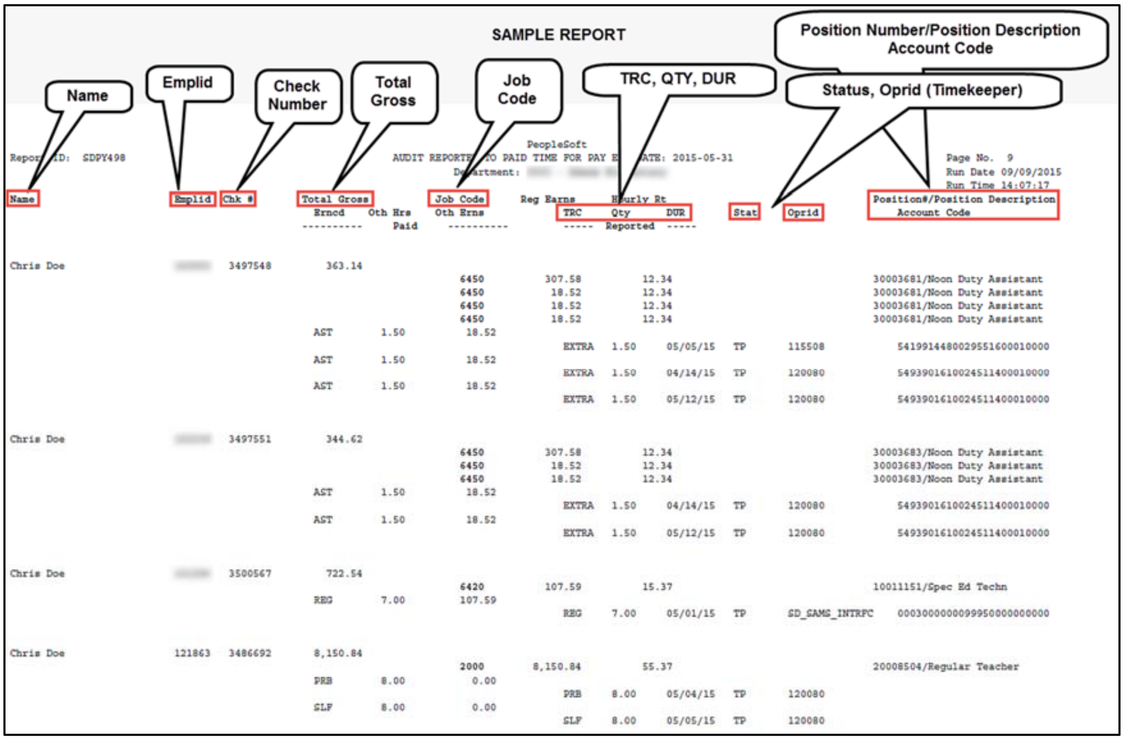
View Log/Trace Page



Step 5

Click the link with the .PDF extension. Notice your Process Instance number is just before the letters PDF. The report opens in Adobe Acrobat Reader.

Audit Paid to Reported Time Report

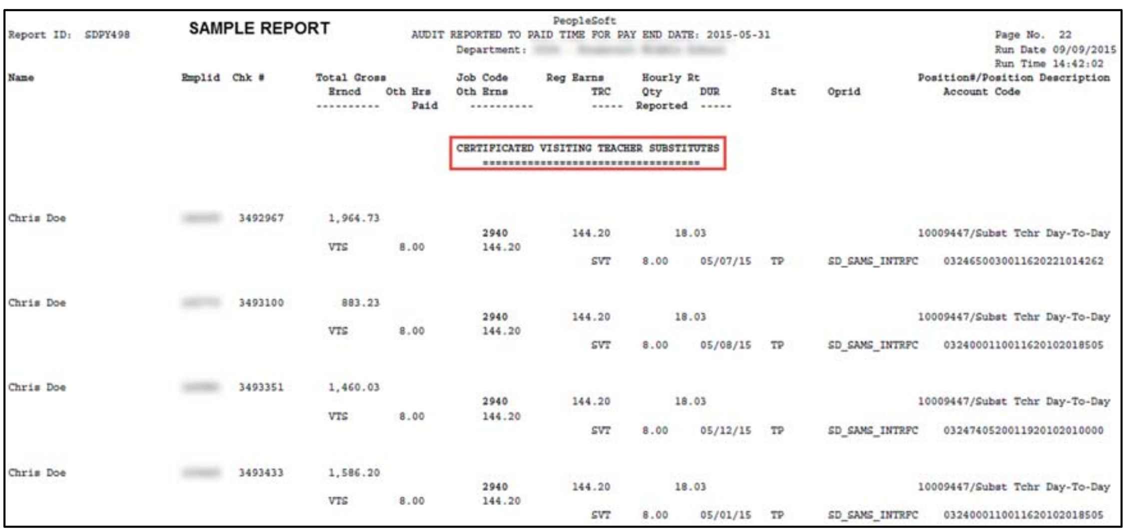


PeopleSoft
Report ID: SDPY498 AUDIT REPORTED TO PAID TIME FOR PAY END DATE: 2015-05-31 Page No. 9
Department: [illegible] Run Date 09/09/2015
Run Time 14:07:17

Name	Emplid	Chk #	Total Gross / Erncd	Oth Hrs Paid	Job Code / Oth Erns	Reg Earns / TRC	Hourly Rt / Qty Reported	DUR	Stat	Oprid	Position#/Position Description / Account Code
Chris Doe	[illegible]	3497548	363.14								
					6450	307.58	12.34				30003681/Noon Duty Assistant
					6450	18.52	12.34				30003681/Noon Duty Assistant
					6450	18.52	12.34				30003681/Noon Duty Assistant
					6450	18.52	12.34				30003681/Noon Duty Assistant
			AST	1.50	18.52						
						EXTRA	1.50	05/05/15	TP	115508	54199144800295516000l0000
			AST	1.50	18.52						
						EXTRA	1.50	04/14/15	TP	120080	549390161002451140001000
			AST	1.50	18.52						
						EXTRA	1.50	05/12/15	TP	120080	549390161002451140001000
Chris Doe	[illegible]	3497551	344.62								
					6450	307.58	12.34				30003683/Noon Duty Assistant
					6450	18.52	12.34				30003683/Noon Duty Assistant
					6450	18.52	12.34				30003683/Noon Duty Assistant
			AST	1.50	18.52						
						EXTRA	1.50	04/14/15	TP	120080	549390161002451140001000
			AST	1.50	18.52						
						EXTRA	1.50	05/12/15	TP	120080	549390161002451140001000
Chris Doe	[illegible]	3500567	722.54								
					6420	107.59	15.37				10011151/Spec Ed Techn
			REG	7.00	107.59						
						REG	7.00	05/01/15	TP	SD_SAMS_INTRFC	0003000000009995000000000
Chris Doe	121863	3486692	8,150.84								
					2000	8,150.84	55.37				20008504/Regular Teacher
			PRB	8.00	0.00						
						PRB	8.00	05/04/15	TP	120080	
			SLF	8.00	0.00						
						SLF	8.00	05/05/15	TP	120080	

The Audit Paid to Reported Time Report shows the data that actually processed.

- All certificated substitute teachers are listed at the bottom of the report under a separate heading clarifying them as such.
- These employees are identified as sub teacher day-to-day and visiting teacher-ECE



Report ID: SDPY498 SAMPLE REPORT
PeopleSoft
AUDIT REPORTED TO PAID TIME FOR PAY END DATE: 2015-05-31 Page No. 22
Department: [illegible] Run Date 09/09/2015
Run Time 14:42:02

CERTIFICATED VISITING TEACHER SUBSTITUTES

Name	Emplid	Chk #	Total Gross / Erncd	Oth Hrs Paid	Job Code / Oth Erns	Reg Earns / TRC	Hourly Rt / Qty Reported	DUR	Stat	Oprid	Position#/Position Description / Account Code
Chris Doe	[illegible]	3492967	1,964.73								
					2940	144.20	18.03				10009447/Subst Tchr Day-To-Day
			VTS	8.00	144.20						
						SVT	8.00	05/07/15	TP	SD_SAMS_INTRFC	0324650030011620221014262
Chris Doe	[illegible]	3493100	883.23								
					2940	144.20	18.03				10009447/Subst Tchr Day-To-Day
			VTS	8.00	144.20						
						SVT	8.00	05/08/15	TP	SD_SAMS_INTRFC	0324000110011620102018505
Chris Doe	[illegible]	3493351	1,460.03								
					2940	144.20	18.03				10009447/Subst Tchr Day-To-Day
			VTS	8.00	144.20						
						SVT	8.00	05/12/15	TP	SD_SAMS_INTRFC	0324740520011920102010000
Chris Doe	[illegible]	3493433	1,586.20								
					2940	144.20	18.03				10009447/Subst Tchr Day-To-Day
			VTS	8.00	144.20						
						SVT	8.00	05/01/15	TP	SD_SAMS_INTRFC	0324000110011620102018505

Print the report(s), have the principal/department manager review/approve and sign; retain the report(s) in the binder with the corresponding time data.

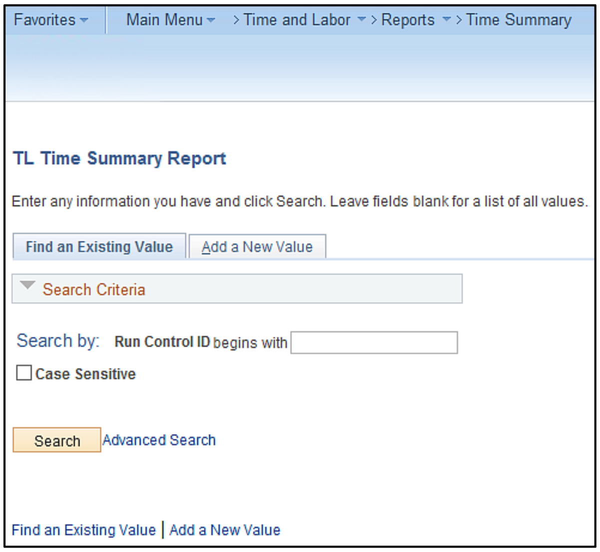
How to Run the Time Summary Report

The Time Summary Report shows reported time at the Site Administrators/Department Managers location. This report must be run at least once a week, between payroll deadlines, for salaried, hourly and substitute employees. Timekeepers use this report to check their accuracy in what has been reported in Time and Labor. ***This report does not need to be signed***. To run the Time Summary Report, follow these steps:

Step 1

Navigation: Time and Labor → Reports → Time Summary

Time Summary Search Page



NOTE: You can use the Time and Labor WorkCenter to access the Time Summary Report. See pages 6-8.

Step 2

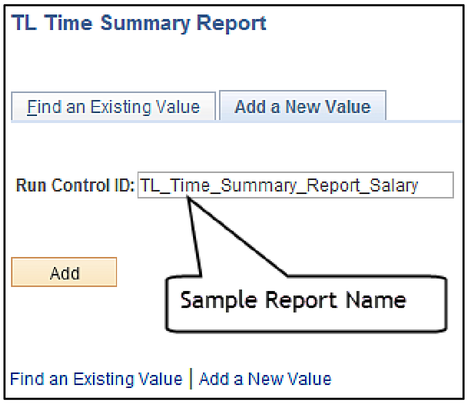
Enter the following information onto the Time Summary Search Page

Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the "begins with" search function, enter in the first one or two letters of the ID in order to search. (You can also search with a blank field to return all results.)
2.2	Click the Search button. (Choose the Run Control ID you want.)	

Or you can add a new Run Control ID by clicking the Add a New Value tab, entering a unique name for the Run Control ID field, and click Add. You only need one Run Control ID for each different report. **Do not** keep clicking the Add a New Value tab each time you run a report.

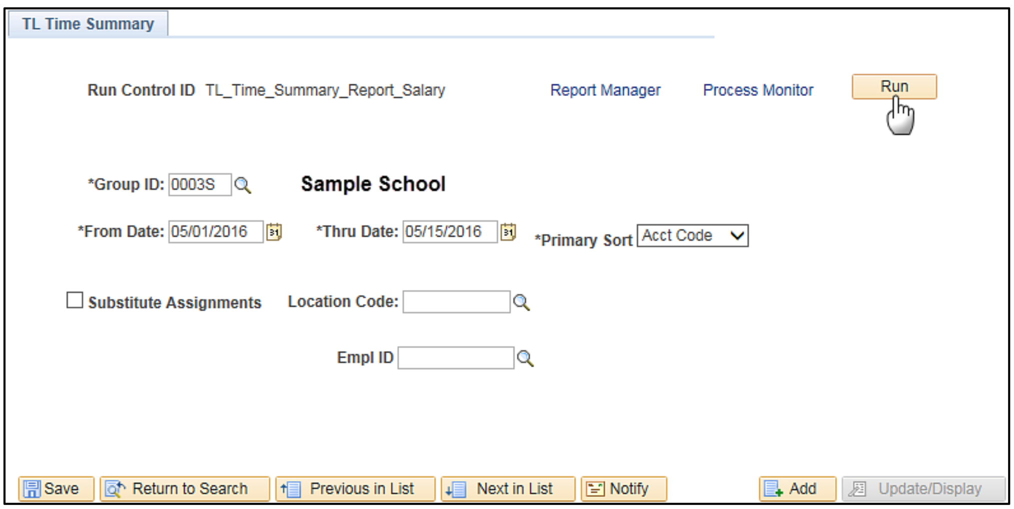
Example: If you run a Time Summary report for your salary, hourly, and substitutes, you only need to create "**3**" Run Control ID's.
NOTE: There should be no spaces in the **Run Control ID**. Use underscore **(_)** as separator.

Time Summary Add a New Value Page



The TL Time Summary page appears.

TL Time Summary Page



Step 3

Enter the following information onto the TL Time Summary Report Page.

Step	Field	Information to Enter
3.1	Group ID	Click the icon to search for your Group ID.
3.2	From Date	Enter the beginning of the time frame or you may use the button to find the correct date. Reports are run based on the payroll deadlines.
3.3	Thru Date	Enter the end of the timeframe or you may use the button to find the correct date. Reports are run based on the payroll deadlines.

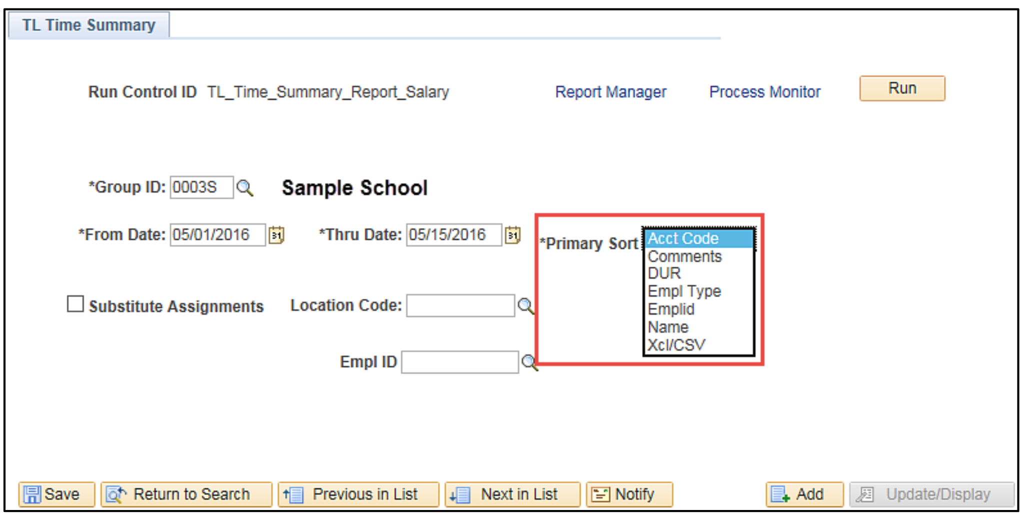
Time Summary reports you need to run are:

- Salary
- Hourly
- Substitutes

Step	Field	Information to Enter
3.4	Primary Sort	Select a Primary Sort option or leave the default of Acct Code. *See information on the Primary Sort Option below.*
3.5	Substitute Assignments	Check the **Substitute Assignments** box to run a report for substitute assignments within a certain location, the Group ID must be **5998H** or **5830H** in order to run this report.
3.6	Location Code	Enter the Location code of the Substitutions you are reporting for. (Ex: 0003A)
3.7	Click Save only the first time you are setting up your Run Control ID for each report.	
3.8	Click Run.	

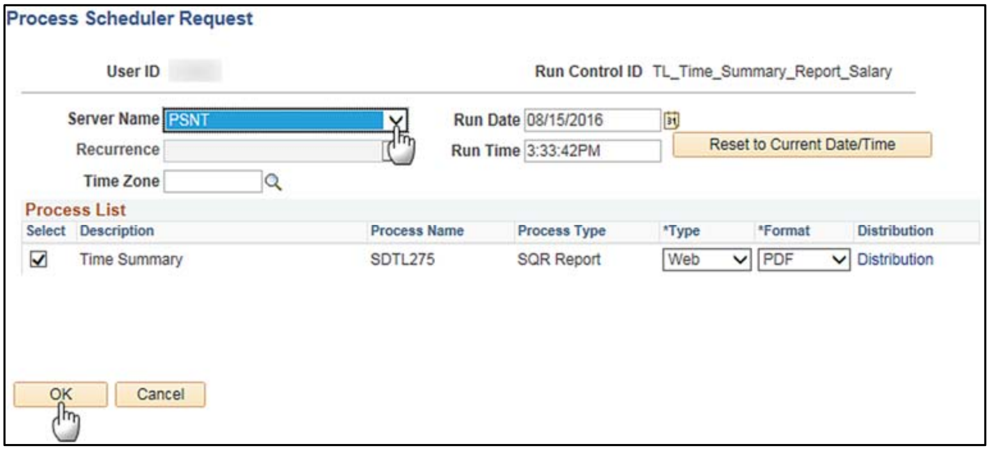
- All Substitutes will be in Group ID 5998H (Certificated and Classified Substitutes)
- 5830H (to be used ***only*** if associated with CDC Certificated VT subs including attendants/assistants)

NOTE: The Time Summary Report includes a ***Primary Sort Option***. This will allow the report to be sorted in a preferred manner.



- If you select Sort Option of Acct Code (which is the default selected item), the report output will be sorted in the same manner it was prior to this enhancement.
- If you select Sort Option of Comments, DUR (Date under Report), Empl Type (Employee Type), Emplid (Employee ID), or Name the report output will be sorted by the selected field.
- The last sort option of Xcl/CSV has been provided in order to improve download capability to a .csv format. The Xcl/CSV output does not include TL Comments and the header lines have been removed. **Follow the steps starting on page 59 to download this report to Excel or see the [How to Run the Time Summary Report to Excel](#) job aid.**

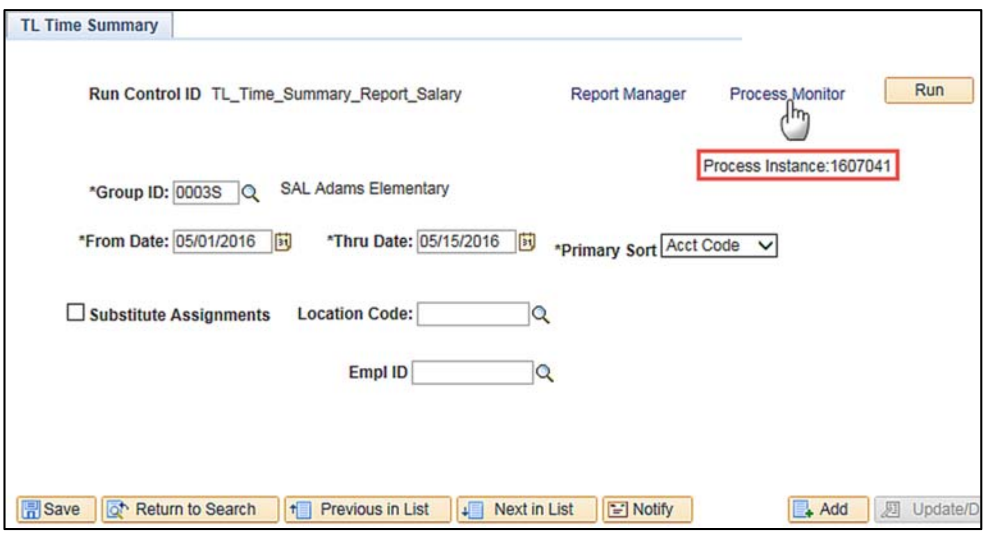
Process Scheduler Request Page



Step	Field	Information to Enter
3.9	Server Name	Select **PSNT** from the drop-down menu the first time you set up the report. It then defaults.
3.10	Click OK .	

You now are viewing the TL Time Summary page.

TL Time Summary Page

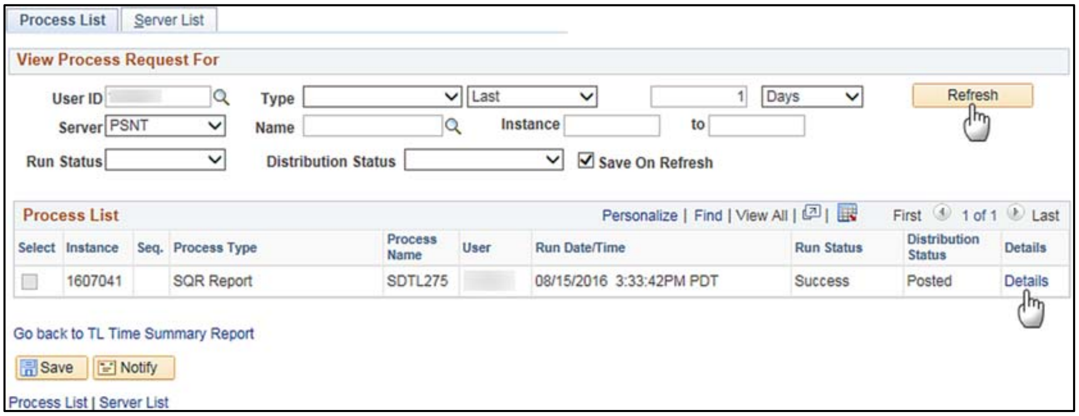


Make note of the Process Instance number below the Process Monitor link. It is the number assigned to your report.

Step 4

Click the Process Monitor link in the upper right of the TL Time Summary Page. This brings you to the Process List Tab.

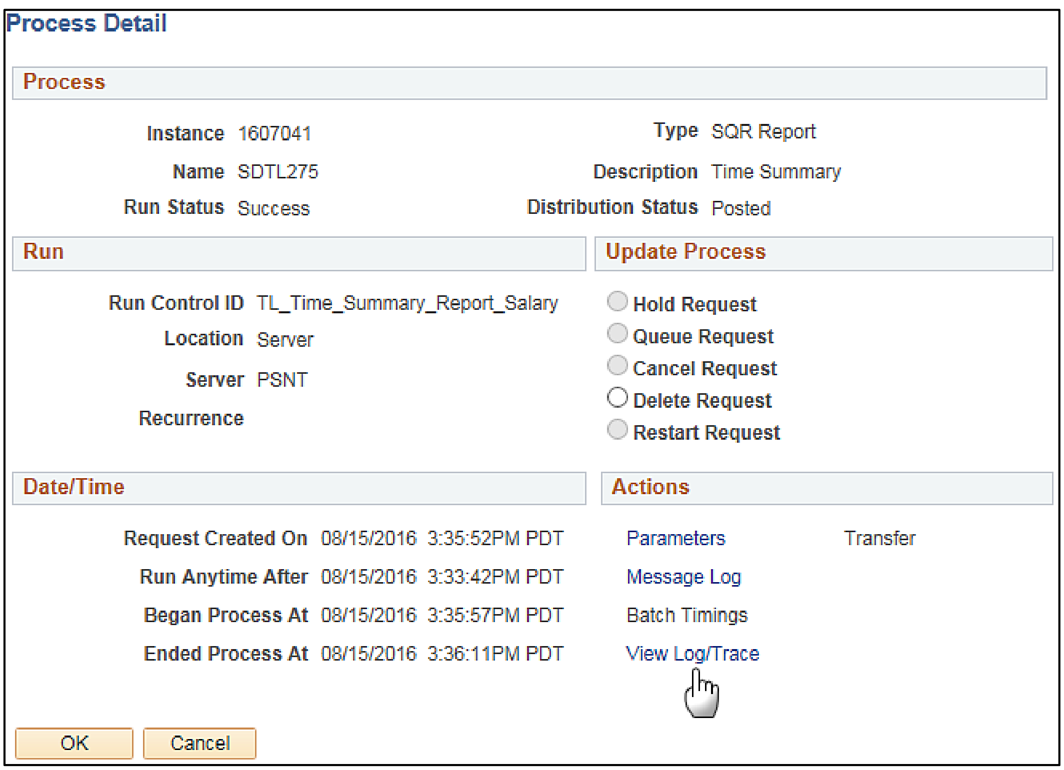
Process List Tab



First, check the Run Status of your report. If it does not say “Success”, and the Distribution Status does not say “Posted”, wait a moment and click the Refresh button. (This may take a few minutes.)

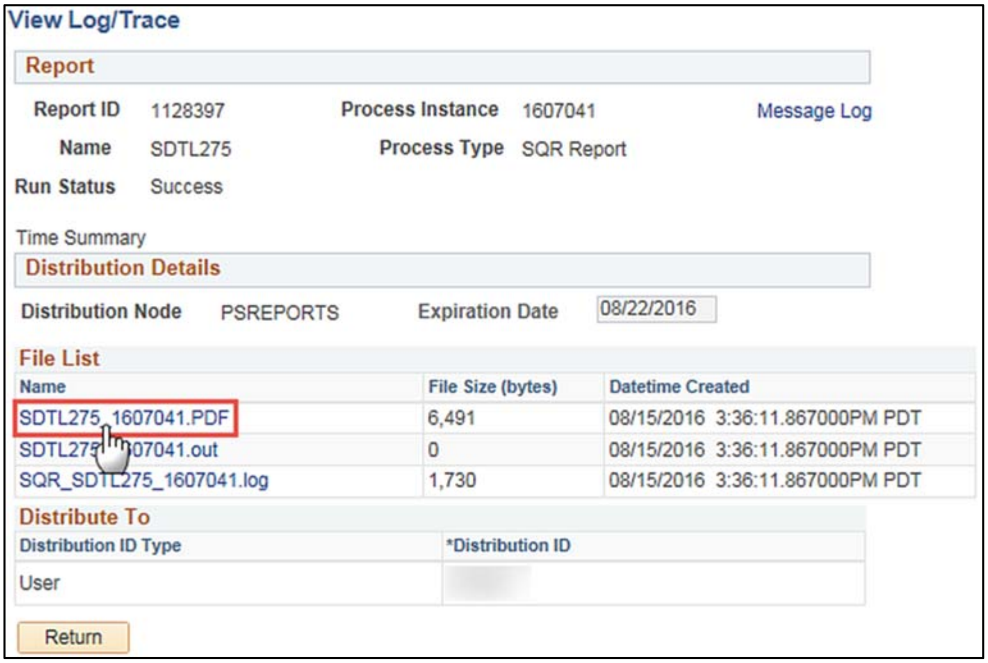
When the Run Status says Success, and the Distribution Status says Posted, you may then click the Details link (the Process Detail page will appear).

Process Detail Page



From this screen, click the View Log/Trace link. (The View Log/Trace page will appear.)

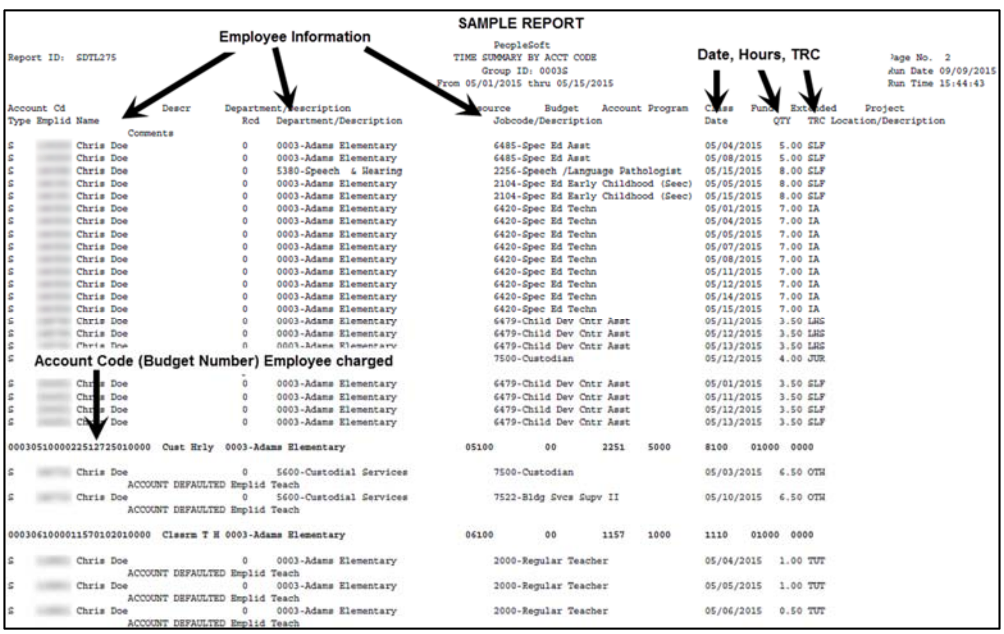
View Log/Trace Page



Step 5

Click the link with the .PDF extension. Notice your Process Instance number is just before the letters PDF. The report opens in Adobe Acrobat Reader.

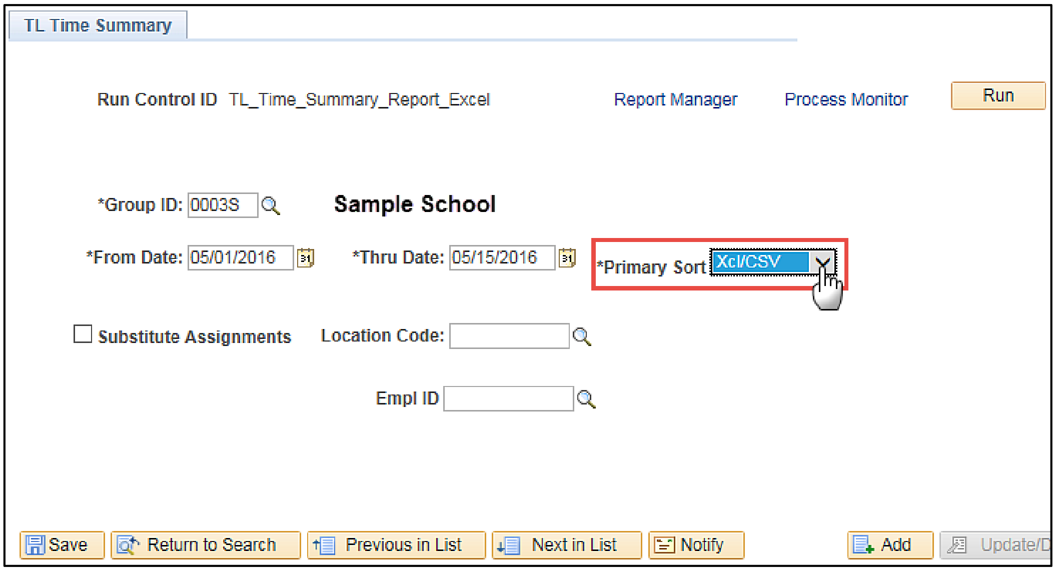
Time Summary Report



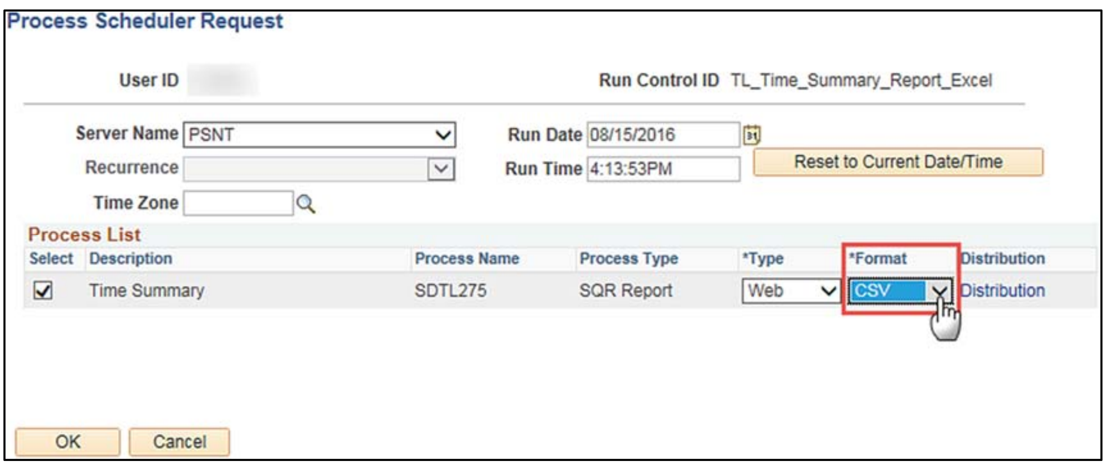
The Time Summary report will show any time that has been added and/or changed within the date parameters you selected when you ran the report. When you are done viewing or printing the report close the Adobe Acrobat Reader window.

Follow the steps below to run the Time Summary report and download to Excel.

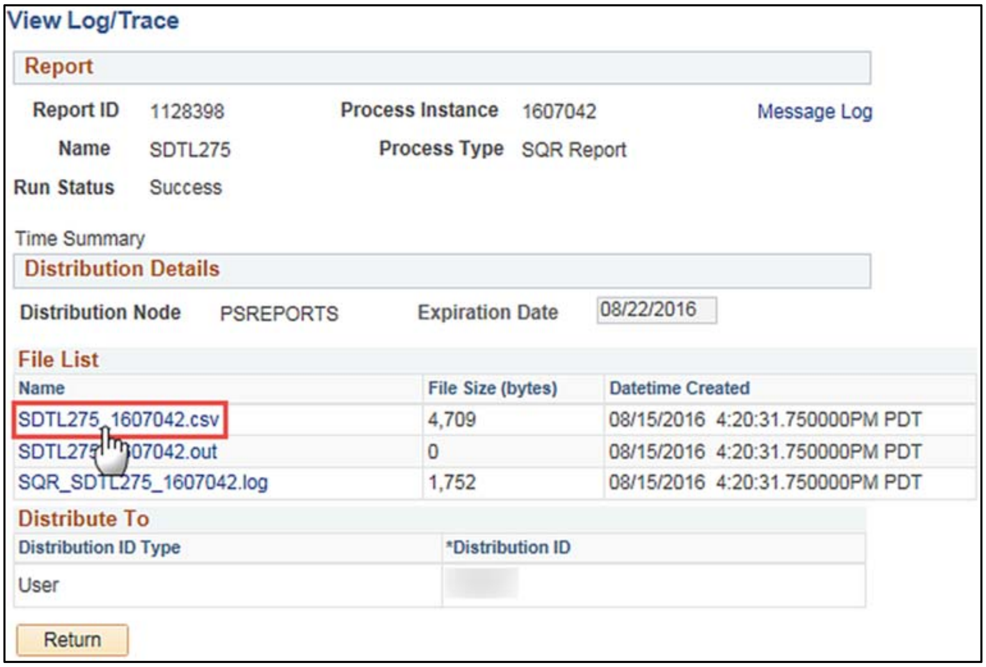
a. To run the report and download to Excel, first select Xcl/CSV Primary Sort option.



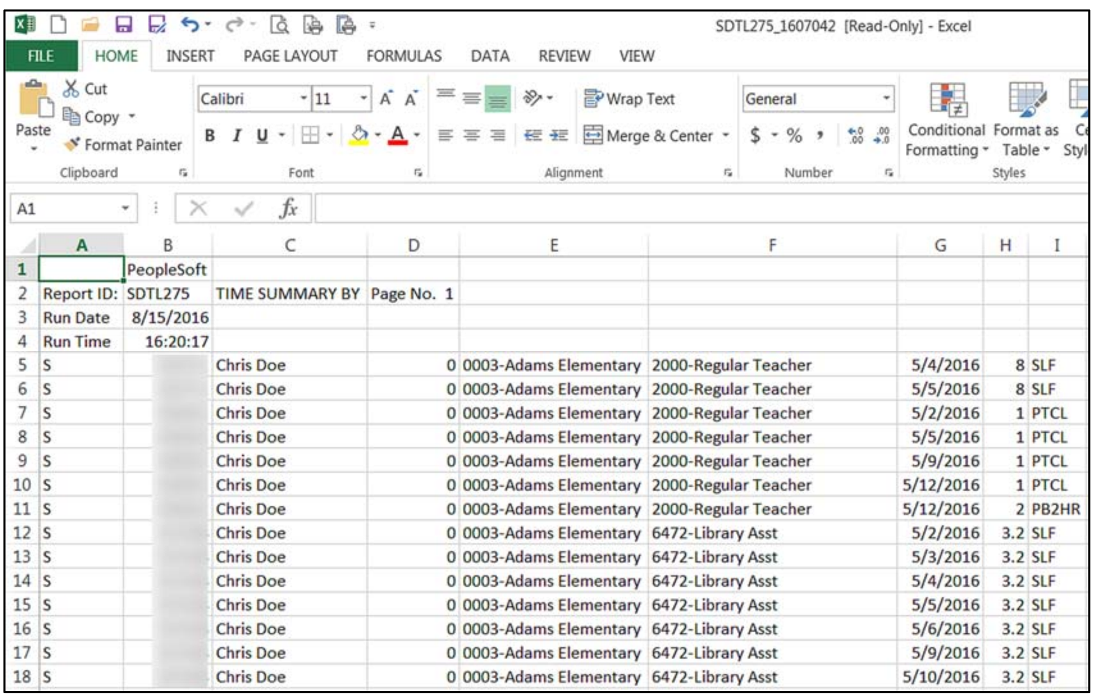
b. Then modify the format on the Process Scheduler Request to CSV. Report Output will be delivered as a .csv file.



c. Click the link with the [.csv](.csv) extension. Notice your Process Instance number is just before the letters csv. The report will open in Excel.



Example of the Xcl/CSV option output file. It opens as Read-Only. You can now save this to your computer's desktop or document folder.



	A	B	C	D	E	F	G	H	I
1		PeopleSoft							
2	Report ID:	SDTL275	TIME SUMMARY BY	Page No. 1					
3	Run Date	8/15/2016							
4	Run Time	16:20:17							
5	S		Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	5/4/2016	8	SLF
6	S		Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	5/5/2016	8	SLF
7	S		Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	5/2/2016	1	PTCL
8	S		Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	5/5/2016	1	PTCL
9	S		Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	5/9/2016	1	PTCL
10	S		Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	5/12/2016	1	PTCL
11	S		Chris Doe	0	0003-Adams Elementary	2000-Regular Teacher	5/12/2016	2	PB2HR
12	S		Chris Doe	0	0003-Adams Elementary	6472-Library Asst	5/2/2016	3.2	SLF
13	S		Chris Doe	0	0003-Adams Elementary	6472-Library Asst	5/3/2016	3.2	SLF
14	S		Chris Doe	0	0003-Adams Elementary	6472-Library Asst	5/4/2016	3.2	SLF
15	S		Chris Doe	0	0003-Adams Elementary	6472-Library Asst	5/5/2016	3.2	SLF
16	S		Chris Doe	0	0003-Adams Elementary	6472-Library Asst	5/6/2016	3.2	SLF
17	S		Chris Doe	0	0003-Adams Elementary	6472-Library Asst	5/9/2016	3.2	SLF
18	S		Chris Doe	0	0003-Adams Elementary	6472-Library Asst	5/10/2016	3.2	SLF

How to Run the Cross-Site Account Code Charges Report

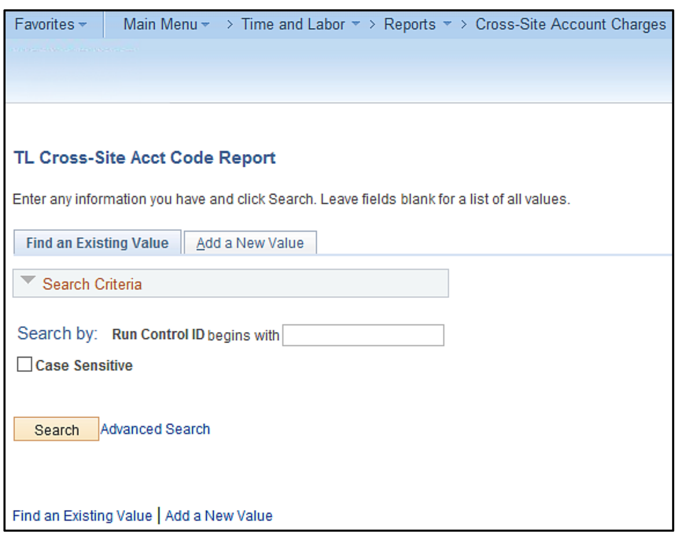
The Cross-Site Account Code Charges report is used to determine sites whose budget is being charged by a different site using their Combination Codes (budget numbers). Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid. To use this report effectively, it must be run and validated weekly. That way if time is being charged by another department to your site account, you can contact the timekeeper at the other site to make the correction before the timekeeping deadline. The parameters of From Date and Thru Date required to be entered by timekeepers when running the report reference the DUR (date worked). In some cases, time is entered after a payroll deadline has passed. When hours are reported late (after a payroll deadline has passed) they will not appear on the Audit Paid to Reported Time report for that payroll. They will appear on the audit report for the payroll on which they were paid.

Remember Combination Codes (Budget Numbers) cannot be changed once payroll has processed. Timekeepers will be responsible for printing these reports and getting them to the site administrator for review and approval. This report must be signed. **Run a final report each payroll deadline for your records.**

Step 1

Navigation: Time and Labor → Reports → Cross-Site Account Charges

Cross-Site Account Charges Search Page



NOTE: You can use the Time and Labor WorkCenter to access the Cross Site Account Code Charges Report. See pages 6-8.

Step 2

Enter the following information onto the Cross-Site Account Code Charges Search Page.

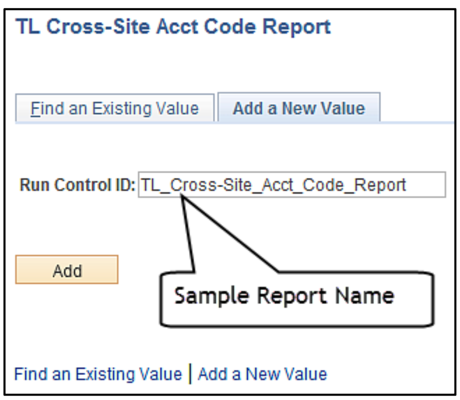
Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the “begins with” search function, enter in the first one or two letters of the ID in order to search. (You can also search with a blank field to return all results.)
2.2	Click the Search button. (Choose the Run Control ID you want.)	

Or you can add a new Run Control ID by clicking the Add a New Value tab, entering a unique name for the Run Control ID field, and click Add. You only need one Run Control ID for each different report. **Do not** keep clicking the Add a New Value tab each time you run a report.

Example: If you run a Cross-Site Account Code Charges report for your department, you will only have “**1**” Run Control ID for this report.

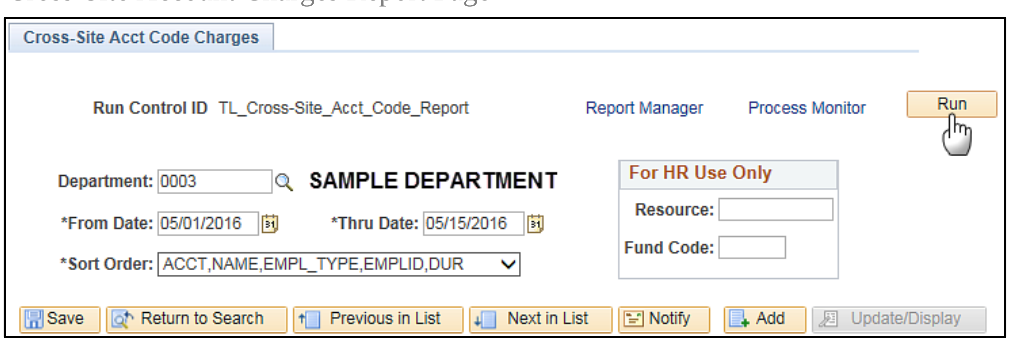
NOTE: There should be no spaces in the **Run Control ID**. Use underscore **(_)** as separator.

Cross-Site Account Code Charges Add a New Value Page



The Cross-Site Account Code Charges Report page appears.

Cross-Site Account Charges Report Page



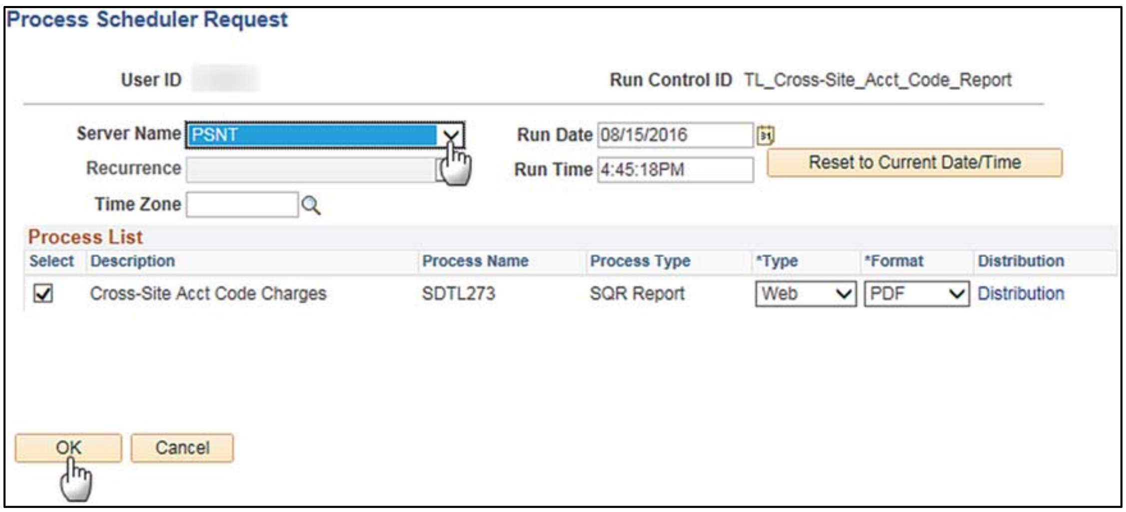
Step 3

Enter the following information onto the Cross-Site Account Code Charges Report Page.

Step	Field	Information to Enter
3.1	Department	Click the icon to search for your Department.
3.2	From Date	Enter the beginning of the reported hours time frame or you may use the button to find the correct date.
3.3	Thru Date	Enter the end of the reported hours timeframe or you may use the button to find the correct date.
3.4	Click Save only the first time you are setting up your Run Control ID for each report.	
3.5	Click Run.	

NOTE: Final report for your payroll records are run after each payroll deadline.

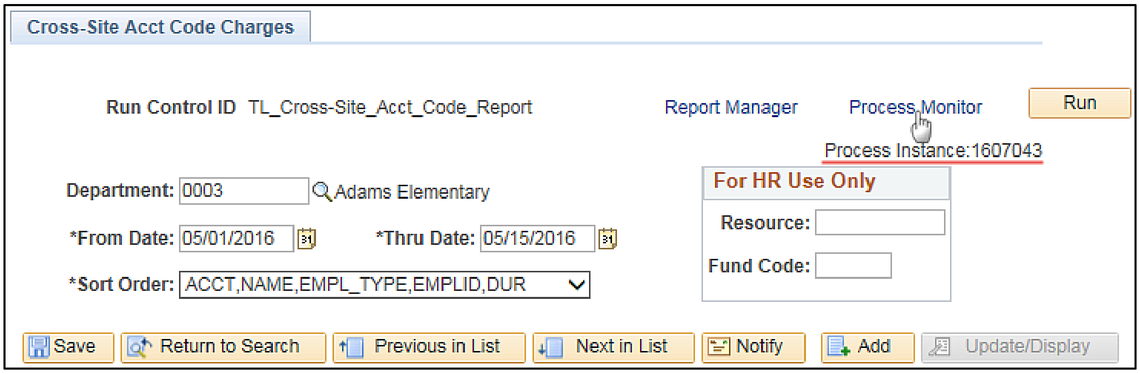
Process Scheduler Request Page



Step	Field	Information to Enter
3.6	Server Name	Select **PSNT** from the drop-down menu the first time you set up the report. It then defaults.
3.7	Click OK.	

You now are viewing the Cross-Site Account Code Charges page.

Cross-Site Account Code Charges Page

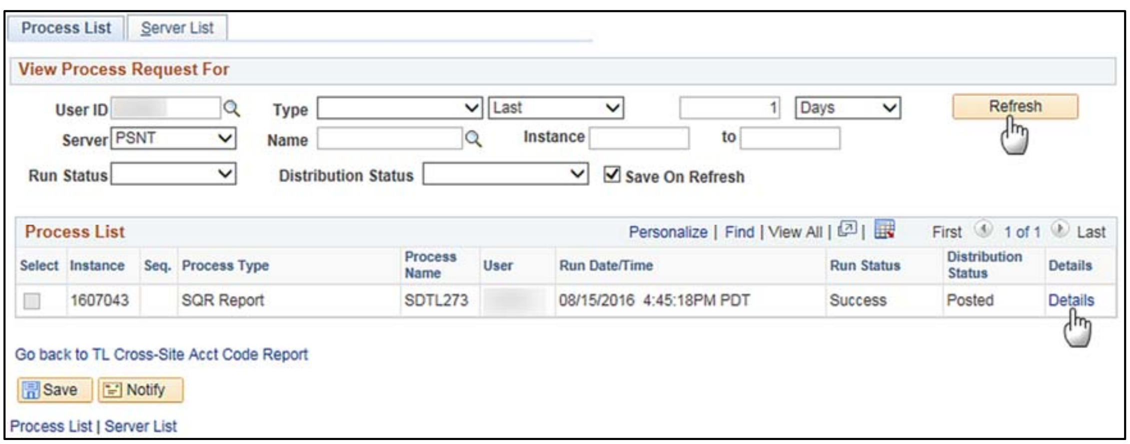


Make note of the Process Instance number below the Process Monitor link. It is the number assigned to your report.

Step 4

Click the Process Monitor link in the upper right of the Cross-Site Account Code Charges screen. This brings you to the Process List Tab.

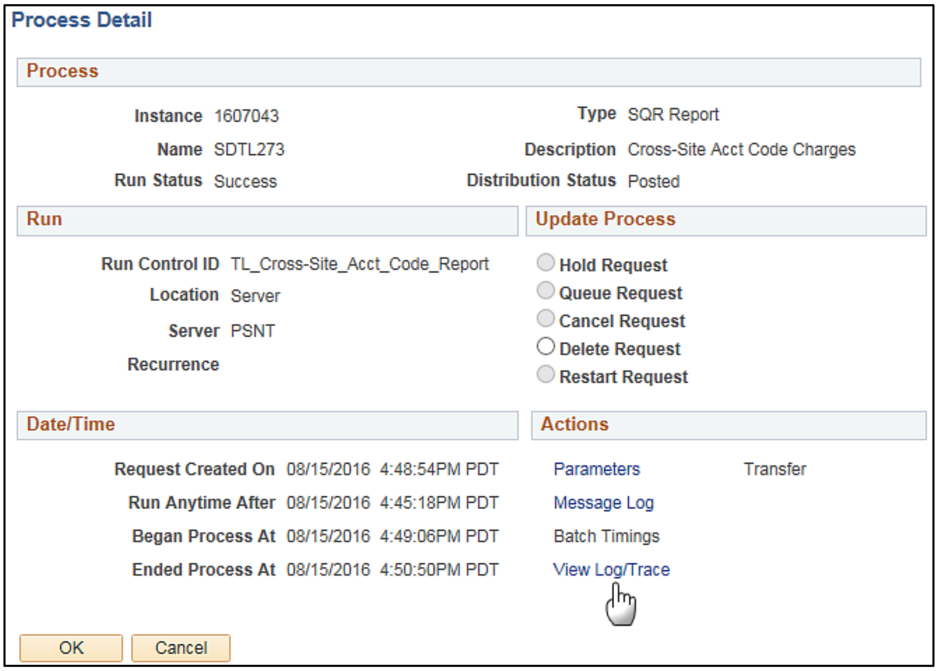
Process List Tab



First, check the Run Status of your report. If it does not say "Success", and the Distribution Status does not say "Posted", wait a moment and click the Refresh button. (This may take a few minutes.)

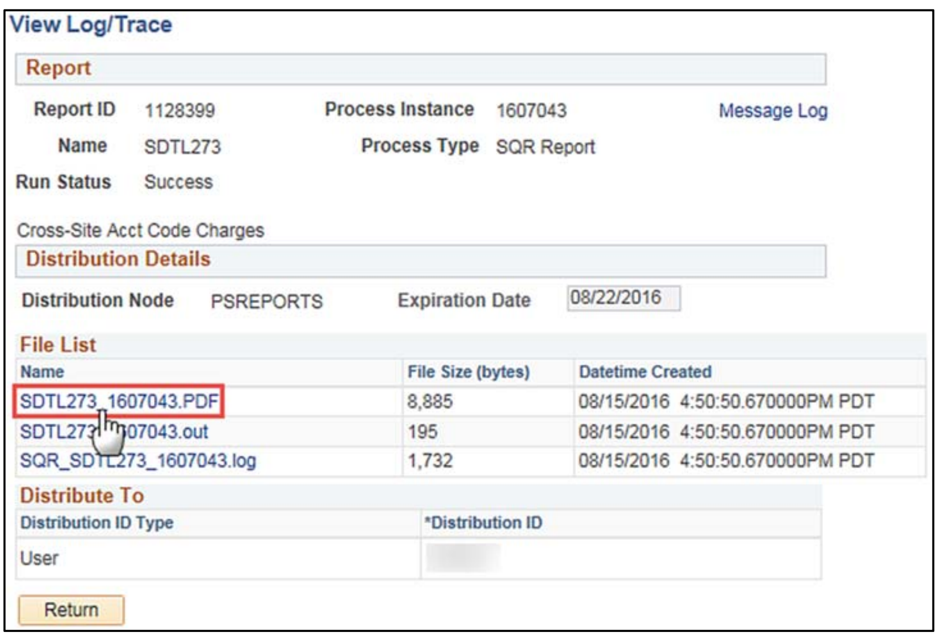
When the Run Status says Success, and the Distribution Status says Posted, you may then click the Details link (the Process Detail page will appear).

Process Detail Page



From this screen, click the View Log/Trace link. (The View Log/Trace page will appear.)

View Log/Trace Page

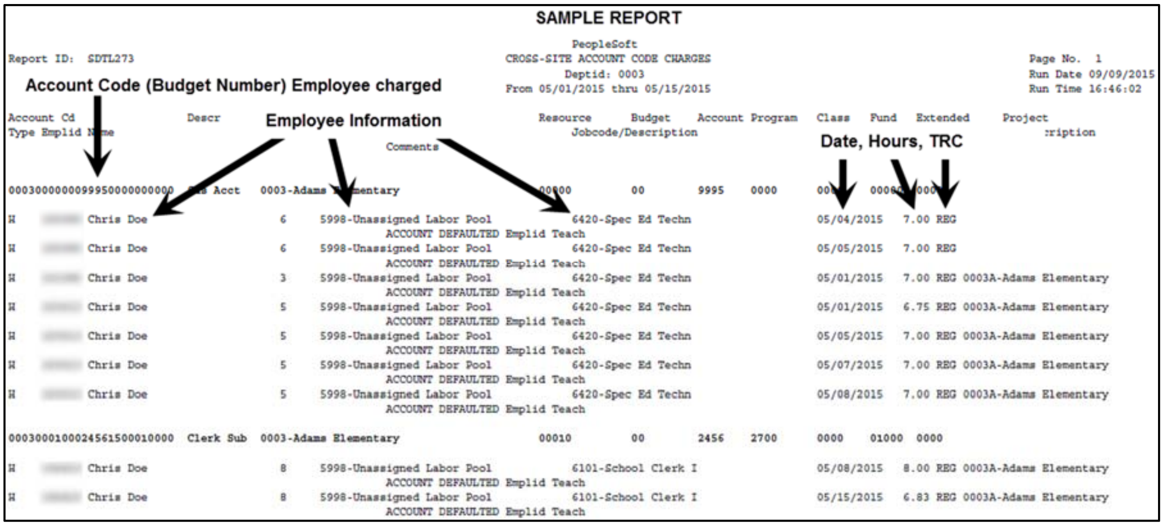


Step 5

Click the link with the .PDF extension. Notice your Process Instance number is just before the letters PDF. The report opens in Adobe Acrobat Reader.

Cross-Site Account Charges Report

Timekeeper at **another** site charging **your** sites budget for an employee




```
                                        PeopleSoft
Report ID:  SDTL273              CROSS-SITE ACCOUNT CODE CHARGES                        Page No.  1
                                        Deptid: 0003                                    Run Date 09/09/2015
                                 From 05/01/2015 thru 05/15/2015                        Run Time 16:46:02

Account Cd            Descr                       Resource   Budget  Account Program  Class  Fund  Extended   Project
Type Emplid N[illegible]me                          Jobcode/Description                                       [illegible]ription
                               Comments

000300000000999500000000[illegible] [illegible] Acct  0003-Adams [illegible]entary  [illegible]00  00  9995  0000  00[illegible]  000[illegible]  000[illegible]

H         Chris Doe          6   5998-Unassigned Labor Pool   6420-Spec Ed Techn    05/04/2015  7.00 REG
                                   ACCOUNT DEFAULTED Emplid Teach
H         Chris Doe          6   5998-Unassigned Labor Pool   6420-Spec Ed Techn    05/05/2015  7.00 REG
                                   ACCOUNT DEFAULTED Emplid Teach
H         Chris Doe          3   5998-Unassigned Labor Pool   6420-Spec Ed Techn    05/01/2015  7.00 REG 0003A-Adams Elementary
                                   ACCOUNT DEFAULTED Emplid Teach
H         Chris Doe          5   5998-Unassigned Labor Pool   6420-Spec Ed Techn    05/01/2015  6.75 REG 0003A-Adams Elementary
                                   ACCOUNT DEFAULTED Emplid Teach
H         Chris Doe          5   5998-Unassigned Labor Pool   6420-Spec Ed Techn    05/05/2015  7.00 REG 0003A-Adams Elementary
                                   ACCOUNT DEFAULTED Emplid Teach
H         Chris Doe          5   5998-Unassigned Labor Pool   6420-Spec Ed Techn    05/07/2015  7.00 REG 0003A-Adams Elementary
                                   ACCOUNT DEFAULTED Emplid Teach
H         Chris Doe          5   5998-Unassigned Labor Pool   6420-Spec Ed Techn    05/08/2015  7.00 REG 0003A-Adams Elementary
                                   ACCOUNT DEFAULTED Emplid Teach

0003000100024561500010000  Clerk Sub  0003-Adams Elementary   00010   00   2456   2700   0000   01000  0000

H         Chris Doe          8   5998-Unassigned Labor Pool   6101-School Clerk I   05/08/2015  8.00 REG 0003A-Adams Elementary
                                   ACCOUNT DEFAULTED Emplid Teach
H         Chris Doe          8   5998-Unassigned Labor Pool   6101-School Clerk I   05/15/2015  6.83 REG 0003A-Adams Elementary
                                   ACCOUNT DEFAULTED Emplid Teach
```

The Cross-Site Account Code Charges report will show you time that has been added and/or changed within the date parameters you selected when you ran the report. When you are done viewing or printing the report close the Adobe Acrobat Reader window. **To run this report to an Excel file, see the How to Run the Cross-Site Account Code Charges Report to Excel job aid.**

How to Run the Site Account Code Charges Report

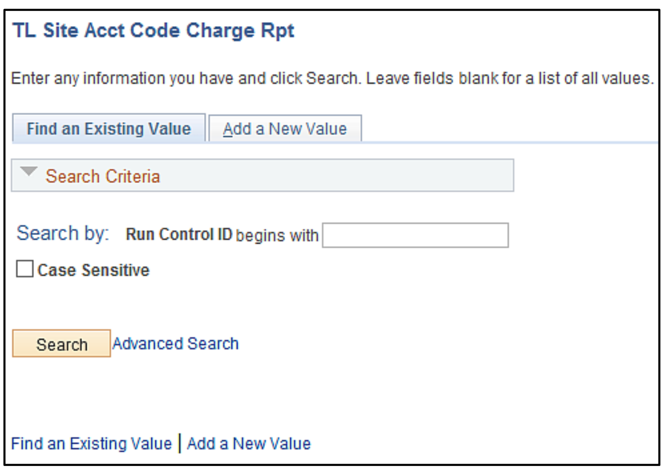
This report is provided for sites to monitor time that is charged to another sites (Combination Code (budget number) which contains a department value that is not your own). Unlike the Audit Paid to Reported Time Report, this report includes time that has been reported in Time and Labor but has not yet been paid. To use this report effectively, it must be run and validated weekly. This way if time is being charged to a department other than your own, you can make the changes before the timekeeping deadline. The parameters of From Date and Thru Date required to be entered by timekeepers when running the report reference the DUR (date worked). In some cases, time is entered after a payroll deadline has passed. When hours are reported late (after a payroll deadline has passed) they will not appear on the Audit Paid to Reported Time report for that payroll. They will appear on the audit report for the payroll on which they were paid.

Remember Combination Codes (Budget Numbers) cannot be changed once payroll has processed. The Site Account Code Charges is the report that site administrators will use to monitor the Combination Code charges entered by their site timekeeper. This report must be signed. **Run one final report for salary and hourly after each payroll deadline for your records.**

Step 1

Navigation: Time and Labor → Reports → Site Account Charges

Site Account Code Charges Report Search Page



NOTE: You can use the Time and Labor WorkCenter to access the Site Account Code Charges Report. See pages 6-8.

Step 2

Enter the following information onto the Site Account Code Charges Report Search Page:

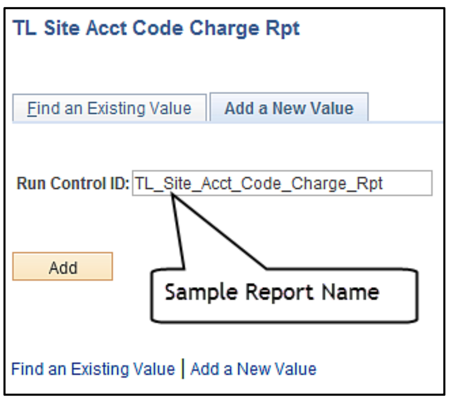
Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the "begins with" search function, enter in the first one or two letters of the ID in order to search. (You can also search with a blank field to return all results.)
2.2	Click the Search button. (Choose the Run Control ID you want.)	

Or you can add a new Run Control ID by clicking the Add a New Value tab, entering a unique name for the Run Control ID field, and click Add. You only need one Run Control ID for each different report. **Do not** keep clicking the Add a New Value tab each time you run a report.

Example: If you run a Site Account Code Charge report for your salary and hourly you only need to create "**2**" Run Control ID's.

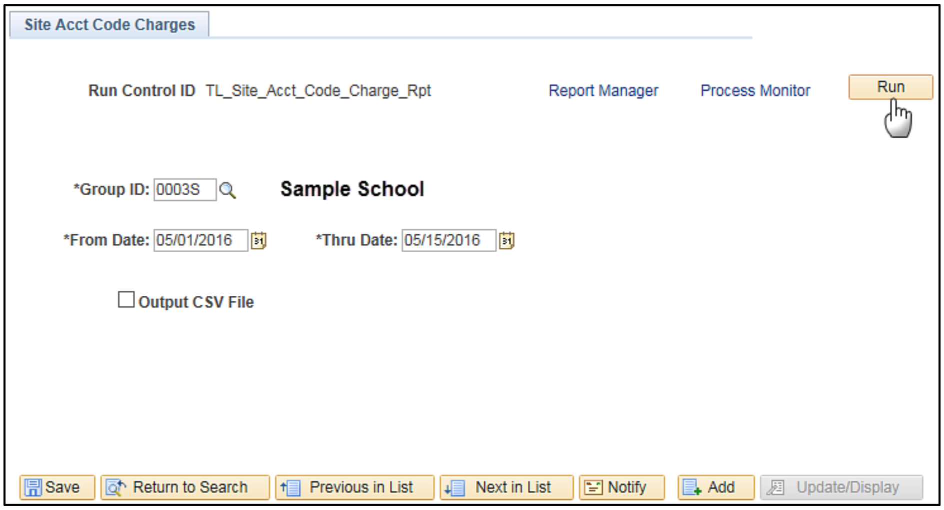
NOTE: There should be no spaces in the **Run Control ID**. Use underscore **(_)** as separator.

Site Account Code Charges Report Add a New Value Page



The Site Account Code Charges Report page appears.

Site Account Code Charges Report Page



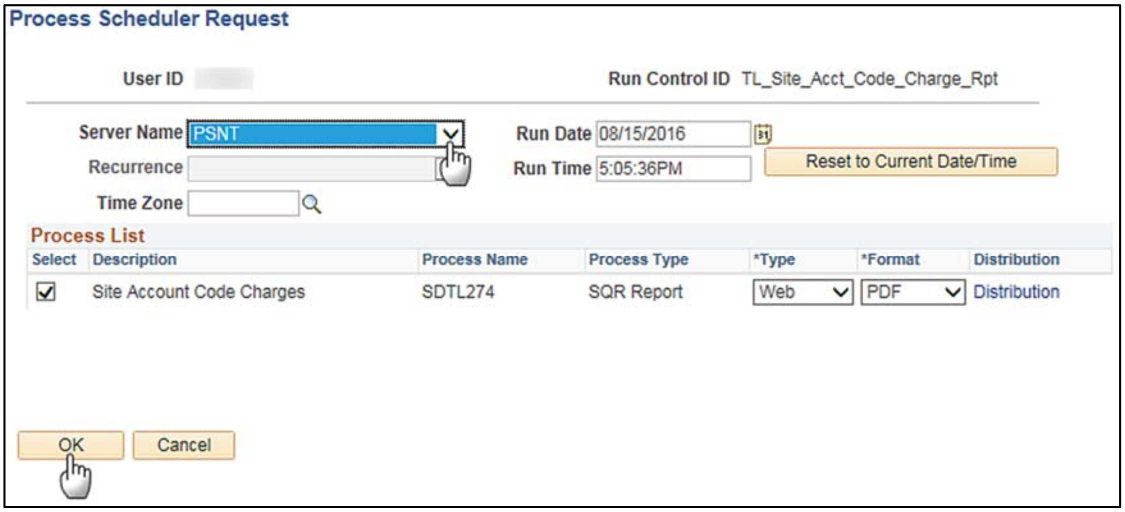
Step 3

Enter the following information onto the Site Account Code Charges Report Page.

Step	Field	Information to Enter
3.1	Group ID	Click the icon to search for your Group ID.
3.2	From Date	Enter the beginning of the time frame or you may use the button to find the correct date.
3.3	Thru Date	Enter the end of the timeframe or you may use the button to find the correct date.
3.4	Click Save only the first time you are setting up your Run Control ID for each report.	
3.5	Click Run.	

NOTE: Final reports for your payroll records are run after each payroll deadline.

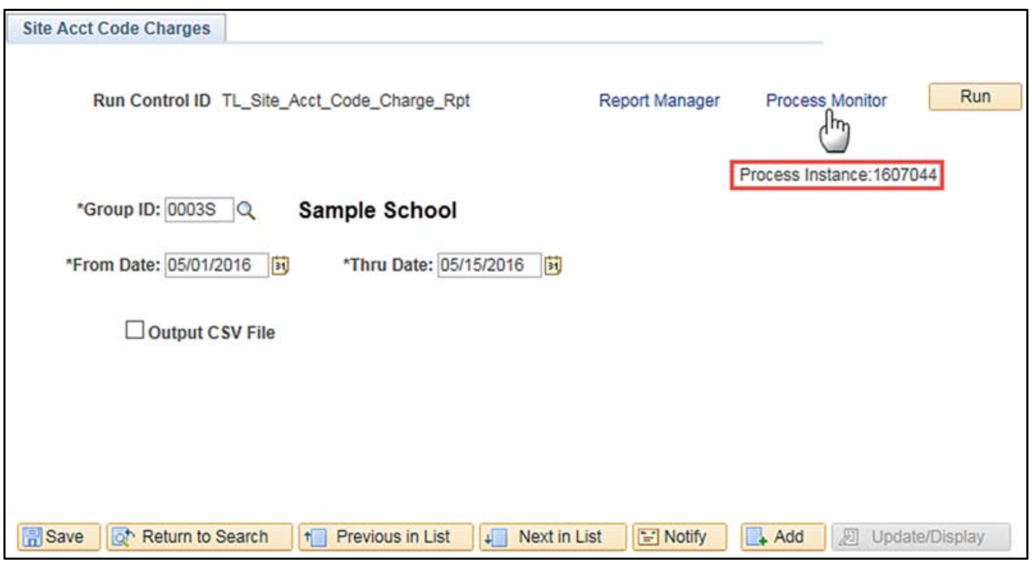
Process Scheduler Request Page



Step	Field	Information to Enter
3.6	Server Name	Select **PSNT** from the drop-down menu the first time you set up the report. It then defaults.
3.7	Click OK.	

You now are viewing the Site Account Code Charges Report page.

Site Account Code Charges Report Page

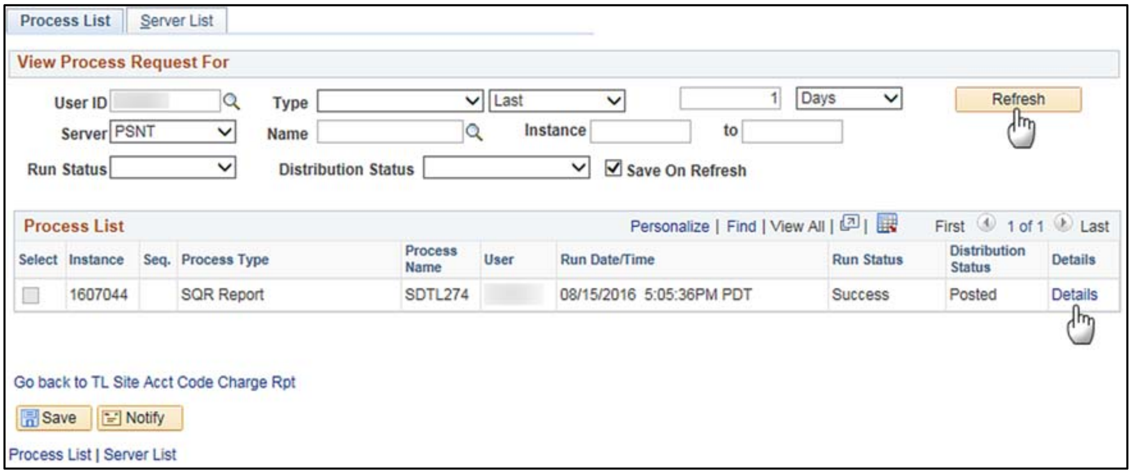


Make note of the Process Instance number below the Process Monitor link. It is the number assigned to your report.

Step 4

Click the Process Monitor link in the upper right of the Site Account Code Charges Page. This brings you to the Process List Tab.

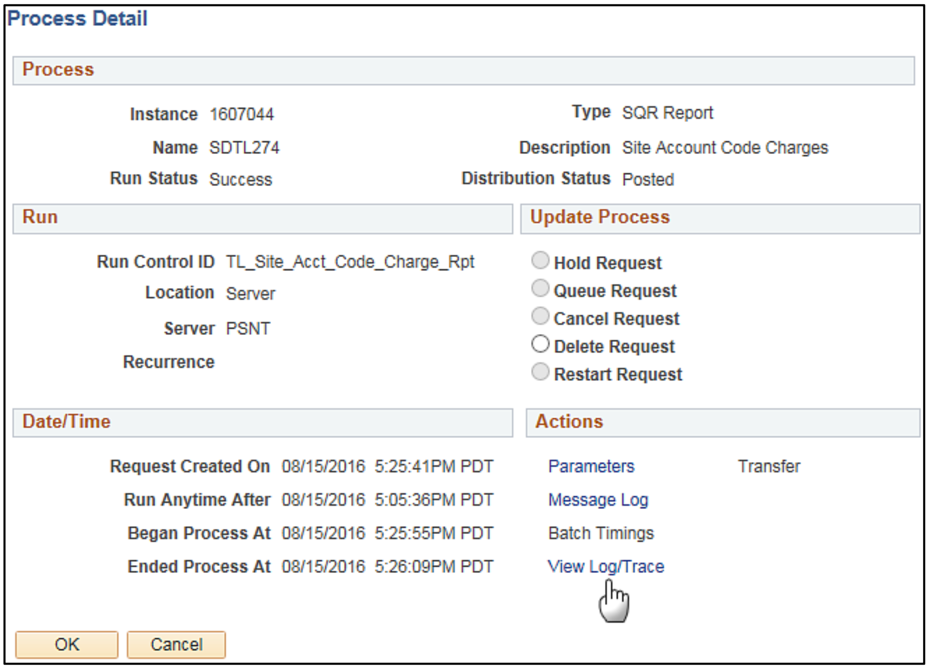
Process List Tab



First, check the Run Status of your report. If it does not say “Success”, and the Distribution Status does not say “Posted”, wait a moment and click the Refresh button. (This may take a few minutes.)

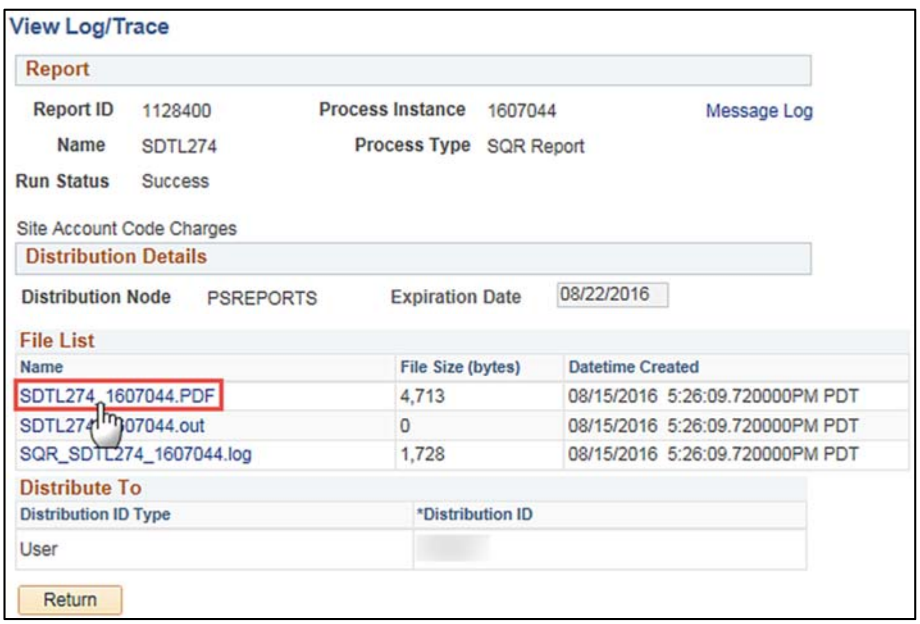
When the Run Status says Success, and the Distribution Status says Posted, you may then click the Details link (the Process Detail page will appear).

Process Detail Page



From this screen, click the View Log/Trace link. (The View Log/Trace page will appear.)

View Log/Trace Page

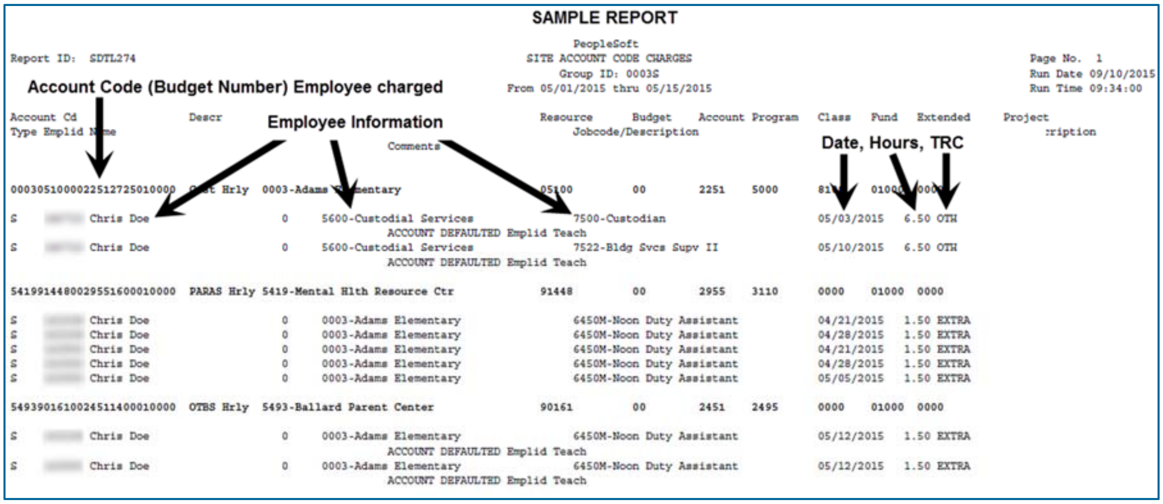


Step 5

Click on the hyperlink with the .PDF extension. Notice your Process Instance number is just before the letters PDF. The report opens in Adobe Acrobat Reader.

Site Account Code Charges Report

Timekeeper at **your** site charging **another** sites budget for an employee



The Site Account Code Charges report will show any time that has been added and/or changed within the date parameters you selected when you ran the report. When you are done viewing or printing the report close the Adobe Acrobat Reader window. **To run this report to an Excel file, see the How to Run the Site Account Code Charges Report to Excel job aid.**

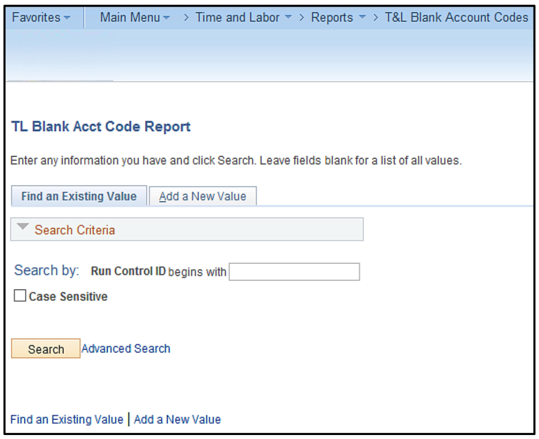
How to Run the T & L Blank Account Codes Report

All substitutes for vacant positions or personal (not district-related) absences will have Combination Code charges (budget numbers) populated automatically from the SmartFind*Express* SAMS interface. All substitutions due to district related absences, however, would have Default Combination Codes, which must be manually entered by the site timekeeper. To determine district related absences, the T&L Blank Account Codes report should be run on a daily or weekly basis. This report does not need to be signed. **Only timekeepers that use SmartFind*Express* SAMS run this report.**

Step 1

Navigation: Time and Labor → Reports → T&L Blank Account Codes

T&L Blank Account Codes Report Search Page



NOTE: You can use the Time and Labor WorkCenter to access the T&L Blank Account Codes Report. See pages 6-8.

Step 2

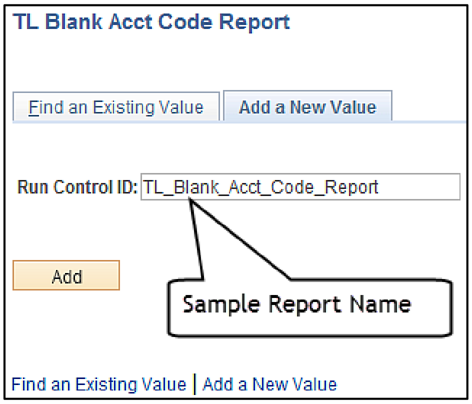
Enter the following information onto the T&L Blank Acct Code Report page.

Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the “begins with” search function, enter in the first one or two letters of the ID in order to search. (You can also search with a blank field to return all results.)
2.2	Click the Search button. (Choose the ID you want.)	

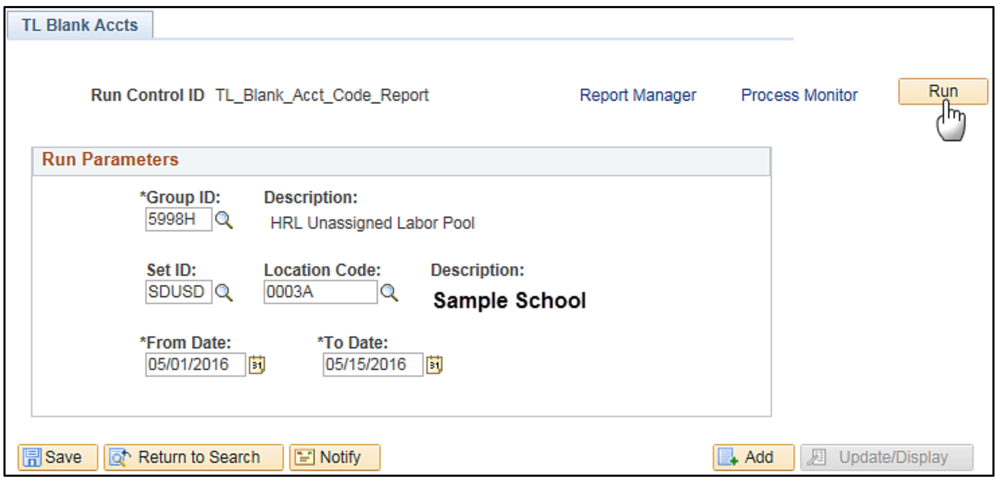
Or you can add a new Run Control ID by clicking the Add a New Value tab, entering a unique name for the Run Control ID field, and click Add. You only need one Run Control ID for each different report. **Do not** keep clicking the Add a New Value tab each time you run a report.

Example: If you run a T&L Blank Account Codes Report for your site you only need “**1**” Run Control ID.
NOTE: There should be no spaces in the **Run Control ID**. Use underscore **(_)** as separator.

T&L Blank Account Codes Report Add a New Value Page



T&L Blank Account Codes Report Page

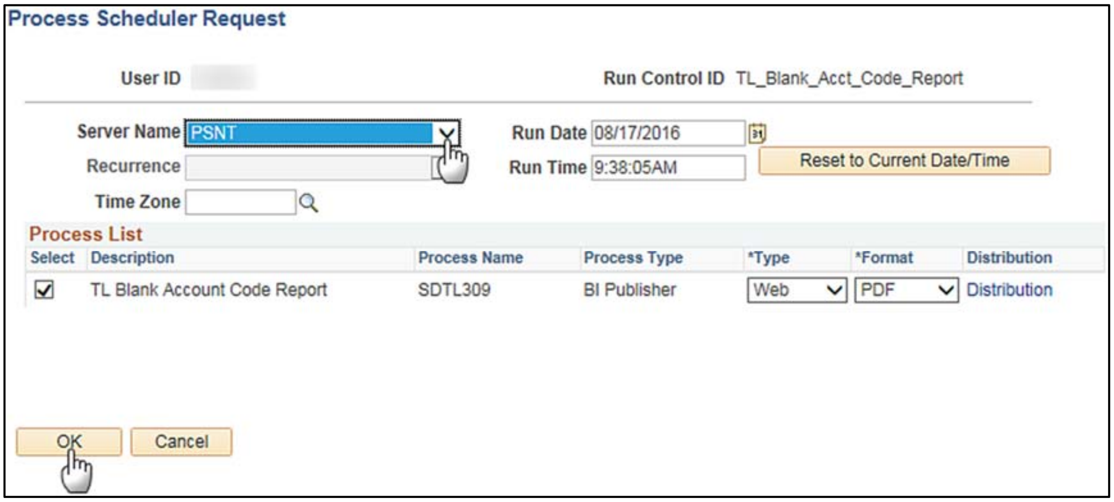


Step 3

Enter the following information onto the T&L Blank Account Codes Report page.

Step	Field	Information to Enter
3.1	Group ID	The Group ID is **5998H (Certificated and Classified subs) or 5830H (CDC Certificated VT subs including attendants/assistants).**
3.2	SetID	SetID is always **SDUSD**.
3.3	Location Code	You must enter **__your__** location code, followed by an "**A**". Ex: 0003A (Sample School Location)
3.4	From Date	Enter the beginning time frame or you may use the button to find the correct date.
3.5	Thru Date	Enter the end timeframe or you may use the button to find the correct date.
3.6	Click Save only the first time you are setting up your Run Control ID for this report.	
3.7	Click Run.	

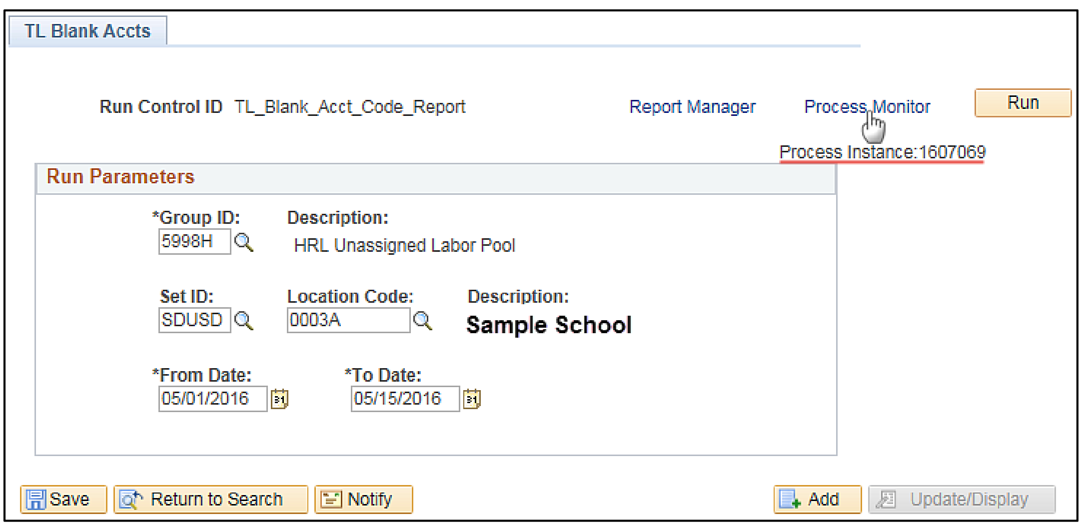
Process Scheduler Request Page



Step	Field	Information to Enter
3.8	Server Name	Select **PSNT** from the drop-down menu the first time you set up the report. It then defaults.
3.9	Click OK.	

This returns you to the T&L Blank Account Codes Report page.

T&L Blank Account Codes Report Page

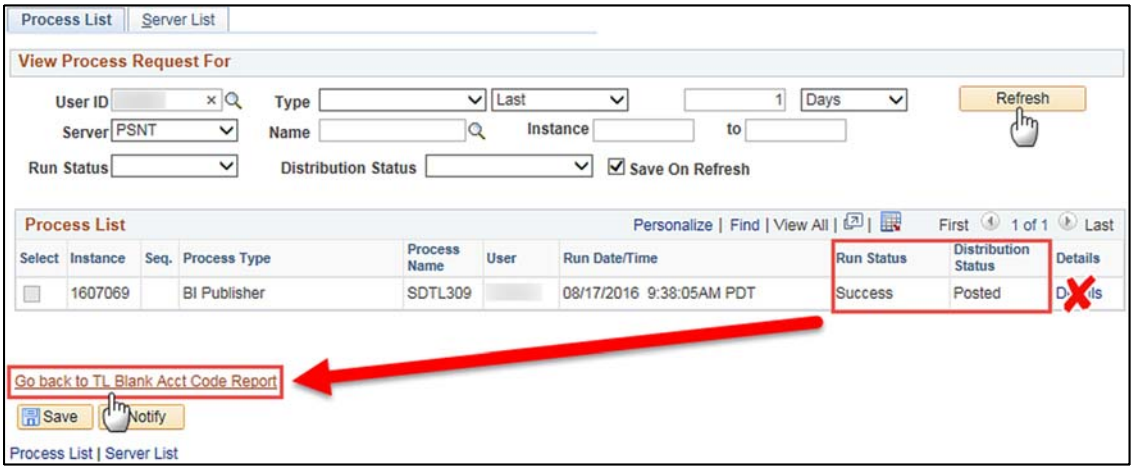


Make note of the Process Instance number below the Process Monitor link. It is the number assigned to your report. You will need this for step 6.

Step 4

Click the Process Monitor link in the upper right of the T&L Blank Account Code page. This brings you to the Process List Tab.

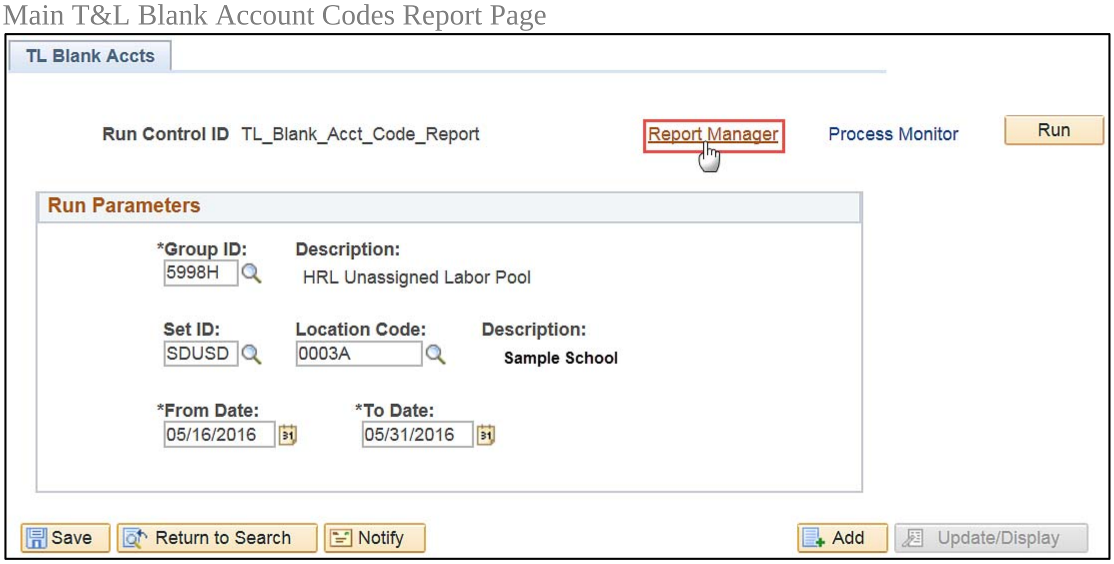
Process List Tab Page



First, check the Run Status of your report. If it does not say "Success", and the Distribution Status does not say "Posted", wait a moment and click the Refresh button. (This may take a few minutes.)

When the Run Status says Success, and the Distribution Status says Posted, **Do Not** click the Details link, click the **Go Back to TL Blank Acct Code Report** link. This takes you back to the main report screen.

Main T&L Blank Account Codes Report Page



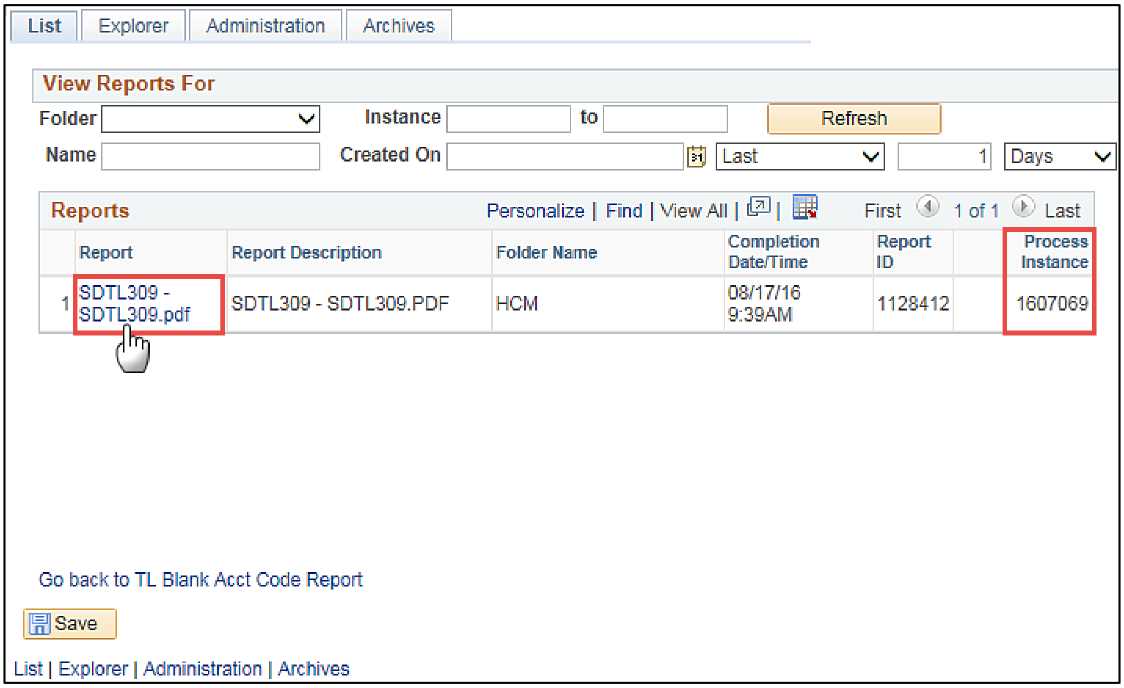
Step 5

Click the **Report Manager** link. This takes you the **View Reports For** page.

Step 6

In the **Report** column, you see your **.pdf** file. The **Process Instance** column shows the **Process Instance Number** that was assigned to your report at the end of step 3. Click the **.pdf** link. This takes you to the **Report, Distribution Details, File List** page.

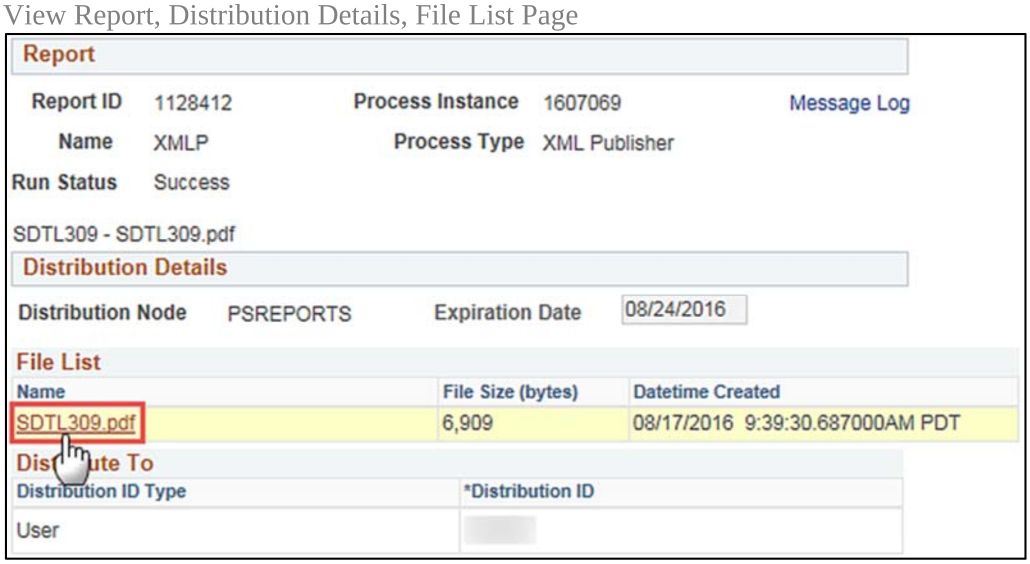
View Reports For Page



Step 7

Click the **.pdf** file below **File List Name**. This will open the report in Adobe Acrobat Reader.

View Report, Distribution Details, File List Page



T&L Blank Account Codes Report

San Diego Unified School District
Report ID: SDTL309

PeopleSoft
T&L BLANK ACCOUNT CODE AUDIT

Page No: 1 of 1
Run Date: 08/17/2016
Run Time: 09:39:20

SAMPLE REPORT

Group ID: 5998H

Location: 5998A Unassigned Labor Pool

Name	EmplID	Job Code	Job Title	DUR	Hours	TRC	Absentee
Chris Doe		2940	Subst Tchr Day-To-Day	2016-05-04	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-12	7.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		2940	Subst Tchr Day-To-Day	2016-05-02	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		2940	Subst Tchr Day-To-Day	2016-05-12	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-06	5.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-09	6.83	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-13	5.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-02	6.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-03	6.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-04	6.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-05	6.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-06	6.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-09	6.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-10	6.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-11	6.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-12	6.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6420	Spec Ed Techn	2016-05-13	6.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6436	Special Ed Behavior Techn	2016-05-02	6.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6436	Special Ed Behavior Techn	2016-05-03	6.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6436	Special Ed Behavior Techn	2016-05-04	4.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6436	Special Ed Behavior Techn	2016-05-05	6.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6436	Special Ed Behavior Techn	2016-05-06	6.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6436	Special Ed Behavior Techn	2016-05-09	6.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6436	Special Ed Behavior Techn	2016-05-10	6.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6436	Special Ed Behavior Techn	2016-05-11	4.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6436	Special Ed Behavior Techn	2016-05-12	6.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		2940	Subst Tchr Day-To-Day	2016-05-03	8.00	SVT	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-10	4.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-03	5.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-04	4.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-05	5.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-10	5.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-11	4.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-12	5.50	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-06	5.00	LHR	ACCOUNT DEFAULTED Emplid Teach
Chris Doe		6485	Spec Ed Asst	2016-05-09	5.00	LHR	ACCOUNT DEFAULTED Emplid Teach

The report has opened in Adobe Acrobat Reader. You can now view, print or save your report.

NOTE: This reports shows substitutes whose time is interfaced from SmartFind*Express* SAMS to Time and Labor with a Default Combination Code (budget number) due to a district-related absence.

Report Field Definitions:

- **Name -** Name of Substitute
- **EmplID -** Employee ID of Substitute
- **Job Code -** Substitute's Job Code Number
- **Job Title -** Substitute's Job Title
- **DUR -** Date Time was Reported in Time and Labor
- **Hours -** Number of Hours Reported in Time and Labor
- **TRC -** Time Reporting Code reported for Substitute
- **Absentee -** This field has the words ACCOUNT DEFAULTED which means the budget number defaulted for the substitute and must be changed (Professional Development) by the timekeeper. It also shows the Employee ID and Name of the employee that was absent and attended the Professional Development. **The employee's absence must be reported in Time and Labor**. For more information on changing the budget number see the job aid How to Update the Combination Code (Budget Number) for Professional Development Subs.

How to Run the Leave Balance Reports

Vacation Accrual Policy
In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Employees at or above 328 hours can carry excess vacation accrual forward for use prior to August 31. (Regular classroom teachers do not accrue vacation.) Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September monthly pay warrant. At the same time, the employee's vacation balance will be reset to 328 hours. Managers and employees share responsibility in monitoring vacation balances to make sure they do not exceed the 328 hour maximum at the end of August each year. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation. Payments to employees that have exceeded the cap will be charged directly to the site budget.

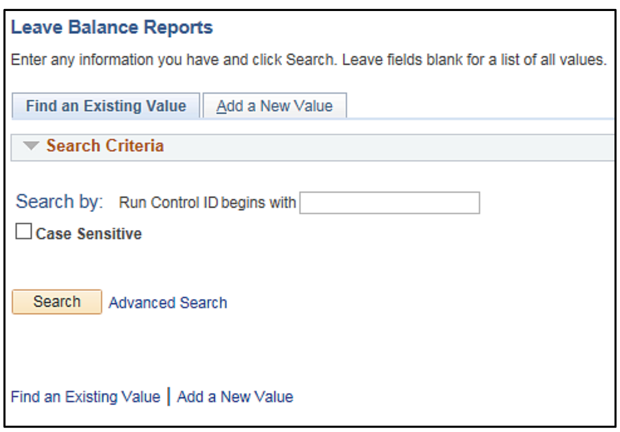
Run the **Leave Balance Reports** to identify employees at your site whose vacation balance is at or above 328 hours. There are two reports that can be run: **Leave Information by Department** and **Vacation Balances of 300 or >**.

This report should be run on a monthly basis and provided to managers/supervisors who will use the information to manage leave schedules and advise their employees.

Step 1

Navigation: Benefits → Manage Leave Accruals → Leave Balance Reports

Leave Balance Reports Search Page



Step 2

Enter the following information onto the Leave Balance Reports Search Page:

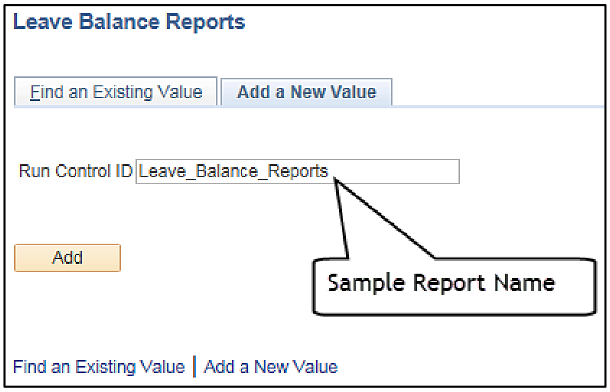
Step	Field	Information to Enter
2.1	Run Control ID	To search for the Run Control ID that you are looking for use the "begins with" search function, enter in the first one or two letters of the ID in order to search. (You can also search with a blank field to return all results.)
2.2	Click the Search button. (Choose the Run Control ID you want.)	

Or you can add a new Run Control ID by clicking the Add a New Value tab, entering a unique name for the Run Control ID field, and click Add. You only need one Run Control ID for each different report. **Do not** keep clicking the Add a New Value tab each time you run a report.

Example: If you run a Leave Balance Report for your department, you will only have "**1**" Run Control ID for this report.

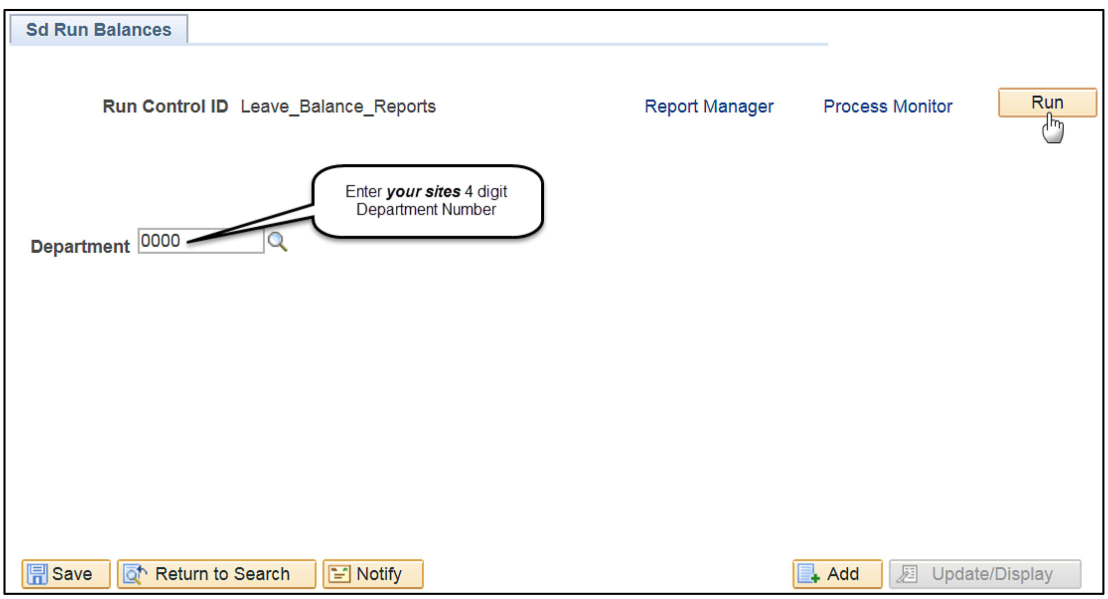
NOTE: There should be no spaces in the **Run Control ID**. Use underscore **(_)** as separator.

Leave Balance Reports Add a New Value Page



The Sd Run Balances page appears.

Sd Run Balances Page



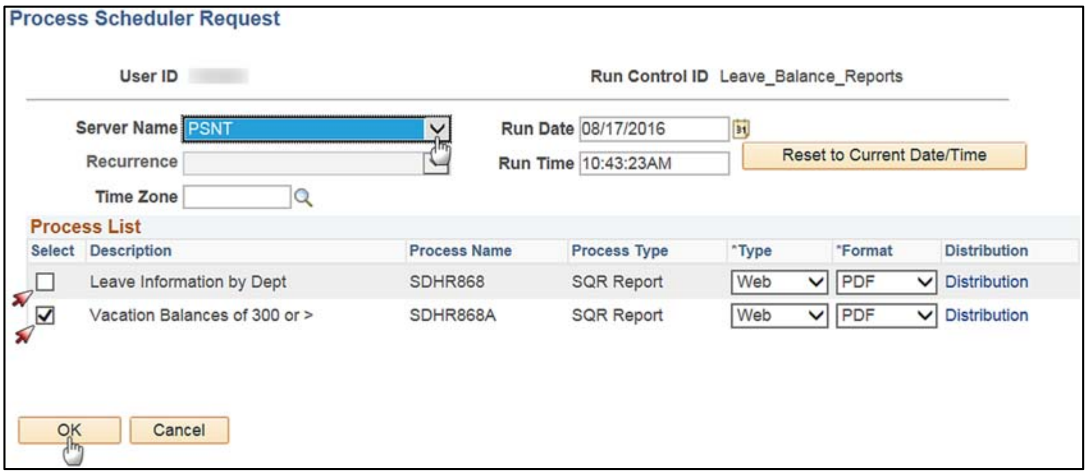
Step 3

Enter the following information onto the Sd Run Balances Page.

Step	Field	Information to Enter
3.1	Department	Enter your sites 4 digit Department Number or click the icon to search for your Department.
3.2	Click Save only the first time you are setting up your Run Control ID for the report.	
3.3	Click Run.	

NOTE: Final reports for your payroll records are run after each payroll deadline.

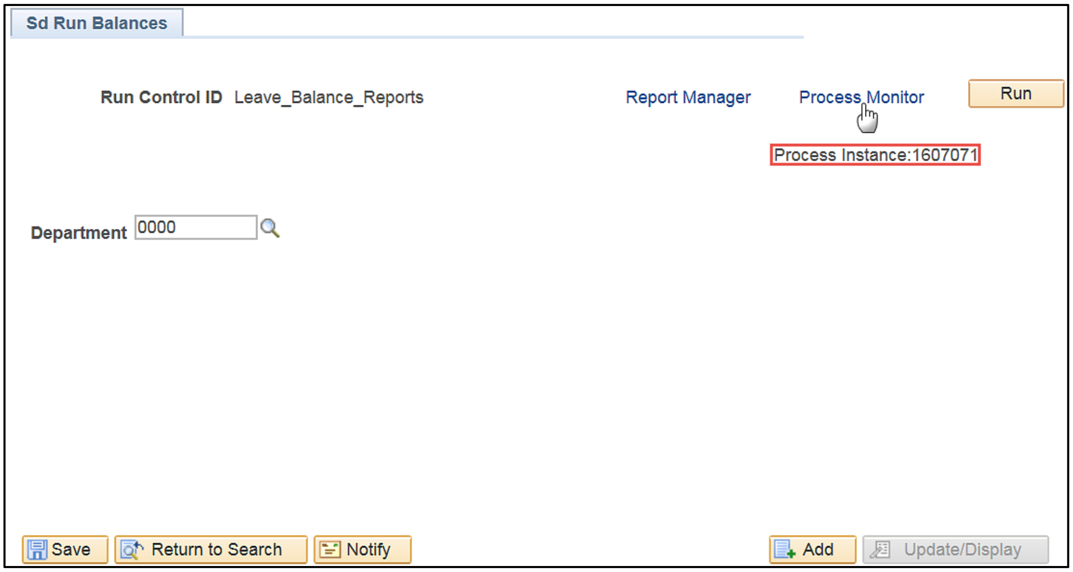
Process Scheduler Request Page



Step	Field	Information to Enter
3.4	Server Name	Select **PSNT** from the drop-down menu the first time you set up the report. It then defaults.
3.5	Select Description	Select either the option Leave Information by Dept or Vacation Balances of 300 or >. For this example we selected Vacation Balances of 300 or >.
3.6	Click OK.	

You now are viewing the Sd Run Balances page.

Sd Run Balances Page

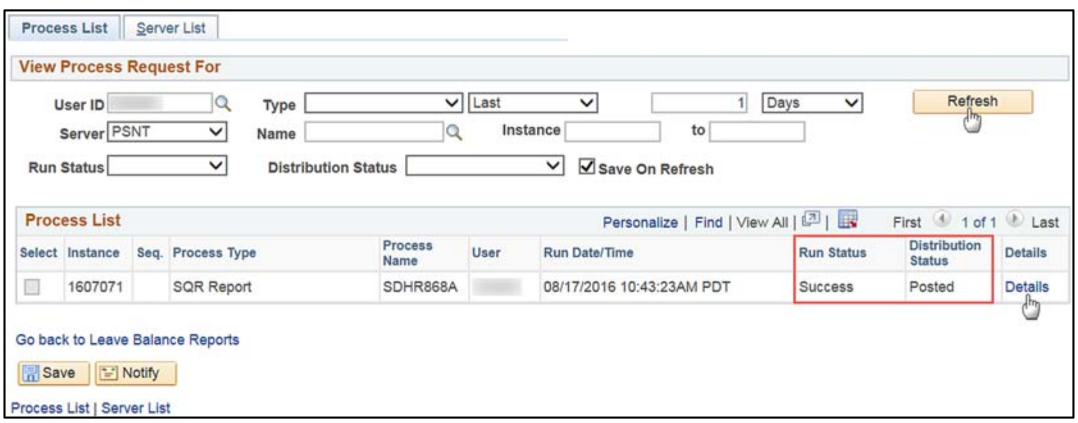


Make note of the Process Instance number below the Process Monitor link. It is the number assigned to your report.

Step 4

Click the Process Monitor link in the upper right of the Sd Run Balances Page. This brings you to the Process List Tab.

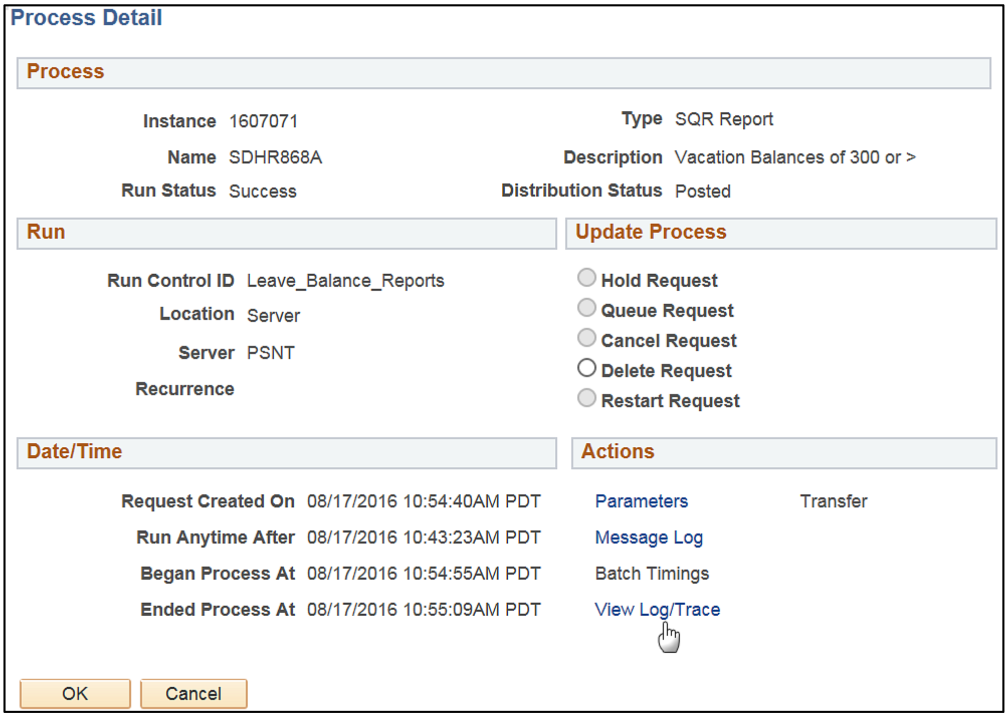
Process List Tab



First, check the Run Status of your report. If it does not say "Success", and the Distribution Status does not say "Posted", wait a moment and click the Refresh button. (This may take a few minutes.)

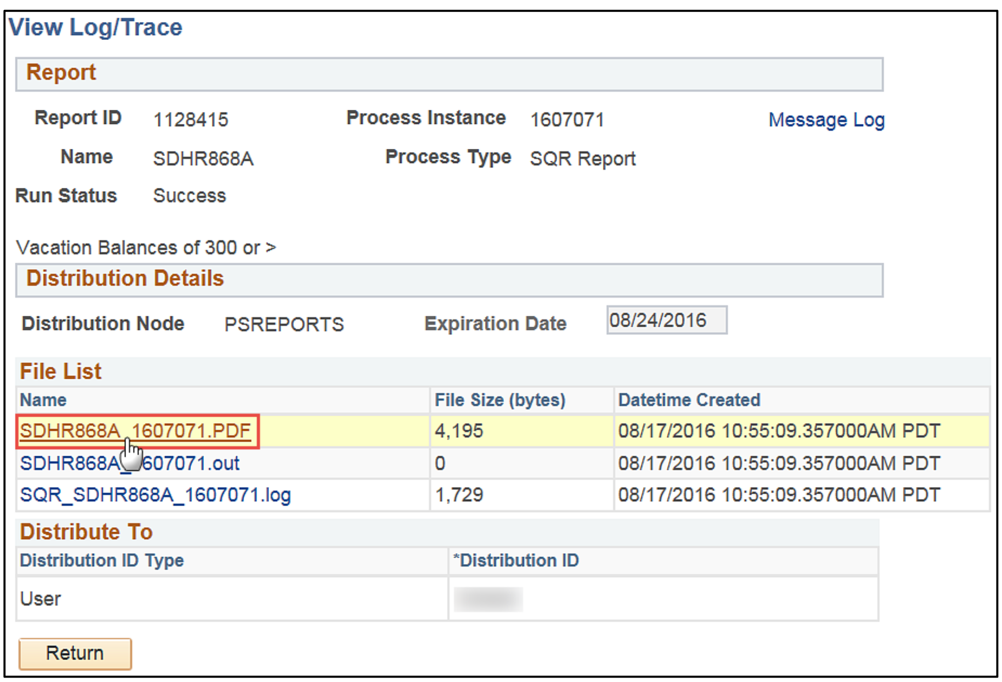
When the Run Status says Success, and the Distribution Status says Posted, you may then click the Details link (the Process Detail page will appear).

Process Detail Page



From this screen, click the View Log/Trace link. (The View Log/Trace page will appear.)

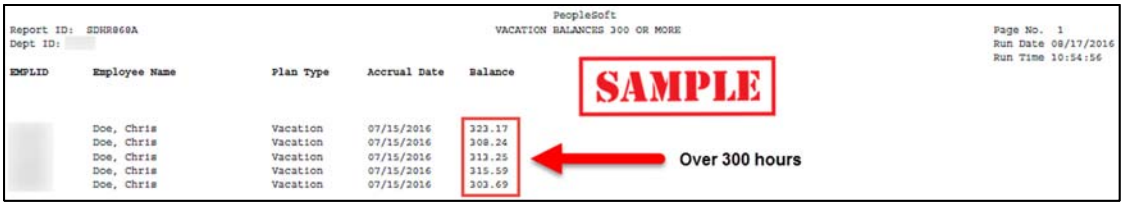
View Log/Trace Page



Step 5

Click on the hyperlink with the .PDF extension. Notice your Process Instance number is just before the letters PDF. The report opens in Adobe Acrobat Reader.

Leave Balance Report



PeopleSoft
VACATION BALANCES 300 OR MORE

Report ID: SDHR860A
Dept ID:

Page No. 1
Run Date 08/17/2016
Run Time 10:54:56

EMPLID	Employee Name	Plan Type	Accrual Date	Balance
	Doe, Chris	Vacation	07/15/2016	323.17
	Doe, Chris	Vacation	07/15/2016	308.24
	Doe, Chris	Vacation	07/15/2016	313.25
	Doe, Chris	Vacation	07/15/2016	315.59
	Doe, Chris	Vacation	07/15/2016	303.69

NOTE: If there is no .PDF file that means no one in your department is over 300 hours for the current month.

Appendix I - PeopleSoft Website

The PeopleSoft Website has all information regarding training opportunities and reference materials such as handbooks, job aids, tutorials, etc.