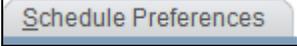


Setting Up User Preferences

Step	Action
1.	Begin by navigating to the Time Reporting Preferences page. Point to the Self Service link.
2.	Point to the Time Reporting link.
3.	Click the User Preferences link. 
4.	Use the Time Reporting Preferences page to set up and maintain your specific time reporting preferences and configuration options. The preferences that you specify on this page will be reflected on various time reporting pages such as the Timesheet , Mass Time , Web Clock , and Adjust Paid Time pages.
5.	Use the TRC Presentation field to select Display TRC Code/Description (which is the default) or Display TRC Description/Code . This configuration option determines the order in which the Time Reporting Code is displayed and sorted when viewing the Time Reporting Code field on the Timesheet , Mass Time , Web Clock , or Adjust Paid Time pages.
6.	Use the Time Prepopulation Method field to select a value to automatically populate the Timesheet page with default information to use when reporting time. Valid values are Task Values, Prior Period, and Schedule Information. Select Prior Period to provide default values from the prior period. This pre-population method works for employee access, not for manager access of an employee timesheet. Select Schedule Information to provide default values from the employee's current schedule. This pre-population method works for employee access, not for manager access of an employee timesheet. Use Blank (which is the default) to specify no default value.
7.	Use the Default Timesheet Display field to specify if time displays on the Timesheet in a day, week, or time period format.
8.	Use the Start Day of Week field to select the default day for the week to start when using the Timesheet page.
9.	Use the PAY or CMP field to select the compensation method the employee would prefer for hours worked over the standard amount. This is only available to non-exempt workers on the User Preference and Time Sheet entry pages. Managers can maintain the PAY or CMP option on subordinate Time Sheets from CMP to PAY if needed.

Step	Action
10.e	<p>Next, view additional information for this page.</p> <p>Click the Additional Information button.</p> 
11.	<p>Use the Task Value Defaults section with the Time Prepopulation Method of Task Values.</p> <p>You can enter one or more rows for the same taskgroup, or enter a set of default task values for different taskgroups.</p>
12.	<p>When you enter a taskgroup, the display of fields is dependent on the time reporting templates associated with that taskgroup.</p> <p>If the elapsed and punch reporting templates have Task Profile selected, than no task values will appear. If one or both of the time reporting templates designate Task Template, then the default task values can be used.</p> <p>If task values can be used, they will be dependent on the task template ID associated with of each taskgroup entered. The task template drives the display of the Task Reporting Elements and ChartFields folder tabs in this section. Task values entered on the Time Reporting Preferences page will only be utilized for timesheet display if the Time Prepopulation method is Task Values.</p>
13.	<p>Click the Schedule Preferences tab.</p> 
14.	<p>Use the Schedule Preferences page to view and update your schedule related preferences.</p>
15.	<p>All enterable fields on this page are optional, with the exception of the Telephone/Email option and the Willing to work ... fields. The Willing to work ... fields have a default value of No.</p>
16.	<p>Your preferred phone number and email address appear in the Contact Preference section. To change them, click the Update your contact information link, which takes you to the Personal Information page. Phone, email, and other contact information can be viewed and modified. The link to employee's contact information is only available for editing if eProfile is installed on the General Installation page.</p>
17.	<p>Use the Schedule Preferences section to enter the shift or start and end times you prefer to work for each day of the week.</p>
18.	<p>Use the Shift field to enter the shift you prefer to work. This field is populated based on your EmplID.</p> <p>If you have a schedule assigned, the only shifts available in this field are those shifts that correspond to your schedule ID and the SetID determined by your schedule group. If you have no schedule assigned, the Shift ID field is hidden.</p>
19.	<p>Click the Vertical scrollbar.</p>
20.	<p>You can navigate quickly to other self service and time reporting pages from this page.</p>

Step	Action
21.	Click the Notify button to access the Send Notification Page . Use this page and the links provided to email managers, supervisors, or other employees when you change your user preferences.
22.	You have successfully viewed user preferences. End of Procedure.