



PeopleSoft HCM 9.2 Modernization

HCM 9.2 Modernization: Current vs. Future Timesheets

Timesheet View – Current View vs. Future View

Timesheet
Employee ID: 10000000705
Job Title: IN Elected Official Exempt
Emp Record: 0

Current View

View By: Calendar Period
Date: 02/07/2021
Reported Hours: 0.00
Scheduled Hours: 75.00

Populate Time From: From Sunday 02/07/2021 to Saturday 02/20/2021

Sun 2/7	Mon 2/8	Tue 2/9	Wed 2/10	Thu 2/11	Fri 2/12	Sat 2/13	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total Hours	Time Reporting Code
	7.50	7.50	7.50	7.50	7.50			7.50	7.50	7.50	7.50	7.50			

Save for Later | Submit | Print

Week 1 of 2
Scheduled 37.50 | Reported 37.50 Hours

Future – Fluid View

10-Sunday	11-Monday	12-Tuesday	13-Wednesday	14-Thursday	15-Friday	16-Saturday
Scheduled 0 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 0 Reported 0
	7.50	7.50	7.50	7.50	7.50	

Top: Current timesheet view featuring the two-week pay period.
Bottom: New, fluid view showing the current work week.

Schedules

The new, fluid view will show both the scheduled hours and reported hours on an employee's timesheet, as shown below.

Week 1 of 2
Scheduled 37.50 | Reported 37.50 Hours

unday	11-Monday	12-Tuesday	13-Wednesday
Scheduled 0 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5
	7.50	7.50	

Scheduled hours being the hours you are scheduled to work and reported hours are the hours you worked. Scheduled hours are a placeholder—employees will not be penalized if the scheduled and reported hours do not match.

Entering Hours

- Current: Employees enter both regular hours worked & leave time on their timesheets daily, weekly or end of pay period. Separate rows are added for each Time Reporting Code (TRC).
- Future: Employees will be encouraged to enter time daily or weekly, and they will no longer enter their leave time directly onto the timesheet. They will be trained to use *Absence Management* to enter vacation, personal and sick time – leave time will auto-fill into the timesheet.

Fluid Timesheet 9.2

*Time Reporting Code	10-Sunday	11-Monday	12-Tuesday	13-Wednesday	14-Thursday	15-Friday	16-Saturday	Taskgroup
	Scheduled 0 Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 0 Reported 0	
Regular Work Hours - REG		7.50	7.50	7.50	7.50			00502

- The arrows on each side of the date allows employees the ability to go to the opposite week within the bi-weekly pay period.
- Employee’s scheduled hours will be maintained in PeopleSoft, which is shown directly above the elapsed time entered for each day.

In this example, the employee was scheduled to work 7.5 hours on Monday through Friday and be off on Saturday and Sunday – which is shown in the top row of boxes. The employee reported 7.5 hours on Monday - Thursday under reported hours.

Positive Time Reporting

The PeopleSoft Payroll module works off Positive Time Reporting, which requires an action step. In this timesheet example above, the employee’s scheduled hours appear, but if the employee failed to open his/her timesheet and enter the 7.5 hours worked on Friday, then nothing would flow to payroll for Friday, and the paycheck would be 7.5 hours short of what was expected.

If the employee called in for sick leave on that Friday, but the request was not submitted through Absence Management or a supervisor didn’t enter the time on behalf of the employee, then nothing would flow to payroll for that day and the paycheck would be 7.5 hours short.

Non-Exempt Employees Overtime Calculations

- Current: Employees must enter TRCs for regular, overtime & comp time earned based on authorization and their own calculations.
- Future: Employees will enter regular for all hours worked. Employees authorized to earn comp time will mark those hours as CERND, and the system will calculate the straight or premium rate and place the correct number of hours into Absence Management for future use.

THESE ARE NOT TRAINING TOOLS. TRAINING TOOLS WILL BE RELEASED TO ALL STATE EMPLOYEES IN MARCH. THESE TOOLS ARE TO HIGHLIGHT THE SIGNIFICANCE OF THE ENHANCEMENTS COMING WITH THE LAUNCH OF PEOPLESOFT 9.2.