

Time & Labor (T&L) Employee Self Service

Time Reporting

This job aid describes the process of entering time using the PeopleSoft Fluid Employee Self-Service Time dashboard. This process will show employees how to:

- Enter their time for the week
- Assign that time to a “Speedtype” or accounting string
- Save Time for end of week Assign Time to a Time Reporting Code or time type
- Assign time to a Rule Element (for reporting purposes)
- Lastly, SUBMIT time at the end of each week

This document also includes steps in using [Speedtypes](#). A Speedtype (Account Code or Combination Code) is a string of financial data elements (Chartfields). Employees who should charge their time to a specific accounting string, should select the Speedtype for the week or a day, if instructed by their managers to do so.

Please reach out to your manager for a list of Speedtypes to select on the timesheet for specific projects/activities/tasks.

NOTE: In the new system – employees MUST enter and SUBMIT time for every day of the time period. That time MUST be approved by managers for the employees to be paid.

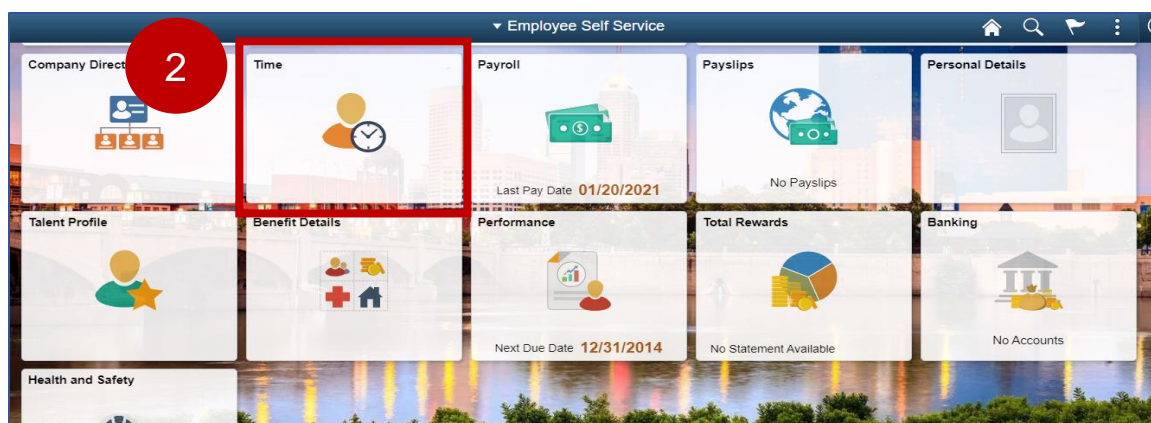
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Log in to PeopleSoft Fluid Employee Self Service as defined user enrolled in workgroup. Navigate to the Fluid landing page and click on the home icon.

1. From the drop down, **select** the **Employee Self-Service** option. The **Employee Self Service** homepage will display.

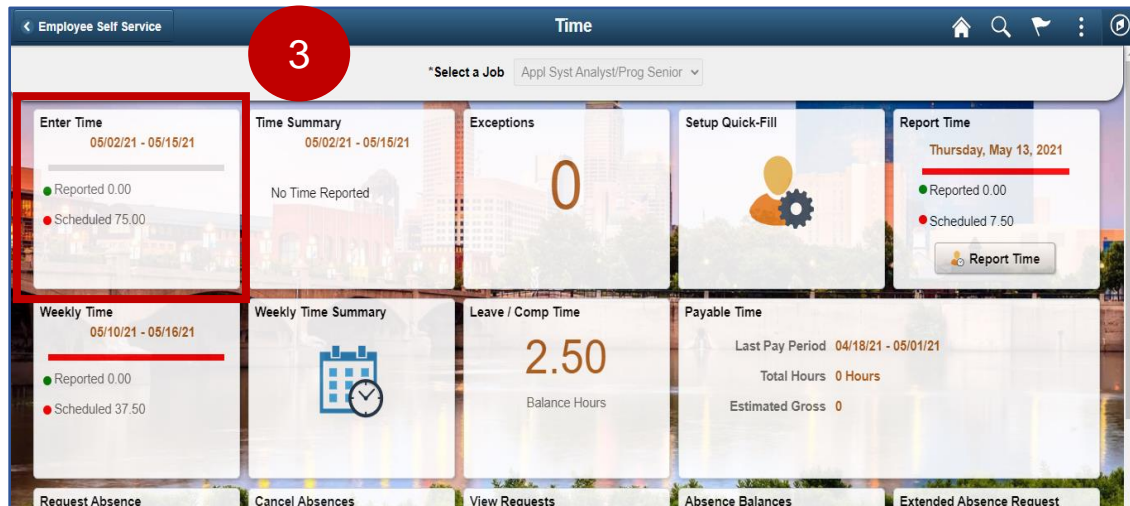


2. Click on the **Time** tile.

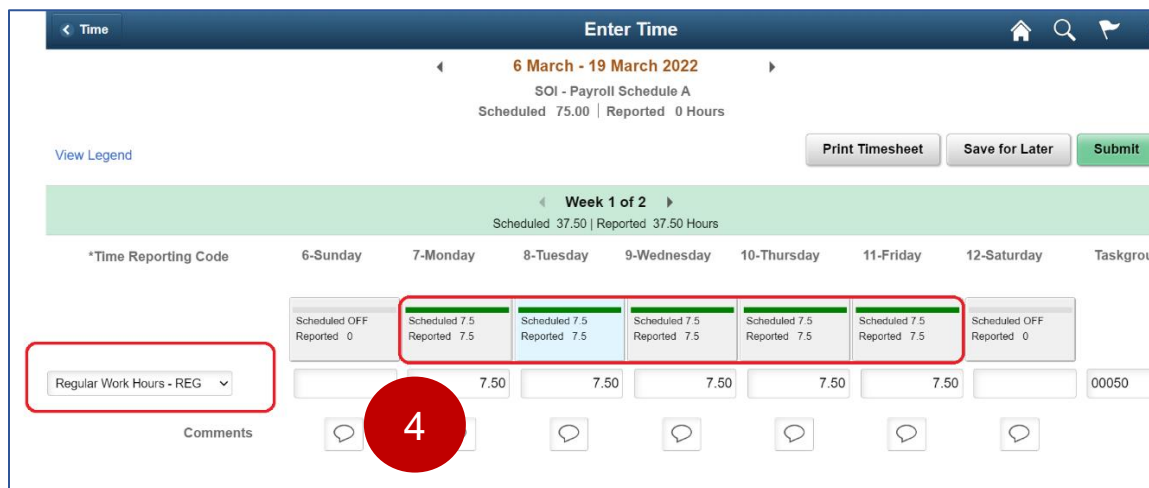


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3. The **Time** page is displayed. Next, **click** on the **Enter Time** tile to get to the weekly timesheet.



4. The **Enter Time** page displays. As the employee - validate the schedule hours for each day and **enter 7.5 hours** for each day - Mon, Tue, Wed, Thu, Fri. as shown below:



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5. Select the **Regular Work Hours – REG** from the Time Reporting Code drop down.

The screenshot shows the 'Enter Time' interface for an employee named 'Accountant 2'. The interface displays the dates '6 March - 19 March 2022' and 'SOI - Payroll Schedule A'. A red circle with the number '5' highlights the 'Time Reporting Code' dropdown menu, which is open and shows the following options: 'Commute Charges St. Veh. - C2', 'Comp Time Earned Holiday - CMPHL', 'Compensatory Time Earned - CERND', 'Holiday - HOL', 'Regular Work Hours - REG' (highlighted in blue), and 'Regular Work Hours - REG'. The main interface shows a timesheet for 'Week 1 of 2' with a total of 37.50 hours reported. The timesheet is organized by day: 6-Sunday (Scheduled OFF, Reported 0), 7-Monday (Scheduled 7.5, Reported 7.5), 8-Tuesday (Scheduled 7.5, Reported 7.5), 9-Wednesday (Scheduled 7.5, Reported 7.5), 10-Thursday (Scheduled 7.5, Reported 7.5), 11-Friday (Scheduled 7.5, Reported 7.5), and 12-Saturday (Scheduled OFF, Reported 0). The 'Taskgroup' is listed as '00050'. There are buttons for 'Print Timesheet', 'Save for Later', and 'Submit'.

Note: Employees eligible to earn overtime, will be able to select CERND (compensatory time earned) or CMPHL (Comp time earned Holiday) if they want to accrue the excess hours as Compensatory Time Off.

ISP employees will select the CERNP or CPHL Time Reporting Codes online on their timesheets to report excess time they want to accrue in their Comp Time balances.

For all non-law enforcement employees, Overtime at straight time (Additional Regular Hours) will no longer be reported on the timesheet. Straight and Premium Overtime will be calculated by Time and Labor rules.

Law Enforcement personnel at ISP, DNR, ATC, Gaming – will be able to select the LEOVT Time Reporting Code on their timesheet. ISP employees who select LEOVT on their timesheets MUST select a “Speedtype” which includes a Project. (See Speedtype selection instructions below). If you are an ISP employee and the “Speedtype” you select, does NOT include a Project chartfield, you will get a hard error which stops you from submitting the timesheet.

Premium overtime will be generated by Time and Labor rules for all employees.

Exempt employees may be eligible to report Comp time if authorized by their managers.

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6. Click the **Save for Later** button.

Note: - Click on Yes when the following pop-up message appears, "Would you like to validate worked time?".

The screenshot shows the 'Enter Time' interface for the period 6 March - 19 March 2022. The interface displays 'SOI - Payroll Schedule A' with 'Scheduled 75.00 | Reported 37.5 Hours'. Below this, there are three buttons: 'Print Timesheet', 'Save for Later', and 'Submit'. The 'Save for Later' button is highlighted with a red box, and a red circle with the number 6 is placed above it. Below the buttons, there is a section for 'Week 1 of 2' with 'Scheduled 37.50 | Reported 37.50 Hours'. The interface shows a grid of days from 6-Sunday to 12-Saturday, each with a 'Scheduled' and 'Reported' time box. The 'Reported' boxes for 7-Monday through 11-Friday are filled with '7.50'. A 'Taskgroup' of '00050' is shown at the bottom right.

7. Select a **Speedtype** from the right side of the timesheet by **clicking** on the **ChartFields** hyperlink.

The screenshot shows the 'Enter Time' interface for the period 6 March - 19 March 2022. The interface displays 'SOI - Payroll Schedule A' with 'Scheduled 85.00 | Reported 0 Hours'. Below this, there are three buttons: 'Print Timesheet', 'Save for Later', and 'Submit'. Below the buttons, there is a section for 'Week 1 of 2' with 'Scheduled 42.50 | Reported 37.50 Hours'. The interface shows a grid of days from 8-Tuesday to 12-Saturday, each with a 'Scheduled' and 'Reported' time box. The 'Reported' boxes for 8-Tuesday through 11-Friday are filled with '7.50'. A 'Taskgroup' of '00050' is shown at the bottom right. On the right side of the interface, there are fields for 'Business Unit' (00050), 'Combination Code' (00050), and 'ChartFields'. The 'ChartFields' field is highlighted with a red box, and a red circle with the number 7 is placed above it. A red arrow points from the circle to the 'ChartFields' field.

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- After clicking on the Chartfields hyperlink – the **ChartField Detail** page displays, which allows you to search for the **SpeedType** provided by your manager.

The screenshot shows the 'ChartField Detail' page. At the top left is a 'Cancel' button. The title 'ChartField Detail' is centered at the top. Below the title is a search bar labeled 'SpeedType Key' with a magnifying glass icon. This search bar is highlighted with a red box, and a red circle with the number '8' is placed to its right. Below the search bar is the section 'Search by ChartFields'. This section contains two columns of search fields, each with a magnifying glass icon. The left column includes: Fund Code, Program Code, Budget Reference, Project/Grant, Resource Type, Resource Sub-Category, and Chartfield 1. The right column includes: Account, Department, Business Unit PC, Activity ID, Resource Category, Product, Chartfield 2, and Affiliate.

- On the Search page, **enter** the **Speedtype Key** that your manager provided you. When you tab out of the Speedtype Key field – all the **Chartfields** or accounting information to which you are charging that weeks' time (or a day's time) will default into the individual fields as shown in the screenshot below.

*NOTE: If – when selecting a **SpeedType** you receive an online edit which says “SetID not valid for employee’s Business Unit”, please notify your manager and/or the agency payroll representative. The SpeedTypes validate against your Agency id on your employee record.*

The screenshot shows the 'ChartField Detail' page with the 'SpeedType Key' field populated with the value '0500000006'. This field is highlighted with a red box, and a red circle with the number '9' is placed to its right. The 'Search by ChartFields' section below shows the following values populated in the search fields: Fund Code (10470), Program Code (10000), Budget Reference (2022), Account (510101), Department (007008), and Chartfield 1. All other search fields are empty.

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10. At the bottom of the **ChartField Detail** page, the selected **SpeedType** shows under search results. **Click** on the **SpeedType Key** at the bottom of the page.

The screenshot shows the 'ChartField Detail' page with a search form and results. A red circle with the number '10' is placed over the search results area. A red rectangle highlights the 'SpeedType Key 0500000006' in the search results table.

ChartField Detail	
Resource Type	Resource Category
Resource Sub-Category	Product
Chartfield 1	Chartfield 2
Fund Affiliate	Affiliate
Project Role	Class Field
	Team Member Name

Search Results

Summary	Details	1 row
SpeedType Key 0500000006		

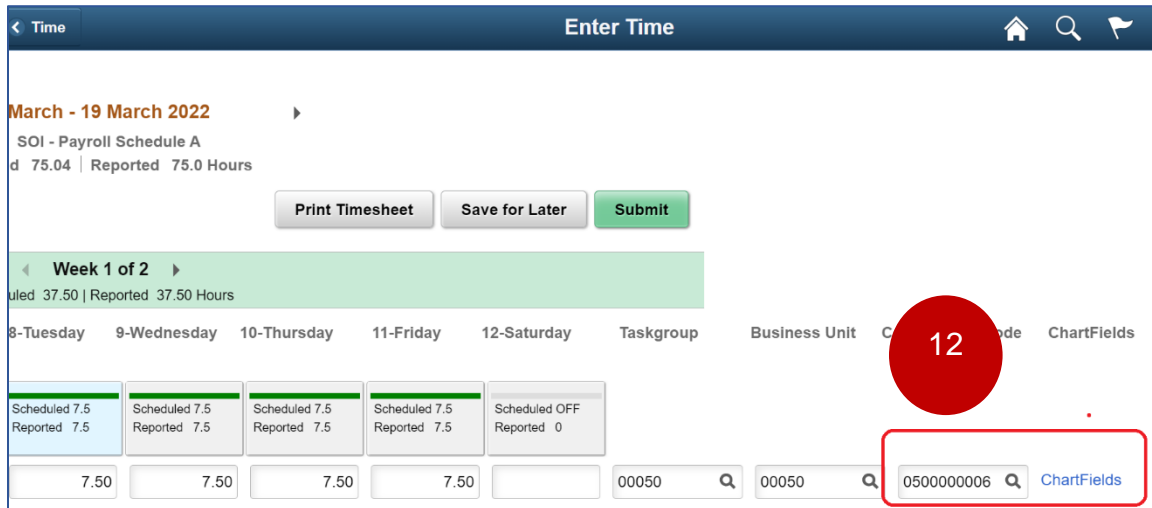
11. The green **Done** button opens on the top right of the **ChartField Detail** page.

The screenshot shows the 'ChartField Detail' page with a search form and results. A red circle with the number '11' is placed over the 'Done' button in the top right corner.

ChartField Detail	
Fund Code	Account
Program Code	Department
Budget Reference	Business Unit PC
Project/Grant	Activity ID
Resource Type	Resource Category
Resource Sub-Category	Product
Chartfield 1	Chartfield 2
	Affiliate

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12. Click the **Done** button. You are taken back to the **Enter Time** page. The **SpeedType** you selected on the **ChartField Detail** page, now shows on your timesheet.



Enter Time

March - 19 March 2022

SOI - Payroll Schedule A
d 75.04 | Reported 75.0 Hours

Print Timesheet Save for Later Submit

Week 1 of 2
cheduled 37.50 | Reported 37.50 Hours

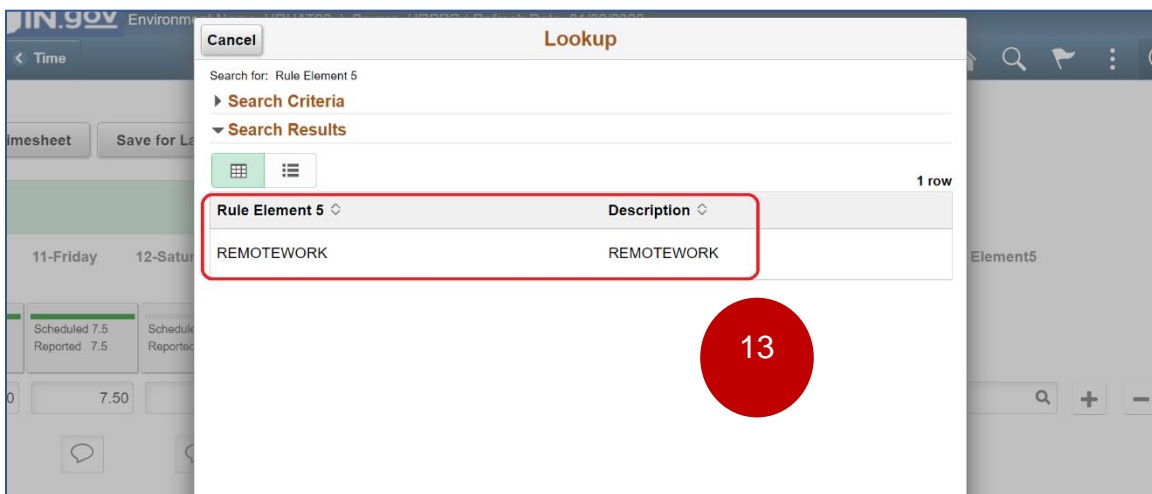
8-Tuesday 9-Wednesday 10-Thursday 11-Friday 12-Saturday Taskgroup Business Unit C ChartFields

Scheduled	Reported	Scheduled	Reported	Scheduled	Reported	Scheduled	Reported	Scheduled	Reported
7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50		0

00050 00050 0500000006 ChartFields

13. Scroll to the right of the timesheet and click on the **Rule Element 5** field. Select **REMOTWORK** to document that the work being submitted is Remote.

NOTE: The fields "User Field 3" and "User Field 5" will no longer appear on the timesheet. Instead, use "Rule Element 5" to select values that you used to select from User Field 5. (Example: Selecting court ids for Senior Judges)



Lookup

Search for: Rule Element 5

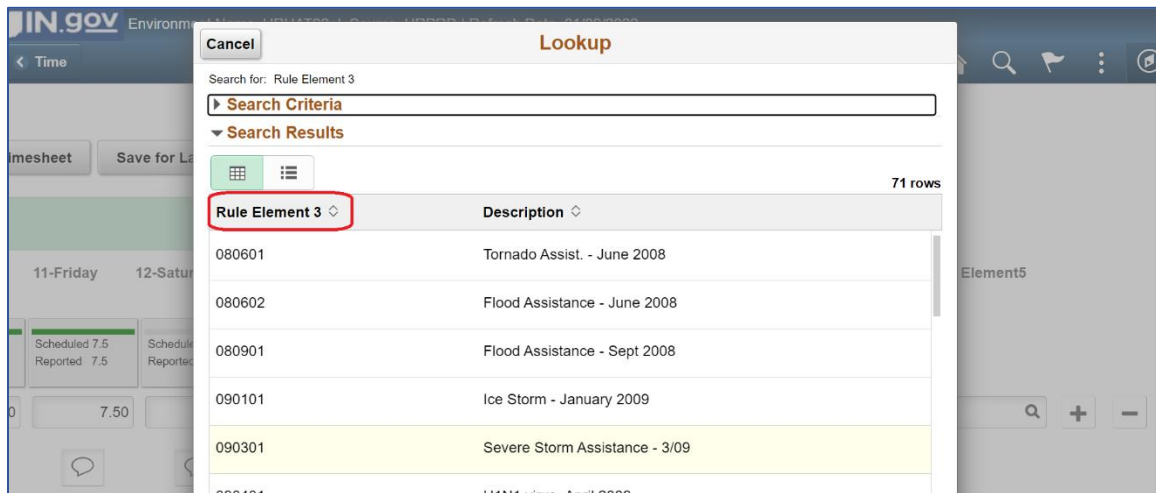
Search Criteria

Search Results

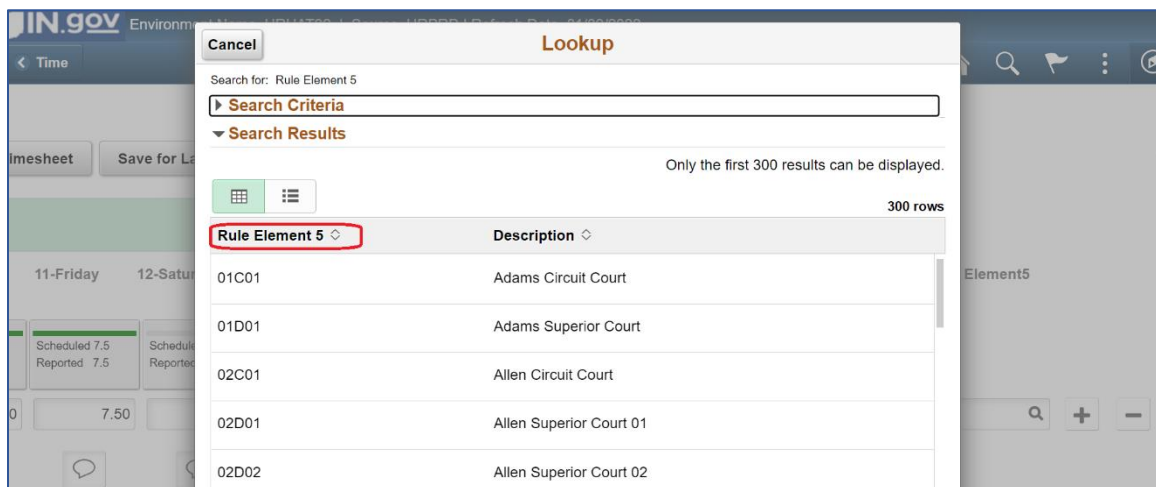
Rule Element 5	Description
REMOTWORK	REMOTWORK

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Rule Element 3 field has all the values previously selected from User Field 3.



Rule Element 5 field has all the values previously selected from User Field 5.



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14. Click the **Submit** button to submit the time for week 1 of the time period. You will see the message: “Timesheet is submitted for the period _”

The screenshot shows the 'Enter Time' interface. At the top, a message bar displays 'Timesheet is Submitted for the period 2022-03-06 - 2022-03-19'. Below this, the user is viewing 'Week 1 of 2' for 'SOI - Payroll Schedule A'. The interface shows a table of days with scheduled and reported hours. The 'Submit' button is highlighted with a red box.

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Taskgroup
Scheduled OFF 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 7.5 Reported 7.5	Scheduled OFF Reported 0	00050

NOTE: Currently, State of Indiana employees, use the “Save for Later” button to save their timesheet updates – until the end of the pay period.

*In the future, employees should **SUBMIT** (hit the Submit button highlighted in the screenshot above) at the end of each week (based on the last day worked each week per your schedule).*

*ALL submitted timesheets **MUST** be approved by the manager.*

A process known as Time Administration will convert this timesheet time to PAYABLE TIME. This Payable Time flows to Payroll to pay employees based on the timesheet hours recorded for the pay period.

15. Navigate to the next week of the time period by **clicking the right arrow** (on the Time Period field). Repeat steps from bullets 5 through 15 to enter and submit time for the second week of the Pay Period.

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16. If you wish to Request Absence for any day or days of the Time Period – navigate back to the main **Time** dashboard within **Employee Self Service**.

Environment Name: HRUAT92 | Source: HRPRD | Refresh Date: 01/09/2022

Time

Enter Time

Job Title: AOS Overtime Eligible

6 March - 19 March 2022

SOI - Payroll Schedule A

Scheduled 75.04 | Reported 75.0 Hours

Print Timesheet Submit

View Legend

Week 1 of 2

Scheduled 37.50 | Reported 37.50 Hours

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Taskgroup
Scheduled OFF 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 7.5 Reported 7.5	Scheduled OFF Reported 0	

17. On the **Time** dashboard, **click** on the **Request Absence** tile to enter the Absence Management area.

Report Time

Weekly Time
03/06/22 - 03/12/22

Reported 37.50
Scheduled 37.52

Weekly Time Summary

Payable Time

Last Time Period 02/20/22 - 03/05/22

Total Hours 0 Hours
Estimated Gross 0

Request Absence

Cancel Absences

View Requests

Absence Balances

Extended Absence Request

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18. The **Request Absence** page displays. **Select**

- **Absence Type = Vacation**
- **Select Start Date** of 3/17/2022
- **Select End Date** of 3/18/2022
- **Hit the "Check Eligibility"** button
- Wait for the validation message to appear
- **Hit "Submit"**

Request Absence

18

Absence Type: Vacation

*Absence Name: Vacation

*Start Date: 05/17/2021

End Date: 05/21/2021

Duration: 37.50 Hours

Partial Days: None

Check Eligibility

Submit

Additional Information

Account Code:

Comments:

19. Next navigate to the **Time Summary** tile.

Employee Self Service Time

*Select a Job: Appl Syst Analyst/Prog Senior

19

Enter Time 05/02/21

Reported 37.50

Scheduled 75.00

Time Summary 05/02/21 - 05/15/21

Regular Work Hours 37.50

Exceptions 0

Setup Quick-Fill

Report Time Thursday, May 13, 2021

Reported 0.00

Scheduled 7.50

Report Time

Weekly Time 05/10/21 - 05/16/21

Reported 0.00

Scheduled 37.50

Weekly Time Summary

Leave / Comp Time 2.50

Balance Hours

Payable Time

Last Pay Period 04/18/21 - 05/01/21

Total Hours 0 Hours

Estimated Gross 0

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20. On the **Time Summary** page, click on "**View By**" – Period. Use the arrow buttons on either side of the date field to navigate to the beginning of the current time period.

The screenshot displays the 'Time Summary' interface for an employee with the job title 'Appl Syst Analyst/Prog Senior'. The 'View By' dropdown is set to 'Period'. The current period is '2 May - 15 May 2021', with 'Scheduled 75.00' and 'Reported 37.5 Hours'. A red circle with the number '20' is overlaid on the page. The calendar shows regular work hours for Monday through Friday, with reported hours for each day. The current date is Thursday, May 13th.

Day	Scheduled	Reported
Sunday (2)	Off Day	0 Hours
Monday (3)	Regular Work Hours - 7.5 Hours	7.5 Hours
Tuesday (4)	Regular Work Hours - 7.5 Hours	7.5 Hours
Wednesday (5)	Regular Work Hours - 7.5 Hours	7.5 Hours
Thursday (6)	Regular Work Hours - 7.5 Hours	7.5 Hours
Friday (7)	Regular Work Hours - 7.5 Hours	7.5 Hours
Saturday (8)	Off Day	0 Hours
Sunday (9)	Off Day	0 Hours
Monday (10)	Regular Work Hours - 7.5 Hours	7.5 Hours
Tuesday (11)	Regular Work Hours - 7.5 Hours	7.5 Hours
Wednesday (12)	Regular Work Hours - 7.5 Hours	7.5 Hours
Thursday (13)	Regular Work Hours - 7.5 Hours	7.5 Hours
Friday (14)	Regular Work Hours - 7.5 Hours	7.5 Hours
Saturday (15)	Off Day	0 Hours

** Review the total **reported time vs total scheduled time** for the test period. **Click** the back arrow to return to the ESS Time landing page

21. Sign out of Peoplesoft.

End of Process.