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

![Time page screenshot]

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:

![Enter Time page screenshot]
5. **Select** the **Regular Work Hours – REG** from the Time Reporting Code drop down.

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.
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?".

7. **Select** a **Speedtype** from the right side of the timesheet by **clicking** on the **Chartfields** hyperlink.
8. After clicking on the Chartfields hyperlink – the ChartField Detail page displays, which allows you to search for the SpeedType provided by your manager.

9. 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.
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.

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

13. **Scroll** to the right of the timesheet and **click** on the **Rule Element 5** field. **Select REMOTEWORK** 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)
Rule Element 3 field has all the values previously selected from User Field 3.

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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 _”

![Timesheet Submission](image)

**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.
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.

![Image of Time dashboard]

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

![Image of Request Absence tile]
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”

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.


End of Process.