



California State University, Sacramento
Human Resources, Payroll Services

**How to Enter and
Approve Hourly
Time**

**Using Time and Labor
Rapid Entry
Approve Payable Time
Launch Pad
(HR 9.0)**

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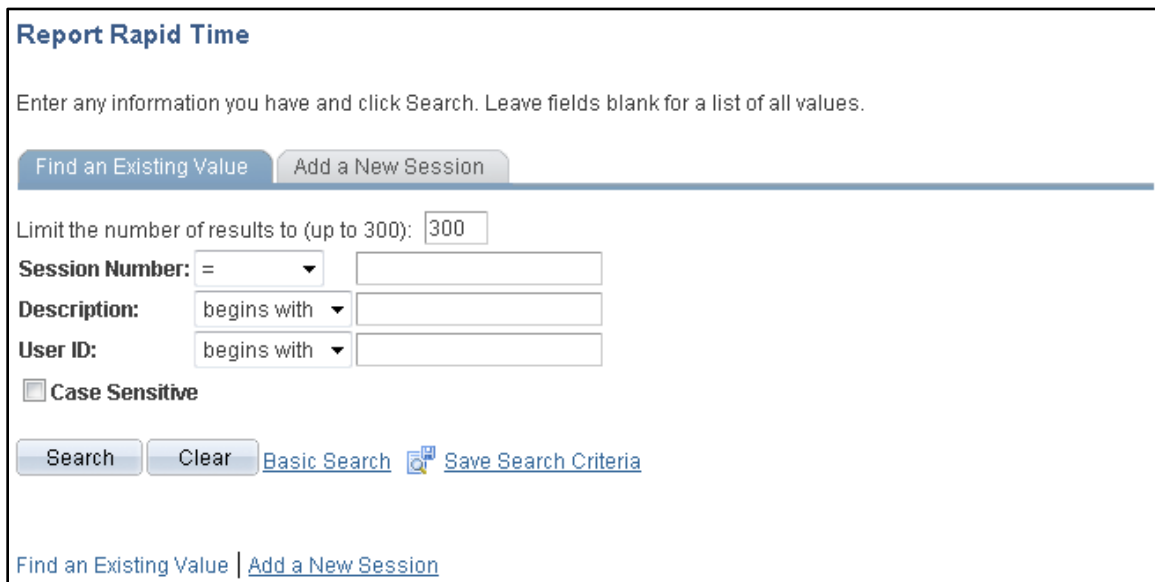
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Enter Time via Rapid Entry

The Rapid Entry page allows you to quickly enter time for multiple employees. Validation occurs only after the data has been saved and submitted, making the entry process fast.

Navigation

1. Select: **Time and Labor > Report Time > Rapid Time.**
2. The Rapid Entry Search page displays.
3. Click the **Add a New Session** tab.



The screenshot shows the 'Report Rapid Time' search interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Session'. Below the tabs, there is a text input field for 'Limit the number of results to (up to 300):' with the value '300' entered. There are three search criteria fields: 'Session Number:' with a dropdown menu set to '=', 'Description:' with a dropdown menu set to 'begins with', and 'User ID:' with a dropdown menu set to 'begins with'. Each field has an adjacent text input box. Below these fields is a checkbox labeled 'Case Sensitive'. At the bottom, there are buttons for 'Search' and 'Clear', and links for 'Basic Search' and 'Save Search Criteria'. At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Session'.

Report Rapid Time

The Rapid Time Reporting page displays. Use this page to enter hourly time and submit for validation. You can insert rows to add employees and multiple rows for the same employee.

The session number defaults to 999999999. Upon saving, a new session number is automatically assigned.

1. Enter a Description of up to 30 characters to identify the session. Example: Payroll 02/06.
2. Use the dropdown menu to select **Elapsed** for the Template Type.
3. Enter **SAC_RAPID** in the Rapid Time Template field (CSUS_RAPID for R08 only).
4. Accept the default of **Replace** in the **Add/Replace** field.
5. Begin entering time for individual employees in the Rapid Detail Information section. Enter the employee's **EmplID** and **Empl Rcd Nbr**.

If you do not know these values, use the magnifying glass next to each field to look them up.

6. Enter the last day of the pay period in which the hours were worked.
7. Enter the **TRC** (Time Reporting Code) and **Quantity** of hours for the pay period.

Note: If the TRC value is left blank it will default to “REG”.

Report Rapid Time

Rapid Session Information

Session Number: 999999999 *Description: Sample Description
*Template Type: Elapsed *Rapid Time Template: SAC_RAPID
Session Status: Not Submit *Processing Mode: Replace
Last Updated: 08/24/11 10:37:57AM User ID:

Rapid Detail Information

Delete	*Empl ID	Empl Rcd Hbr	Name
<input type="checkbox"/>	211357017	0	

Rows to Add: 1 Copy Down Values from Last Row
 Select All Clear All
Save Submit
Notify Refresh

Look Up

Look Up Empl Rcd Nbr

Empl ID: 211357017
Name: begins with
Department: begins with
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Empl Rcd Hbr	Name	Department	Job Code	Job Code Description
0	Marco Polo	68300	1800	Casual Worker

8. Continue to enter time by adding more rows. If you wish to enter more rows for the same employee, leave the box checked to **Copy Down Values from Last Row**. If you are adding rows for different employees, be sure to uncheck this box.
9. Click the **Add Row(s)** button to insert another row.

Note: The Rows to Add box defaults to a value of 1. You can change this number and then click the Add Row(s) button to insert multiple rows at once. Please limit your session to a total of 30 time entries.

10. If you wish to delete some of your data, select the **Delete** checkbox next to appropriate rows and click the **Delete Selected Row(s)** button.
11. Once you have finished entering time, click the **Submit** button to save the session and submit it for validation at the same time. Otherwise, you can click the **Save** button so that you can return to the data and update it later.

Report Rapid Time

Rapid Session Information

Session Number: 28387 *Description: Sample Description

*Template Type: Elapsed *Rapid Time Template: SAC_RAPID

Session Status: Not Submit *Processing Mode: Replace

Last Updated: 08/24/11 10:42:24AM User ID: 102078065

Rapid Detail Information Customize | Find | View All | First 1 of 1 Last

Delete	*Empl ID	Empl Rcd Nbr	Name	*Date	TRC	Quantity
<input type="checkbox"/>	211357017	0	Polo,Marco	01/31/2011		84

Rows to Add: 1 Copy Down Values from Last Row Increment Date Add Row(s)

Select All Clear All Delete Selected Row(s)

Save Submit

12. After submitting the time, a message displays giving you the session number. Click the **OK** button.

13. A message displays telling you the session has been submitted to Reported Time and giving you the process name. Click the **OK** button.

Message [X]

The session has just been submitted to Reported Time. (1 3504,40)

You will not be able to edit this session until it has completed processing. To edit, please reenter this page. If the session is locked for an unusual amount of time, check the process monitor for more details. The process name to check is TL_ST_LIB.

OK

14. After submitting your session, click the **Process Monitor** link (Figure 3).

Report Rapid Time

Rapid Session Information

Session Number: 28387 Description: Sample Description

Template Type: Elapsed Rapid Time Template: SAC_RAPID

Session Status: Submit TA Processing Mode: Replace

Last Updated: 08/24/11 10:44:33AM User ID: 102078065

Rapid Detail Information Customize | Find | View All | First 1 of 1 Last

Delete	Empl ID	Empl Rcd Nbr	Name	Date	TRC	Quantity
<input type="checkbox"/>	211357017	0	Polo,Marco	01/31/2011	REG	84.000000

Rows to Add: 1 Copy Down Values from Last Row Increment Date Add Row(s)

Select All Clear All Delete Selected Row(s)

Save Submit

Notify Refresh Add Update/Display

15. After clicking on the **Process Monitor** link, click the **Refresh** button.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with several input fields: 'User ID' (102078065), 'Type', 'Last' (30 Minutes), 'Server', 'Name', 'Instance' (to), 'Run Status', 'Distribution Status', and a 'Save On Refresh' checkbox. A 'Refresh' button is circled in red. Below the search section is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 2101894, Process Type Application Engine, Process Name TL_ST_LIB, User 102078065, Run Date/Time 08/24/2011 10:44:37AM PDT, Run Status Processing, and Distribution Status N/A.

16. Verify that the session you submitted has finished with a run status of "Success". If there is a message of "No Success", call the Payroll Office for assistance. Do not resubmit the batch.

This screenshot is identical to the previous one, but the 'Run Status' column in the 'Process List' table is circled in red, and its value is now 'Success' instead of 'Processing'. The 'Refresh' button is no longer circled.

Summary

This document has outlined the process for using Rapid entry in HR 9.0. This process includes:

- Rapid Entry – Navigation
- Report Rapid Time Page Steps

Once time has been submitted and a Run Status of "Successful" has been returned, time will then need to be "approved" by the Timekeeper or the Master Timekeeper.

How to Approve Payable Time And use Launch Pad HR 9.

Once time has been reported for employees, the Approve Payable Time process should be completed. If you are unable to locate time for approval, you may need to use the Time and Labor Launch Pad to find the source of the problem. This document will demonstrate how to:

- Approve Payable Time
 - Search for Payable Time
 - Approve Payable Time
- View Time using Launch Pad
 - Navigate to Time & Labor Launch Pad
 - Search for Employees
 - View Time Details

Approve Payable Time

The first step in approving payable time by group or individual is navigating to the Approve Payable Time page and searching for payable time.

Navigation & Search

1. Select: **Time and Labor > Approve Time > Payable Time.**
2. Use the **Approve Payable Time** page to search for employees who have time needing approval (Figure 1). Enter your search criteria in the **Employee Selection Criteria** area.

Note: Use the Department field to search by DeptID or the EmplID field to search by individual.

3. Enter the **Start Date** and **End Date** for the time period you wish to search.

Note: We recommend choosing a single Start/End Date that corresponds to the end of the pay period in which the time was keyed. These dates are listed on the Payroll Calendar at <http://www.csus.edu/hr/payroll/>.

4. Once the selection criteria and time range have been entered, click the **Get Employees** button to retrieve payable time needing approval.

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Clear Selection Criteria Save Selection Criteria **Get Employees**

No employees were returned for the time period specified.

Start Date: 11/01/2011 End Date: 11/30/2011 Refresh

Review & Approve Time

1. After searching for the desired group of employees, an **Approval Summary** will appear at the bottom of the screen (Figure 2).
2. The **Approval Summary** now displays the total payable time needing approval for each employee included in your search criteria.

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	68300
Supervisor ID	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Start Date: End Date:

[Click for Instructions](#)

Employees For Judith Fierros

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department
<input type="checkbox"/>	Polo,Marco	211357017	0	1800	Casual Worker	74.000000	68300
<input type="checkbox"/>	Stephens,Steve L	102097552	0	1800	Casual Worker	16.000000	68300

[Select All](#) [Clear All](#)

Verify the employee hours before completing the time approval. Click on an employee's name to view and verify individual time entries.

3. After clicking on an employee name, use the **Approval Details** page to verify individual time entries (Figure 3).

Note: If you decide that you would like to approve time entries after viewing the details, you can do so on the **Approval Details** page by clicking the select checkboxes and then the **Approve** button.

4. If any of the data is incorrect, return to the **Approval Summary** without approving the time for that individual. Contact the Payroll Office for assistance (278-6211).
5. Click the **Return to Approval Summary** link at the bottom of the screen to continue with time approval.

Approve Payable Time

Steve Stephens Employee ID: 102097552
 Job Title: Casual Worker Employee Record Number: 0
[<< Previous Employee](#)

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 01/01/2011 End Date: 01/31/2011

Approval Details Customize | Find | View All | First | 1-5 of 5 | Last

Overview | Time Reporting Elements | Task Reporting Elements | Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	01/31/2011	REG	16.000000	Hours	<input type="text"/>	Adjust Reported Time	

[Select All](#) [Clear All](#)

[Return to Approval Summary](#)

- Select the rows you wish to approve. You can click on the select checkboxes for each row individually or use the **Select All** link if you wish to approve them all at once.

Warning: Approving all the entries at once often results in unwanted time approval. Make sure that you've reviewed the time entries before using this option.

- Click the **Approve** button.

Start Date: 01/01/2011 End Date: 01/31/2011

[Click to hide Instructions](#)

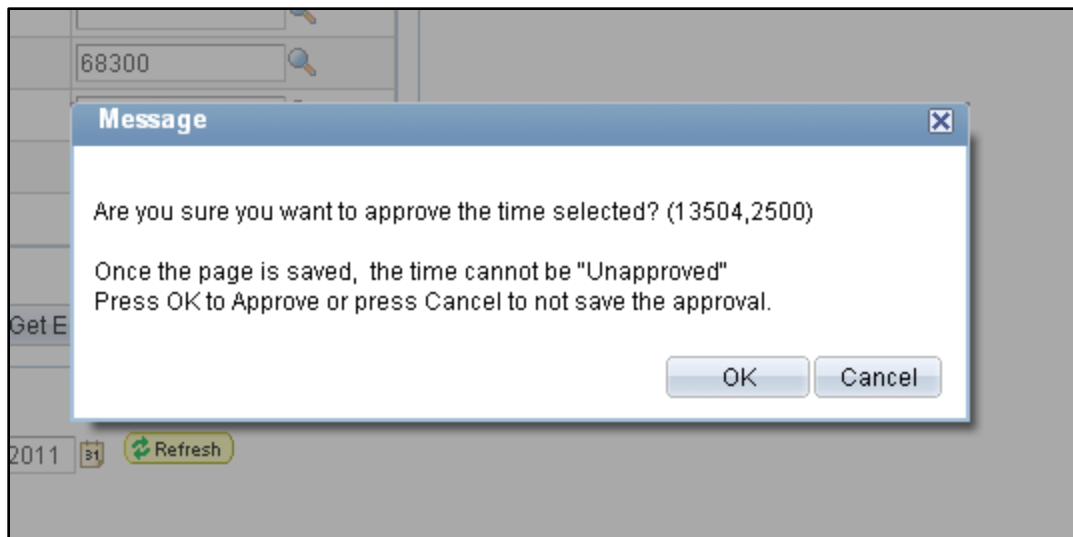
Select an employee and click on the approve button below to approve the employee's time for the time period. Click on the employee's name to view and/or approve the employee's time. You may expand the date range by changing the start and end dates or by leaving them blank. Leave both date fields blank to return all employees with payable time that needs approval.

Employees For Judith Fierros

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department
<input checked="" type="checkbox"/>	Polo, Marco	211357017	0	1800	Casual Worker	74.000000	68300
<input checked="" type="checkbox"/>	Stephens, Steve L	102097552	0	1800	Casual Worker	16.000000	68300

[Select All](#) [Clear All](#)

- When the approval warning appears, click the **OK** button.



9. The Save Confirmation screen will appear. Click **OK** again to complete the approval process.



Use Time & Labor Launch Pad to View Time

The Time and Labor Launch Pad allows you to view payable time and exceptions for an employee in a calendar format. Codes are displayed on the calendar to indicate if the employee has payable time for a specific day. Other codes indicate if exceptions have been generated or if action is recommended. A key at the bottom of the page identifies the meaning of the codes.

Navigation & Search

The first step in using the Launch Pad is navigating to the appropriate page.

1. Select: **Manager Self Service > Time Management > View Time > Time and Labor Launch Pad.**
2. Use the **Select Employee** page to search for employees. Enter your search criteria in the **Employee Selection Criteria** area.
3. Click the **Get Employees** button.

Time and Labor Launch Pad

Select Employee

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

- After searching for the desired employees, a list of results will appear at the bottom of the screen.
- Select the employee for whom you want to view time by click on the employee's name.

Description	Value
Group ID	<input type="text"/>
Empl ID	101061697
Empl Rcd Nbr	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

Employees For Judith Fierros							
Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Business Unit	Department Description
Palmer,Bradley G	101061697	0	1032	Admin Support Assistant 12 Mo	92400	SACST	CCE-NC-IP-Intl Programs
Palmer,Bradley G	101061697	1	1032	Admin Support Assistant 12 Mo	92900	SACST	CCE-NC-CTS-Conf Train Svcs
Palmer,Bradley G	101061697	2	1032	Admin Support Assistant 12 Mo	92500	SACST	CCE-NC-ED-Education
Palmer,Bradley G	101061697	3	1032	Admin Support Assistant 12 Mo	90000	SACST	CCE-EDP-Extrnl Degree Prog
Palmer,Bradley G	101061697	4	1800	Casual Worker	92900	SACST	CCE-NC-CTS-Conf Train Svcs

Time and Labor Launch Pad Page Steps

Use this page to view a month of time data and access other pages in Time and Labor.

You can use the legend at the bottom of the page for definitions of the symbols that appear on the calendar.

1. Select the month and year you wish to view.
2. Select the type of data you want to view.

Viewing Payable Hours and Number of Exceptions can be helpful in determining why payable time is not showing up for approval.

3. Click the **View** button.
4. The Launch Pad calendar displays (Figure 9).
5. Use the **Previous Month** and **Next Month** buttons to switch time periods.
6. You can navigate to other **Time and Labor** pages using the dropdown list and **Go** button at the bottom of the screen.

Any pages you navigate to will reflect the employee and date range you are viewing with the Launch Pad.

Time and Labor Launch Pad

Palmer,Bradley G Employee ID: 101061697
 Job Title: Admin Support Assistant 12 Mo Employee Record Number: 0

[Next Employee >>](#)

Payable Hours

January 2011 01- January 2011 Payable Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	140.00 XE\$	31				

[Return to Select Employee](#)

Go To: [Manager Self Service](#)
[Time Management](#)

Go to:

X Exception

p Reported Punched Time

E Reported Elapsed Time

\$ Payable Time

F Forecasted Payable Time

R Recommended Attendance Actions

7. Click on the date numbers in the calendar to access additional information (only the numbers that are blue and underlined have data).

8. The **Details** page displays with further information about the time for that specific date.

Reported Elapsed Time – shows all time submitted via a rapid entry session.

Exceptions – shows errors for any time submitted along with the severity (high/medium/low) and the status of that error (i.e. resolved, allowed).

Payable Time – shows all submitted time and the status of that time (i.e. needs approval, approved - goes to Payroll or sent to PIP).

9. Click the **Return to Select Employee** link to get back to the **Launch Pad** calendar.

Details for: 01/31/2010

Stephens, Steve L

Employee ID: 102097552

Job Title: Casual Worker

Employee Record Number: 0

Reported Elapsed Time		
Quantity	Type	Time Reporting Code
128.000000	Hours	Regular Hours Worked

Reported Punch Time				
Punch Type	Punch Date Time	Time Zone	Quantity	Time Reporting Code

Exceptions				
Exception ID	Description	Status	Severity	Resolved by

Payable Time							
Quantity	Type	Time Reporting Code	Status	Reason Code	Estimated Gross	Distributed Amt	Diluted Amt
128.000000	Hours	REG	Transmitted - Sent to PIP		6400.000000		

Forecast Payable Time

Forecasted Payable Time			
Quantity	Type	Time Reporting Code	Estimated Gross

Recommended Attendance Actions	
Action Required	Description




This document has introduced you to the processes for Approving Payable Time and viewing time using Time and Labor Launch Pad. These processes include:

- Approving Payable Time
 - Searching for Payable Time
 - Approving Payable Time
- View Time using Launch Pad
 - Navigate to Time & Labor Launch Pad
 - Search for Employees
 - View Time Details

Glossary of Terms

Field	Definition
Description	This field holds a description of the session being created. There is a 30 character limit.
Template Type	This will always be "Elapsed".
Rapid Time Template	Template type should be SAC_RAPID (CSUS_RAPID is used for R08 only).
Add/Replace	This value should always be 'Replace'. The time you enter in this session will replace any existing time.
Delete Checkbox	Check this box if the row should be deleted from the session. The row will be deleted when the <input type="button" value="Delete Selected Row(s)"/> button is clicked.
EmplID	Enter, or select, the EmplID you want to enter time for. You will only see EmplIDs of employees you have been granted access to via your security.
Empl Rcd	Enter, or select, the Empl Rcd you wish to report time for.
Date	Enter the end of the pay period. For Faculty & Staff these dates can be found on the Payroll Calendar. For students, this date is always the 10 th of the month.
TRC	Enter the Time Reporting Code to which hours are being reported. See the appendix table for a list of valid TRCs.
Quantity	Enter the quantity of hours to be paid.
Rows to Add	Number of rows to add when <input type="button" value="Add Row(s)"/> is selected.
Copy Down Values from Last Row	Select to copy down data from the last row in the session when the <input type="button" value="Add Row(s)"/> button is clicked. Checked = Copy, Unchecked = insert blank rows.
<input type="button" value="Save"/> <input type="button" value="Submit"/>	Sessions can be saved for future continued use or Submitted to Reported Time for time processing. In order for time to be processed for payment, the session <u>MUST</u> be submitted.

Glossary of Terms

Field/Term	Definition
Approval Summary	The Approval Summary appears at the bottom of the Approve Payable Time page. This summary represents the Employee Selection Criteria search results and allows for blanket time approvals.
	This button acts as a Search button for the Employee Selection Criteria section.
High Severity Exceptions	High severity exceptions on time entries block the creation of payable time for the employee as the error is considered a fatal error that prevents Time Administration from accurately processing the employee's time.
Low & Medium Severity Exceptions	Low and Medium exceptions are marked on time entries but they allow the creation of payable time.
 	On the Approval Details page these buttons allow users to switch from viewing the payable time of one employee to the previous/next employee displayed in the Approval Summary.
Reported Elapsed Time Section	This portion of the Launch Pad Details page shows all time submitted via a rapid entry session for an individual date.
Payable Time Section	This portion of the Launch Pad Details page shows all submitted time and the status of that time (i.e. needs approval, approved – goes to Payroll or sent to PIP).
Start Date/ End Date	These dates go along with the Employee Search Criteria on the Approve Payable Time page. It is recommended that dates representing the beginning and end of a pay period be used.