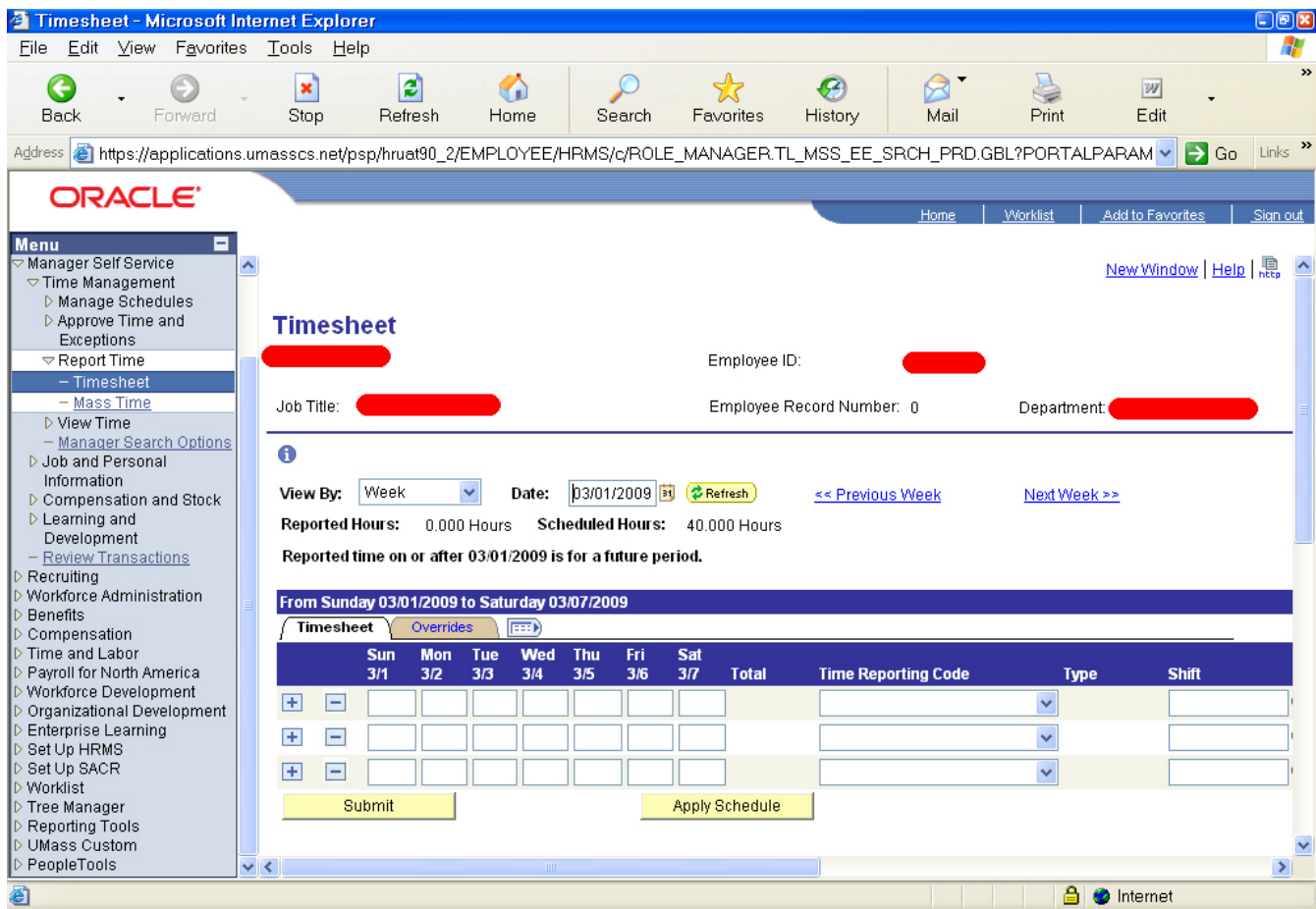


Understanding the Time Collection Process

This topic describes the Time Collection Process.

Step	Action
1.	Timekeepers use the Timesheet page, available in Manager Self Service (MSS) for reporting time. To access the Timesheet page, click on the NavBar, then click "Manager Self Service," then the "Time Management Folder," then the "Report Time Folder" and then the "Timesheet."



Timesheet

Employee ID: [REDACTED]

Job Title: [REDACTED] Employee Record Number: 0 Department: [REDACTED]

View By: Week Date: 03/01/2009 Refresh << Previous Week Next Week >>

Reported Hours: 0.000 Hours Scheduled Hours: 40.000 Hours

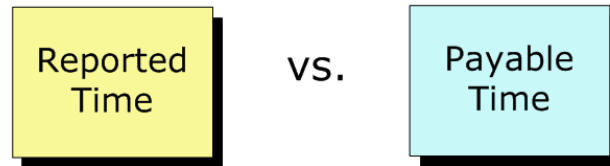
Reported time on or after 03/01/2009 is for a future period.

From Sunday 03/01/2009 to Saturday 03/07/2009

	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7	Total	Time Reporting Code	Type	Shift
+	-										
+	-										
+	-										

Submit Apply Schedule

Step	Action
2.	<p>Time entry is done by the time keeper on to the timesheet. This is called “reported time”.</p> <p>Reported time has not had any rules applied to it yet.</p> <p>NOTE: Holiday time will be done by the system through a rule. The only holiday input needed will be if someone works the holiday or if you need to use accrued time to offset a prorated holiday. You will no longer see HOL in reported time. See holiday example handout for holiday input.</p>
3.	<p>Reported time is going to be changed to payable time by a process that is run by the system. That process is called Time Administration. Time administration is when different rules get applied to reported time such as premium overtime, holidays, etc.</p> <p>Payable time, not reported time, is eligible to go to Payroll.</p>
4.	<p>Payable time may only be modified by changing the reported time. Once the process of Time Administration runs again, then payable time will update.</p>
5.	<p>Exceptions (errors) will need to be reviewed and corrected before any reported time in an error status can become payable time.</p>



Step	Action
6.	<p>Congratulations! You have successfully viewed the Understanding the Time Collection Process topic.</p> <p>End of Procedure.</p>