

## PeopleSoft Time & Labor – Manager Training Guide

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## PeopleSoft Time and Labor

PeopleSoft Time and Labor will be replacing the current Web ATO, Administrator Time Off Report. Hardcopy timesheets with manager signature will no longer be required. Approvals will be tracked within PeopleSoft. PeopleSoft Time and Labor will interface directly with Payroll and eliminate the external manual interface process of the legacy timecard system into PeopleSoft payroll.

New in PeopleSoft:

- Managers will be approving negative hours-
  - Example - Unpaid Time Off will display as -8 hours
  - Example - Changes to previously processed time will also appear as negative, example -8 vacation +8 sick when a user changes the timesheet from vacation to sick after it has been processed.
- Managers will approve No Time Off, employees will enter 1 hour using TRC code 000

## Terms

Time and Labor Workcenter – the workcenter is a central place where all pages are located and accessible by tabs and links and will not require the user to navigate using the traditional PeopleSoft menus.

Welcome – the Welcome tab displays announcements and alerts

Manage Time – the Manage Time tab provides links to the pages to approve and deny time and links to view time sheets for the group(s) of approval

Exceptions - Rules have been built into the Time & Labor system. Some rules will show error status upon entry and some rules will show exception status after Time Administration has run. Exceptions resulting from the Time Administration process will require management approval or actions to request the reporter to resubmit their time.

Notifications – PeopleSoft will send out notification upon approval, denial, pushback, or changed by another user (payroll administrator or manager)

Comments – Comments are not required by the system but can be entered by the manager. Comments are strongly recommended for denied and pushed back transactions since the automated notifications to the employee do not provide an explanation for the denial or pushback.

Approve Payable Time – This page is used to approve payable time. All payable time requiring approval will display on the page based on the Start Date and End Date search criteria. Details by date and TRC code by employee are available by clicking on the employee name. If the employee didn't enter time there will be nothing to approve for the employee.

Deny – will permanently save the record as denied status in the reporting tables, the item is still available for modification by the employee

Pushback – will not save the record as pushback status in the reporting tables, the item is still available for modification by the employee. Pushback is the recommended action if timesheet needs to be corrected and resubmitted by the employee.

Payable Time Detail – This page displays all employees that report to the manager. Details by date and TRC code by employee are available by clicking on the employee name.

Timesheet – This page displays all employees that report to the manager. The manager can view the timesheet by clicking on the employee name. Managers are advised not to change employee timesheets, however timesheets can be updated by managers. An override reason should be entered if a timesheet update is performed by the manager. Timesheet updates by managers will be tracked on an override report by the payroll department. In general, only the employee or payroll administration should change the timesheet.

Leave and Compensatory Time – This page displays vacation and sick balances for all employees that report to the manager. Details are available by clicking on the employee name to see accruals and time taken. Note: in accordance with the general provisions of federal and state laws, Chapman University does not permit compensatory time.

Employee Selection – The default views show all employees that report to the manager. You can refine your search using the employee selection filters.

Filtering Options – The default views show all employees that report to the manager. You can filter by various criteria such as Start Date > 1/1/2015.

Personalize – You can personalize the display to reorder the fields or show only the fields that you would like to see.

Calendar – The calendar tab displays exceptions by TRC code for a calendar month for all employees that report to the manager.

Time Reporting Code/TRC code – 3 digit numeric codes for tracking absence exception time. The list of TRC codes (absence type) will vary based on the employees administrative classification

- 000-No Time Off This Month
- 010-Holiday (populated by the Time Administration process automatically, no user entry)
- 015-Jury Duty
- 020 Bereavement
- 045-University Closure (Senior Staff approved closure power outage, etc)
- 069-Unpaid Absence
- 100-Vacation
- 118-Vacation in lieu of Sick Pay
- 120-Sick
- 125-Sick Family

Payable Time – Reported time that is submitted will convert to Payable Time after the Time Administration job runs. This is a background process that will run nightly and on demand as needed by the payroll administrator. Payable Time is moved to the manager's queue for review, approval, pushback or denial.

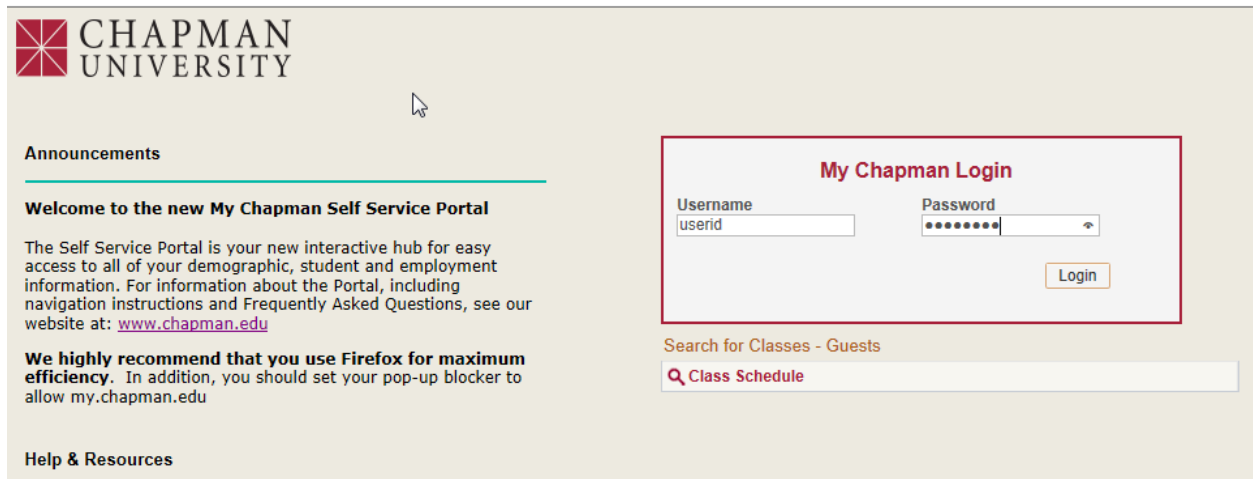
Time Administration – A background job that converts Reported Submitted time into Payable Time and Exceptions.

## Accessing Time & Labor

Link for My Chapman Self Service Portal

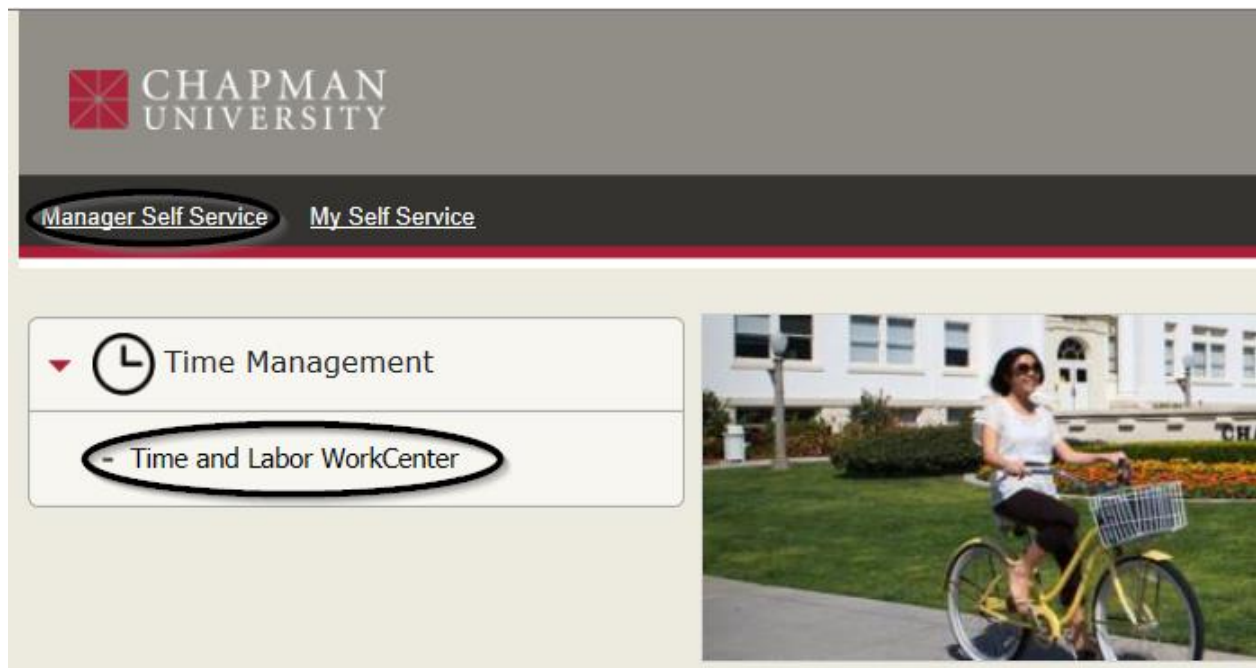
<https://my.chapman.edu>

Managers with direct reports will have a link to Manager Self Service and My Self Service. The Manager Self Service link will take you to the manager approval & overview pages. The My Self Service link will take you to My Time to enter time.



The screenshot shows the homepage of the My Chapman Self Service Portal. At the top left is the Chapman University logo. Below it, under the 'Announcements' section, is a welcome message for the new portal and a recommendation to use Firefox. To the right is a 'My Chapman Login' box with fields for 'Username' (containing 'userid') and 'Password' (masked with dots), and a 'Login' button. Below the login box is a search bar for classes with a 'Class Schedule' link. At the bottom left is a 'Help & Resources' link.

- Enter your user ID and password



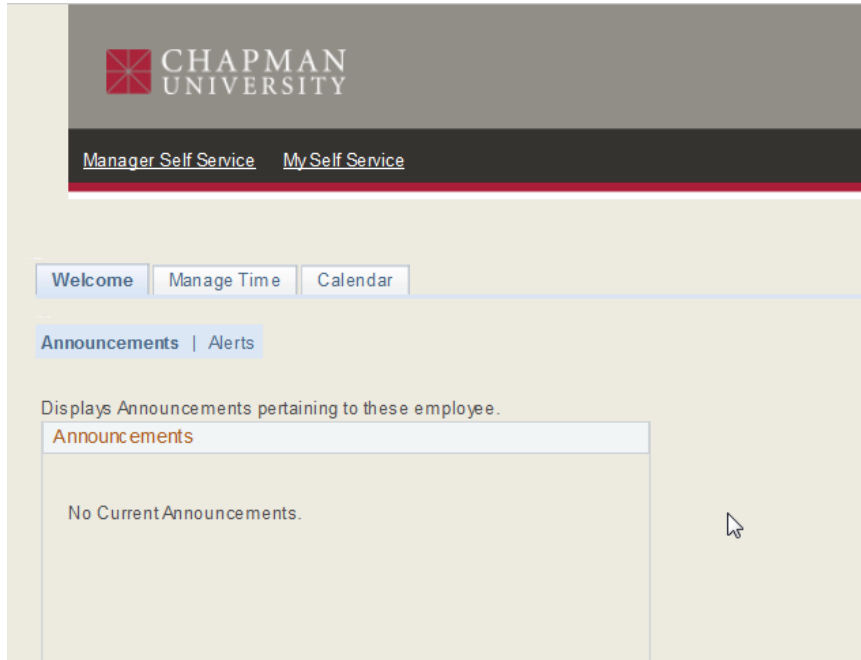
The screenshot shows the navigation menu of the My Chapman Self Service Portal. At the top is the Chapman University logo. Below it are two links: 'Manager Self Service' and 'My Self Service'. Under 'My Self Service' is a dropdown menu with a clock icon and the text 'Time Management'. Below this dropdown is a link for 'Time and Labor WorkCenter' which is circled. To the right of the navigation menu is a photograph of a woman riding a yellow bicycle on a path in front of a building.

- Click on Time and Labor Work Center

## Welcome Tab

### Announcements and Alerts

The Time and Labor Work Center will display and start on the Welcome Tab. Announcements & Alerts are posted on the Welcome Tab. Announcements will be posted on the Welcome Tab by the Human Resources and Payroll Departments. Alerts may be configured as needed to alert managers of time off scenarios requiring attention.



## Manage Time Tab

The Manage Time Tab will provide links to the following pages. All of the pages default to show employees reporting to the manager. Each page has the option to further filter the employee selection. The pages also allow you to change the dates to view a specific period.

Exceptions – List of exceptions, allow or contact employee to request change

Approve Payable Time – Summary & detail of time, approve, deny or pushback time

Payable Time Detail – detailed information by employee

Timesheet - timesheet entered by employee

Leave & Compensatory Time – detailed vacation & sick time by employee

### Manage Time – Exceptions (Manager Action Required)

The Manage Time tab will take you to the Exceptions page. This page gives you an overview of all current exceptions that require action by the manager or employee.

If the Allow box is greyed out, the employee must go back and fix the timesheet. The manager should contact the employee to fix the timesheet. The employee will also have an exception icon on their timesheet. If the Allow box is open, the manager can Allow the exception or contact the employee to correct, if necessary.

Exceptions

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Status
<input checked="" type="checkbox"/>	Reporter1	Pete			0 Technical Admin I	XCX00004	Use Benefit Before/Aft Holiday	03/24/2016	H

Allow Exceptions

Select All Deselect All Save

To allow the exception

- Check the Allow box
- Click Save

To deny the exception

- Email the user outside the system and ask them to change the exception. For example, ask the employee to change the TRC code from sick to vacation. The next time the Time Administration process runs, the exception will drop off the manager list after the employee has made the change.

## Manage Time – Approve Payable Time (Action Required)

This page is used to approve, pushback or deny time. New in PeopleSoft, managers will be approving negative hours. TRC 069 Unpaid Time Off will display as -8 hours. Changes to previously processed time will also appear as negatives, example -8 vacation +8 sick when a user changes the timesheet from vacation to sick after it has been processed. Also new in PeopleSoft, managers will approve No Time Off, employees will enter 1 hour using TRC code 000.

### Approve/Deny/Push Back in Summary

Managers can approve by viewing the summary or detail. First update the period, then scroll to the right to view the breakdown of the Total Payable Hours reported by the employee by category such as Sick, Jury etc.

Change Time in View

Start Date 4/1/16 End Date 4/30/16

A green circular refresh button with two arrows is located to the right of the End Date field.

- Enter the Start Date and End Date
- Click on the green arrows to refresh the page

Welcome Manage Time Calendar

Exceptions Approve Payable Time Payable Time Detail Timesheet Leave and Compensatory Time

Employee Selection

Change Time in View

Start Date 04/09/2016 End Date 05/15/2016

Employees For Patrick Manager

Time Summary Demographics

Select	Last Name	First Name	Empl Record	Job Title	Total Payable Hours	Regular	Overtime	Jury/Brv/SpHol/Oth/Meal	Sick
<input checked="" type="checkbox"/>	Reporter 2	Patricia	0	Web Specialist III	16.00	0.00	0.00	0.00	0.0
<input type="checkbox"/>	Reporter1	Pete	0	Technical Admin I	40.00	0.00	0.00	0.00	16.0

Select All Deselect All

Approve Deny Push Back

- Click the Select box next to the employee name
- Click the Approve
- You can also click Deny or Pushback – note that comments are highly recommended for Deny and Pushback. Comments are available for input on the detail page only. See subsequent sections for more information on Deny and Pushback.

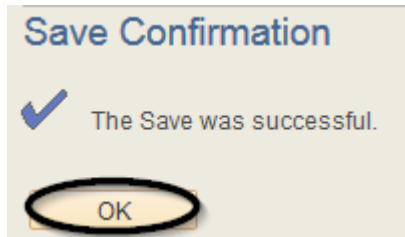
#### Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

- Click Yes to approve



- Click Yes to confirm



## Approve in Detail

To approve by detail, click on the employee name and details by TRC code and date will display by employee.

Employees For Patrick Manager ?					
Time Summary Demographics					
Select	Last Name	First Name	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Reporter 2	Patricia	0	Web Specialist III	16.00
<input type="checkbox"/>	Reporter1	Pete	0	Technical Admin I	40.00

The Approve Payable Time detail page by employee shows the date the time was entered and the TRC code.

You can select all or some to approve, deny or pushback.

A list of the TRC codes with descriptions is available by clicking on the ? icon

### Approve Payable Time

**Pete Reporter1**  
Technical Admin I

Employee ID   
Employment Record 0

Start Date 04/01/2016  
End Date 04/30/2016

[Previous Employee](#)

**Approval Details ?** Personalize Find View All First 1-6 of 6 Last

**Overview** Time Reporting Elements Cost Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity Type	Accounting Date	Adjust Reported Time	Add Comments
<input type="checkbox"/>	04/01/2016	000	Needs Approval	-1.00 Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	04/25/2016	100	Needs Approval	8.00 Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	04/26/2016	100	Needs Approval	8.00 Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	04/27/2016	100	Needs Approval	8.00 Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	04/28/2016	120	Needs Approval	8.00 Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	04/29/2016	120	Needs Approval	8.00 Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>

[Select All](#) [Deselect All](#)

[Return to Approval Summary](#)

**Approval Details ?**

**Overview** Time Reporting Elements Cost Task Reporting Elements

Select	Date
<input type="checkbox"/>	04/25/2016
<input type="checkbox"/>	04/26/2016
<input type="checkbox"/>	04/27/2016
<input type="checkbox"/>	04/28/2016
<input type="checkbox"/>	04/29/2016

[Select All](#)

[Return to Approval Summary](#)

**Help - Approval Details**

**Payable Time Approval**

Select the time you wish to process, then select a button to take the desired action.

You can enter a specific Accounting Date for each row of approved payable time to be published or leave the date empty to use the current date.

- 000 NO TIME OFF THIS MONTH
- 010 Holiday
- 015 Jury Duty
- 020 Bereavement
- 040 Special Holiday
- 045 University Closure
- 069 Unpaid Absence
- 100 Vacation

## Approve in Detail - Approve

**Approval Details** ?

**Overview** | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type
<input checked="" type="checkbox"/>	04/25/2016	100	Needs Approval	8.00	Hours
<input checked="" type="checkbox"/>	04/26/2016	100	Needs Approval	8.00	Hours
<input checked="" type="checkbox"/>	04/27/2016	100	Needs Approval	8.00	Hours
<input type="checkbox"/>	04/28/2016	120	Needs Approval	8.00	Hours
<input type="checkbox"/>	04/29/2016	120	Needs Approval	8.00	Hours

Select All      Deselect All

**Approve**      Deny      Push Back

- Click on the items to approve
- Click the approve button

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

**Yes**      No

- Click Yes to approve
- Note that if a change is necessary, contact payroll or the employee can resubmit the time as long as the period is open.

**Save Confirmation**

✓ The Save was successful.

**OK**

- Click Yes to confirm

## Approve in Detail – Deny

**Deny** – will permanently save the record as denied status in the reporting tables, the item is still available for modification by the employee. The deny process will send a notification email to the employee that time was denied. Comments are not required but should be entered for denied or pushback transactions in order to communicate any changes to the employee. These comments should be entered in the comment bubble. See Comments section.

The screenshot shows the 'Approval Details' interface. At the top, there are tabs for 'Overview', 'Time Reporting Elements', 'Cost', and 'Task Reporting Elements'. Below the tabs is a table with the following columns: 'Select', 'Date', 'Time Reporting Code', 'Status', 'Quantity', and 'Type'. The table contains five rows of data, all with a status of 'Needs Approval'. The fourth row, dated 04/28/2016 with a code of 120, has its 'Select' checkbox checked and is circled in black. Below the table, there are buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'. The 'Deny' button is circled in black. At the bottom, there is a link to 'Return to Approval Summary'.

Select	Date	Time Reporting Code	Status	Quantity	Type
<input type="checkbox"/>	04/25/2016	100	Needs Approval	8.00	Hours
<input type="checkbox"/>	04/26/2016	100	Needs Approval	8.00	Hours
<input type="checkbox"/>	04/27/2016	100	Needs Approval	8.00	Hours
<input checked="" type="checkbox"/>	04/28/2016	120	Needs Approval	8.00	Hours
<input type="checkbox"/>	04/29/2016	120	Needs Approval	8.00	Hours

Select All      Deselect All

Approve      Deny      Push Back

[Return to Approval Summary](#)

- Click on the select box for the line to deny
- Click the deny button

The screenshot shows a 'Message' dialog box with the following text: 'Are you sure you want to deny the time selected? (13504,10034)', 'Once Denied the status cannot be reverted back.', and 'Select Yes to confirm and complete the status change, No to return to the page without updating the status.' At the bottom right, there are 'Yes' and 'No' buttons. The 'Yes' button is circled in black.

Message

Are you sure you want to deny the time selected? (13504,10034)

Once Denied the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes      No

- Click Yes to deny

The screenshot shows a 'Save Confirmation' message box with a blue checkmark icon and the text 'The Save was successful.' At the bottom, there is an 'OK' button.

Save Confirmation

✓ The Save was successful.

OK

- Click Yes to confirm

## Approve in Detail - Pushback

**Pushback** – will not save the record as pushback status in the reporting tables, the item is still available for modification by the employee. Pushback is the recommended action if timesheet needs to be corrected and resubmitted by the employee. The pushback process will send a notification email to the employee that time was pushed back. Comments are not required but should be entered for denied or pushback transactions in order to communicate any changes required by the employee.

The screenshot shows the 'Approval Details' interface with a tabbed menu. The 'Overview' tab is active, displaying a table of time reporting elements. The table has columns for 'Select', 'Date', 'Time Reporting Code', 'Status', 'Quantity', and 'Type'. The last row, dated 04/29/2016 with a code of 120 and status 'Needs Approval', has its 'Select' checkbox checked and is highlighted. Below the table are buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'. The 'Push Back' button is circled. A 'Return to Approval Summary' link is at the bottom.

Select	Date	Time Reporting Code	Status	Quantity	Type
<input type="checkbox"/>	04/25/2016	100	Needs Approval	8.00	Hours
<input type="checkbox"/>	04/26/2016	100	Needs Approval	8.00	Hours
<input type="checkbox"/>	04/27/2016	100	Needs Approval	8.00	Hours
<input type="checkbox"/>	04/28/2016	120	Needs Approval	8.00	Hours
<input checked="" type="checkbox"/>	04/29/2016	120	Needs Approval	8.00	Hours

Select All      Deselect All

Approve      Deny      Push Back

[Return to Approval Summary](#)

- Click on the select box for the line to pushback
- Click the push back button

The screenshot shows a 'Message' dialog box with the text: 'Are you sure you want to push back the time selected to the originator? (13504,10158)'. Below this is a note: 'Select Yes to confirm and complete the transaction, No to return to the page without updating the status.' At the bottom right are 'Yes' and 'No' buttons.

Message

Are you sure you want to push back the time selected to the originator? (13504,10158)

Select Yes to confirm and complete the transaction, No to return to the page without updating the status.

Yes      No

- Click Yes to pushback

The screenshot shows a 'Save Confirmation' message box with a checkmark icon and the text: 'The Save was successful.' Below this is an 'OK' button.

Save Confirmation

✓ The Save was successful.

OK

- Click Yes to confirm

## Approve in Detail - Entering Comments

Comments can be entered on the Approve Details page.



**Approve Payable Time**

**Patricia Reporter 2**  
Web Specialist III

Employee ID [REDACTED]  
Employment Record 0  
[Next Employee](#)

Start Date 04/01/2016  
End Date 04/30/2016

**Approval Details** ? Personalize | Find | View All | [Icons] First 1-2 of 2 Last

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input type="checkbox"/>	04/28/2016	100	Needs Approval	8.00	Hours	[REDACTED]	Adjust Reported Time	
<input type="checkbox"/>	04/29/2016	100	Needs Approval	8.00	Hours	[REDACTED]	Adjust Reported Time	

Select All Deselect All

Approve Deny Push Back

[Return to Approval Summary](#)

- Click on the Add Comments icon

**Note**

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

**Comments related to time entered for 04/28/2016** Personalize | Find | View All | [Icons] First 1 of 1 Last

Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
1 04/28/2016	[REDACTED]	05/10/2016 3:30PM	Approvals	<input type="checkbox"/>	<div></div>






Add Comment

OK Cancel Apply

- Enter the comment
- OK – save and return to the previous page
- Apply – save the comment
- Add Comments - add additional comments box

## Approve in Detail - Viewing Comments

When the employee enters comments the comments icon is filled with dots to indicate comments exist. Click on the icon to view the comments.

Approval Details ?								
Personalize   Find   View All   [2]   First 1-5 of 5 Last								
Overview	Time Reporting Elements		Cost	Task Reporting Elements				
Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Review Comments
<input type="checkbox"/>	04/25/2016	100	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	04/26/2016	100	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	04/27/2016	100	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	04/28/2016	120	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	
<input type="checkbox"/>	04/29/2016	120	Needs Approval	8.00	Hours	<input type="text"/>	Adjust Reported Time	

## Manage Time – Payable Time Detail

The Detail Payable Time page shows detail time entered by employee by TRC code and date.

Welcome		Manage Time	Calendar
Exceptions   Approve Payable Time   Payable Time Detail   Timesheet   Leave and Compensatory Time			
Employee Selection			
Employees For Patrick Manager			
Personalize   Find   [2]   First 1-2 of 2 Last			
Time Reporters Demographics [22]			
Last Name	First Name	Employment Record	Job Title
Reporter 2	Patricia	0	Web Specialist III
Reporter1	Pete	0	Technical Admin I

### Payable Time Detail

Patricia Reporter 2

Web Specialist III

Employee ID [REDACTED]

Employment Record 0

Start Date 04/01/2016 [2]

End Date 04/30/2016 [2] [Refresh]

Next Employee

Payable Status Filter

Payable Time ?

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval [22]

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
04/28/2016	Needs Approval		100	8.00	Hours	
04/29/2016	Needs Approval		100	8.00	Hours	

Return to Select Employee

- Update the date and click the green arrows to refresh the page
- Click on the various tabs to view the detailed data

Note: Some of the elements such as Task and Cost are not configured for Chapman Time and Labor

## Manage Time – Timesheets

Managers have access to the employee timesheet. Managers can change the timesheet for employees. It is not recommended for managers to change the employee timesheet. Managers should push back or deny the transaction. If the manager is required to make a change an Override Reason should be selected.

Welcome | **Manage Time** | Calendar

Exceptions | Approve Payable Time | Payable Time Detail | **Timesheet** | Leave and Compensatory Time

Employee Selection

Change View

\*View By: Week  
Date: 05/10/2016  
Show Schedule Information: ☒  
Previous Week | Next Week

Employees For Patrick Manager, Totals From 05/09/2016 - 05/15/2016

Last Name	First Name	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
Reporter 2	Patricia	0	Web Specialist III	0.00	0.00	0.00		0.00	0.00
Reporter1	Pete	0	Technical Admin I	0.00	0.00	0.00		0.00	0.00

- Update the time period
- Click the green arrows to refresh the page
- Click on the employee to update

Timesheet

Patricia Reporter 2  
Web Specialist III

Employee ID: [redacted]  
Empl Record: 0  
Earliest Change Date: 01/01/2016

Select Another Timesheet

\*View By: Week  
\*Date: 04/24/2016  
Reported Hours: 24.00  
Previous Week | Next Week  
Next Employee  
Print Timesheet

From Sunday 04/24/2016 to Saturday 04/30/2016

Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Fri 4/29	Sat 4/30	Total	Time Reporting Code	Override Reason
	8.00						8.00	015 - Jury Duty	
				8.00	8.00		16.00	100 - Vacation	

Save for Later | Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

Date	Reported Status	Total TRC	Description	Add Comments	Exception
04/25/2016	Submitted	8.00	015 Jury Duty		
04/28/2016	Submitted	8.00	100 Vacation		
04/29/2016	Submitted	8.00	100 Vacation		

Return to Select Employee

- Make the change
- Select an Override Reason code
- Submit the change

After the Time Administration process has run, the updated time will be available for the manager to approve.

## Manage Time – Leave and Compensatory Time

This page displays summary balances by employee. You can also click on the employee detail and view detailed lines for each item.

Note: In accordance with the general provisions of federal and state laws, Chapman University does not permit compensatory time.

[Welcome](#) | [Manage Time](#) | [Calendar](#)

[Exceptions](#) | [Approve Payable Time](#) | [Payable Time Detail](#) | [Timesheet](#) | [Leave and Compensatory Time](#)

Employee Selection

Refresh Summary Page

\*Leave Type: Leave and Compensatory Time

Date: 05/10/2016

Information regarding employees Leave /Compensatory balances. Balances can be notified to the employees using the Notifyfunction.

Employees For Patrick Manager

[Leave and Compensatory Time](#) | [Demographics](#)

Select	Last Name	First Name	Empl Record	Job Title	Plan Type Description	Unit Type	Carry Over	Starting Balance	Units Earned
<input type="checkbox"/>	Reporter 2	Patricia	0	Web Specialist III	Vacation	Hours	146.000000	146.000	50.000000
<input type="checkbox"/>	Reporter 2	Patricia	0	Web Specialist III	FamilySick	Hours	0.000000	0.000	60.000000
<input type="checkbox"/>	Reporter 2	Patricia	0	Web Specialist III	Sick	Hours	714.000000	714.000	32.000000
<input type="checkbox"/>	Reporter1	Pete	0	Technical Admin I	FamilySick	Hours	0.000000	0.000	60.000000
<input type="checkbox"/>	Reporter1	Pete	0	Technical Admin I	Vacation	Hours	192.000000	192.000	16.000000
<input type="checkbox"/>	Reporter1	Pete	0	Technical Admin I	Sick	Hours	210.600000	210.600	50.000000

[Select All](#) | [Deselect All](#)

[Notify](#)

The detail page shows accruals and time taken

Leave and Compensatory Time									Personalize	Find	View All	First	1-13 of 13	Last
Plan	Plan Description	Unit Type	Carry Over	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date						
51	Vacation	Hours	146.000000	168.000000	10.000000	16.000	162.000	05/01/2016						
51	Vacation	Hours		158.000000	10.000000	0.000	168.000	04/01/2016						
51	Vacation	Hours		148.000000	10.000000	0.000	158.000	03/01/2016						
51	Vacation	Hours		156.000000	10.000000	18.000	148.000	02/01/2016						
51	Vacation	Hours		146.000000	10.000000	-90.000	156.000	01/01/2016						
51	Vacation	Hours		154.000000	10.000000	0.000	164.000	12/01/2015						
51	Vacation	Hours		150.000000	10.000000	6.000	154.000	11/01/2015						
51	Vacation	Hours		200.000000	10.000000	60.000	150.000	10/01/2015						
51	Vacation	Hours		200.000000	0.000000	0.000	200.000	09/01/2015						
51	Vacation	Hours		200.000000	0.000000	0.000	200.000	08/01/2015						
51	Vacation	Hours		200.000000	6.000000	6.000	200.000	07/01/2015						
51	Vacation	Hours		190.000000	10.000000	0.000	200.000	06/01/2015						
51	Vacation	Hours	158.000000	158.000000	50.000000	18.000	190.000	05/01/2015						



## Calendar Tab

The calendar tab summarizes and displays time by dates selected. Views can be changed from daily, monthly or calendar period. Calendars can be viewed for Reported hours or Payable hours. This page can be used to monitor if employees have submitted time for the month. A Legend is available at the bottom of the screen explain by color the exception.

**Monthly Time Calendar**

Employee Selection

Daily Time Calendar      Weekly Time Calendar      Monthly Time Calendar

View Criteria ?

Month: 02 - February  
Year: 2016

Previous Month      Next Month

Reported or Payable Hours

☐ Reported Hours  
☒ Payable Hours

Display Options ?

☐ Show Schedule      ☐ Show Holidays      ☒ Show Symbols  
☐ Show Training Hours      ☐ Show Planned Overtime  
☐ Show Exceptions

Refresh View

Monthly Time Calendar ?

Last Name	First Name	Employee ID	Job Title	Total	Mon. 01	Tue. 02	Wed. 03	Thu. 04
Reporter 2	Patricia	0882658	Web Specialist III	01.00	NTC 01.00	-	-	-
Reporter1	Pete	1428082	Technical Admin I	24.00	JRY 08.00	BRV 08.00	VAC 08.00	-

Legend

NTC No Time Off This Month      JRY Jury Duty      BRV Bereavement      VAC Vacation

[Return to WorkCenter](#)

- Select Daily or Weekly or Monthly Calendar (default)
- Update the Time Period
- Click Payable Hours
- Click Show Symbols
- Click the Refresh View