

Payroll Timecards and Approvals

Payroll Services Department

August 21, 2019

Presentation Overview

- Benefits of Effective Timekeeping
- Hour Types and When to Use Them
- Leave Types and When to Use Them
- Entering Employee Time
- Approving Employee Time
- Contact Information
- Questions

Benefits of Effective Timekeeping



Hours Types and When to Use Them

For PGCEA Employees

There are several different hours types to use when entering additional time for employees on the OTL Biweekly Timecards. Below are the names and purposes of the Elements.

Extended Learning Pay

- For PGCEA employees who are teaching a class of students after school
- Should not be used during the summer when schools are closed

PGCEA Substitute Coverage

- Only for PGCEA employees that are covering for another classroom

Monitor Pay

- For PGCEA members that are monitoring students during lunch/recess

PGCEA ILT Extra Days

- For Instructional Lead Teachers to pay them 10 extra days

Summer Guidance Hours

- Only used during the summer for the approved listing of Guidance Counselors

Hours Types and When to Use Them

For Local 2250 Employees

These hour types are for hourly employees in the Local 2250 Union

Local 2250 Secretary Sub Coverage

- For secretaries that cover in emergency situations for teachers and nurses for any time worked over 60 minutes in that capacity

Local 2250 Acting Pay

- For Paraprofessionals who cover for a classroom teacher in emergency situations

Time Entry Wages

- For part-time employees or employees that have been set up with a 2nd assignment at your location

Regular Extra Time

- For employees that have worked beyond their regular scheduled hours at their primary job
- Submit overtime for Custodial Employees to Plant Operations using the Overtime Report Form

Leave Types and When to Use Them

Annual Leave

- For 12 month employees only
- Must be entered in hourly increments

Personal Leave

- For teachers and other employees who do not accrue annual leave
- Must be taken in half-day (3.75 hour) or full day (7.5 hour) increments

Sick Leave

- Use this Hour Type when the employee takes a sick day
- Refer to the employee's union handbook to define sick leave

Other Leave

- Use this Hour Type when the employee has taken authorized leave that does not affect their leave balance
- Examples of Other Leave are Bereavement, Professional Development, or Jury Duty
- This Hour Type requires that additional information be added in the Reason field

Unpaid Leave

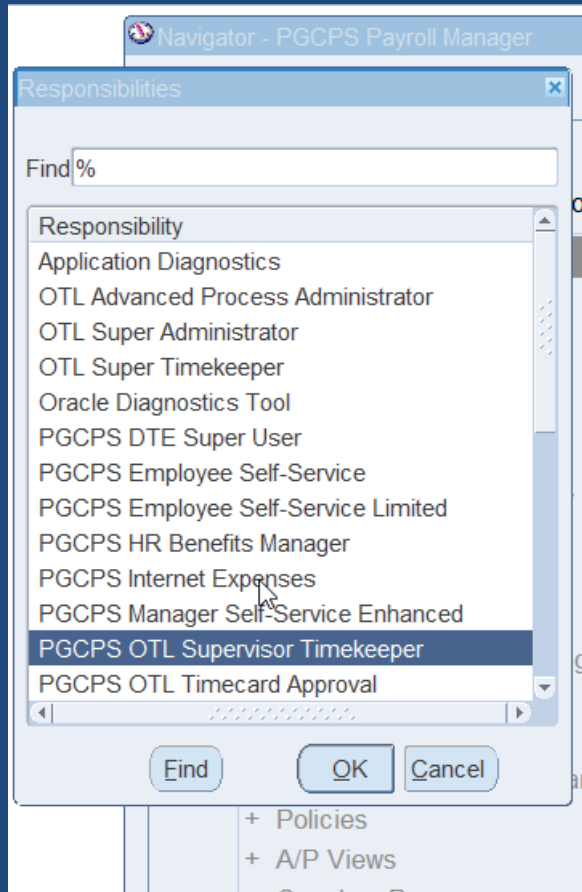
- Use this Hour Type when the employee cannot use any other type of leave or when the employee has not requested leave

Entering Employee Time

Step-by-Step Guide

Entering Employee Time

Step-by-Step Guide: Entering Timekeeper Entry Screen



Step #1

Log into Oracle and select **“PGCPs OTL SUPERVISOR TIMEKEEPER”**

This responsibility allows you to enter employee time into the system

Entering Employee Time

Step-by-Step Guide: Finding Your Organization

The screenshot displays the 'Basic Find Criteria' section of the application. The 'Group Name' field is populated with 'BADEN ES - TK'. The 'Recurring Period' dropdown is set to 'Biweekly - Starts Saturday...'. The 'Period' field shows '08-JUN-2019 - 21-JUN-2019'. The 'Advanced Search' section contains several empty input fields for 'Person Name', 'Person Number', 'Person Type', 'Status', 'Message Type', 'Message Text', 'Hours Type', 'Other Leave Reas', and 'Organizations'. A 'Find' button is highlighted with a mouse cursor. To the right, a table header is visible with columns for days of the week and a 'Total' column.

	Wed	Thu	Fri	Sat	Sun	Total
	-06	13-06	14-06	15-06	16-06	0

Step #2

Click on **“OTL TIMEKEEPER ENTRY”** and a new window will open

On the line labeled **“GROUP NAME”**, enter your Organization Name

Then Click **“FIND”**

Entering Employee Time

Step-by-Step Guide: Adding Lines to Timecards

Step #3

A new window will appear that displays the timecards for all of the employees in your Organization

Regular employees have their regular wages or regular salary time already generated for the current pay period

If you need to enter additional time (such as Extended Learning Pay or PGCEA Substitute Coverage), then add another line

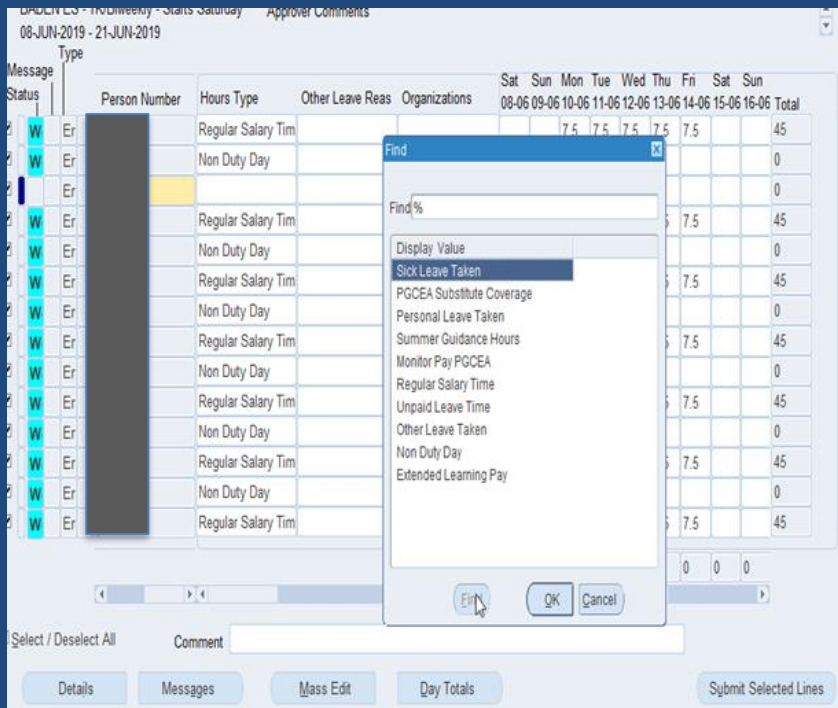
Do not change these amounts because changes will affect the employee's regular pay

To add a line, you must select the correct employee and **CLICK THE GREEN "+" SIGN** at the top. A new blank yellow line will appear

Message Status	Type	Person Name	Hours Type	Other Leave Reas	Organizations	Sat 08-06	Sun 09-06	Mon 10-06	Tue 11-06	Wed 12-06	Thu 13-06	Fri 14-06	Sat 15-06	Sun 16-06	Total
W	Er		Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er		Non Duty Day												0
W	Er		Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er		Non Duty Day												0
W	Er		Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er		Non Duty Day												0
W	Er		Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er		Non Duty Day												0
W	Er		Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er		Non Duty Day												0
W	Er		Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er		Non Duty Day												0
W	Er		Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er		Non Duty Day												0

Entering Employee Time

Step-by-Step Guide: Filling Employee Name and EIN



Step #4

Once you have added a line, you can copy the persons name and EIN number by hitting **“SHIFT + F5”**

This will copy the name from above

Then **TAB TO THE EIN NUMBER**

This will automatically insert the EIN number as well

Entering Employee Time

Step-by-Step Guide: Adding the Pay Element

Step #5

Then tab to the “Hours Type” column and **CLICK ON THE SMALL BUTTON WITH 3 DOTS AND TYPE A % SIGN ON THE LINE AND HIT “FIND”**

This will display a list of elements that can be used for that type of employee

Once you have found the element name you need to add, **HIGHLIGHT THE ELEMENT NAME AND HIT “OK”**

This will populate the element name on that line

BADENES - 1K/6weekly - Starts Saturday		Approver Comments												
08-JUN-2019 - 21-JUN-2019														
Message	Type													
Status	Person Number	Hours Type	Other Leave Reas	Organizations	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
W	Er	Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er	Non Duty Day												0
W	Er	PGCEA Substitute												0
W	Er	Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er	Non Duty Day												0
W	Er	Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er	Non Duty Day												0
W	Er	Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er	Non Duty Day												0
W	Er	Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er	Non Duty Day												0
W	Er	Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er	Non Duty Day												0
W	Er	Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45
W	Er	Non Duty Day												0
W	Er	Regular Salary Tim					7.5	7.5	7.5	7.5	7.5			45

Select / Deselect All Comment

Details Messages Mass Edit Day Totals Submit Selected Lines

Entering Employee Time

Step-by-Step Guide: Adding Hours (and Correcting Errors)

Step #6

Go to the correct date and **ENTER HOURS** that the employee is due for each date worked

To save, **CLICK THE YELLOW DISK** at the top of the screen

	Person Name	Hours Type	Other Leave Reas	Organizations	08-06	09-06	10-06	11-06	12-06	13-06	14-06	15-06	16-06	Total
W	Me	Er					7.5	7.5	7.5	7.5	7.5			45
W	Me	Er					3							3

If the timecard displays errors (shown below in red), then they need to be corrected

	Person Name	Hours Type	Other Leave Reas	Organizations	08-06	09-06	10-06	11-06	12-06	13-06	14-06	15-06	16-06	Total
Er	Me	Er					7.5	7.5	7.5	7.5	7.5			45
Er	Me	Er					8							8
Er	Me	Er												0

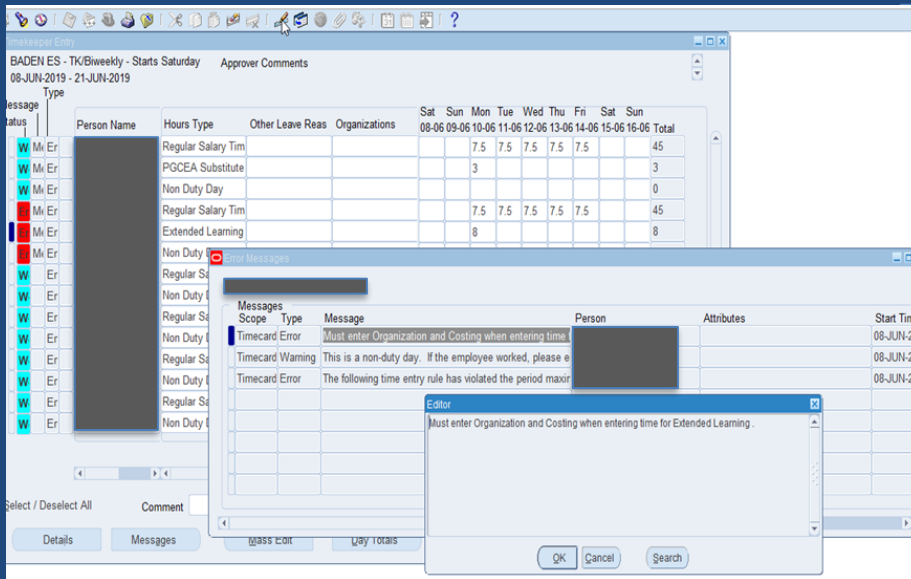
To further examine errors, **CLICK ON THE ERRORED LINE AND HIT THE "MESSAGE" BUTTON**

The screenshot shows a timecard interface with a table of entries. The entry for 'Non Duty Day' on 08-06 is highlighted in red. An 'Error Messages' dialog box is open, displaying the following information:

Messages	Scope	Type	Message	Person	Attributes
Timecard	Error	Warning	This is a non-duty day. If the employee worked, please e		08-JUN-2
Timecard	Error	Error	The following time entry rule has violated the period maxim		08-JUN-2

Entering Employee Time

Step-by-Step Guide: Adding Hours (and Correcting Errors)



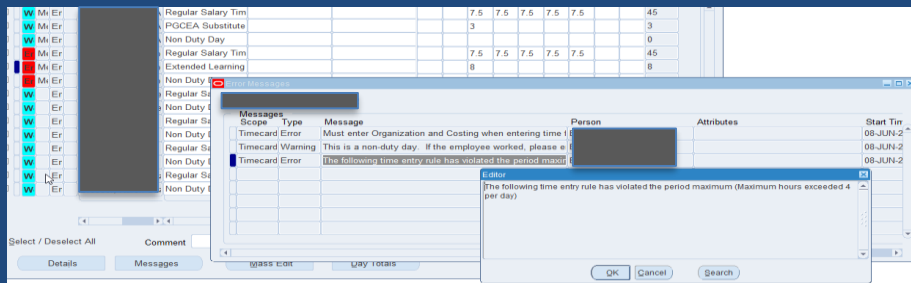
Step #6

(Continued)

Now that you have the message box open, you can **CLICK THE PENCIL** to the right of the red “X” and the message will be displayed so it can be more easily read

This message says “when you enter Extended Learning Pay” you must enter the “Organization and Costing String” associated with this element.

To hide this message **CLICK “OK”**, then to go to the next error line **CLICK THE PENCIL** to the right of the red “X” for that line

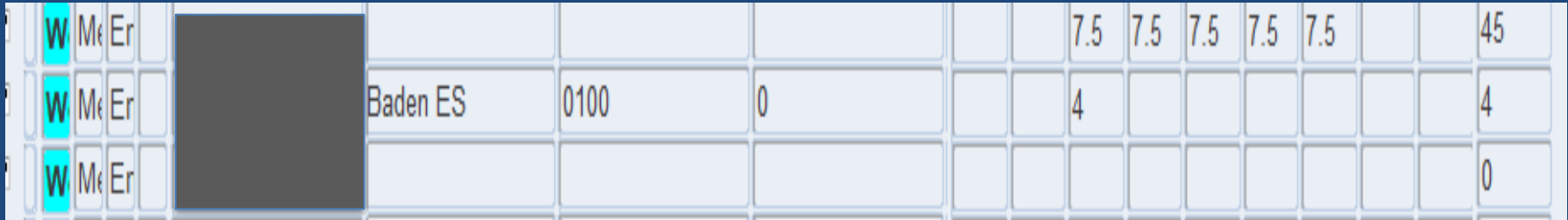


This next error message says that you have exceeded the maximum hours per day

Once you are finished with the error messages, **CLICK “OK”**, then **HIT THE “X”** in top corner of the error message page in order to close it

Entering Employee Time

Step-by-Step Guide: Adding Hours (and Correcting Errors)



W	Me	Er						7.5	7.5	7.5	7.5	7.5			45
W	Me	Er	Baden ES	0100	0			4							4
W	Me	Er													0

Step #6

(Continued)

Now that we know what the errors are, we have to fix them

In order to fix the message, click on “Extended Learning Pay” line and tab to the Organization column to **TYPE IN YOUR “ORGANIZATION NAME”**

Go to the “Fund” column and **ENTER THE COSTING STRING** by tabbing to each column

Then go to the date that the hours have exceeded and **CHANGE THE HOURS**

CLICK THE YELLOW DISK to save

The timecard will now be back in working status

Entering Employee Time

Step-by-Step Guide: Submitting Timecards

Step 7.A

Step 7.B

Step #7

Once you have completed your timecards for this particular responsibility, you must now Submit the timecards to your approver for approval

And in order for all timecards to be submitted, you must make sure all timecards have a check mark beside the employees name

To make sure all timecards have check marks before hitting the "Submit Selected Lines" you must **CLICK IN BOX "SELECT/DESELECT" IN THE BOTTOM CORNER.** This will put check marks beside everyone's name.

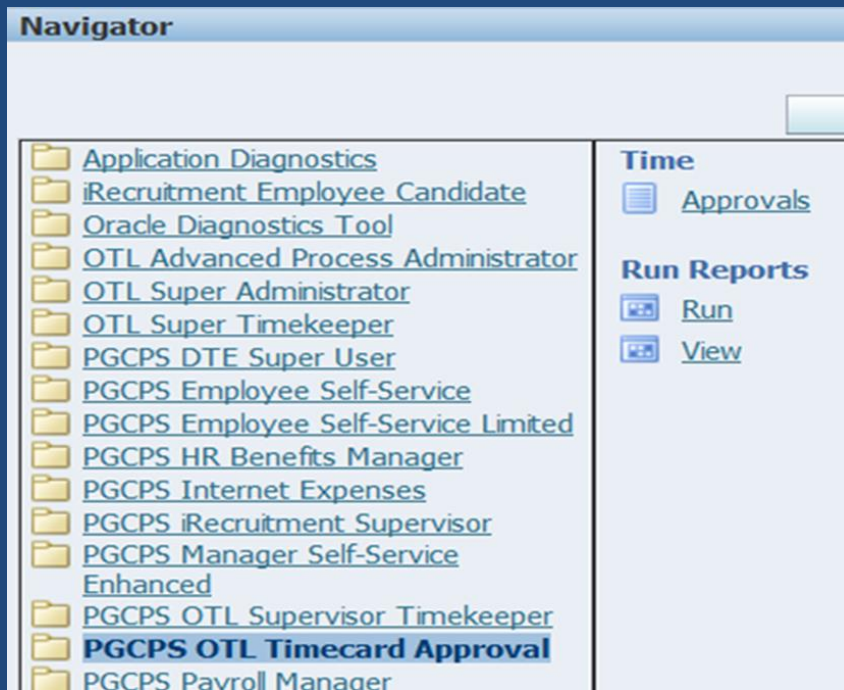
CLICK "SUBMIT SELECTED LINES"

Approving Employee Time

Step-by-Step Guide

Approving Employee Time

Step-by-Step Guide: Entering Approvals Screen



Step #1

Log into Oracle and select PGCPS OTL Timecard Approval

This responsibility allows you to approve or reject a timecard

Step #2

Once you select the responsibility, the window will open and below the title Time, you will see Approvals

Click on Approvals

Approving Employee Time

Step-by-Step Guide: Reviewing Timecards

- After clicking on Approvals, a new window will open and show the first 15 timecards that have been submitted. You will then click on the next button to see the next 15. The timecard status will reflect Pending Approvals.
- This is where you can review the timecards before you approve.
- You will see Total Hours and Non-Worked Hours.
 - Non-Worked Hours reflect leave entered.
 - Total Hours are Regular Hours plus the Non-Worked Hours
- In the Action section to the far right the timecards will show as Approve

Person Number	Person Name	Application Name	Period Starting	Period Ending	Timecard Status	Transferred To	Total Hours	Premium Hours	Non-Worked Hours	Comment	Details	Action
11616	[REDACTED]	Human Resources	06-Jul-2019	19-Jul-2019	Pending Approvals	None	96	0	16		[Details]	Approve
11176	[REDACTED]	Human Resources	06-Jul-2019	19-Jul-2019	Pending Approvals	None	100	0	20		[Details]	Approve
11882	[REDACTED]	Human Resources	06-Jul-2019	19-Jul-2019	Pending Approvals	None	90	0	10		[Details]	Approve

Step #3

To see additional details on a timecard, **CLICK THE "DETAILS" BUTTON** in that employee's row

To Reject or Skip a timecard, **CLICK THE DROP DOWN BUTTON** and select one of those actions

If all timecards are ready to be approved, **CLICK CONTINUE**

Approving Employee Time

Step-by-Step Guide: Approval Review

Step #4

The screenshot shows the 'Approvals Review' page in the PGCPS Time system. The page title is 'Approvals Review' and it includes a 'Back' button and a 'Submit' button (circled in red). Below the title, there is a message: 'The Approved, Rejected, and Skipped timecards display the status you selected. You may have marked the Skipped timecards, or not viewed them on other pages. Skipped timecards require an action to complete the Approval process.' The page is divided into three sections: 'Time Entries Rejected', 'Time Entries Approved', and 'Time Entries Skipped'. Each section contains a table with columns for Person Number, Person Name, Application Name, Period Starting, Period Ending, Total Hours, Premium Hours, Non Worked Timecard Hours Status, Transferred To, and Comment Details.

Person Number	Person Name	Application Name	Period Starting	Period Ending	Total Hours	Premium Hours	Non Worked Timecard Hours Status	Transferred To	Comment Details
No results found.									
Time Entries Approved									
Person Number	Person Name	Application Name	Period Starting	Period Ending	Total Hours	Premium Hours	Non Worked Timecard Hours Status	Transferred To	Comment Details
21882		Human Resources	06-Jul-2019	19-Jul-2019	90	0	10 Pending Approvals	None	
81176		Human Resources	06-Jul-2019	19-Jul-2019	100	0	20 Pending Approvals	None	
61616		Human Resources	06-Jul-2019	19-Jul-2019	96	0	16 Pending Approvals	None	
Time Entries Skipped									
Person Number	Person Name	Application Name	Period Starting	Period Ending	Total Hours	Premium Hours	Non Worked Timecard Hours Status	Transferred To	Comment Details
No results found.									

The Next screen will show you the timecards status of Pending Approvals

Review Then **CLICK "SUBMIT"**

Approving Employee Time

Step-by-Step Guide: Confirmation

Step #5

Once you have hit the submit button, the Approvals Completed screen will appear

Even though the Timecard Status still reflects Pending Approvals, the Confirmation reflects that timecards have been approved

YOU CAN NOW LOG OUT

The screenshot shows the Oracle EBS Portal interface. The browser tab is labeled "Approvals Completed". The URL in the address bar is "https://ptch.erp.pgcps.org/OA_HTML/OA.jsp?_rc=HX...". The page header includes the PGCPSS logo and navigation links like "Navigator", "Favorites", "Diagnostics", "Home", "Logout", "Preferences", and "Help".

The main content area is titled "Approvals Completed" and contains a "Confirmation" message: "The timecards shown below have been Approved, Rejected, or Skipped".

Below the confirmation message are three tables:

- Time Entries Rejected:** A table with columns: Person Number, Person Name, Application Name, Period Starting, Period Ending, Timecard Status, Transferred To, Total Hours, Premium Hours, Non Worked Hours, Timecard Hours ID, and Comment. It shows "No results found."
- Time Entries Approved:** A table with the same columns as above. It contains three rows of data:

Person Number	Person Name	Application Name	Period Starting	Period Ending	Timecard Status	Transferred To	Total Hours	Premium Hours	Non Worked Hours	Timecard Hours ID	Comment
21882	[REDACTED]	Human Resources	06-Jul-2019	19-Jul-2019	Pending Approvals	None	90	0	10	379087743-1	
81176	[REDACTED]	Human Resources	06-Jul-2019	19-Jul-2019	Pending Approvals	None	100	0	20	379087863-1	
61616	[REDACTED]	Human Resources	06-Jul-2019	19-Jul-2019	Pending Approvals	None	96	0	16	379087749-1	
- Time Entries Skipped:** A table with the same columns as above. It shows "No results found."

Reference Materials and Contact Information

Reference Materials

- All Materials Are Available at The Payroll Services Website:
www.pgcps.org/payroll/

Contacts for Additional Information

Cheryl Cooper-Noble
Payroll Analyst
Cheryl.Cooper@pgcps.org

Delfrieda Hudson
Director, Payroll Services
Frieda.Hudson@pgcps.org

Wilma Marks
Supervisor – Payroll Operations
Wilma.Marks@pgcps.org

Michael Herbstman
Chief Financial Officer
Michael.Herbstman@pgcps.org

Questions and Answers

