



## HR Time Collection System

# Agenda Topics

- KABA Time Collection System Overview
  - Time Collection Devices (TCD)
- Employee Responsibilities
  - How to clock In/Out of the Devices
  - Employee Timesheet View
  - Time Keeping Location (TKL) Assignment
  - Direct Supervisor ID
- Supervisor Responsibilities
  - Basic Time Management Hierarchy
  - Supervisors
- Timekeeper Responsibilities
  - Basic Time Management Hierarchy
  - When to get involved with timesheet approval
- Timesheet Responsibilities (Supervisor or Timekeeper)
  - » Resolving Punch Exceptions
  - » Printable Timesheets
  - » Payable Time Details
  - » Badge Queries
  - » Projected Wages Report

# Time Collection System Overview

- Types of Time Collection Devices (TCD)

## KABA web clock



## KABA wall clock



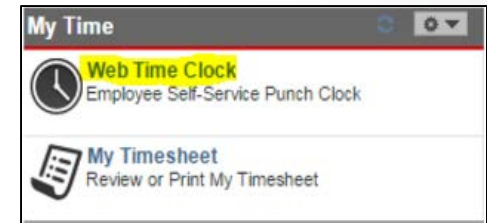
# Basic Punch Employee Responsibilities

- Be on time for scheduled work activity
- Clock In/Out on the KABA clock device (*specified by the supervisor*)
  - Web clock
  - and/or
  - Wall clock
- Follow the onscreen instructions to record In/Out punch data
- Follow department guidelines regarding lunch and breaks
- Follow department guidelines regarding missed punches
- Notify the supervisor immediately if unable to punch In/Out of a KABA clock device.

*Please document any errors or messages displayed on the clock screen.*

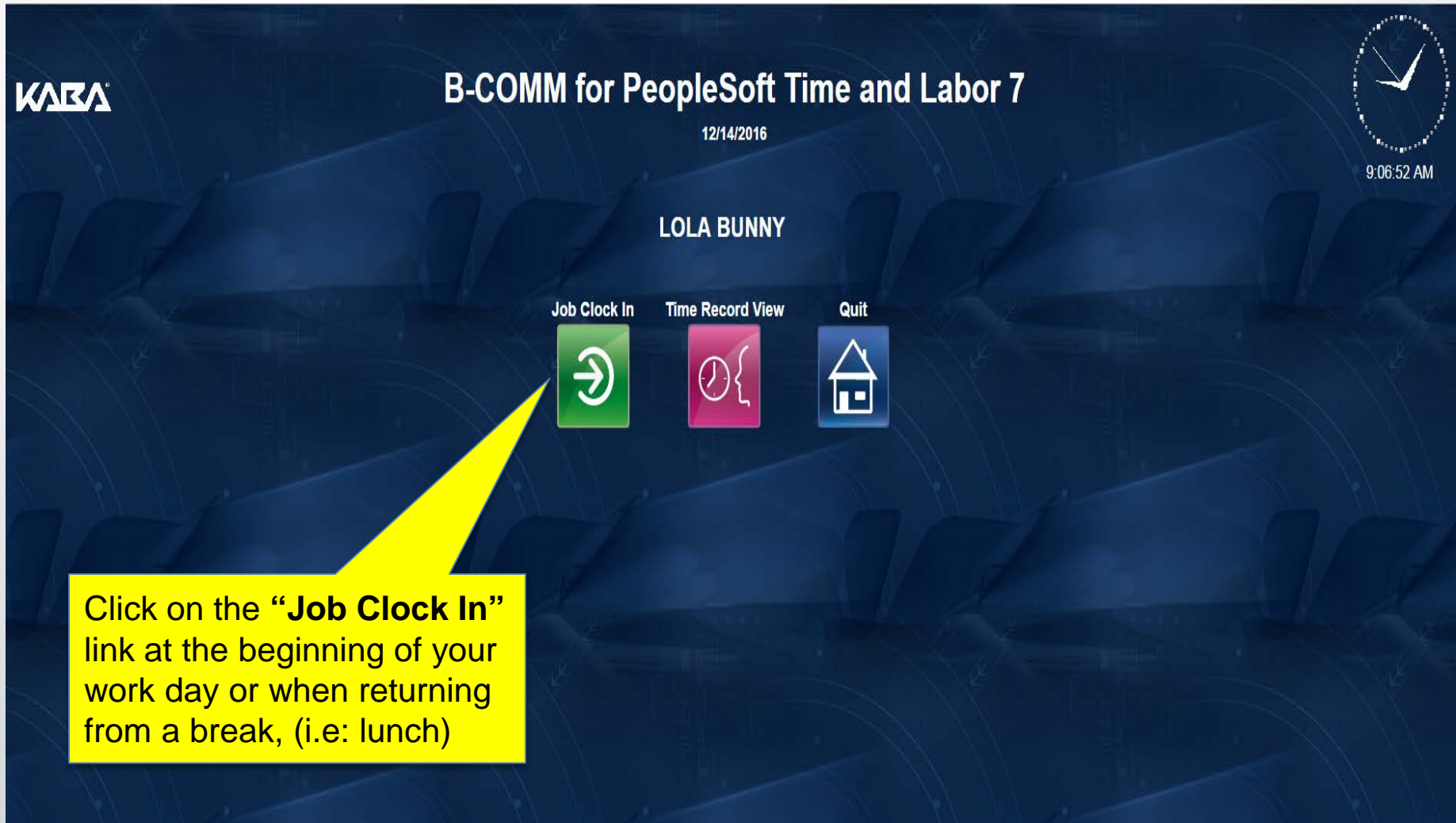
# Time Collection System Overview (cont'd)

- **For those utilizing a KABA web clock**
  - Accessible through the MYPACK Portal (with a valid unity\_ID and password)
    - The portal will reflect a **“My Time”** option to record time worked through the **“Web Time Clock”**
    - A short-cut web clock icon can be created on the PC desktop but a valid unity\_ID/password are required for shibboleth access/login
    - The web clock will require the employee to log back into shibboleth after 40 minutes of inactivity
    - The web clock can also be accessed through the following navigation path:  
*Main Menu->Employee Self Service->Time Reporting->Report Time->Web Time Clock*
  - The web clock requires a valid 9 digit NCSU ID # before the employee can punch In/Out.
  - Convenient for employees with access to a computer, laptop, or personal IP device with access to the internet.



# KABA Web Clock

# KABA Web Clock





# KABA Web Clock

**KABA**

**B-COMM for PeopleSoft Time and Labor 7**

12/14/2016

10:05:58 AM

**Job Clock Start**

Job Code

699 HRIM - HR  
366 GlobalTraining  
699 HRIM - HR

If you have multiple jobs, select the appropriate clock location (TKL) from the drop down list then click “**Start**” at the bottom of the screen.

**Start** **Menu** **Quit**



# KABA Web Clock



# KABA Web Clock

**KABA**

**B-COMM for PeopleSoft Time and Labor 7**

12/14/2016

LOLA BUNNY

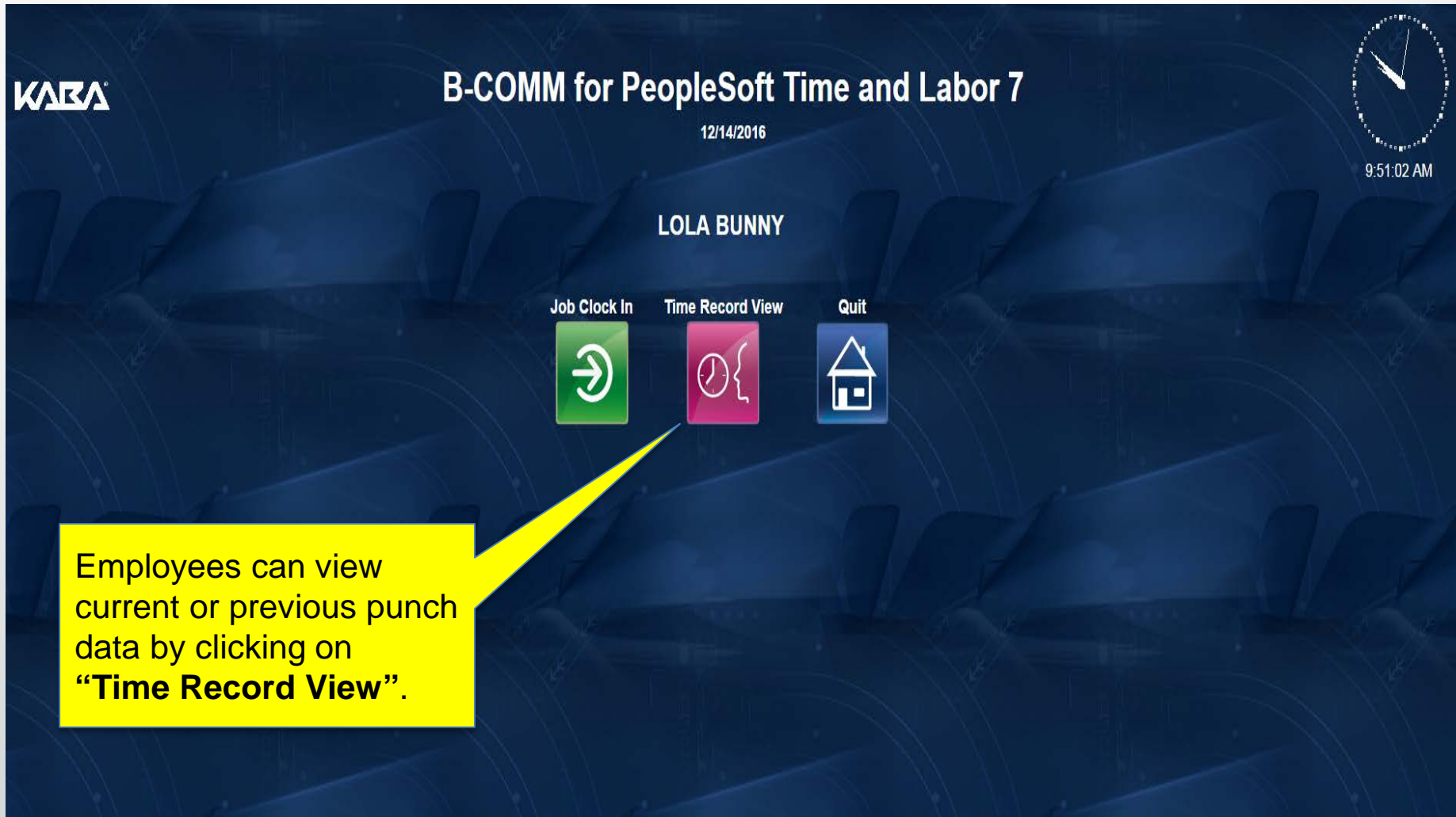
Job Clock Out   Time Record View   Quit

Click on the **“Job Clock Out”** link for breaks or the end of your work day. The employee will have to clock out of the current job before clocking “In” on a different job within the same day.

# KABA Web Clock



# KABA Web Clock





# KABA Web Clock

**KABA**

**B-COMM for PeopleSoft Time and Labor 7**

12/14/2016

Time Record View

Posting Date 2016/12/14

Dec 2016

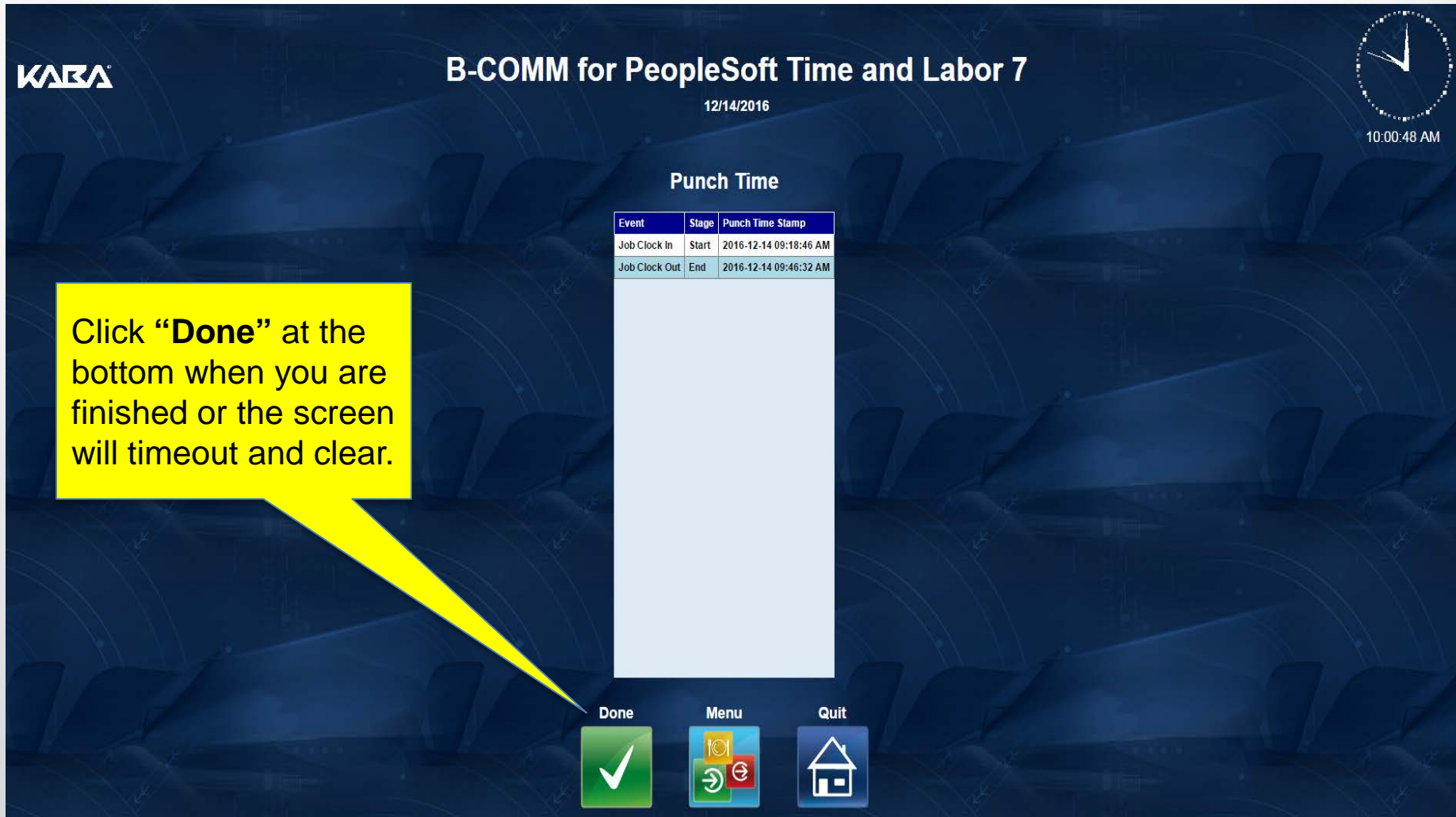
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Close

Select a date to review punch history and click the **“Save”** button at the bottom to view.

Save Menu Quit

# KABA Web Clock



**KABA**

**B-COMM for PeopleSoft Time and Labor 7**

12/14/2016

10:00:48 AM

**Punch Time**

Event	Stage	Punch Time Stamp
Job Clock In	Start	2016-12-14 09:18:46 AM
Job Clock Out	End	2016-12-14 09:46:32 AM

Click **“Done”** at the bottom when you are finished or the screen will timeout and clear.

**Done** **Menu** **Quit**

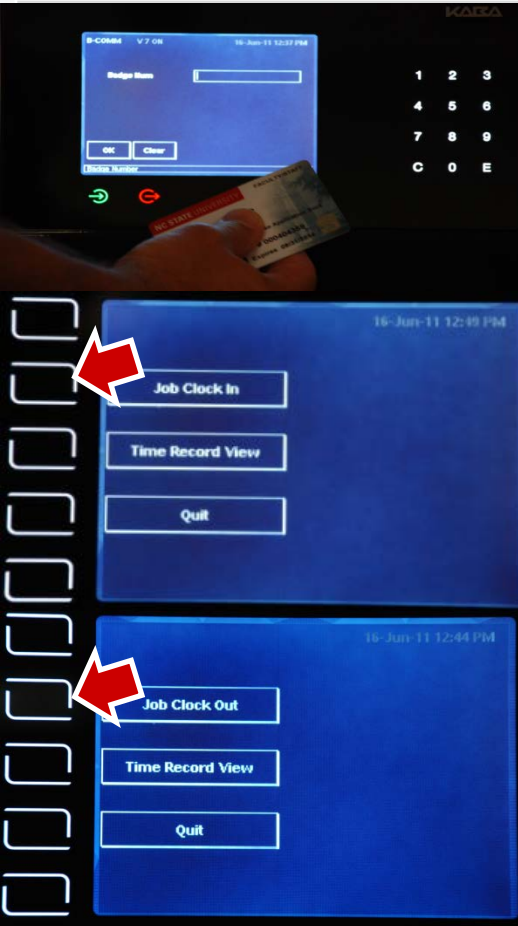


## Time Collection System Overview (cont'd)

- **For those utilizing a KABA wall clock**
  - Wall mounted clocks have a proximity ID reader built-in and onscreen instructions to clock In/Out.
  - Employees issued NCSU ID cards on or after May 2010 come equipped with a proximity access ID #
  - Proximity access allows employees to use the card scanning feature to punch In/Out and track time worked.
  - Recommended with employees who have little or no access to computers.



# Time Collection Quick Reference Guide



## Clocking In

- Hold your NCSU ID badge within a few inches of the ID reader.
  - **Note:** The screen will briefly display employee information associated with the badge then provide screen options to select.
- Touch the “Job Clock In” key on the left side of the screen display to clock in.
  - **Note:** If you work multiple jobs you will have to select the scheduled job activity before clocking in.
- Always follow the onscreen or guide by light instructions.

## Clocking Out

- Hold your NCSU ID badge within a few inches of the ID reader.
- Touch the “Job Clock Out” key on the left side of the screen display to clock out.
- Always follow the onscreen or guide by light instructions.

## Exception Notification

If for any reason you are unable to access the clock, **notify your manager immediately and report the issue**. Please note any errors or screen messages. Also check with your manager for alternative Time Collection Devices (TCD) to punch In/Out.

# KABA Wall Clock Screen



# Follow the on screen instructions to Clock In





## Successful Clock In

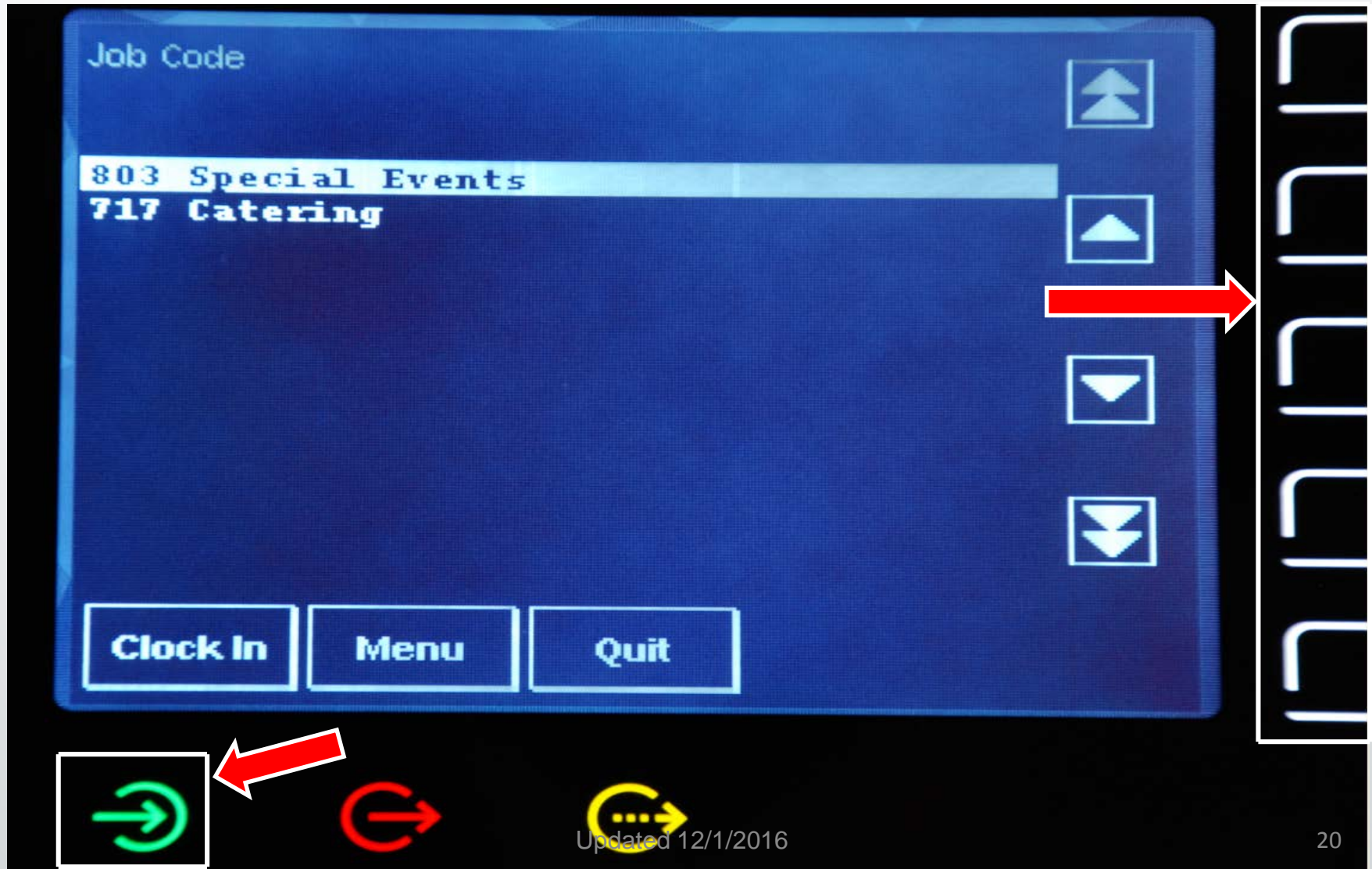
16-Jun-11 12:43 PM  
Welcome WADE DAVIS. (Job Clock Successful)

OK



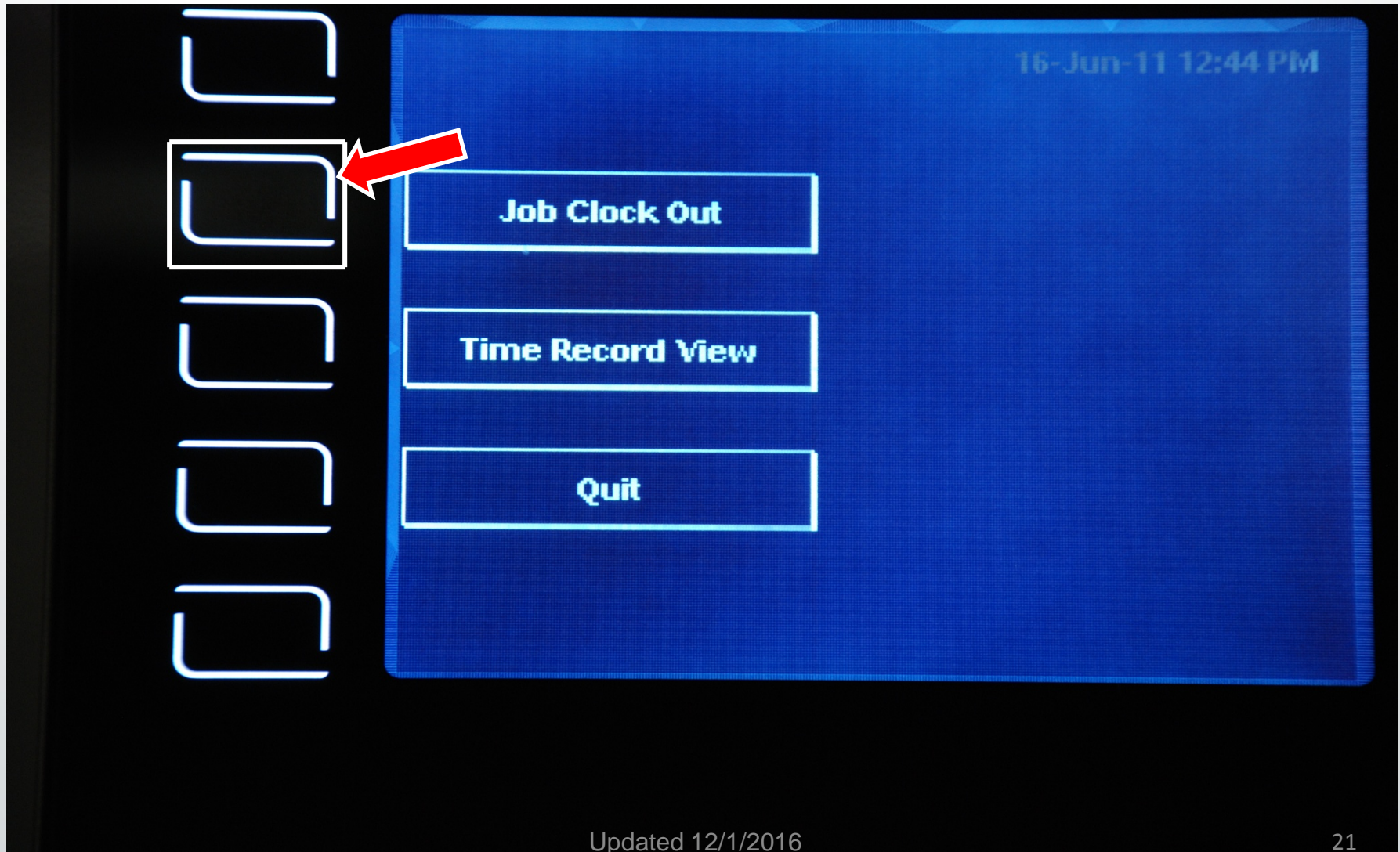
Updated 12/1/2016

## Clocking In/Out (multiple jobs)

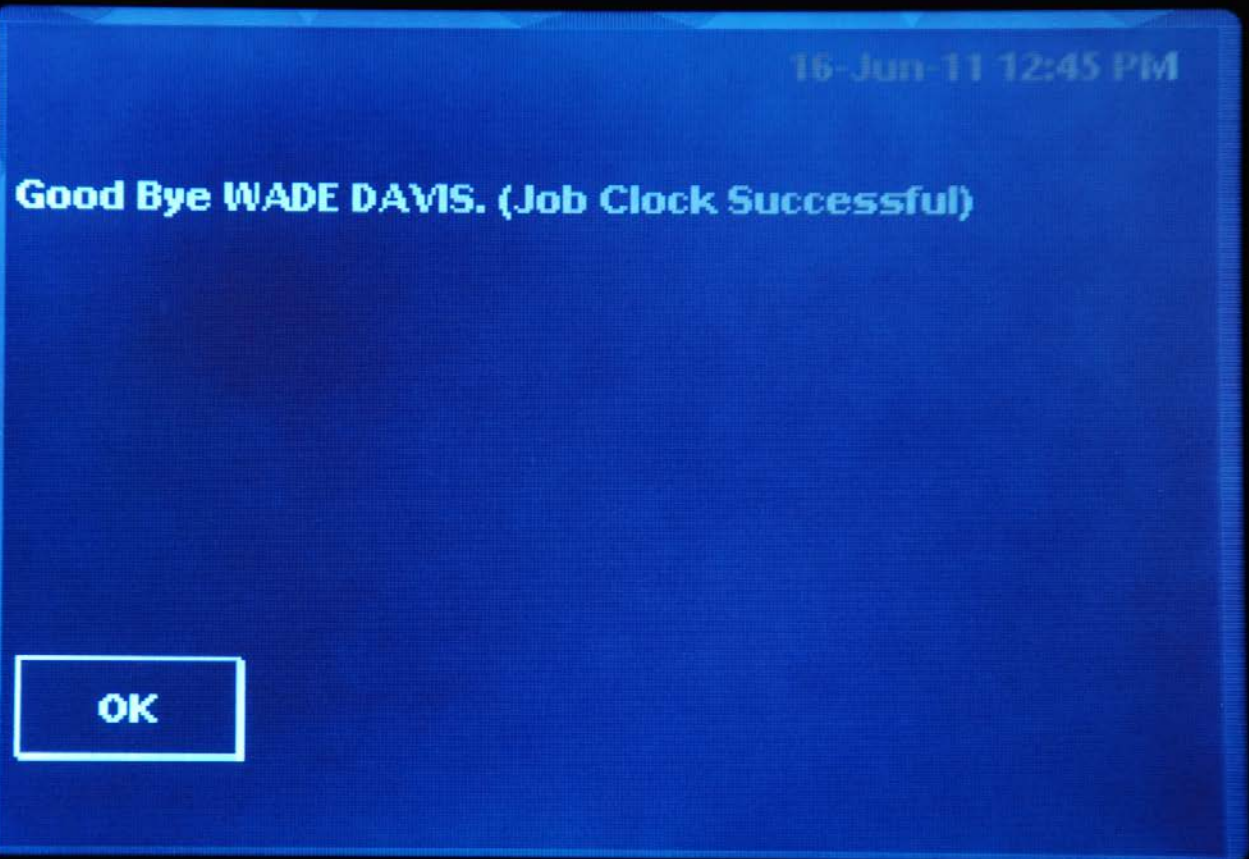




# Follow the on screen instructions to Clock Out



# Successful Clock Out



# Time Collection System Overview (cont'd)



KABA records the actual time stamp (hh:mm) submitted by the employee then transfers the data directly into the HR System in 15 minute intervals, starting at the top of the hour.

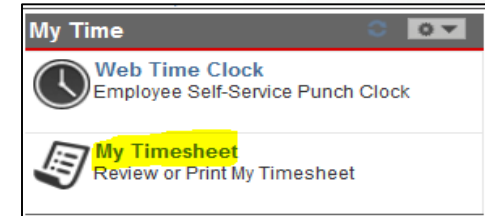
Once the timesheet is approved, the employee In/Out punch combinations are processed, rounded to the nearest quarter hour, and paid biweekly.

HR System  
Employee  
Timesheet



# Employee Self Service Timesheet View

Employees can view or print recorded timesheet data by clicking on “My Timesheet” from MYPACK Portal.




Employee punch data **must be approved by the supervisor** before a processed timesheet can be generated. Select a “Check Date” by clicking on the highlighted icon then click “Generate Time Sheet”.

**NOTE:** Employees have the option to approve their timesheet by checking the box beside the check date if they agree with the supervisor approval.

**Display/Print Time Sheet**

Please choose a Check Date from the drop down list below, then click on Generate Time Sheet. A Time Sheet displaying your in and out punches for the pay period will be displayed as a PDF.

☒ Include Project Details

Check Dt  

**Generate Time Sheet**

**Employee Approval**

Reported hours for the pay period must be approved by your supervisor or a time administrator within your college/division before the approved time sheet can be reviewed or printed. If the time sheet is unavailable after the pay period end date, consult with your college/division level supervisor.

Job Number	Check Dt	Approved by Employee	Last Update Date/Time
0	11/18/2016	<input type="checkbox"/>	
0	11/04/2016	<input type="checkbox"/>	


# Employee Self Service Timesheet View (cont'd)

The Display/Print Time Sheet panel (*below*) allows the user to select a specific check date by clicking on the high-lighted search icon, then choosing one of the biweekly pay periods, (example on the right). After the date is selected then click “**Generate Time Sheet**” to view and/or print the timesheet.


Display/Print Time Sheet

Please choose a Check Date from the drop down list below, then click on Generate Time Sheet. A Time Sheet displaying your in and out punches for the pay period will be displayed as a PDF.

☐ Include Project Details

Check Dt  

**Generate Time Sheet**



Search by: Paycheck Issue Date =

Look Up

Cancel

Advanced Lookup

Search Results

View 100

First

1-55 of 55

Last

Paycheck Issue Date	Pay Period Begin Date	Pay Period End Date
12/30/2016	12/03/2016	12/16/2016
12/16/2016	11/19/2016	12/02/2016
12/02/2016	11/05/2016	11/18/2016
11/18/2016	10/22/2016	11/04/2016
11/04/2016	10/08/2016	10/21/2016
10/21/2016	09/24/2016	10/07/2016
10/07/2016	09/10/2016	09/23/2016
09/23/2016	08/27/2016	09/09/2016
09/09/2016	08/13/2016	08/26/2016
08/26/2016	07/30/2016	08/12/2016
08/12/2016	07/16/2016	07/29/2016
07/29/2016	07/02/2016	07/15/2016
07/15/2016	06/18/2016	07/01/2016
07/01/2016	06/04/2016	06/17/2016
06/17/2016	05/21/2016	06/03/2016
06/03/2016	05/07/2016	05/20/2016
05/20/2016	04/23/2016	05/06/2016
05/06/2016	04/09/2016	04/22/2016
04/22/2016	03/26/2016	04/08/2016
04/08/2016	03/12/2016	03/25/2016
03/25/2016	02/27/2016	03/11/2016
03/11/2016	02/13/2016	02/26/2016
02/26/2016	01/30/2016	02/12/2016
02/12/2016	01/16/2016	01/29/2016
01/29/2016	01/02/2016	01/15/2016
01/15/2016	12/19/2015	01/01/2016
12/31/2015	12/05/2015	12/18/2015
12/18/2015	11/21/2015	12/04/2015
12/04/2015	11/07/2015	11/20/2015
11/20/2015	10/24/2015	11/06/2015
11/06/2015	10/10/2015	10/23/2015
10/23/2015	09/26/2015	10/09/2015
10/09/2015	09/12/2015	09/25/2015
09/25/2015	08/29/2015	09/11/2015
09/11/2015	08/15/2015	08/28/2015
08/28/2015	08/01/2015	08/14/2015

# Approved and Processed Timesheet

NC STATE UNIVERSITY

## Timesheet – Biweekly

Employee ID 200075787 TKL 699 - HRIM - HR As Of 12-13-2016 04:03 PM  
 Employee Name Tweety Bird Curr Supervisor: Bunny,Bugs  
 Department HR Information Mgmt (HRIM) Payroll Run ID 20172R12  
 Pay Period 11-05-2016 - 11-18-2016 Pay Day 12-02-2016 Exp End Date 12-03-2016

Sat 11-05-2016		Sun 11-06-2016		Mon 11-07-2016		Tue 11-08-2016		Wed 11-09-2016		Thurs 11-10-2016		Fri 11-11-2016	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
				12:15PM	02:45PM			08:52AM	12:52PM			09:13AM	01:42PM
Total		Total		Total	2.50	Total		Total	4.00	Total		Total	4.50

Week Ending 11-11-2016 Total Hours Worked 11.00

\* Holiday

Sat 11-12-2016		Sun 11-13-2016		Mon 11-14-2016		Tue 11-15-2016		Wed 11-16-2016		Thurs 11-17-2016		Fri 11-18-2016	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
				11:29AM	03:01PM			08:37AM	11:07AM			08:26AM	11:09AM
								11:35AM	02:06PM			12:25PM	04:29PM
Total		Total		Total	3.50	Total		Total	5.00	Total		Total	6.75

Week Ending 11-18-2016 Total Hrs Worked 15.25 Total Hrs for Pay Period 26.25 Total All Jobs = 26.25

I certify that all hours have been recorded accurately

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Electronic Signature on File. 11-21-2016 08:10 AM



# Timesheet Summary with Project IDs

Electronic Signature on File.

11-21-2016 08:10 AM

\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Supervisor Signature\_\_\_\_\_  
Date

Date	Project ID	Hours	Hourly Rt	Total
11-07-2016	221097	0.50	\$10.00	\$5.00
11-07-2016	571106	2.00	\$10.00	\$20.00
11-09-2016	221097	0.80	\$10.00	\$8.00
11-09-2016	571106	3.20	\$10.00	\$32.00
11-11-2016	221097	0.90	\$10.00	\$9.00
11-11-2016	571106	3.60	\$10.00	\$36.00
11-14-2016	221097	0.70	\$10.00	\$7.00
11-14-2016	571106	2.80	\$10.00	\$28.00
11-16-2016	221097	1.00	\$10.00	\$10.00
11-16-2016	571106	4.00	\$10.00	\$40.00
11-18-2016	221097	1.35	\$10.00	\$13.50
11-18-2016	571106	5.40	\$10.00	\$54.00

Period Ending: 11-18-2016	26.25		\$262.50
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\*\* Timesheet Project Override

Allocation Totals:

Project ID	Hours	Amount
221097	5.25	\$52.50
571106	21.00	\$210.00

# Reported Effort Timesheet

## Timesheet

Date: 6/9/2014

Employee ID:

Name: Stephen

Department: Communication

Employee Record: 0

Jobcode: Student Worker, Enrolled@NCSU

## Timesheet Data:

Day	Date	In	Out	In	Out	Total	Reported Status
Sat	5/24/2014					0.000	NW
Sun	5/25/2014	8:00 AM	9:00 AM			1.000	NA
Mon	5/26/2014	8:00 AM	11:45 AM			3.750	NA
Tue	5/27/2014	8:00 AM	10:00 AM			2.000	NA
Wed	5/28/2014	9:00 AM	9:45 AM			0.750	NA
Thu	5/29/2014	8:00 AM	10:00 AM	10:59 PM		3.100	NA
Fri	5/30/2014		12:05 AM	5:00 PM	6:00 PM	1.000	NA
Sat	5/31/2014	11:00 AM	2:18 PM			3.300	NA
Sun	6/1/2014					0.000	NW
Mon	6/2/2014	9:00 AM	1:00 PM			4.000	NA
Tue	6/3/2014	8:00 AM	8:45 AM			0.750	NA
Wed	6/4/2014					0.000	NW
Thu	6/5/2014	8:45 PM	10:00 PM			1.250	NA
Fri	6/6/2014					0.000	NW

Reported Status Legend: SB ? Submitted, NA ? Needs Approval, AP ? Approved, NW - New

## Total Reported Hours:

Day	5/24 Sat	5/25 Sun	5/26 Mon	5/27 Tue	5/28 Wed	5/29 Thu	5/30 Fri	5/31 Sat	6/01 Sun	6/02 Mon	6/03 Tue	6/04 Wed	6/05 Thu	6/06 Fri	Total
Reported Hours	0.00	1.00	3.75	2.00	0.75	3.10	1.00	3.30	0.00	4.00	0.75	0.00	1.25	0.00	20.90

I hereby certify that the time reported is a true and accurate representation of the time and assignments worked in the period.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver#1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approver#2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If the employee timesheet ***has not been approved*** there will be an option for the employee to view/print raw punch data captured on the timesheet. This example reflects unapproved/unprocessed punch data.

# Time Keeping Location (TKL) Number

A Time Keeping Location (TKL) is a unique digit/alphanumeric code identifying the primary work unit the employee is assigned to record In/Out punch data.

Each job record in the HR System that requires the employee to punch In/Out will be assigned to a specific TKL for the following transactions:

- Hire
- Rehire
- Additional Jobs

It doesn't matter if the employee utilizes a wall or web clock, the time punch data will be tracked against the TKL associated with the specific job data record.

## Time Keeping Location (TKL) cont'd

A TKL is a combination of numbers that reflect the division OUC followed by digits or alphanumeric TKL codes

i.e.: 47714 represents

47 – Campus Enterprises (OUC)

714 –Case Dining location (TKL)

- Employees are assigned a primary TKL through the Job Action Request (JAR) process
- The **Supervisor ID** is also identified through the JAR process which gives them direct access to the employee timesheet
- Timekeepers must be setup through a Security Access Request (SAR), to manage and approve employee timesheets assigned to a specific TKL. *SAR code = Campus Time & Labor Timekeeper*

# TKL and Supervisor Assignment

- Initiate the JAR transaction and assign a primary Time Keeping Location (TKL) in the appropriate field

Hire Temp- Subject to FLSA for AG00009717

**Initiate Job Request**

Transaction ID: AG00009717 Empl ID: [REDACTED] Name: [REDACTED] Empl Class: Temp- Subject to FLSA

Name	Employee's Work Location / Address
Name Prefix: Ms First Name: Shaniqua Middle Name: Monique Last Name: Harris Name Suffix:	On Campus: On Campus Building #: 082 Fountain Dining Hall Room Number: 00101A Campus Box: 7307 UNIVERSITY DINING

**NCSU Data**

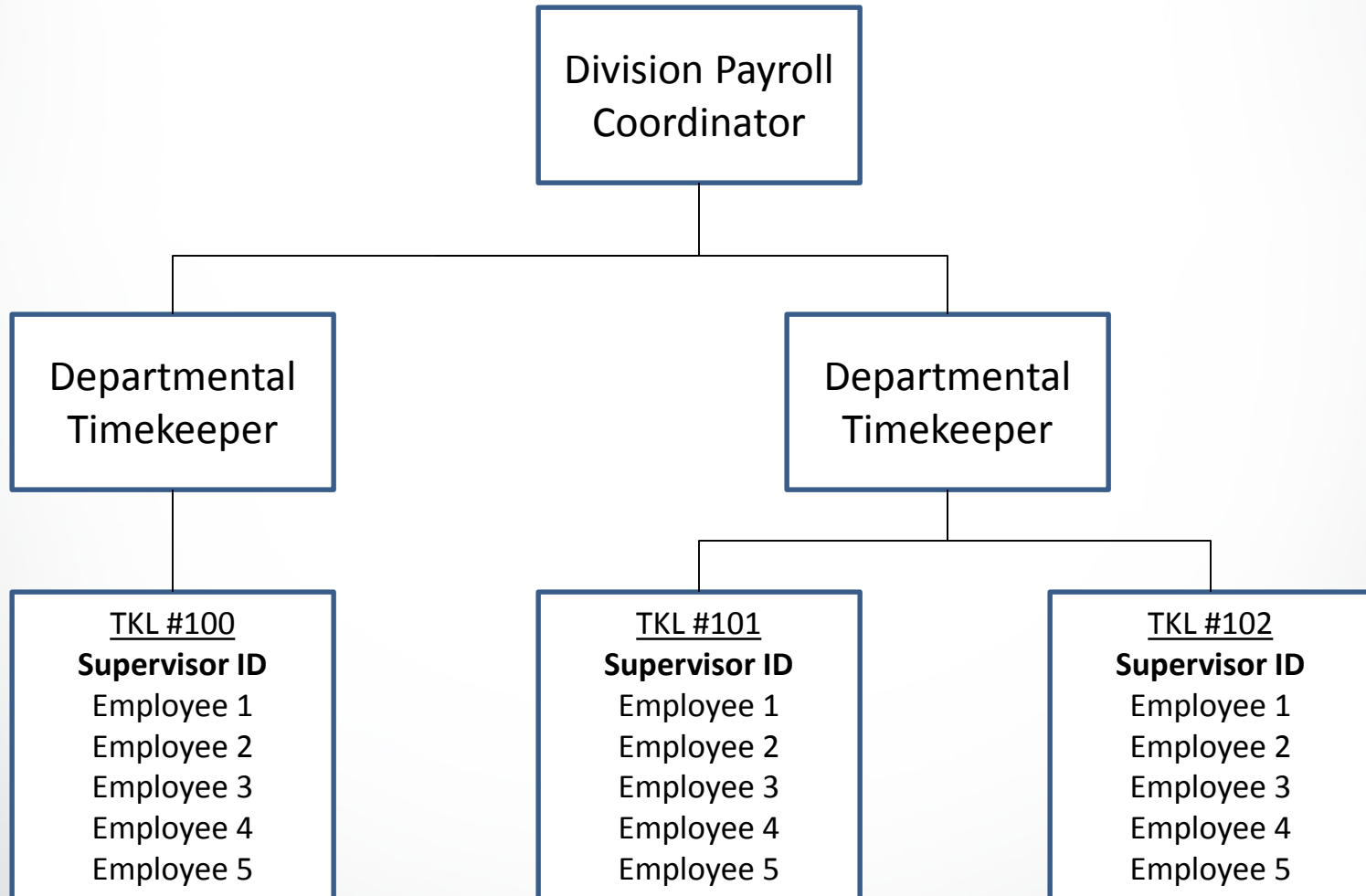
Candidate Email: smharris1985@gmail.com  
 HR Hiring Proposal: 150880TM

Temp Category: \*Temp SP  
 Time Keeping Location: 716 Fountain Dining Hall  
 (KABA Punch EE's Only)

**Job**

Action:	Hire	Job Code:	? TN600	Temp Inst Suppt Tech/Paraprof
Action Reason: ?	Hire Temp FLSA Hourly	Department:	471501	Dining and Catering Operations
Effective Date:	06/08/2016	Location:	194	University Dining
Expected Job End Date:	05/08/2017	Supervisor ID:	000132950	Garrell, Crayton F.
Base Compensation: ?	10.000000 Hourly	Standard Hours:	29.00 Hrs/Week	FTE: 0.725 Total FTE: 0.725
Tax Location Code:	NC North Carolina			

# Timesheet Approval Hierarchy



***NOTE: HRIM CANNOT approve employee timesheets***



# Supervisor Responsibilities

- Supervisors will be able to review, update, approve and print (if required) all direct report timesheets in the HR system
- Supervisors are responsible for making sure employee timesheets are accurate, valid and approved for the pay period:
  - Project ID and allocation totals
  - Hours worked each day and total hours each week
  - Hourly rate of pay and total dollar amount
  - Overtime hours
  - Total hours of all jobs worked
- Supervisors have a total of 18 days (***from the pay period begin date***) to review and approve direct employee timesheets
  - Email notifications will be sent out at the completion of a biweekly pay period **IF** the supervisor has not approved their direct report timesheets.
- If supervisors does not validate and approve employee timesheets within the 18 day window, they will have to work directly with their timekeeping support personnel to resolve any timesheet issues or approvals

# Supervisor Quick Links

MYPACK HOME FOR FACULTY & STAFF MYTAB

Favorites Main Menu

Campus Resources

- Gmail
- Academics
- Campus Life
- Computing
- DASA Resources
- Facilities
- Financial
- HR
- Library
- Security Access / SAR
- PeopleAdmin
- University Advancement

My Reports

No Reports To Display

Report Manager

Employee Self Service

- Personal Information**
  - Leave System
  - Jobs
- Enroll in Benefits**
  - Employment/Income Verification
  - Travel Center (Auth/Reimburse)
- Benefits**
  - Time Reporting
  - NCSU Card Center
- Payroll and Compensation**
  - Learning and Development

Guide to Using Employee Self Service

Access for Separated Employees

Manage My Students

- Faculty Services**
  - Advisor Center
  - Faculty Center (class rosters)
  - Application Review
  - Course Reserves
  - Worklist
- Graduate Advising**
  - GSOARS
- Undergraduate Advising**
  - Curricula & Advising Info
  - Curricula Requirements
  - SAGE (CED Only)

Course Reserves

- Course Reserves
- WolfWare
- WebAssign

Manage My Projects

Financial Systems - Summary

- MarketPlace**
  - Travel
- Monitoring Tools & Reports**
  - Vouchers & Vendor Maintenance
- Procurement**
- Training**

Hours of Availability

Financial Systems Help

View Worklist

**My Temporary Employees Time**

Review and manage time for temporary employees that report to you.

- My Employees Timesheets**
  - Review and Correct Time for My Employees
- Time Exceptions**
  - View and Correct problems with an Employee's Time
- View/Print Biweekly Timesheets**
  - View and Print your Employee's Timesheets for any Pay Period.
- Approve Reported Time**
  - Review and Approve Reported Punch Time for your Direct Reports.

**"My Temporary Employee Time"**  
Makes it easy for supervisors to  
manage biweekly employee  
timesheets

# My Employees Timesheet Summary

Report Time

Timesheet Summary

Employee Selection

Change View

\*View By Week

Show Schedule Information

Date 11/19/2016

Previous Week

Next Week

Employees For Bugs Bunny, Totals From 11/19/2016 - 11/25/2016

Time Summary

Demographics

Last Name	First Name	View Details	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Exception	Hours Approved or Submitted	Denied Hours	OUC	Supervisor ID	Supervisor Name
Bunny	Lola	View Details	200005503	2	Work Study Student	9.86	9.86		0.00	0.00	480201	001115674	Bugs Bunny
Duck	Daffy	View Details	200088236	0	Work Study Student	3.98	3.98		0.00	0.00	480201	001115674	Bugs Bunny
Bird	Tweety	View Details	200075787	0	Work Study Student	3.50	3.50		0.00	0.00	480201	001115674	Bugs Bunny
Le Pew	Pepe	View Details	200005609	0	Work Study Student	0.00	0.00		0.00	0.00	480201	001115674	Bugs Bunny
Runner	Road	View Details	200008559	0	Work Study Student	0.00	0.00		0.00	0.00	480201	001115674	Bugs Bunny

My Temporary Employees Time

My Employees Timesheets

Time Exceptions

View/Print Biweekly Timesheets

Approve Reported Time

Click on "My Employees Timesheets" (above) to access your direct reports. The results panel will reflect the names of your employees. It also indicates the "Reported Hours" for the pay week & "Hours to be Approved". Click on the employee "Last Name" to open and review the timesheet.

# Employee Timesheet

**Timesheet**

**Lola Bunny**  
 Work Study Student

Employee ID 200005503  
 Empl Record 2  
 Earliest Change Date 11/24/2016

Actions ▼

Select Another Timesheet

\*View By Calendar Period  
 \*Date 11/19/2016

Previous Period Next Period

Reported Hours 9.86

The KABA devices transfer employee In/Out punch data directly to their timesheet every quarter hour.

Supervisors have a total of 18 days with each pay period to review, validate, update, and approve employee timesheets.

From 11/19/2016 to 12/02/2016

Select	Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Collection Device ID	Off-Cycle Check	Project ID	Date		
<input type="checkbox"/>		Sat	11/19	New									11/19	+	-
<input type="checkbox"/>		Sun	11/20	New									11/20	+	-
<input type="checkbox"/>		Mon	11/21	Needs Approval	8:21:00AM	12:20:00PM			3.98	KBWTC			11/21	+	-
<input type="checkbox"/>		Tue	11/22	New									11/22	+	-
<input type="checkbox"/>		Wed	11/23	Needs Approval	8:24:00AM	12:32:00PM	1:02:00PM	2:47:00PM	5.88	KBWTC			11/23	+	-
<input type="checkbox"/>		Thu	11/24	New									11/24	+	-
<input type="checkbox"/>		Fri	11/25	New									11/25	+	-
<input type="checkbox"/>		Sat	11/26	New									11/26	+	-
<input type="checkbox"/>		Sun	11/27	New									11/27	+	-
<input type="checkbox"/>		Mon	11/28	New									11/28	+	-
<input type="checkbox"/>		Tue	11/29	New									11/29	+	-
<input type="checkbox"/>		Wed	11/30	New									11/30	+	-
<input type="checkbox"/>		Thu	12/1	New									12/1	+	-
<input type="checkbox"/>		Fri	12/2	New									12/2	+	-

Submit Clear

**Approval**

Select All Deselect All Approve

# Employee Timesheet



## Timesheet

Lola Bunny  
Work Study Student

Employee ID 200005503  
Empl Record 2  
Earliest Change Date 11/24/2016

Actions ▾

Select Another Timesheet

\*View By Calendar Period  
\*Date 11/19/2016  


Previous Period Next Period











































Reported Hours 9.86

Print Timesheet

All biweekly (temp hourly) employee timesheets require **"Supervisor Approval"** before they can be processed by payroll.

If the timesheet is not approved before the biweekly pay period lockout deadline the employee may not be paid correctly for the pay period. (i.e: "Reported Status" indicates if time "Needs Approval".

From 11/19/2016 to 12/02/2016 

Select	Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Collection Device ID	Off-Cycle Check	Project ID	Date		
<input type="checkbox"/>		Sat	11/19	New									11/19		
<input type="checkbox"/>		Sun	11/20	New									11/20		
<input type="checkbox"/>		Mon	11/21	Needs Approval	8:21:00AM	12:20:00PM			3.98	KBWTC			11/21		
<input type="checkbox"/>		Tue	11/22	New									11/22		
<input type="checkbox"/>		Wed	11/23	Needs Approval	8:24:00AM	12:32:00PM	1:02:00PM	2:47:00PM	5.88	KBWTC			11/23		
<input type="checkbox"/>		Thu	11/24	New									11/24		
<input type="checkbox"/>		Fri	11/25	New									11/25		
<input type="checkbox"/>		Sat	11/26	New									11/26		
<input type="checkbox"/>		Sun	11/27	New									11/27		
<input type="checkbox"/>		Mon	11/28	New									11/28		
<input type="checkbox"/>		Tue	11/29	New									11/29		
<input type="checkbox"/>		Wed	11/30	New									11/30		
<input type="checkbox"/>		Thu	12/1	New									12/1		
<input type="checkbox"/>		Fri	12/2	New									12/2		

Submit Clear

### Approval

Select All Deselect All Approve



# Employee Timesheet

**Timesheet**

Lola Bunny Employee ID 200005503  
Work Study Student Empl Record 2  
Actions ▼ Earliest Change Date 11/24/2016

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
\*Date 11/19/2016 Reported Hours 9.86

From 11/19/2016 to 12/02/2016 ?

Select	Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Collection Device ID	Off-Cycle Check	Project ID	Date		
<input type="checkbox"/>		Sat	11/19	New									11/19		
<input type="checkbox"/>		Sun	11/20	New									11/20		
<input type="checkbox"/>		Mon	11/21	Needs Approval	8:21:00AM	12:20:00PM			3.98	KBWTC			11/21		
<input type="checkbox"/>		Tue	11/22	New									11/22		
<input type="checkbox"/>		Wed	11/23	Needs Approval	8:24:00AM	12:32:00PM	1:02:00PM	2:47:00PM	5.88	KBWTC			11/23		
<input type="checkbox"/>		Thu	11/24	New									11/24		
<input type="checkbox"/>		Fri	11/25	New									11/25		
<input type="checkbox"/>		Sat	11/26	New									11/26		
<input type="checkbox"/>		Sun	11/27	New									11/27		
<input type="checkbox"/>		Mon	11/28	New									11/28		
<input type="checkbox"/>		Tue	11/29	New									11/29		
<input type="checkbox"/>		Wed	11/30	New									11/30		
<input type="checkbox"/>		Thu	12/1	New									12/1		
<input type="checkbox"/>		Fri	12/2	New									12/2		

Submit Clear

**Approval**

Select All Deselect All Approve

The supervisor can update the employee timesheet with missing punch data or correct any data field that cannot be validated. Simply click in the appropriate "In or Out" box and enter/update the time stamp: **hh:mm AM or PM**. Click the "Submit" button at the bottom of the timesheet to make the update.

# Timesheet Exceptions

## Exceptions

Employee Selection

Filtering Options

Exceptions ?

**Overview** Details Demographics

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input type="checkbox"/>	Duck	Daffy	200088236		0 Work Study Student	NC000005	In Punch W/O Out PCH for 24H	11/28/2016	High


Allow Exceptions ?


Select All Deselect All


Save


Manager Self Service  
Time Management

### My Temporary Employees Time

 **My Employees Timesheets**  
Enter reported time and task details for a day, week, or time period.

 **Time Exceptions**  
View and Correct problems with an Employee's Time

 **View/Print Biweekly Timesheets**  
View and Print your Employee's Timesheets for any Pay Period.

 **Approve Reported Time**  
Review and Approve Reported Punch Time for your Direct Reports.

**High** severity exception alarms cannot be processed by payroll until resolved. To resolve the high exception alarm click on the employee last name to go directly to the timesheet and review the employee punch data

# Timesheet Exceptions

**Timesheet**

**Daffy Duck** Employee ID 200088236  
Work Study Student Empl Record 0  
Actions ▾ Earliest Change Date 11/24/2016

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period  
\*Date 11/19/2016 🔄 Previous Employee Next Employee  
Reported Hours 11.69 Print Timesheet Elapsed Timesheet

From 11/19/2016 to 12/02/2016 ?

Select	Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Check	Project ID	Date		
<input type="checkbox"/>	🗨	Sat	11/19	New									11/19	+	-
<input type="checkbox"/>	🗨	Sun	11/20	New									11/20	+	-
<input type="checkbox"/>	🗨	Mon	11/21	Needs Approval		12:36:00PM	4:35:00PM			8.116			11/21	+	-
<input type="checkbox"/>	🗨	Tue	11/22	New									11/22	+	-
<input type="checkbox"/>	🗨	Wed	11/23	New									11/23	+	-
<input type="checkbox"/>	🗨	Thu	11/24	New									11/24	+	-
<input type="checkbox"/>	🗨	Fri	11/25	New									11/25	+	-
<input type="checkbox"/>	🗨	Sat	11/26	New									11/26	+	-
<input type="checkbox"/>	🗨	Sun	11/27	New									11/27	+	-
<input type="checkbox"/>	🗨	Mon	11/28	Needs Approval	🚨	3:21:00PM				48.116			11/28	+	-
<input type="checkbox"/>	🗨	Tue	11/29	New									11/29	+	-
<input type="checkbox"/>	🗨	Wed	11/30	Needs Approval		1:44:00PM	5:01:00PM			3.28	48.116		11/30	+	-
<input type="checkbox"/>	🗨	Thu	12/1	Needs Approval		12:16:00PM	4:42:00PM			4.43	48.116		12/1	+	-
<input type="checkbox"/>	🗨	Fri	12/2	New									12/2	+	-

Submit

**Approval**

Select All Deselect All Approve

In this example the employee did not punch OUT on the date in question. To clear/resolve the alarm the supervisor would need to verify when the employee clocked out, update the OUT punch field with the missing punch data (hh:mm AM or PM) and "Submit" the entry.

# Timesheet Exceptions

## Timesheet

Daffy Duck

Work Study Student

Actions ▾

Employee ID 200088236

Empl Record 0

Earliest Change Date 11/24/2016

Select Another Timesheet

\*View By Calendar Period ▾

\*Date 11/19/2016 


























































Previous Period Next Period

Previous Employee Next Employee

Print Timesheet Elapsed Timesheet

Reported Hours 11.69

From 11/19/2016 to 12/02/2016 ?

Select	Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Check	Project ID	Date		
<input type="checkbox"/>		Sat	11/19	New									11/19		
<input type="checkbox"/>		Sun	11/20	New									11/20		
<input type="checkbox"/>		Mon	11/21	Needs Approval		12:36:00PM	4:35:00PM			116			11/21		
<input type="checkbox"/>		Tue	11/22	New									11/22		
<input type="checkbox"/>		Wed	11/23	New									11/23		
<input type="checkbox"/>		Thu	11/24	New									11/24		
<input type="checkbox"/>		Fri	11/25	New									11/25		
<input type="checkbox"/>		Sat	11/26	New									11/26		
<input type="checkbox"/>		Sun	11/27	New									11/27		
<input type="checkbox"/>		Mon	11/28	Needs Approval		3:21:00PM	4:45 PM			48116			11/28		
<input type="checkbox"/>		Tue	11/29	New									11/29		
<input type="checkbox"/>		Wed	11/30	Needs Approval		1:44:00PM	5:01:00PM			3.28 48116			11/30		
<input type="checkbox"/>		Thu	12/1	Needs Approval		12:16:00PM	4:42:00PM			4.43 48116			12/1		
<input type="checkbox"/>		Fri	12/2	New									12/2		

Submit

Clear

## Approval

Select All

Deselect All

Approve

In this example the missing OUT punch has been submitted but the alarm will not clear until the supervisor approves the punch data. Once the payroll audit detects the approval the alarm will clear if no other issues are discovered. (audit cycles run 4x a day)


# View Biweekly Timesheet

**Favorites** | **Main Menu** > **Human Resources Systems** > **Manager Self Service** > **Time Management** > **View Time** > **View Biweekly Timesheet**

**View Biweekly Timesheet**

☐ Project Details

Supervisor ID





Check Dt   Pay Period

Click the magnifying glass to choose the Check Date for the Pay Period that you like to view. Changes made to your employee's time must be processed before generating an updated timesheet. Time is processed daily from 2:00-3:00 PM and overnight.

NOTE: Punch time with Exceptions, such as a missing OUT punch, are not included on the timesheet report. [Please click here to review exceptions.](#)

To resolve punch time exceptions go directly to the timesheet summary report. [Please click here to access employee timesheets.](#)

**My Temporary Employees Time**

 <b>My Employees Timesheets</b> Enter reported time and task details for a day, week, or time period.	 <b>Time Exceptions</b> View and Correct problems with an Employee's Time	 <b>View/Print Biweekly Timesheets</b> View and Print your Employee's Timesheets for any Pay Period.	 <b>Approve Reported Time</b> Review and Approve Reported Punch Time for your Direct Reports.
--	--	---	--

Once the timesheet has been approved the supervisor or timekeeper can generate a processed timesheet by selecting the check date they would like to view.



# Approving Reported Time

Approve Reported Time

Timesheet Summary

Employee Selection

Change View

\*View By **All Time After**

Date 11/19/2016

**"View By" can also be changed.**

- All Time After
- All Time Before
- Day
- Week

**My Temporary Employees Time**

**My Employees Timesheets**  
Enter reported time and task details for a day, week, or time period.

**Time Exceptions**  
View and Correct problems with an Employee's Time

**View/Print Biweekly Timesheets**  
View and Print your Employee's Timesheets for any Pay Period.

**Approve Reported Time**  
Review and Approve Reported Punch Time for your Direct Reports.

Employees For Bugs Bunny, Time Needing Approval After 11/19/2016

**Time Summary** Demographics

Last Name	First Name	View Details	Employee ID	Empl Record	Job Title	Hours to be Approved	Reported Hours	Exception	Hours Approved or Submitted	Denied Hours	OUC	Supervisor ID	Supervisor Name
Duck	Daffy	View Details	200088236	0	Work Study Student	11.69	11.69		0.00	0.00	480201	001115674	Bugs Bunny
Bunny	Lola	View Details	200005503	2	Work Study Student	9.86	9.86		0.00	0.00	480201	001115674	Bugs Bunny
Bird	Tweety	View Details	200075787	0	Work Study Student	3.50	3.50		0.00	0.00	480201	001115674	Bugs Bunny
Le Pew	Pepe	View Details	200005609	0	Work Study Student	0.00	0.00		0.00	0.00	480201	001115674	Bugs Bunny
Runner	Road	View Details	200008559	0	Work Study Student	0.00	0.00		0.00	0.00	480201	001115674	Bugs Bunny

Report Time  
Manager Self Service  
Time Management

The supervisor can approve **"All Time After"** a specific date. The HR system will default to the most current biweekly pay period but the supervisor may have to adjust the date if it does not coincide with the time frame they are trying to approve. Click the **"Last Name"** of the employee to access the timesheet.

# Approving Reported Time

**Timesheet**

**Daffy Duck** Employee ID 200088236  
Work Study Student Empl Record 0  
Actions Earliest Change Date 11/24/2016

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
\*Date 11/19/2016 Next Employee  
Reported Hours 11.69 Print Timesheet Elapsed Timesheet

From 11/19/2016 to 12/02/2016

Select	Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Time Collection Device ID	Off-Cycle Check	Project ID	Date		
<input type="checkbox"/>		Sat	11/19	New										11/19	+	-
<input type="checkbox"/>		Sun	11/20	New										11/20	+	-
<input checked="" type="checkbox"/>		Mon	11/21	Needs Approval		12:36:00PM	4:35:00PM			3.98	48116			11/21	+	-
<input type="checkbox"/>		Tue	11/22	New										11/22	+	-
<input type="checkbox"/>		Wed	11/23	New										11/23	+	-
<input type="checkbox"/>		Thu	11/24	New										11/24	+	-
<input type="checkbox"/>		Fri	11/25	New										11/25	+	-
<input type="checkbox"/>		Sat	11/26	New										11/26	+	-
<input type="checkbox"/>		Sun	11/27	New										11/27	+	-
<input type="checkbox"/>		Mon	11/28	Needs Approval		3:21:00PM					48116			11/28	+	-
<input type="checkbox"/>		Tue	11/29	New										11/29	+	-
<input checked="" type="checkbox"/>		Wed	11/30	Needs Approval		1:44:00PM	5:01:00PM			3.28	48116					
<input checked="" type="checkbox"/>		Thu	12/1	Needs Approval		12:16:00PM	4:42:00PM			4.43	48116					
<input type="checkbox"/>		Fri	12/2	New												

Submit Clear

**Approval**

Select All Deselect All Approve

**Supervisors will need to check the boxes in the "Select" column once they validate the dates the employee submitted (In/Out) punch data. Click the "Approve" button (below) after the boxes have been checked to process employee time for the pay period.**

**WARNING:** If exception alarms exist they should always be resolved before approving reported time. The supervisor can approve the date later in the pay period.

**Note: "Select All" will place a check in boxes when the employee submitted punch data followed by clicking the "Approve" button. "Deselect All" will remove all checks.**

# Approving Reported Time

**Timesheet**

**Lola Bunny**  
Work Study Student

Employee ID 200005503  
Empl Record 2  
Earliest Change Date 11/24/2016

When the employee timesheet has been reviewed/approved the "Reported Status" column will reflect, "Approved".

Actions ▾

Select Another Timesheet

\*View By Calendar Period

\*Date 11/05/2016

Reported Hours 18.98

Previous Employee Next Employee

Print Timesheet Elapsed Timesheet

From 11/05/2016 to 11/18/2016

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Collection Device ID	Off-Cycle Check	Project ID	Date		
	Sat	11/5	New									11/5	+	-
	Sun	11/6	New									11/6	+	-
	Mon	11/7	Approved	8:17:00AM	12:20:00PM			4.05	KBWTC			11/7	+	-
	Tue	11/8	New									11/8	+	-
	Wed	11/9	Approved	8:17:00AM	12:17:00PM			4.00	KBWTC			11/9	+	-
	Thu	11/10	New									11/10	+	-
	Fri	11/11	Approved	8:01:00AM	11:00:00AM			2.98	KBWTC			11/11	+	-
	Sat	11/12	New									11/12	+	-
	Sun	11/13	New									11/13	+	-
	Mon	11/14	New									11/14	+	-
	Tue	11/15	New									11/15	+	-
	Wed	11/16	Approved	8:14:00AM	12:13:00PM			3.98	KBWTC					
	Thu	11/17	New											
	Fri	11/18	Approved	9:28:00AM	1:26:00PM			3.06	KBWTC					

Submit Clear

If for any reason a specific punch entry needs to be updated, after being approved, the entry must be submitted and **RE-APPROVED** before it can be processed by Payroll

# Supervisor email notification (Saturday)

An Approval Notification on a Timesheet that has been posted for an Employee(s) that you supervise requires your approval.

NOTICE: Temporary staff or student workers that report to you have reported hours worked for the pay period that ended at midnight this past Friday. You **MUST** approve these reported hours **before they can be paid**. The reported time can be accessed from the link provided below.

[Click here to approve reported time](#)

The link will take supervisors directly to the "Approve Reported Time" panel previously covered.

**Supervisors are responsible for their direct report timesheets!** Please approve employee hours so they can be processed by Payroll. If reported hours are not reviewed, resolved, and approved by **5pm Date employees will not be paid correctly**. Disregard this notification if you have managed reported hours prior to this email being sent.

If you need further assistance, contact your departmental/divisional timekeeping HR Administrator for assistance. **\*\*DO NOT REPLY TO THIS EMAIL.\*\***

If supervisors **DO NOT** approve employee timesheets by the end of a pay period an email notification will be sent the following day, (Saturday).

# Supervisor email notification (Tuesday)

**\*\*Final Timesheet Approval Notification\*\***

This serves as a final notice for the pay period that temporary staff or student workers that report to you have reported hours worked for the pay period that ended at midnight this past Friday and to provide you with a final opportunity to approve employee reported hours **before they can be paid**. The reported time can be accessed from the link provided below.

[Click here to approve reported time](#)

Supervisors are responsible for their direct report timesheets! Take this final opportunity to approve employee reported hours so they can be processed by Payroll. Please review, resolve and approve any timesheets by 5pm today. Failure to do so will result in the employee being paid incorrectly or not paid at all if the reported time is not approved.

**\*\*DO NOT REPLY TO THIS EMAIL\*\***

*If you have managed direct reports timesheets throughout the pay period and no further verification, modification, and/or approval is required, disregard this notification.*

**\*\* Any issue discovered with a timesheet that is not resolved and/or approved by 5pm today, must be reported to your departmental/division timekeeper immediately to provide them with the opportunity to correct and/or approve timesheets before payroll is processed.\*\***

A final email notification will be sent if supervisors have still not approved employee timesheets. After the Tuesday lockout deadline the supervisor will not be able to update or approve the employee timesheet.

***Supervisors must work with the Dept/Divisional timekeeper for assistance after the lockout deadline date.***



# Manager Search Options

## Manager Search Options

### Select Default Criteria and Options

- Auto Populate Results
- Show search criteria "Collapsed or Expanded"
- SAVE after making any adjustments

#### Loading of Matching Employees

- ☒ Auto Populate Results  
☐ Prompt for Results

#### Default Criteria Presentation


- ☒ Show Criteria List Collapsed  
☐ Show Criteria List Expanded

☐ Show Schedule Information

#### Employee Selection Criteria ?

Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group	0002827	<input checked="" type="checkbox"/>	Do Not Include
Employee ID		<input checked="" type="checkbox"/>	Include
Empl Record		<input checked="" type="checkbox"/>	Include
Last Name		<input checked="" type="checkbox"/>	Include
First Name		<input checked="" type="checkbox"/>	Include
Department		<input checked="" type="checkbox"/>	Do Not Include
Location Code		<input checked="" type="checkbox"/>	Do Not Include
North American Pay Group		<input checked="" type="checkbox"/>	Do Not Include

#### Data Loading in Time Management ?

 Save

# Employee Timesheet requiring approval

Favorites Main Menu > Human Resources Systems > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

[New Window](#) [Persona](#)

## Timesheet

Stephen  Empl ID:   
 Job Title: Student Worker, Enrolled@NCSU Empl Record: 0  
 \*View By: Calendar Period Reported Hours: 20.90 [Previous Period](#) [Next Period](#)  
 \*Date: 05/24/2014   [Previous Employee](#) [Next Employee](#)  
[Print Timesheet](#)

To see a list of college/division level approvers, click on the "Approval Monitor".

From 05/24/2014 to 06/06/2014

Select	Comments	Day	Date	Status	Approval Monitor	In	Out	In	Out	Punch Total	Time Collection Device ID	Source	Off-Cycle Check	Project ID
<input type="checkbox"/>		Sat	5/24	New	Approval Monitor							Online	<input type="checkbox"/>	
<input checked="" type="checkbox"/>		Sun	5/25	Needs Approval	Approval Monitor	8:00:00AM	9:00:00AM			1.00		Online	<input type="checkbox"/>	
<input checked="" type="checkbox"/>		Mon	5/26	Needs Approval	Approval Monitor	8:00:00AM	11:45:00AM			3.75		Online	<input type="checkbox"/>	
<input type="checkbox"/>		Tue	5/27	Needs Approval	<a href="#">Approval Monitor</a>	8:00:00AM	10:00:00AM			2.00		Online	<input type="checkbox"/>	
<input type="checkbox"/>		Wed	5/28	Needs Approval	<a href="#">Approval Monitor</a>	9:00:00AM	9:45:00AM			0.75		Online	<input type="checkbox"/>	
<input type="checkbox"/>		Thu	5/29	Needs Approval	<a href="#">Approval Monitor</a>	8:00:00AM	10:00:00AM	10:59:00PM		3.10		Online	<input type="checkbox"/>	
<input type="checkbox"/>		Fri	5/30	Needs Approval	<a href="#">Approval Monitor</a>		12:05:00AM	5:00:00PM	6:00:00PM	1.00		Online	<input type="checkbox"/>	
<input type="checkbox"/>		Sat	5/31	Needs Approval	<a href="#">Approval Monitor</a>	11:00:00AM	2:18:00PM			3.30		Online	<input type="checkbox"/>	
<input type="checkbox"/>		Sun	6/1	New	Approval Monitor							Online	<input type="checkbox"/>	
<input type="checkbox"/>		Mon	6/2	Needs Approval	<a href="#">Approval Monitor</a>	9:00:00AM	1:00:00PM			4.00		Online	<input type="checkbox"/>	
<input type="checkbox"/>		Tue	6/3	Needs Approval	<a href="#">Approval Monitor</a>	8:00:00AM	8:45:00AM			0.75		Online	<input type="checkbox"/>	
<input type="checkbox"/>		Wed	6/4	New	Approval Monitor							Online	<input type="checkbox"/>	
<input type="checkbox"/>		Thu	6/5	Needs Approval	<a href="#">Approval Monitor</a>	8:45:00PM	10:00:00PM			1.25		Online	<input type="checkbox"/>	
<input type="checkbox"/>		Fri	6/6	New	Approval Monitor							Online	<input type="checkbox"/>	

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

Approve

Submit

Clear

### Employee's Default Distribution

Project ID	Account	Description	Percent of Distribution
201555	51450	COMMUNICATION	100.000

Updated 12/1/2016

# Employee Timesheet requiring approval

Timesheet

**Approval Monitor**

By SupervisorID

Reported Time Approval for 2014-05-25: Pending

Route to SupervisorID

Pending

Multiple Approvers  
By Supervisor

Reported Time Approval for 2014-05-25: Pending

Route to SupervisorID

Pending

Multiple Approvers  
By Supervisor

Reported Time Approval for 2014-05-26: Pending

Route to SupervisorID

Pending

Multiple Approvers  
By Supervisor

Reported Time Approval for 2014-05-26: Pending

Route to SupervisorID

Pending

Multiple Approvers  
By Supervisor

Reported Time Approval for 2014-05-27: Pending

Route to SupervisorID

Pending

Multiple Approvers  
By Supervisor

Reported Time Approval for 2014-05-27: Pending

Route to SupervisorID

Pending

Multiple Approvers  
By Supervisor

Click the **"Multiple Approvers"** link to view a list of college/division level approvers.

Approver #1	
Name:	William
User ID:	
Empl ID:	000568965
Last Name:	
First Name:	William
Approver #2	
Name:	Sara
User ID:	
Empl ID:	000205769
Last Name:	
First Name:	Sara
Approver #3	
Name:	Stephanie
User ID:	
Empl ID:	000912681
Last Name:	
First Name:	Stephanie

# Timekeeper Responsibilities

- Manage and support recorded time entries for employees assigned to their specific TKL's each pay period.
  - Employees will be assigned to a primary TKL and supervisor when hired through the Job Action Request (JAR) process, *(previously covered)*.
  - After supervisor lockout has passed, the timekeeper has two additional days to review, update, or approve employee timesheets.
    - Timekeepers may have to consult with the Division Payroll Coordinator to resolve timesheet issues after the timekeeper lockout deadline.
- Collaborate with the assigned supervisor in job data to verify or resolve any timesheet issues during the pay period including:
  - Missed punches
  - **Exception alarms**
  - Incorrect punch entries
  - Project ID#'s
  - Timesheet approval *(if necessary)*
- If Printed Timesheets are required, work directly with the employee and supervisor to validate the appropriate signatures have been captured.

# Timekeeper Responsibilities (cont'd)

Know how to access the biweekly lockout schedule and understand what lockout actually means:

Reference Link, Bi-Weekly Schedule: <https://payroll.hr.ncsu.edu/for-payroll-coordinators/>

## Supervisor Lockout

- Supervisors have 4 days after a pay period ends to manage & approve timesheets
- After the 4<sup>th</sup> day (Tuesday) supervisors cannot manage or approve employee timesheets
- Employee's may not be paid correctly if the timesheet has not been validated & approved

## Timekeeper Lockout

- Timekeepers have an additional two days after supervisor lockout to manage and/or approve employee timesheets if necessary
- Monitor employee timesheets on a regular basis to manage and clear exception alarms
- Notify the supervisor if you do not see employee timesheets being managed appropriately
  - Makes it easier to resolve issues while it is fresh in everyone's mind
  - Favorably positions the unit to meet payroll deadlines
  - Minimizes human error
  - Eliminates delays in payment



# Interpreting the Payroll Lockout Schedule

BI-WEEKLY PAYROLL SCHEDULE 2016-2017											
Payroll ID	Pay Period Begin Date	Pay Period End Date	Flat Rate Request Form Due in HR	# Grad Appts Due	## Temporary Time Sheets Due In HR System	Payroll Lockout - Time Records Taken By Payroll	Payday	Off Cycle Check Cutoff Noon	Off Cycle Check Payday	Holidays	
20172R01	Jun 04	Jun 17	Jun 03	Jun 06	Jun 23	Jun 24	Jul 01	Jul 05	Jul 08		
20172R02	Jun 18	Jul 01	Jun 17	Jun 20	Jul 07	Jul 08	Jul 15	Jul 19	Jul 22		
20172R03	Jul 02	Jul 15	Jul 01	Jul 05	Jul 21	Jul 22	Jul 29	Aug 02	Aug 05	Independence Day Mon Jul 4	
20172R04	Jul 16	Jul 29	Jul 15	Jul 18	Aug 04	Aug 05	Aug 12	Aug 16	Aug 19		
20172R05	Jul 30	Aug 12	Jul 29	Aug 01	Aug 18	Aug 19	Aug 26	Aug 30	Sep 02		
20172R06	Aug 13	Aug 26	Aug 12	Aug 15	*Aug 31	*Sep 1	Sep 09	Sep 13	Sep 16		
20172R07	Aug 27	Sep 09	Aug 26	Aug 29	Sep 15	Sep 16	Sep 23	Sep 27	Sep 30	Labor Day Mon Sep 5	
20172R08	Sep 10	Sep 23	Sep 09	Sep 12	Sep 29	Sep 30	Oct 07	Oct 11	Oct 14		
20172R09	Sep 24	Oct 07	Sep 23	Sep 26	Oct 13	Oct 14	Oct 21	Oct 25	Oct 28		
20172R10	Oct 08	Oct 21	Oct 07	Oct 10	Oct 27	Oct 28	Nov 04	Nov 08	Nov 10		
20172R11	Oct 22	Nov 04	Oct 21	Oct 24	Nov 10	Nov 11	Nov 18	Pay on 2R12	Dec 02		
20172R12	Nov 05	Nov 18	Nov 04	Nov 07	*Nov 22	*Nov 23	Dec 02	Dec 06	Dec 09		
20172R13	Nov 19	Dec 02	Nov 18	Nov 21	Dec 08	Dec 09	Dec 16	Dec 20	Dec 23	Thanksgiving Nov 24 - 25	
20172R14	Dec 03	Dec 16	Dec 02	Dec 05	*Dec 16	*Dec 19	**Dec 30	Jan 03	Jan 06		
20172R15	Dec 17	Dec 30	Dec 16	Dec 19	Jan 05	Jan 06	Jan 13	Jan 17	Jan 20	Winter Break Dec 26- Jan 2	
20172R16	Dec 31	Jan 13	*Dec 23	*Dec 23	Jan 19	Jan 20	Jan 27	Jan 31	Feb 03		
20172R17	Jan 14	Jan 27	Jan 13	*Jan 17	Feb 02	Feb 03	Feb 10	Feb 14	Feb 17	ML King Jr. Mon Jan 16	
20172R18	Jan 28	Feb 10	Jan 27	Jan 30	Feb 16	Feb 17	Feb 24	Feb 28	Mar 03		
20172R19	Feb 11	Feb 24	Feb 10	Feb 13	Mar 02	Mar 03	Mar 10	Mar 14	Mar 17		
20172R20	Feb 25	Mar 10	Feb 24	Feb 27	Mar 16	Mar 17	Mar 24	Mar 28	Mar 31		
20172R21	Mar 11	Mar 24	Mar 10	Mar 13	Mar 30	Mar 31	Apr 07	Apr 11	Apr 14		
20172R22	Mar 25	Apr 07	Mar 24	Mar 27	Apr 13	Apr 14	Apr 21	Apr 25	Apr 28		
20172R23	Apr 08	Apr 21	Apr 07	Apr 10	Apr 27	Apr 28	May 05	May 09	May 12		
20172R24	Apr 22	May 05	Apr 21	Apr 24	May 11	May 12	May 19	May 23	May 26		
20172R25	May 06	May 19	May 05	May 08	*May 24	*May 25	Jun 02	Jun 06	Jun 09		
20172R26	May 20	Jun 02	May 19	May 22	Jun 08	Jun 09	Jun 16	Jun 20	Jun 23	Memorial Day Mon May 29	
20172R27	Jun 03	Jun 16	Jun 02	Jun 05	Jun 22	Jun 23	Jun 30	*Jul 03	Jul 07		

# To ensure timely insurance enrollment, appointments must be approved by 1st workday of month.  
 ## Departments set an earlier internal deadline by which employees must turn in timesheets.

\*\* University is closed Dec 30, however Dir. Dep will post.

\*Deviations due to holidays

Reference Link: <https://payroll.hr.ncsu.edu/for-payroll-coordinators/>

# Manager MYPACK Portal (Content)

Personalize Home Page

Tab Name MYPACK HOME

Choose Pagelets: Simply check the items that you want to appear on your homepage.  
Remember to click "Save" when done.

Arrange Pagelets: Go to Personalize Layout

<b>For Faculty &amp; Staff</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Announcements</li><li><input type="checkbox"/> Campus Resources</li><li><input type="checkbox"/> Manage My Projects</li><li><input type="checkbox"/> Computing Tools/Services</li><li><input type="checkbox"/> My Events</li></ul>	<b>Human Resources System</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Employee Self Service</li><li><input type="checkbox"/> HR System - Summary</li><li><input checked="" type="checkbox"/> HR System - Detail</li><li><input checked="" type="checkbox"/> My Temporary Employees Time</li><li><input type="checkbox"/> Payroll Lockout Monitor</li></ul>	<b>NC State News</b> <ul style="list-style-type: none"><li><input type="checkbox"/> NC State Homepage</li><li><input type="checkbox"/> NC Cooperative Extension</li><li><input type="checkbox"/> Design Library</li><li><input type="checkbox"/> NCSU Libraries</li><li><input type="checkbox"/> Geographic Information Systems</li><li><input type="checkbox"/> SysNews - Announcements</li><li><input type="checkbox"/> SysNews - Upcoming Events</li><li><input type="checkbox"/> Natural Resources Library</li><li><input type="checkbox"/> Business Information Network</li><li><input type="checkbox"/> Textiles Library</li><li><input type="checkbox"/> Veterinary Medicine Library</li><li><input type="checkbox"/> Online Bulletin - Home</li><li><input type="checkbox"/> Online Bulletin - Res &amp; Innov</li><li><input type="checkbox"/> Online Bulletin - HR &amp; Finance</li><li><input type="checkbox"/> The Abstract</li><li><input type="checkbox"/> NC State News and Information</li></ul>
<b>Local / National News</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> CNN.com Headline News</li><li><input checked="" type="checkbox"/> WRAL.com Top Stories</li><li><input type="checkbox"/> WRAL.com Local News</li></ul>	<b>Financial Systems</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Financial Systems - Detail</li><li><input type="checkbox"/> Financial Systems - Summary</li></ul>	
<b>PeopleSoft Applications</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> What's New in the Portal</li><li><input checked="" type="checkbox"/> MyPack Welcome - Faculty&amp;Staff</li><li><input type="checkbox"/> My Reports</li><li><input checked="" type="checkbox"/> Login Preference</li><li><input checked="" type="checkbox"/> MyPack Welcome - Students</li></ul>		<b>For Students</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Academics</li><li><input type="checkbox"/> Finances</li><li><input type="checkbox"/> Personal Information</li><li><input type="checkbox"/> Admissions</li><li><input checked="" type="checkbox"/> Stay on Track</li><li><input type="checkbox"/> Get Involved</li><li><input type="checkbox"/> Student Services</li><li><input type="checkbox"/> Student Life</li></ul>

Save Cancel

Timekeepers can enable My Temporary Employees Time "quick links" by checking "My Temporary Employees Time" to utilize the same options as supervisors.

The "Payroll Lockout Monitor" is another option very beneficial for timekeepers.

Once option have been selected click "Save" at the bottom.



## Exception Alarm Trouble Shooting Guide

Exception ID	Desc.	Sev.	Reason	Resolution
TLX10064	Invalid Punch Order IN/IN	High	Back to back IN punch, potentially a time punch reset of the employees punch in status after 18 hours of not punching OUT.	Verify employee/schedule if required. Enter the appropriate missing punch time before payroll lockout.
TLX10064	Invalid Punch Order OUT/OUT	High	Back to back OUT punch, rarely happens but potentially the employee failed to verify the information on the screen & punched incorrectly.	Verify employee/schedule if required. Enter the appropriate missing punch time before payroll lockout.
NC000002	Multiple Job Punch Overlap	High	The employee has multiple jobs and potentially clocked IN on one job before clocking OUT of the other job.	Verify employee/schedule if required. Adjust the punch time to the appropriate In or Out time for each job before payroll lockout.
TLX00450	More than 24 hours reported	High	The sum of accumulated hours exceed 24 hours. Keep in mind the other exceptions listed could be a contributing factor for this alarm.	Verify employee/schedule if required. Potentially there could be a missed punch. If so correct missed punch before payroll lockout.
TLX00031	Invalid HR Status	High	The biweekly employees payable status is invalid which means the job data status is Inactive in the HR System. Clock punch data was entered and submitted prior to the inactive date.	Verify employee work status. Update the employee job data and/or verify the employee timesheet if required to match their current job data status before payroll lockout.
TLX00032	Invalid HR Status	High	The monthly employees payable status is invalid which means the job data status is Inactive in the HR System. Clock punch data was entered and submitted prior to the inactive date.	Verify employee work status. Update the employee job data and/or adjust the employee timesheet if required to match their current job data status before payroll lockout.
NC000003	Excessive Hours (>14/day)	Low	The employees accumulated work time for one day is more than 14 hours total.	Verify employee/schedule if required. Allow the exception if manager approves excessive hours.
NC000004	Invalid Project ID	High	The Project ID or account information the employee should be paid from is not valid	Verify employee distribution and account information if required. Select a valid Project ID and resubmit payable time.
NC000005	In Punch Without Out Punch for 24 Hours	High	The employee failed to clock out within a 24 hour timeframe.	Review the timesheet and follow-up with the employee to find out why they missed a punch. Update the timesheet appropriately.

Reference Link: [https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/02/exception\\_alrms.pdf](https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/02/exception_alrms.pdf)

# Exception Alarm Panel

[Favorites](#) > [Main Menu](#) > [Human Resources Systems](#) > [Manager Self Service](#) > [Time Management](#) > [Approve Time and Exceptions](#) > [Exceptions](#)

## Exceptions

▶ [Employee Selection](#)

▼ [Filtering Options](#)

\*Date Filter  Start Date   
 Employee Filter  Employee ID   
 \*Exception Filter  Exception ID   
 Severity   
 Run Control ID

Exceptions ? Personalize | Find | View All | First 1 of 1 Last

[Overview](#) | [Details](#) | [Demographics](#) |

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
	Duck	Daffy	200088236	0	Work Study Student	NC000005	In Punch W/O Out PCH for 24H	11/28/2016	High

[Allow Exceptions](#) ?

[Manager Self Service](#)  
[Time Management](#)

- Exceptions alarms will appear for any employee who has an exception alarms on their timesheet.
- Supervisor automatically see employee names with exception alarms, reflected in this example.
- Timekeepers have Filtering Options to help narrow down the search results.
- Timekeepers should monitor exception alarms on a regular basis, daily or weekly.
- Once the exception is resolved the punch entry needs to be approved and one of the system audit cycles need to pick up the change.

# Exception Alarm Panel

## Exceptions

### Employee Selection

#### Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text" value="0002827"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Location Code	<input type="text"/>
North American Pay Group	<input type="text"/>

Additional Filtering Options to help narrow down search results. Select the criteria and click "Get Employee" to retrieve the results.

Get Employees

Clear Criteria

Save Criteria

### Filtering Options

*Date Filter	<input type="text" value="equal to"/>
Employee Filter	<input type="text" value="equal to"/>
*Exception Filter	<input type="text" value="equal to"/>
Severity	<input type="text" value="Low"/>
Run Control ID	<input type="text"/>

Start Date

Employee ID

Exception ID

Select



# Exception Alarm Panel

Navigation: Favorites ▾ | Main Menu ▾ | > Human Resources Systems ▾ | > Manager Self Service ▾ | > Time Management ▾ | > Approve Time and Exceptions ▾ | > Exceptions

## Exceptions

Employee Selection

Filtering Options

\*Date Filter: equal to ▾ Start Date:

Employee Filter: equal to ▾ Employee ID:

\*Exception Filter: equal to ▾ Exception:

Severity: ▾

Run Control ID:

Exceptions ? Personalize | Find | View All | First 1 of 1 Last

Overview | Details |

Allow	Last Name	First Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity
<input checked="" type="checkbox"/>	Bunny	Lola	200005503	2	Work Study Student	NC000003	Excessive Hours (>14)	12/13/2016	Low
<input type="checkbox"/>	Duck	Daffy	200088236	0	Work Study Student	TLX10064	Invalid Punch Order	11/28/2016	High

Allow Exceptions ?

Select All Deselect All

Save

Manager Self Service

Time Management

- **High** severity exception alarms cannot be processed for payment until resolved.
- High exceptions have to be resolved directly on the employee timesheet, (click on employee last name)
- **Low** exception alarms can be cleared by checking the "Allow" box and saving.  
(However, make sure the time is valid before clearing any low exception alarm.)

# Resolving Timesheet Exceptions

### Timesheet

**Daffy Duck** Employee ID 200088236  
 Work Study Student Empl Record 0  
 Actions ▾ Earliest Change Date 11/28/2016

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period  
 \*Date 11/19/2016 🔄 Previous Employee Next Employee  
 Reported Hours 11.69 Print Timesheet Elapsed Timesheet

From 11/19/2016 to 12/02/2016 ?

Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Time Correction Device ID	Off-Cycle Check	Project ID	Date		
🗨	Sat	11/19	New										11/19	+	-
🗨	Sun	11/20	New										11/20	+	-
🗨	Mon	11/21	Approved		12:36:00PM	4:35:00PM			3.98	48116			11/21	+	-
🗨	Tue	11/22	New										11/22	+	-
🗨	Wed	11/23	New										11/23	+	-
🗨	Thu	11/24	New										11/24	+	-
🗨	Fri	11/25	New										11/25	+	-
🗨	Sat	11/26	New										11/26	+	-
🗨	Sun	11/27	New										11/27	+	-
🗨	Mon	11/28	Approved	🕒	3:21:00PM					48116			11/28	+	-
🗨	Tue	11/29	New										11/29	+	-
🗨	Wed	11/30	Approved	🕒	1:44:00PM	5:01:00PM			3.28	48116			11/30	+	-
🗨	Thu	12/1	Approved		12:16:00PM	4:42:00PM			4.43	48116			12/1	+	-
🗨	Fri	12/2	New										12/2	+	-

Submit Clear

- When the employee "Last Name" is selected from the exception panel it will land on the timesheet.
- In this example the high exception is due to a missing "OUT" punch and must be resolved before the hours can be calculated correctly.
- Simply enter the missing out punch data on the timesheet and click **Submit**.
- The next time the audit runs the system will detect the updated entry and the alarm will clear.

# Manager Search Options

Favorites ▾ | Main Menu ▾ > Human Resources Systems ▾ > Manager Self Service ▾ > Time Management ▾ > Manager Search Options

Manager Search Options

Select Default Criteria and Options

Bugs Bunny

**Loading of Matching Employees**

- ☒ Auto Populate Results
- ☐ Prompt for Results

**Default Criteria Presentation**

- ☒ Show Criteria List Collapsed
- ☐ Show Criteria List Expanded


☐ Show Schedule Information

▼ Employee Selection Criteria ?

Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group	0002827	<input checked="" type="checkbox"/>	Do Not Include
Employee ID		<input checked="" type="checkbox"/>	Include
Empl Record		<input checked="" type="checkbox"/>	Include
Last Name		<input checked="" type="checkbox"/>	Include
First Name		<input checked="" type="checkbox"/>	Include
Department		<input checked="" type="checkbox"/>	Do Not Include
Location Code		<input checked="" type="checkbox"/>	Do Not Include
North American Pay Group		<input checked="" type="checkbox"/>	Do Not Include

▼ Data Loading in Time Management ?

Folder	Portal Label	*Chunk Size
Approve Time and Exceptions	Payable Time	300
Approve Time and Exceptions	Reported Time	300
Manage Schedules	Manage Schedules	300
Report Time	Absence Request	10
Report Time	Timesheet	300
View Time	Daily Time Calendar	10
View Time	Monthly Time Calendar	10
View Time	Weekly Time Calendar	10

 Save

By default “*Manager Search Options*” are setup to view any direct reports as illustrated in this example.

**Timekeepers** supporting one or more TKLs will have to select different criteria to see the majority of employees showing up in the results.

The instructor will cover various option during the class. Once the criteria has been selected click the “Save” button at the bottom

# Viewing/Printing Timesheets

The screenshot displays the HRS web application interface. At the top, there is a navigation bar with tabs: **MYPACK HOME**, **FOR STUDENTS**, **FOR FACULTY & STAFF**, **MYTAB**, **FOR MANAGERS**, and **HR DASHBOARD**. Below this, a 'Main Menu' dropdown is open, showing a list of folders including 'Employee Self Service', 'Student Self Service', 'Financial Systems', 'Human Resources System', and 'Student Information System'. The 'Human Resources System' folder is selected, and its sub-menu is displayed, showing folders like 'Commitment Accounting', 'NCSU Administration', 'NCSU Reports', 'Talent Summary', 'Employee Self Service', 'Manager Self Service', 'Workforce Administration', 'Benefits', 'NextGen Graduate System', 'Job Action Requests(JAR)', 'Time and Labor', 'Payroll for North America', 'Workforce Development', and 'Organizational Development'. The 'Time Management' folder is selected, and its sub-menu is shown, including 'Job and Personal Information', 'Compensation and Stipend', 'Learning and Development', 'Talent Summary', 'Approve Time and Exceptions', 'Report Time', and 'View Time'. The 'View Time' option is highlighted. To the right, the 'HR System - Detail' section is visible, containing 'Commitment Accounting' (with sub-items: Distribution and Posn Budgets, Commitment Accounting Reports, NCSU Redistributions) and 'Add/Update Position Info' (with a description: Enter the description, work location, and other information about a position.). Below this, the 'Faculty & Staff' section is partially visible, showing a list of links: 'Payable Time Detail', 'View Monthly Timesheet', 'Projected Wage Reports', 'NC Time Labor Queries', 'View Current Timesheet', 'View Timesheets - Timekeeper' (highlighted in yellow), and 'View Biweekly Timesheet'. At the bottom left, there is a section titled 'Employees Time' with a warning icon and the text 'View time and task day, week, or time'. At the bottom right, there is a section titled 'Approve Reported Time' with a calendar icon and the text 'Review and Approve Reported Punch Time for your Direct Reports.'

Timekeepers can try using the quick link option (right) discussed earlier or follow the navigation path above to view/print processed timesheets for biweekly & monthly employees utilizing KABA.

Processed timesheet will be rounded to the nearest quarter hour and contain an electronic signature if approved.

**View/Print Biweekly Timesheets**  
View and Print your Employee's Timesheets for any Pay Period.

# Viewing/Printing Timesheets

**Display Timesheet - Timekeeper**

Display/Print Punch Time Sheet

For TimeKeepers

**TimeKeeper Display/Print Time Sheet**

Please choose a Department and/or TRG, Check Date from the drop down lists below. Leave the Employee ID Field blank if you want to display/print all Time Sheets. Enter an Employee ID if you just want to generate the Time Sheet for a single employee. Click the button below to generate the Time Sheet(s) after you have made your selection(s). "Ledger 5" are optional fields to chose. Select the "Ledger 5" check box if you want to see the employees who has project starting from 5 only.

Department	<input type="text"/>	Time Group	<input type="text"/>
*Check Dt	<input type="text"/>	<input type="checkbox"/> Ledger 5 Only	
Empl ID	<input type="text"/>	Sort Order	<input type="text"/>

Generate Time Sheet

\* Denotes Required Field

Save

Notify

Timekeepers can view/print timesheets by updating the following fields:

- **Department:** partial (recommended) or full
- **Check Date:** select from the icon drop down
- **Empl\_ID:** enter 9 digit ID#
- **Time Group:** select a time keeping location (TKL) from the icon drop down
- **Ledger 5 Only:** If you only need timesheets paid from "grant funded" five accounts



# Monthly Employee Timesheet Example

**NC STATE UNIVERSITY**

DIVISION OF HUMAN RESOURCES

## Time Sheet - Monthly

Employee ID : 001021130

Name :

Department ID:

TKL: 792-HR/Payroll

Pay Begin Dt: 07/01/2011 Pay End Dt: 07/31/2011 Check Dt: 07/29/2011

Week Of: 07/16/2011 - 07/22/2011

Day	Clock In	Clock Out	Total Hours
07/19/2011	11:54 AM	05:29 PM	
Total Hrs 07/19/2011			5.50
07/20/2011	10:00 AM	11:37 AM	
07/20/2011	02:35 PM	05:14 PM	
Total Hrs 07/20/2011			4.25
07/21/2011	10:00 AM	08:50 AM	
Total Hrs 07/21/2011			22.75

Week Total Hours

32.50

Overtime Hours

Total Hours Sum

32.5

Total Overtime Sum

# Timesheet Comments

From 11/19/2016 to 12/02/2016 ?

Add Comments	Day	Date	Reported Status	In	Out	In	Out
	Sat	11/19	New				
	Sun	11/20	New				
	Mon	11/21	Approved	8:24:00AM	11:54:00AM		
	Tue	11/22	New				
	Wed	11/23	New				
	Thu	11/24	New				
	Fri	11/25	Approved	10:00:00AM	2:00:00PM		

### Comments

**Tweety Bird** Employee ID 200075787  
 Work Study Student Employment Record 0

Actions ▾

**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 11/21/2016

Personalize | Find | View All | First 1-2 of 2 Last

Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
1 11/21/2016	TLSYSTEM	11/21/2016 8:31AM		<input type="checkbox"/>	
2 11/21/2016	TLSYSTEM	11/21/2016 12:01PM		<input type="checkbox"/>	

Add Comment

OK Cancel Apply

Click the timesheet comment bubble (left) to open a comment panel (right) allowing the user to add a comment explaining the entry.  
**Note: Once comments are saved they cannot be deleted.**

# Additional Time Management Tools

- Missed Punch Log Report
  - Reference the following go link: <http://go.ncsu.edu/miss-punchlog.pdf>
  - If an employee fails to punch In/Out for work the missed punch log report should be utilized to update the employee timesheet in the HR system.
  - Timekeepers should work with supervisors to better understand why an employee is not utilizing the KABA system and see if KABA is a better option.
  - Direct supervisors to the reference link (above) especially if the timekeeper updates the employee timesheet without any knowledge of the employees work schedule.
  - The missed punch log report should be maintained in the employee file for audit purposes
- NC Time Labor Queries
- Projected Wage Reports
- Payable Time Details

# NC Time Labor Queries

Favorites ▾ | Main Menu ▾ > Human Resources Systems ▾ > Manager Self Service ▾ > Time Management ▾ > View Time ▾ > NC Time Labor Queries

**NC TI Query**

TCD Badge Info by Division      TCD Badge Info by TKL

TCD Badge Info by Emplid      Reported Time Audit

**Punch Time by Date**

Output Type

☐ HTML

☐ EXCEL

Generate Report

**“NC Time Labor Queries” retrieves the following:**

- TCD Badge Info By **Division**, **TKL**, and **Emplid** – basically provide the same employee information:
  - Employee name, ID#, job record# & TKL#
  - Identifies the 7 digit proximity ID used to log into the KABA wall clock
  - Display “By Division” is based on the users security profile which includes both temp & monthly employees if they utilize KABA. **47** is the only division code required with all campus divisions utilizing timesheet approval.
- Reported Time Audit
  - Allows timekeepers to review a specific empl\_ID# during a specific date range to determine if modifications were made to the timesheet.
  - It also provides the user\_ID of the person who made the timesheet modification.

# NC Time Labor Queries

## Badge Information By TKL

TKL:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#) First 1-6 of 6 Last

	ID	Empl Record	Name	User	Badge Number	Rule Elem 2	TCD Group	Reporter Type	Workgroup
1	001072592	0				699	47	P	TMP_HRLY_A
2	200005503	2	Bunny,Lola		0152120	699	47	P	TMP_HRLY_A
3	200005609	0	Le Pew,Pepe		0190169	699	47	P	TMP_HRLY_A
4	200008559	0	Runner,Road		0142963	699	47	P	TMP_HRLY_A
5	200075787	0	Bird,Tweety		0177418	699	47	P	TMP_HRLY_A
6	200088236	0	Duck,Daffy		0213882	699	47	P	TMP_HRLY_A

In this example the user provided the TKL# and clicked "View Results" in the top left corner. Information about the employee (s) job is displayed along with the 7 digit proximity # under the "Badge Number" column, utilized to clock In/Out on a KABA wall clock.

If employees utilizing the KABA wall clock think they have a damaged ID card the proximity number can be typed in on the wall clock key pad to see if the ID is valid. If the 7 digit proximity number works the employee ID card is probably damaged.



# Projected Wages Report

Favorites Main Menu > Human Resources Systems > Manager Self Service > Time Management > View Time > Projected Wage Reports

Projected Wages Report (TMPS)

Projected Wages Report SPA

## Run Control Parameters

Begin Date

End Date

Select the specific start and end date for the report.

### Input Field Criteria

### Input Value

Select one of the following Field Criteria:

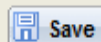
- Employee ID
- TCD Group
- TCD ID
- TKL

The Input Value options will be based on the Input Field Criteria selection.

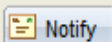
Clear

Generate Report

- The Generate Report button is grayed out and to enable it, please use the Clear button.
- Clear button will clear all the fields and you can generate a report with new criteria.



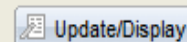
Save



Notify



Add



Update/Display

Projected Wages Report (TMPS) | [Projected Wages Report SPA](#)

# Projected Wages Report (Monthly employees)

North Carolina State University

Projected Wages Report (By TKL)

Pay Period - 01/01/2013 to 01/31/2013

TKL : 715 - Lil Dinos

TRC	Description	Hours	Amount
021H	Temp Earn	2049.00	16583.13
029	Temp Ovtm	11.00	142.69
030	SPA OT	4.25	90.81
033	Prem OT	12.75	293.46
040	Shift Prem	133.75	172.20
130H	Extra Time	8.25	116.89
154	Temp Hol	6.00	24.00
155	SPA Hol	8.25	58.76

**Total: \$17,481.94**

# Payable Time Tab

From 11/05/2016 to 11/11/2016 ?

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Collection Device ID	Off-Cycle Check	Project ID	Date		
	Sat	11/5	New									11/5	+	-
	Sun	11/6	New									11/6	+	-
	Mon	11/7	Approved	10:48:00AM	4:32:00PM			5.73	48116			11/7	+	-
	Tue	11/8	Approved	9:29:00AM	4:00:00PM			6.51	48116			11/8	+	-
	Wed	11/9	Approved	12:39:00PM	4:44:00PM			4.08	48116			11/9	+	-
	Thu	11/10	Approved	11:57:00AM	2:26:00PM			2.48	48116			11/10	+	-
	Fri	11/11	New									11/11	+	-

Submit Clear

Summary Exceptions **Payable Time**

Payable Time Viewing Option

☐ By TRC and Status  
☐ By TRC, Status and Day  
☒ Show In Detail

View Full Detail

Payable Time ?

Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
11/07/2016	021H	Temporary Biweekly Earnings	Hours	Distributed	5.75	57.50	USD
11/08/2016	021H	Temporary Biweekly Earnings	Hours	Distributed	6.50	65.00	USD
11/09/2016	021H	Temporary Biweekly Earnings	Hours	Distributed	4.00	40.00	USD
11/10/2016	021H	Temporary Biweekly Earnings	Hours	Distributed	2.50	25.00	USD

Personalize | Find | 1-4 of 4

Return to Select Employee

Manager Self Service  
Time Management

Employee's Default Distribution

Project ID	Account	Description	Percent of Distribution
1 571106	51450	(FWS) - (2016-17)	80.000
2 221097	51450	HR INFORMATION MGMT (HRIM)	20.000

Employee Timesheets have a "Payable Time" tab option just below the punch data. In this example the Payable Time tab was selected and the timekeeper accessing the timesheet can see the current "Payable Status".

- **Distributed** – indicates hours already paid
- **Estimated** – indicates hours to be paid when processing begins for the next payroll run\_ID, (ie: 20172Rxx)
- **Taken by Payroll** – indicates the hours are currently being processed and NCUS is currently in biweekly lockout.

# Questions

