Preview of SHARP 9.1 Time and Labor (Available February 2013)

Demonstration of Employee Entering Time Via Employee Self-Service – Video with Narration (avi) (7:43)

**START of Demonstration:**

Navigate to the Employee Self Service login page.

Click in the Employee ID field.

Enter your Employee ID.

Tab out.

Enter your password.

Click on the Sign-in icon.

You are now within the employee portal.

Click over on the right hand side and use the scroll bar or elevator bar to scroll down to the bottom of the page.

Click back over on the left hand side.

You have Update My Timesheet. This is how you get into your employee timesheet.

Click on Update My Timesheet.

Your employee timesheet is visible.

If you wish, you may collapse the left hand navigation by clicking on the collapse menu icon.

Your employee timesheet has some basic information:

It includes your Employee Name, your Employee ID, your Employee Record Number, your Job Title and your Department ID.

If you click on your name, or hoover over your name with your mouse, some basic information displays, including your Job Title and your Department.

Other information on your timesheet includes:

View By, in this case we always want to select Calendar Period, which is the default.

It also has the Date, which is also the pay period begin date, in this case it’s September 2nd.

It has some reported hours and scheduled hours information.

Down below that section is your actual timesheet where you would enter the time that you worked.  In this case, it’s two weeks, because our pay periods are two weeks in length. It includes the total hours, the time reporting code, a task group and the source.

There are plus and minus icons to the right, so you can either add a row, or delete a row. In this case, the employee, Ella Bella, has a default schedule of eight hours, Monday through Friday. That information defaulted on her timesheet.

Let’s say today is Monday, and Ella had planned to take off Monday afternoon, and she has received approval from her supervisor, so she comes in and clicks on Monday, and highlights the 8 hours on Monday the 3rd, and types over it 4. She’s working 4 hours, 8am to noon. She now needs to add a new row, by clicking on the plus sign, and entering VAC for vacation. She can either type that in, or start typing and scroll down and select vacation VAC.

She goes back to Monday the 3rd, clicks in the field and enters a 4. Because it’s just Monday, she is only going to Save for Later. Click on Save for Later. A message displays. Would you like to validate time worked? Sure, let’s go ahead and do that. Click on Yes. It’s Processing and it Saved. There were no on-line errors for what we just entered.

Let’s go ahead and look at this Reported Time Status area. This is just informative information. If you click on the arrow that points to the right, that expands that section.

So what it shows us is basically the information on our timesheet, that’s either defaulted, or that we’ve entered. In this case, we entered 4 hours of regular and 4 hours of vacation on Monday, and the system defaulted 8 hours regular for the rest of the pay period.

If we scroll down further, we have Reported Time Summary. You can go ahead and expand that section too. Basically, at this time, it shows that we have 40 hours reported in the 1st week, and 40 hours reported in the 2nd week, for a total of 80 hours.

If we click on the right facing arrow, under Leave and Compensatory Time Balances, that will expand that section so we can see what our leave balances are. In this situation, Ella has 88.8 hours of sick and 88.8 hours of vacation. It also indicates that she has a Discretionary Day Available. Notice the hours don’t default for the Discretionary Day. If you have a Discretionary Day Available, this terminology will display. If you do not have a Discretionary Day available, this wording will not display.

The employee also has a Compensatory Time balance of 3.38 hours.

Let’s say that it’s the end of the 2 weeks and Ella worked 8 hours Tuesday through Friday of the 1st week, and 8 hours Monday through Friday of the 2nd week. And of course, on that Monday, she worked 4 hours and took 4 hours of vacation.

She reads the legal statement, which I’m highlighting here, and once she reads that statement, she clicks on the check box.

The Submit button, now is activated.

Let’s go head and scroll down and look at this vacation balance again. It shows 88.8 hours. When we submit, those 88.8 hours is going to going to change to 84.8 hours, because of our 4 hours of vacation that we took. Go ahead and click Submit.

Notice that the timesheet is processing and we need to wait until it’s saved. It’s now saved, and we have a confirmation. The submit was successful. Then it lists the time period for which we just had our time submitted. Click OK.

Let’s scroll back down and look at that vacation balance. Notice that now it is 4 hours less than what it was prior to when we submitted it. She now has 84.8 hours in her vacation balance.

Go ahead and minimize each of these sections, by clicking on the down arrow. That’s not required, that’s just if you want it to make your timesheet look a little bit cleaner. Just review the information and make sure it looks ok.

Let’s go ahead and click on Reported Time Status again. Notice the Reported Time Status now shows Needs Approval. That means that our supervisor will come into Employee Self Service, and access your timesheet and approve it, based on the information you’ve entered.

Once you are finished entering your time for the 2 weeks, and after you have clicked on Submit, you can go ahead and Sign Out.

**End of Demonstration**.