

Time Reporter Data Entry Guide

The screenshot shows the 'Time Reporter Data' form in a web application. The breadcrumb trail is 'Favorites > Main Menu > Workforce Administration > Job Information > Job Data'. The form includes the following fields and callouts:

- Time Reporter Data** (Section Header)
- Time and Labor Data** (Section Header)
- Donald Duck** (Employee Name)
- Empl ID:** K00001, **Empl Record:** 0
- Payable Time Start Date:** 02/03/2013
- Effective Date:** 02/03/2013
- Status:** Active
- Time Reporter Type:** Elapsed Time Reporter
- Elapsed Time Template:** SOKBASIC (Callout: 'What timesheet do I want for this employee? (SOKBASIC - Simple timesheet, Department Budget Tbl funding, no Project Costing, No Task Profile on timesheet; SOKTASK - Task Profile on timesheet; SOKTASKREQ Task Profile on timesheet and is a required field; or SOKDETAIL - Interface agencies only)')
- Workgroup:** SS_7DAYHR (Callout: 'How will time for this employee be entered?: Self Service (SS), Timekeeper (TK), or Interface (IN).')
- Taskgroup:** 300EMPLSVC (Callout: 'What Taskgroup do I want for this employee? Note: This value will default on the employee's timesheet.')
- Payroll:** Send Time to Payroll
- Commitment Accounting:** (Section Header)

Navigation: Workforce Administration, Job Information, Job Data, Employment Data, Time Reporter Data

- How do you know what values to choose?
 - **Payable Time Start Date:** Enter a date equal to the Hire or Rehire Date. NOTE: This Date is no longer visible after you exit the page and Save, so it is important to ensure you enter the correct date
 - **Effective Date:** Enter a date equal to the Hire or Rehire Date or when updating Time Reporter Data after the initial row, use a Pay Period Begin Data
 - **Status:** Defaults to Active. When an employee separates from State service, add a new row with an effective date equal to the Termination or Retirement Date and Select Status of Inactive
 - **Timesheet (Elapsed Time Template):**
 - a. Choose **SOKBASIC** if you want just a basic timesheet; one that will not be used to track hours to tasks. Choose SOKBASIC if you want the employee's funding to come through the Position Pools/Department Budget table instead of through Project Costing. SOKBASIC is the most common timesheet. It is not used if integrating with Project Costing
 - b. Choose **SOKTASK** if you want your employee to report time to different task profiles. If the employee leaves the Task Profile field blank, the employee can still Save and Submit the timesheet without getting an error. SOKTASK is primarily used by the agencies integrating with Project Costing
 - c. Choose **SOKTASKREQ** if you want your employee to report time to different tasks. If the employee leaves the Task Profile field blank, upon Saving and checking for errors or upon Submitting, an online error will appear and the employee will not be able to Save or Submit the timesheet until the employee enters a valid Task Profile. SOKTASKREQ is primarily used by the agencies integrating with Project Costing
 - d. Choose **SOKDETAIL** only if you are with KCC, CURB, KDOT, KID, KDADS, State Hospitals, Education, or WP&T and plan to interface time for the employee and are including detailed chartfield information; otherwise, choose one of the other timesheet values. NOTE: Interface agencies are eligible to use the SOKBASIC or SOKTASK if appropriate
 - **Workgroup**
 - a. Determine if the employee will:
 - i. Enter his or her own time (Choose an "SS" [Self Service] workgroup)
 - ii. Have a Timekeeper enter the employee's time or the employee's Reports To value is the Governor's or Board Member's Position number (Choose a "TK" [Timekeeper] workgroup)
 - iii. Have time Interfaced. Applicable only to KCC, CURB, KDOT, KID, KDADS, State Hospitals, Education, and WP&T (Choose an "IN" [Interface] workgroup)

- iv. Examples: "Remore" works as a Housekeeper and does not use a PC at work. You may want to have Remore enter time on the Official State of Kansas paper Time Document so a timekeeper can enter her time into SHARP (Choose a TK type of workgroup). "Agnes" works as a Program Manager and uses a PC daily, so Agnes can enter her own time directly into SHARP Employee Self Service (Choose an SS type of workgroup)
- b. Now, look at the **FLSA** (Job Data, Job Information Page) and **Employee Type** (Job Data, Payroll Page) values for each employee
- If the "FLSA" field is "Non-covered," choose a Workgroup Code that has an "NC" in it
 - If the "Employee Type" field is "Hourly," choose a Workgroup code that contains "HR" or "HRLY"
 - If the "Employee Type" field is "Salaried," choose a Workgroup code that contains "SAL" or "Salary"
- c. If the employee is non-exempt ("FLSA" field is "Non-exempt") and earns overtime after working 40 hours in a week (7 day period), choose a Workgroup that contains "7Day"
- d. If the employee is non-exempt ("FLSA" field is "Non-exempt") and earns overtime after working 80, 106, etc. hours over a 14 day period, choose a workgroup that contains "14DAYHR". This workgroup is reserved for certain Law Enforcement/Fire Protection employees
- e. Examples: The following examples are based on Self Service since most employees will be expected to enter their own time via SHARP Employee Self Service (ESS):
- Non-exempt Employees:**
 - SS_7DAYHR:**
 - Employee (EE) enters own time via Self Service
 - Employee Type is Hourly
 - FLSA is Non-exempt
 - Employee earns overtime or compensatory time after working 40 hours over a 7 day period
 - SS_14DAYHR:**
 - EE enters own time via Self Service
 - Employee Type is Hourly
 - FLSA is Non-exempt
 - Employee earns overtime or compensatory time after working 80, 106, etc. hours over a 14 day period. This Value is used only for select Law Enforcement and Fire Protection employees in a very few agencies, such as KHP
 - Exempt Employees:**
 - SS_SALARY or SS_POS_SAL:**
 - EE enters own time via Self Service
 - Employee Type is Salaried
 - FLSA is Exempt
 - If you want to differentiate between an exempt who has a schedule that defaults REG and hours/day (like 8M-F), you could choose SS_SALARY and if you have an exempt with a schedule that is blank (like BLANK_OPT1) you could choose SS_POS_SAL. NOTE: Either workgroup may be selected for a full-time exempt employee regardless of the type of work schedule assigned
 - Keep in mind, Exempt employees will need to have hours recorded in Time and Labor Timesheets in order to be paid, so you may want REG and hours to default for them (SS_SALARY, used in conjunction with a work schedule such as 8M-F)
 - Non-covered Employees:**
 - SS_NC_HRLY:**
 - EE enters own time via Self Service
 - Employee Type is Hourly
 - FLSA is Non-covered

2. **SS_NC_SAL:**

- EE enters own time via Self Service
- Employee Type field is Salaried
- FLSA field is Non-covered
- Keep in mind, Non-covered Salaried employees will need to have hours recorded in Time and Labor Timesheets in order to be paid, so you may want REG and hours to default for them (SS_NC_SAL, used in conjunction with a work schedule such as 8M-F)

iv. **Miscellaneous:**

1. **Printers:** Used by Department of Administration only
 2. **KBI_7_TRC, KBI_14_TRC and KBI_EX_TRC:** Used by Kansas Bureau of Investigation and Fire Marshal only
- **Taskgroup:** Enter the taskgroup that you want to default on the employee’s timesheet. The taskgroup starts with your 3-digit agency number. Most agencies use the ‘XXXNONTASK’ (where “XXX” is your three digit agency number). Example: “300NONTASK”
 - **Task Profile: Always leave Task Profile blank on Time Reporter Data**
 - **TCD Group:** For our Interface agencies only (KCC, CURB, KDOT, KID, KDADS, Education, WP&T): It is your 3 digit agency number followed by “00”. Everyone else: Should be blank

Additional Workgroup Information

Workgroup Options (SS means ee will enter own time through Self Service. TK means Timekeeper will enter this employee's time; IN is for Interface agencies only)

Workgroup ID (Self-Service)	Workgroup Description	Criterion Needed for this Workgroup
SS_14DAYHR	Self-Service Hourly 14 day	FLSA (Job Data, Job Information Page) must be non-exempt; For Certain Law Enforcement/Fire Protection employees; Overtime is biweekly, not weekly (14/80 FLSA)
SS_7DAYHR	Self-Service Hourly 7 day	FLSA must be non-exempt; Most non-exempt employees fall into this category
SS_NC_HRLY	Self-Service Non Covered Hourly	FLSA must be non-covered and Employee Type (Job Data, Payroll Page) must be hourly
SS_NC_SAL	Self-Service Non Covered Salary	FLSA must be non-covered and Employee Type must be Salaried
SS_POS_SAL	Self Serv Positive Time	FLSA must be Exempt
SS_SALARY	Self-Service Salaried	FLSA must be Exempt; Most exempt employees fall into this category

Workgroup ID (Timekeeper enters EE’s Time)	Workgroup Description	Criterion Needed for this Workgroup
TK_14DAYHR	Timekeeper Hourly 14 day	FLSA (Job Data, Job Information Page) must be non-exempt; For Certain Law Enforcement/Fire Protection employees; Overtime is biweekly, not weekly (14/80 FLSA)
TK_7DAYHR	Timekeeper Hourly 7 day	FLSA must be non-exempt; Most non-exempt employees fall into this category
TK_NC_HRLY	Timekeeper Non Covered Hourly	FLSA must be non-covered and Employee Type must be hourly

TK_NC_SAL	Timekeeper Non Covered Salary	FLSA must be non-covered and Employee Type must be Salaried
TK_SALARY	Timekeeper Salaried	FLSA must be Exempt; Most exempt employees fall into this category

Workgroup ID (Interface Agencies Only)	Workgroup Description	Criterion Needed for this Workgroup
IN_7DAYHR	Interface Agency Hourly 7 day	FLSA must be non-exempt; Most non-exempt employees fall into this category
IN_NC_HRLY	Interface Non Covered Hourly	FLSA must be non-covered and Employee Type must be hourly
IN_NC_SAL	Interface Non Covered Salaried	FLSA must be non-covered and Employee Type must be Salaried
IN_SALARY	Interface Agency Salaried	FLSA must be Exempt

Workgroup ID (Agency Specific)	Workgroup Description	Criterion Needed for this Workgroup
PRINTERS	Printers Daily Overtime	Agency 173 only. Specific Printing employees in DofA
KBI_7_TRC	7 Day KBI EEs See Unique TRCs	Agency 083 & 234 only. Specific 14/80 FLSA EEs in KBI/FM
KBI_14_TRC	14 Day KBI EEs See Unique TRCs	Agency 083 & 234 only. Specific 14/80 FLSA EEs in KBI/FM
KBI_EX_TRC	Exempt KBI EEs See Unique TRCs	Agency 083 & 234 only. Specific 14/80 FLSA EEs in KBI/FM