

Fire/Rescue Electronic Timesheets

Wednesday, June 10, 2015 9:15 am



KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM
HIGHER EDUCATION BEGINS HERE

- STUDENT ADMIN PRD
- FINANCIALS PRD
- HRMS PRD



PeopleBooks



NEWS & EVENTS

Notice:

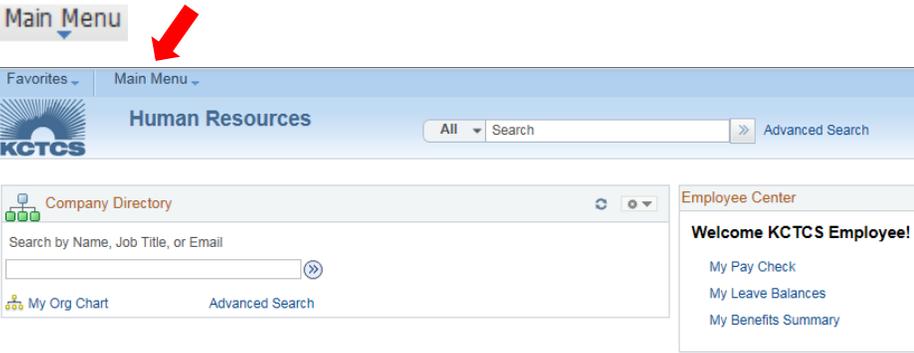
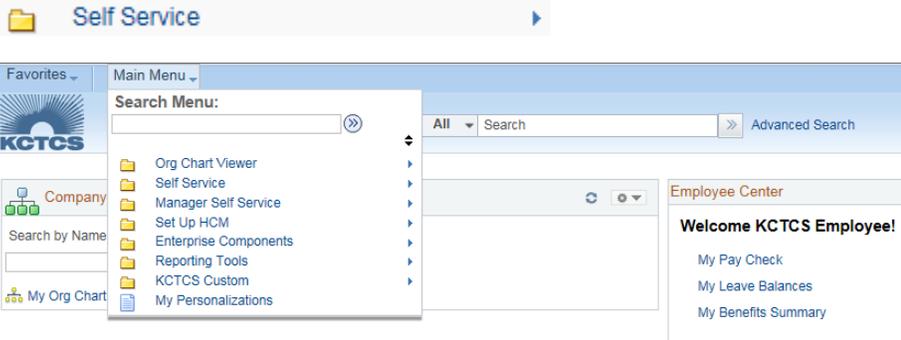
Sierra-Cedar will be performing maintenance this weekend. During this time there will be no system availability.

Start Date: Saturday, June 13th, 2015
Start Time: 7:00 PM ET

End Date: Sunday, June 14th, 2015
End Time: 7:00 PM ET **

** Please note that CMS has scheduled until 7:00 PM ET on June 14th, 2015 to perform production environment system maintenance. Production systems are normally up by 4PM ET. Development environments will be available by 7:00 AM ET on Monday, June 15th, 2015.

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Step	Action
1.	<p>Begin by navigating to the Time and Absent page.</p> <p>Click Main Menu.</p> 
2.	<p>Click the Self-Service folder.</p> 

Step	Action
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3. Click the **Time Reporting** folder.

The screenshot shows the KCTCS Self Service main menu. The 'Time Reporting' folder is highlighted in blue. The menu items include: Org Chart Viewer, Self Service, Manager Self Service, Set Up HCM, Enterprise Components, Reporting Tools, KCTCS Custom, My Personalizations, Forms, Time Reporting, Personal Information, Payroll and Compensation, Benefits, Performance Management, and Manage Delegation. The 'Employee Center' section is visible on the right with a 'Welcome KCTCS Employee!' message and links for My Pay Check, My Leave Balances, and My Benefits Summary.

4. Click the **Report Time** folder.

The screenshot shows the KCTCS Self Service main menu. The 'Report Time' folder is highlighted in blue. The menu items include: Org Chart Viewer, Self Service, Manager Self Service, Set Up HCM, Enterprise Components, Reporting Tools, KCTCS Custom, My Personalizations, Forms, Time Reporting, Personal Information, Payroll and Compensation, Benefits, Performance Management, and Manage Delegation. The 'Employee Center' section is visible on the right with a 'Welcome KCTCS Employee!' message and links for My Pay Check, My Leave Balances, and My Benefits Summary.

5. Click the **Time and Absence** link.

The screenshot shows the KCTCS Self Service main menu. The 'Time and Absence' link is highlighted in blue. The menu items include: Org Chart Viewer, Self Service, Manager Self Service, Set Up HCM, Enterprise Components, Reporting Tools, KCTCS Custom, My Personalizations, Forms, Time Reporting, Personal Information, Payroll and Compensation, Benefits, Performance Management, and Manage Delegation. The 'Employee Center' section is visible on the right with a 'Welcome KCTCS Employee!' message and links for My Pay Check, My Leave Balances, and My Benefits Summary.

6. PeopleSoft opens to the **Select Job** page.

The screenshot shows the PeopleSoft 'Select Job' page. The breadcrumb trail is: Main Menu > Self Service > Time Reporting > Report Time > Time and Absence. The page title is 'Human Resources'. Below the breadcrumb trail, there is a search bar and an 'Advanced Search' button. The main content area shows a table with the following data:

Job Title	Department ID	Department
SFRT CPAT Proctor	31010000	Fire Commission
GRP-TEMP Fire Training (Sys)	31000000	Fire Rescue/Tmg
GRP TEMP Maint/Clerical (Sys)	31000000	Fire Rescue/Tmg
GRP-TEMP Indust/Deg Tmg (Sys)	31000000	Fire Rescue/Tmg

At the bottom of the page, there are links for 'Self Service' and 'Time Reporting'.

Step	Action
7.	<p>Click the Job Title link you need to submit time for.</p> <ul style="list-style-type: none"> • GRP-TEMP Maint/Clerical (Sys) = \$10 pay rate • GRP-TEMP Fire Training (Sys) = \$21 pay rate • GRP-TEMP Indust/Deg Trng (Sys) = \$22 pay rate <p>*Note: Each job title will be reported separately. You may have to fill out 3+ timesheets in a given pay period.</p>

Time and Absence

GRP-TEMP Maint/Clerical (Sys) \$10/rate

Actions ▾

Time and Absence Period

*Time and Absence Period

*Date

Scheduled Hours 0.00 Reported Hours 0.00

From Friday 04/01/2016 to Friday 04/15/2016

Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Time and Absence

GRP-TEMP Fire Training (Sys) \$21/rate

Actions ▾

Time and Absence Period

*Time and Absence Period

*Date

Scheduled Hours 0.00 Reported Hours 0.00

From Friday 04/01/2016 to Friday 04/15/2016

Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Time and Absence

GRP-TEMP Indust/Deg Trng (Sys) \$22/rate

Actions ▾

Time and Absence Period

*Time and Absence Period

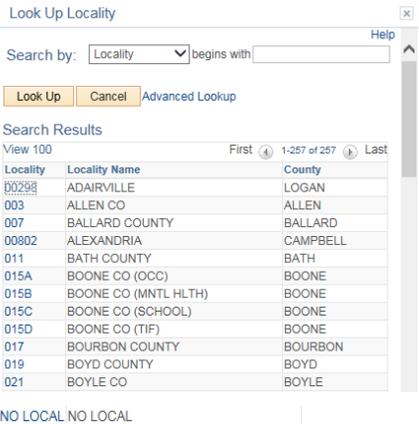
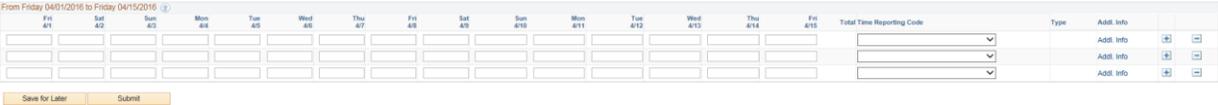
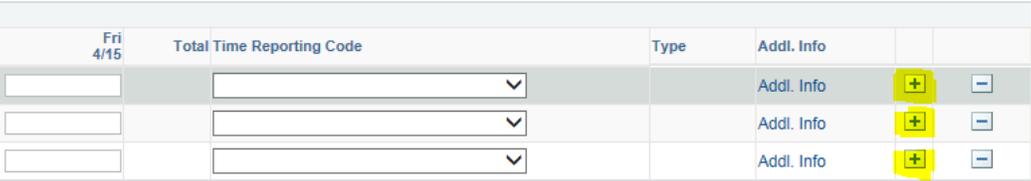
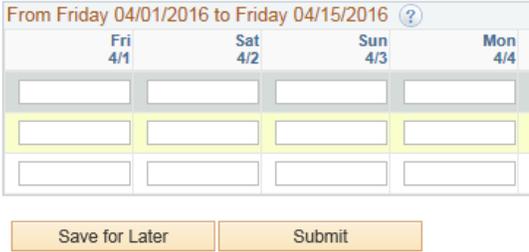
*Date

Scheduled Hours 0.00 Reported Hours 0.00

From Friday 04/01/2016 to Friday 04/15/2016

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<input type="text"/>				
<input type="text"/>				

Step	Action																																
8.	<p>Make sure the correct pay period is populated. If you need to choose a different pay period use the blue link “previous period” or “next period” to navigate to the correct date.</p> <p>GRP-TEMP Fire Training (Sys)</p> <p>Actions ▾ Earliest</p> <p>Time and Absence Period</p> <p>*Time and Absence Period <input type="text" value="Calendar Period"/> <input type="button" value="Previous Period"/> <input type="button" value="Next Period"/></p> <p>*Date <input type="text" value="04/01/2016"/> <input type="button" value="B"/> <input type="button" value="R"/></p> <p>Scheduled Hours 0.00 Reported Hours 0.00</p> <p><input type="button" value="Previous Job"/> <input type="button" value="Next Job"/> <input type="button" value="Print"/></p>																																
9.	<p>Part time Fire/Rescue employees must report their locality worked. To select the locality worked, scroll all the way to the right and select the Addl. Info link.</p> <table border="1"> <thead> <tr> <th>Wed 4/13</th> <th>Thu 4/14</th> <th>Fri 4/15</th> <th>Total Time Reporting Code</th> <th>Type</th> <th>Addl. Info</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td><input type="button" value="Addl. Info"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td><input type="button" value="Addl. Info"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td><input type="button" value="Addl. Info"/></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table>	Wed 4/13	Thu 4/14	Fri 4/15	Total Time Reporting Code	Type	Addl. Info			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Addl. Info"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Addl. Info"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Addl. Info"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
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10.	<p>Click on the magnifying glass next to the Locality box, to choose your Locality.</p> <p>Additional Information</p> <p>Country USA State KY Locality <input type="text"/> <input type="button" value="🔍"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>																																

Step	Action
11.	<p>This will display all of the different taxing localities. Clicking on the blue Locality code link will populate that row of the timesheet with the correct taxing locality. Not all locations charge a local tax. Hours needing to be reported in a location that does not charge a local tax, should be charged to the blank “NO LOCAL” selection.</p> 
12.	<p>Each locality should be reported on its own line of the timesheet. If working in the city limits, choose the city. If not working in the city limits, choose the county. If the city does not have a local tax, choose the county. If the county does not have a local tax, choose the “NO LOCAL” selection.</p>
13.	<p>Enter the number of hours for the days that you worked for the semi-monthly pay period (e.g. 4/1/16 – 4/15/16).</p> 
14.	<p>Continue adding rows and selecting localities until the timesheet is complete. Additional rows can be added by clicking the “+” button, located on the far right-hand side of the page.</p> 
15.	<p>Once the timesheet is complete, and on or before the due date, click on the Submit button to route the timesheet to the supervisor for approval.</p>  <p>*Note: Every time that you click Submit your supervisor will get an email requesting time approval. So, use Save for Later until you are all finished with time entry. Clicking Save for Later will not request approval from your supervisor.</p>