

Schedules, Timesheets, Temp Pool

Created by:

HAP Project - PeopleSoft for Human Resources,
Academic Personnel, and Payroll

Date:

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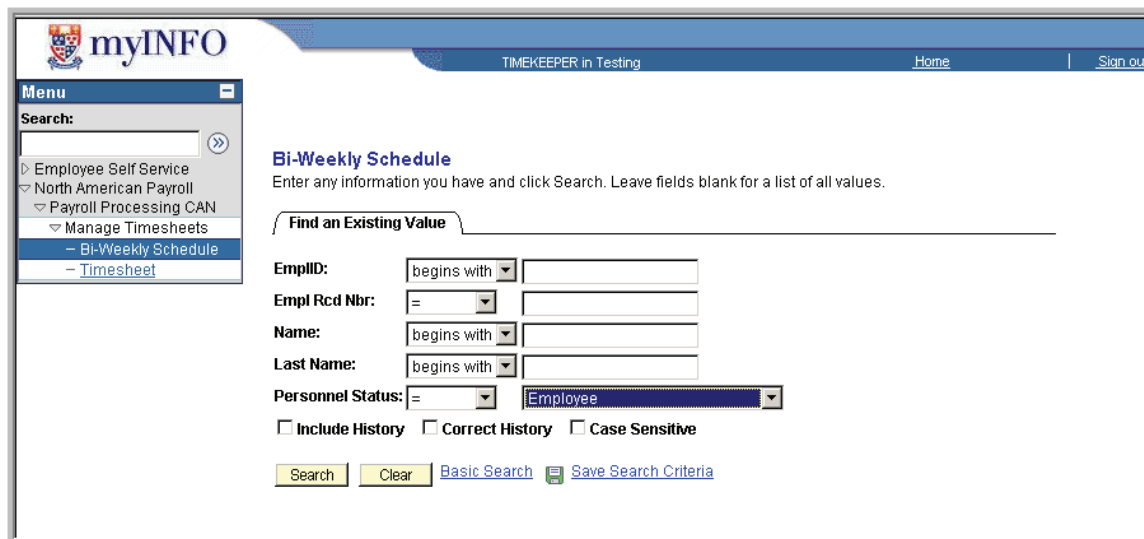
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Setting Up Bi-weekly Schedules for Employees

Purpose

This page allows you to set up bi-weekly schedules for employees. If a schedule does not exist for an employee, the standard hours will be allocated evenly across the two-week pay period. You can enter the hours an employee actually works, such as a nine-day modified work week, in a normal two-week period. These changes will be reflected in the timesheets the next time they are generated.

Example



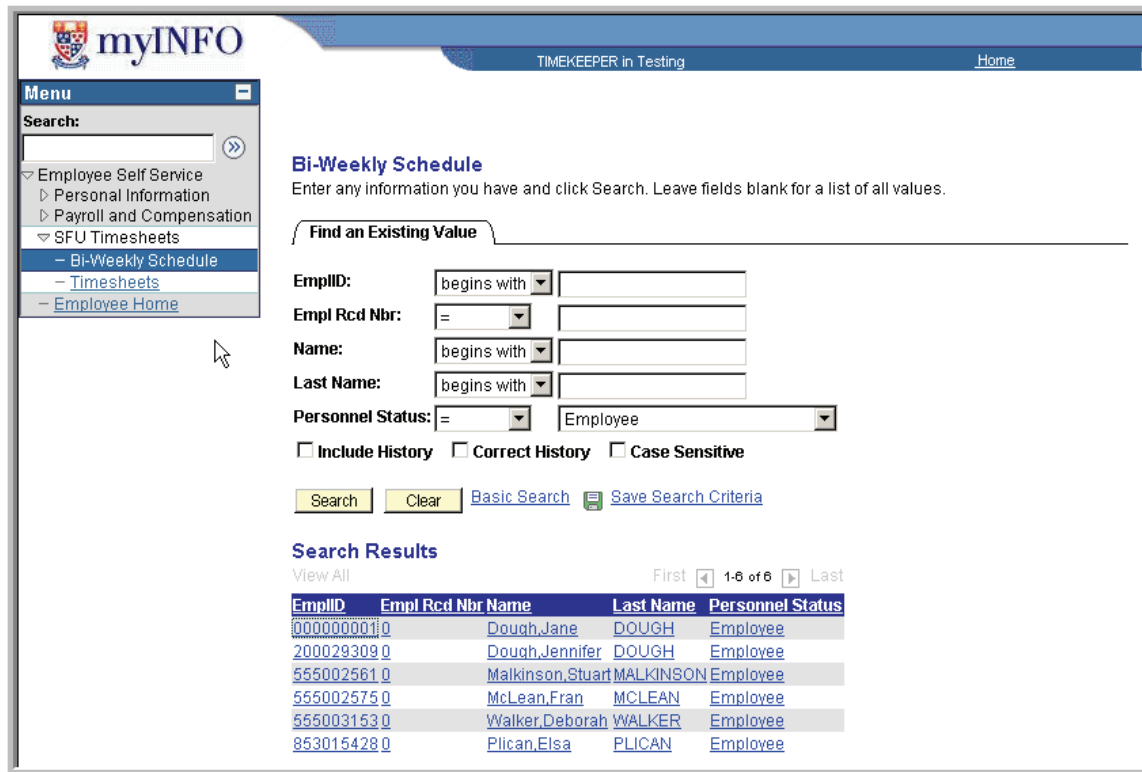
The screenshot shows the 'myINFO' web application interface. The top navigation bar includes 'TIMEKEEPER in Testing', 'Home', and 'Sign out'. A left-hand menu is expanded to show 'Bi-Weekly Schedule'. The main content area is titled 'Bi-Weekly Schedule' and contains a search form. The form includes a 'Find an Existing Value' section with the following fields:

- EmpID:** begins with [text input]
- Empl Rcd Nbr:** [=] [text input]
- Name:** begins with [text input]
- Last Name:** begins with [text input]
- Personnel Status:** [=] [Employee] (dropdown menu)

Below the search fields are three checkboxes: Include History, Correct History, and Case Sensitive. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

To find schedules for your employees you must key in at least one field on the **Search** page. If you select *Employee* under **Personal Status**, you will see a list of all of the employees in your department. You can also select the employee's schedule by keying in either their **EmpID** or their **Last Name**.

If you select all employees in your department, you will see a page similar to the one below.



myINFO TIMEKEEPER in Testing Home

Menu

Search: [] []

- Employee Self Service
 - Personal Information
 - Payroll and Compensation
 - SFU Timesheets
 - Bi-Weekly Schedule
 - Timesheets
 - Employee Home

Bi-Weekly Schedule
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: [begins with] []

Empl Rcd Nbr: [=] []

Name: [begins with] []

Last Name: [begins with] []

Personnel Status: [=] [Employee]

Include History Correct History Case Sensitive

[Search] [Clear] [Basic Search](#) [Save Search Criteria](#)

Search Results
View All First 1-6 of 6 Last

EmpID	Empl Rcd Nbr	Name	Last Name	Personnel Status
000000001	0	Dough,Jane	DOUGH	Employee
200029309	0	Dough,Jennifer	DOUGH	Employee
555002561	0	Malkinson,Stuart	MALKINSON	Employee
555002575	0	McLean,Fran	MCLEAN	Employee
555003153	0	Walker,Deborah	WALKER	Employee
853015428	0	Plican,Elsa	PLICAN	Employee

You can sort the list that is returned by clicking on the column header you wish to sort by. For example, if you want the list sorted in employee ID order, click on **EmpID**.

Select the employee you wish to set a schedule up for by clicking on their record.

[New Window](#) | [Customize](#)

Bi-Weekly Schedule

Dough, Jane Employee **EmplID:** 000000001 **Empl Rcd#:** 0

Effective As Of Find | View All First 1 of 1 Last

*Date: 2004/07/31 Status: Active Schedule Help

DeptID: H400040 HAP Job Code: A01002 Mgmt/Admin

Position: 00043049 Administra Type: Hourly Standard Hrs: 70.00 Biweekly

Scheduled Hours								Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
First Week	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Second Week	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

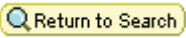

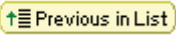
Save Return to Search Next in List Previous in List Notify Refresh Update/Display Include History Correct History

This brings you to the **Bi-Weekly Schedule** tab. Here you will see the employee's Name, whether they are classified as an Employee or Non-Employee, their **EmplID** and the **Empl Rcd#**.

Beneath that, in the **Effective As Of** box, you will find the ***Date**, which is when this record comes into effect, the employee's **Status**, **DeptID** and description, their **Job Code** and description, their **Position** and description, employee **Type**, and the employee's **Standard Hrs**.

In the **Scheduled Hours** box, you will see the days of the week in the pay period split out by day of the week over two weeks. This is where you will enter the scheduled hours per day.

There are some navigation tools located at the bottom of the page.

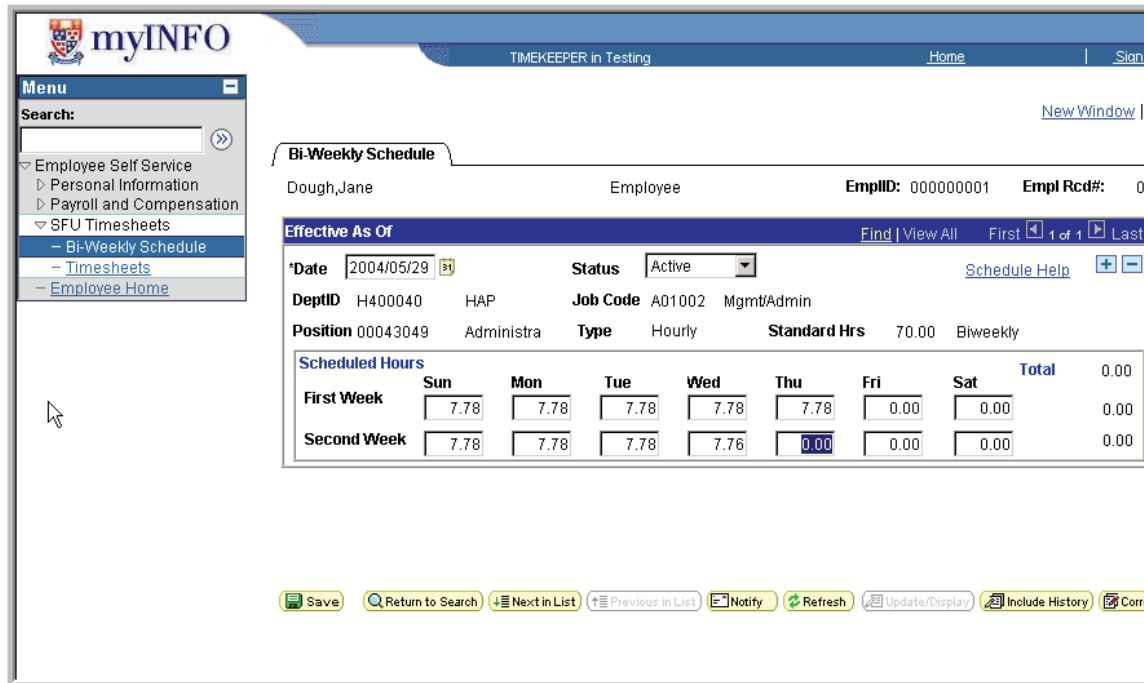
Clicking on  takes you back to your search results, so that you can select another employee.   will take you to either the previous employee's record or the next employee's record.

The  button is used in workflow and is for future implementation.

The  button retrieves the information again from the database.

As you can see there is no schedule yet set up for Jane Dough. All of the hours are zero.

To create a schedule that reflects her actual work week, enter the actual hours worked in a regular pay period for this employee. The hours must be entered in decimal format. Ensure that the ***Date** field is filled in with a date that will be valid for the beginning of the next pay period.



Bi-Weekly Schedule

Dough, Jane Employee **EmplID:** 000000001 **Empl Rcd#:** 0

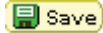
Effective As Of **Status** Active [Schedule Help](#)

DeptID H400040 HAP **Job Code** A01002 Mgmt/Admin

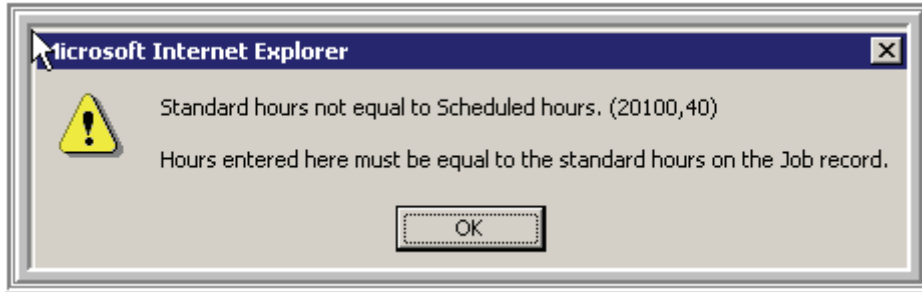
Position 00043049 Administra **Type** Hourly **Standard Hrs** 70.00 Biweekly


Scheduled Hours							Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
First Week	7.78	7.78	7.78	7.78	7.78	0.00	0.00
Second Week	7.78	7.78	7.78	7.76	0.00	0.00	0.00

Buttons: Save, Return to Search, Next in List, Previous in List, Notify, Refresh, Update/Display, Include History, Correct

The hours you key in for the employee must add up to the standard hours on the employee's job record which displays on the page in the field **Standard Hrs**. In the case of Jane Dough, her standard hours are 70 hours bi-weekly. Sometimes the rounding of decimals means that one day needs to be adjusted to add to the standards hours. For example, for a nine-day bi-weekly schedule, enter eight days at 7.78 hours and one day at 7.76 hours. Press the  button to save your changes.

If the hours you key in do not add up to the standard hours, you will see the following message:



Click  to return to the page and make the necessary correction.

Conversion Chart


Below is a chart showing the conversion of minutes to decimals for your convenience:


Minutes	Decimal Value	Minutes	Decimal Value	Minutes	Decimal Value
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.70
3	0.05	23	0.38	43	0.72
4	0.07	24	0.40	44	0.73
5	0.08	25	0.42	45	0.75
6	0.10	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.80
9	0.15	29	0.48	49	0.82
10	0.17	30	0.50	50	0.83
11	0.18	31	0.52	51	0.85
12	0.20	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.90
15	0.25	35	0.58	55	0.92
16	0.27	36	0.60	56	0.93
17	0.28	37	0.62	57	0.95
18	0.30	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1.00

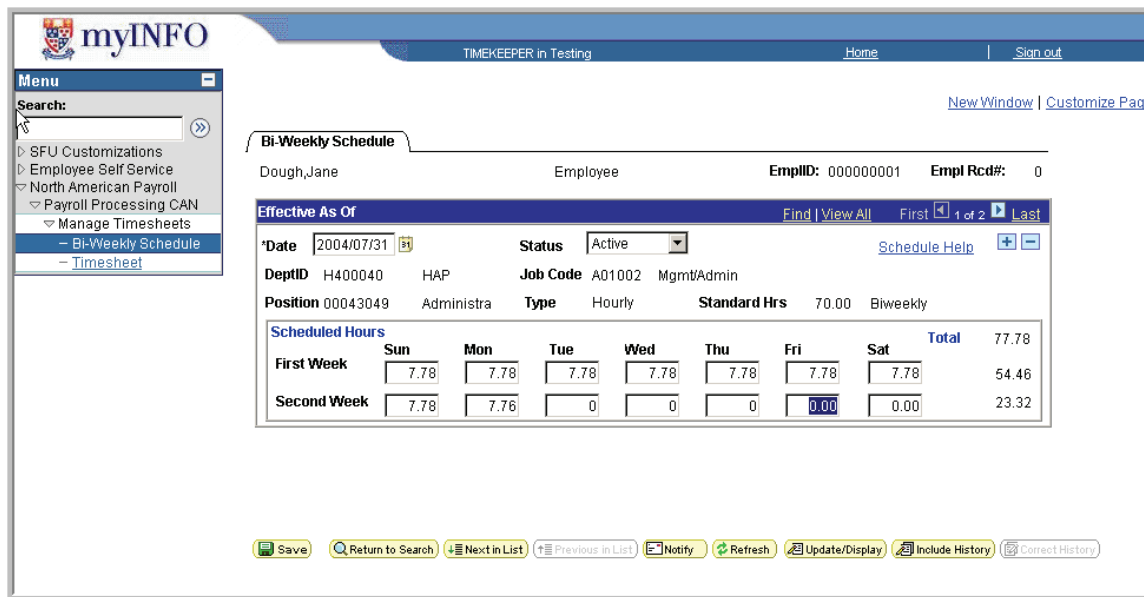
If the standard bi-weekly hours need correcting for CUPE, Poly Party and APSA employees, phone Human Resources at 604-291-3237.

If the standard bi-weekly hours need correction for Research and other employees, phone Payroll at 604-268-6567.

If an employees schedule changes, the best practice is to insert a new effective dated row. To insert a future dated row, access the employee's bi-weekly schedule.

If you click on the  displayed in the top right hand corner, the system will add a new row.

Change the ***Date** field to the appropriate future date when this schedule change is to take place. Key in the new scheduled hours that are applicable and then press the  button.



myINFO TIMEKEEPER in Testing Home Sign out

New Window | Customize Page

Bi-Weekly Schedule

Dough, Jane Employee EmplID: 000000001 Empl Rcd#: 0

Effective As Of Find | View All First 1 of 2 Last

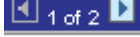
*Date: 2004/07/31 Status: Active Schedule Help + -


DeptID: H400040 HAP Job Code: A01002 Mgmt/Admin


Position: 00043049 Administra Type: Hourly Standard Hrs: 70.00 Biweekly

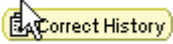
Scheduled Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
First Week	7.78	7.78	7.78	7.78	7.78	7.78	7.78	54.46
Second Week	7.78	7.76	0	0	0	0.00	0.00	23.32

Save Return to Search Next in List Previous in List Notify Refresh Update/Display Include History Correct History

You will notice that it now says  in the top right hand corner. The system has inserted another row. The data on this new row is identical to the existing row. You can use the arrows to navigate between effective dated records.

If you click on  it will show all effective dated records, one below the other.

If you click on  it will take you to the earliest effective dated row.

If you need to make a correction to the existing schedule, access the employee's bi-weekly schedule. Click on the  button.

myINFO TIMEKEEPER in Testing Home Sign out

Search: [New Window](#) | [Customize P](#)

Bi-Weekly Schedule

Dough, Jane Employee **EmplID:** 000000001 **Empl Rcd#:** 0

Effective As Of [Find](#) | [View All](#) First 1 of 2 Last

***Date:** 2004/07/31 **Status:** Active [Schedule Help](#) [+](#) [-](#)

DeptID: H400040 **HAP:** **Job Code:** A01002 **Mgmt/Admin:**

Position: 00043049 **Administra:** **Type:** Hourly **Standard Hrs:** 70.00 **Biweekly:**

Scheduled Hours								Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
First Week	7.78	7.78	7.78	7.78	7.78	7.78	7.78	54.46
Second Week	7.78	7.76	0.00	0.00	0.00	0.00	0.00	15.54

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

This makes the page available for editing. Key in the correct schedule for the appropriate days and click the **Save** button.

Working with Timesheets

Purpose

The timesheet module allows online entry of time worked during the current pay period and entry of prior pay period adjustments. The timesheets for the following pay period will normally be generated on the Monday of the current pay week. Salaried time is submitted for two weeks ending two weeks prior to the pay deposit date, and hourly time is submitted for two weeks ending one week prior to the pay deposit date, same as in legacy. Deadline for submission of the timesheets is 10:00 a.m. on Monday of the pay week. At that time, Payroll will take all timesheet entries that are checked as approved and process them through Payroll.

Authority and Responsibility

For staff hired through Human Resources, the person responsible for timesheet entries is the evaluating supervisor. However, the task of entry and approval can be delegated to a timesheet recorder.

For Research staff, responsibility for timesheet entry and submission is the fiscal signing authority. However, the task of entry and approval can be delegated to a timesheet recorder. Salaried Research staff will not have a timesheet created for them, and neither will faculty.

Timesheet recorders themselves need to be actively paid from the SFU payroll system and should be continuing employees. Timesheet recorders may enter and approve their own timesheets, if so authorized by their evaluating supervisors.

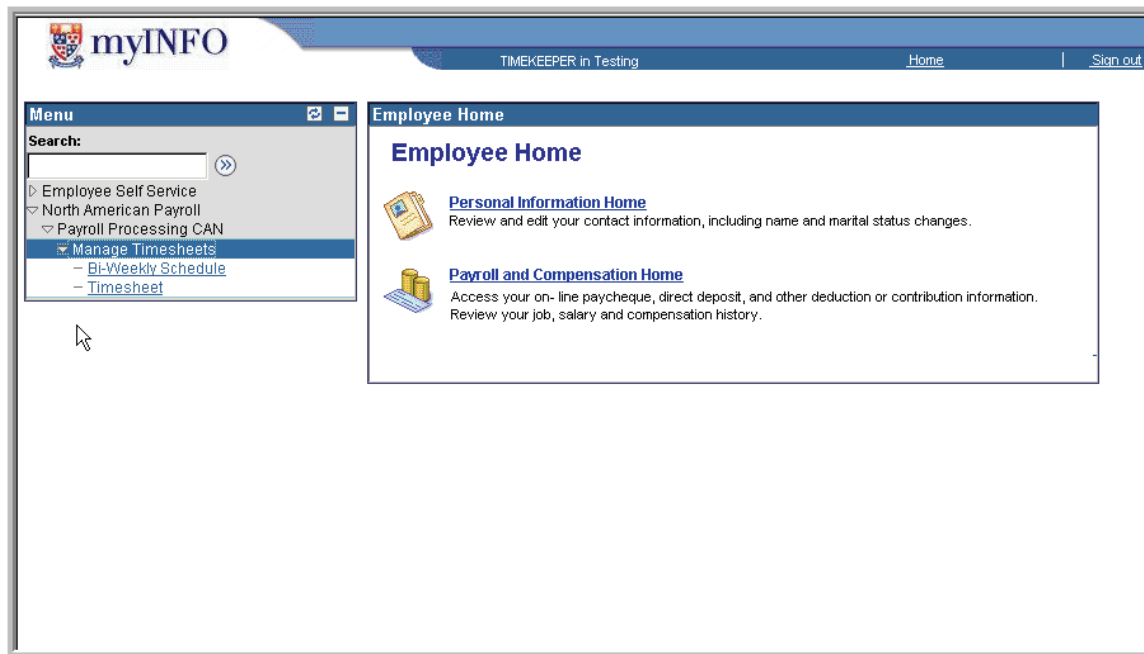
Evaluating supervisors are timesheet recorders by default so that entries may be reviewed.

How Timesheets Work

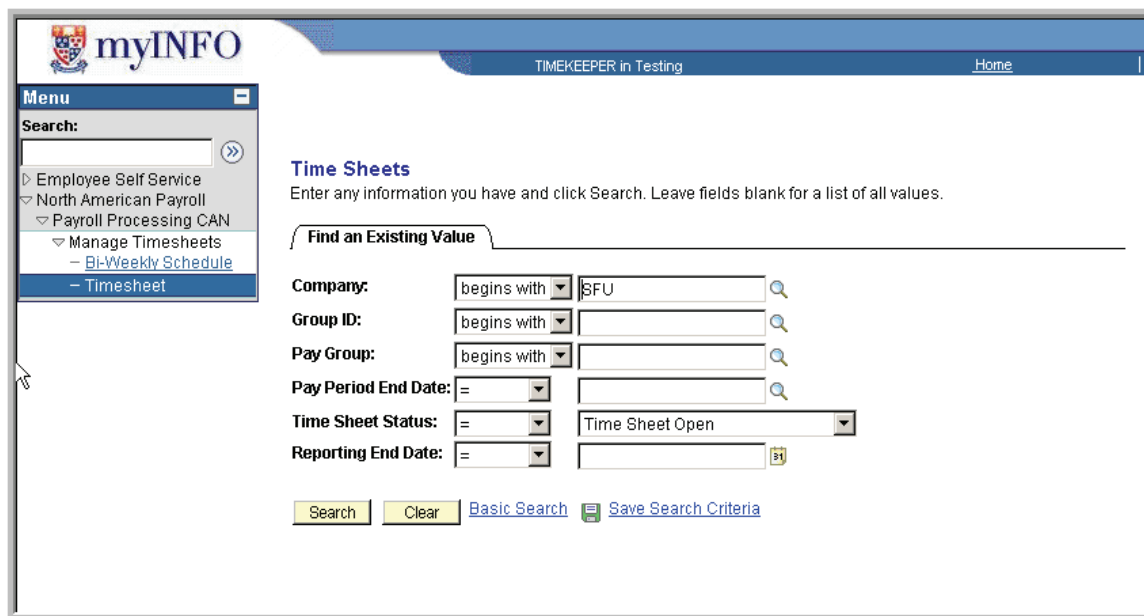
- Timesheets will be created bi-weekly
- Timesheets are separated into hourly and salaried
- Timesheet hours are based on the default work schedule set up for each employee (these can be changed by the timekeeper to more accurately reflect the employee's bi-weekly standard hours). See [Setting Up Schedules](#).
- Hours are keyed in using decimal format, versus hours and minutes
- Hours over and above the standard hours can be entered on the timesheets
- Shift differentials must be recorded separately from regular time
- Entries can be made for the current pay period and prior pay period, but not for future pay periods
- Timesheet codes have been converted to numbers but earning code descriptions remain the same
- Salaried timesheets don't require approval. Time entries are only required for changes (sick, vacation, lump, etc.)
- Hourly timesheets must be approved for employees to get paid
- Designated timekeepers will have access to everyone in their department
- Only employees who have been hired into the system before the timesheets get created will appear in the timesheets
- Account codes need to be entered in for temp pool employees

Example

To access the timesheets for your department, drill down to the [Timesheet](#) link by first clicking on **North American Payroll**, then **Payroll Processing CAN**, and then **Manage Timesheets**.



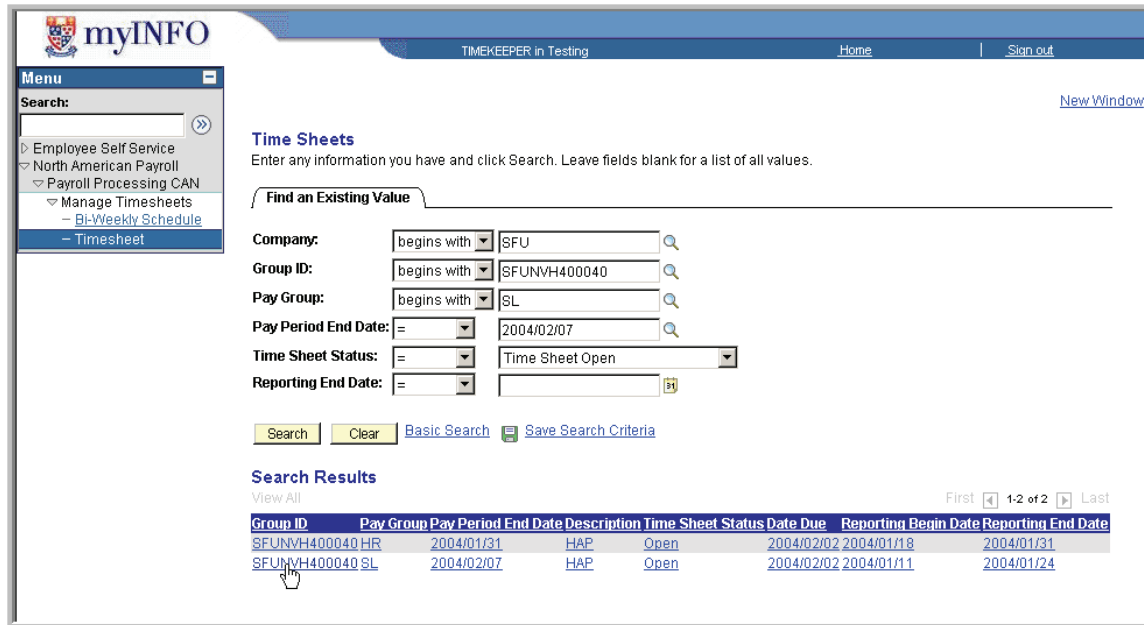
Once you click on the [- Timesheet](#) link, you will be presented with a search dialogue box to access the timesheets.



The search dialogue box defaults in with the **Company** and **Time Sheet Status** fields filled in. If you click on the button, a page will be displayed that allows you to access either the hourly or salaried timesheets.

To access timesheets prior to the current pay period, you can specify *Time Sheet Closed* in the **Time Sheet Status** field. Timesheets will only exist in myINFO from the June 25th, 2004 pay date and forward.

Search Page



myINFO TIMEKEEPER in Testing Home Sign out

Menu

- Employee Self Service
- North American Payroll
- Payroll Processing CAN
 - Manage Timesheets
 - Bi-Weekly Schedule
 - Timesheet

Time Sheets
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

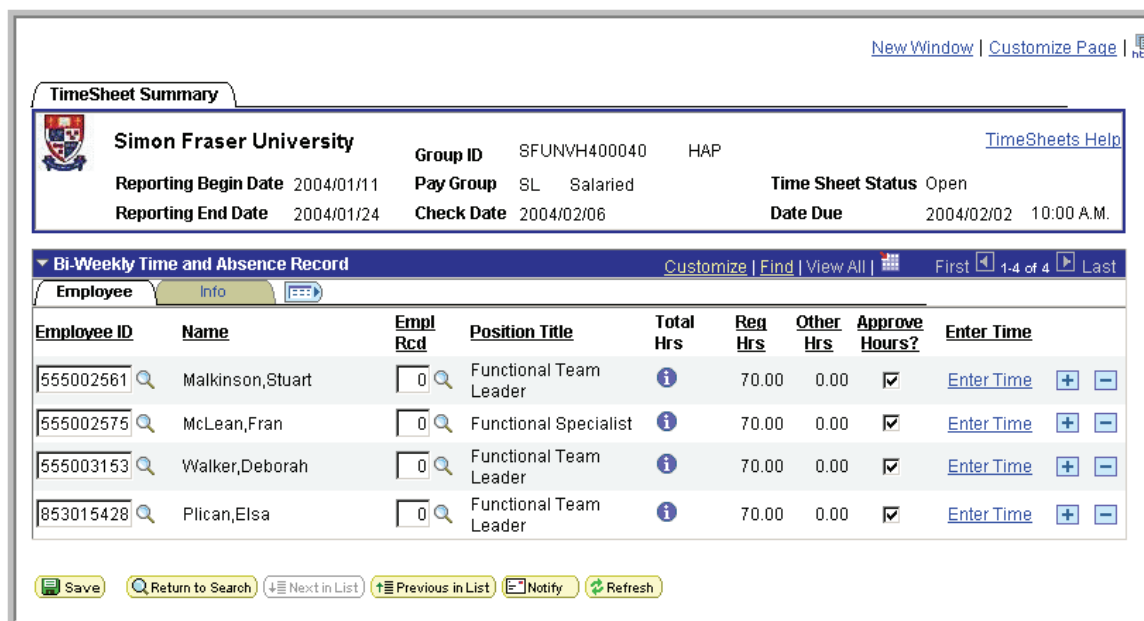
Company: begins with SFU
 Group ID: begins with SFUNVH400040
 Pay Group: begins with SL
 Pay Period End Date: = 2004/02/07
 Time Sheet Status: = Time Sheet Open
 Reporting End Date: =

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-2 of 2 Last

Group ID	Pay Group	Pay Period End Date	Description	Time Sheet Status	Date Due	Reporting Begin Date	Reporting End Date
SFUNVH400040	HR	2004/01/31	HAP	Open	2004/02/02	2004/01/18	2004/01/31
SFUNVH400040	SL	2004/02/07	HAP	Open	2004/02/02	2004/01/11	2004/01/24

Access either the hourly or salaried timesheets by clicking on any of the fields. The hourly timesheets are indicated by *HR* under **Pay Group** and salaried timesheets by *SL*.



TimeSheet Summary

Simon Fraser University [TimeSheets Help](#)


Group ID SFUNVH400040 HAP
 Reporting Begin Date 2004/01/11 Pay Group SL Salaried Time Sheet Status Open
 Reporting End Date 2004/01/24 Check Date 2004/02/06 Date Due 2004/02/02 10:00 A.M.

Bi-Weekly Time and Absence Record Customize | Find | View All | First 1-4 of 4 Last

Employee ID	Name	Empl Rcd	Position Title	Total Hrs	Reg Hrs	Other Hrs	Approve Hours?	Enter Time
555002561	Malkinson, Stuart	0	Functional Team Leader	70.00	70.00	0.00	✓	Enter Time
555002575	McLean, Fran	0	Functional Specialist	70.00	70.00	0.00	✓	Enter Time
555003153	Walker, Deborah	0	Functional Team Leader	70.00	70.00	0.00	✓	Enter Time
853015428	Plican, Elsa	0	Functional Team Leader	70.00	70.00	0.00	✓	Enter Time

Save Return to Search Next in List Previous in List Notify Refresh

This brings you to the **Timesheet Summary** tab. You will notice that there are two tabs contained within the **Timesheet Summary** tab: one tab for **Employee**, which is currently displayed, and one tab for **Info**. See [Info Tab](#).

The  button will provide a consolidated view of both the **Employee** and **Info** tabs. See [Consolidated View](#).

You will find a lot of useful information in the **Timesheet Summary** box such as the **Reporting Begin** and **End Date**, the **Pay Check Date**, the **Pay Group**, the **Time Sheet Status**, and **Date Due**. The **Date Due** is when all timesheets must be updated: at 10:00 a.m., they become read-only for timekeepers. See [Due Date](#).

Within the **Employee** tab, you will find a list of all active employees for that pay group who were in myINFO when timesheets were created. For each employee you will see their **Employee ID**, **Name** and **Empl Rcd** and **Position Title**.



Employees with more than one **Empl Rcd** in a paygroup will display once for each **Empl Rcd**.

You will also see fields for **Total Hours**, **Reg Hours**, and **Other Hours**. **Total Hours** is the sum of all **Reg Hrs** and **Other Hrs** entered for the currently pay period. **Reg Hrs** consist of Regular, Vacation, Sick, etc. **Other Hrs** consist of Evening Differential, Overtime, Shift Premiums, and Meal Allowance, for example.

The **Approve Hours?** field is checked on for salaried employees when the timesheets are created. This means that if there are no changes to the time for salaried employees you do not have to go in and approve their time. They will automatically get paid.

For hourly employees, the **Approve Hours?** field is not checked on for any employees when the timesheets are created. For hourly staff, you will need to go in and approve their hours to ensure they get paid even though they may be working the hours that default in from their schedule.

The link for [Enter Time](#) takes you to the daily time details for the employee where you can enter their time for this pay period or prior pay period adjustments. See [Enter Time](#).


Clicking on the  button will add a new employee. See [Adding A New Employee](#). Clicking on the  button will delete the employee from the timesheet for this pay period. It will not affect any of the employee's HR or


Payroll data and they will appear in the next pay period's timesheets unless changes are done through HR or Payroll.

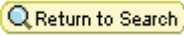
There are some navigational tools located in the blue border next to **Bi-weekly Time And Absence Record**. If you click on **Find** and key in part of a **Name** or **Position Title**, the system will locate the record (if it exists) and place the cursor in that row.


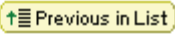
If you have quite a lot of people in your department you can click on **View All** to have them all display. You can then either Page Down or scroll through the entire list.

On the far right, you will see **First** **1-4 of 4** **Last**. This tells you how many records are currently displayed.

Clicking the  button will download the current information to an Excel spreadsheet. This can be used on the **Info** tab also.

At the bottom of the page are other page navigation tools. You should press the  **Save** button after you have finished making data entries to save the data.

Pressing the  **Return to Search** button will return you to the original search you did when searching for timesheets in your department. See [Search Page](#).

The  **Next in List**  **Previous in List** buttons will switch you between the hourly and salaried timesheets identified in your original search.

The  **Notify** button is part of workflow which is for future implementation.

The  **Refresh** button will retrieve the information once again from the database.

Clicking the  under the **Total Hrs** takes you to a page that displays **Summarized Hours by Earnings Code** for that employee.

Summarized Hours by Earnings Code

Summarized Hours by Earnings Code

EmpID: 555002561 Malkinson,Stuart Empl Rcd 0

Current Pay Period Find | View All First 1 of 1 Last

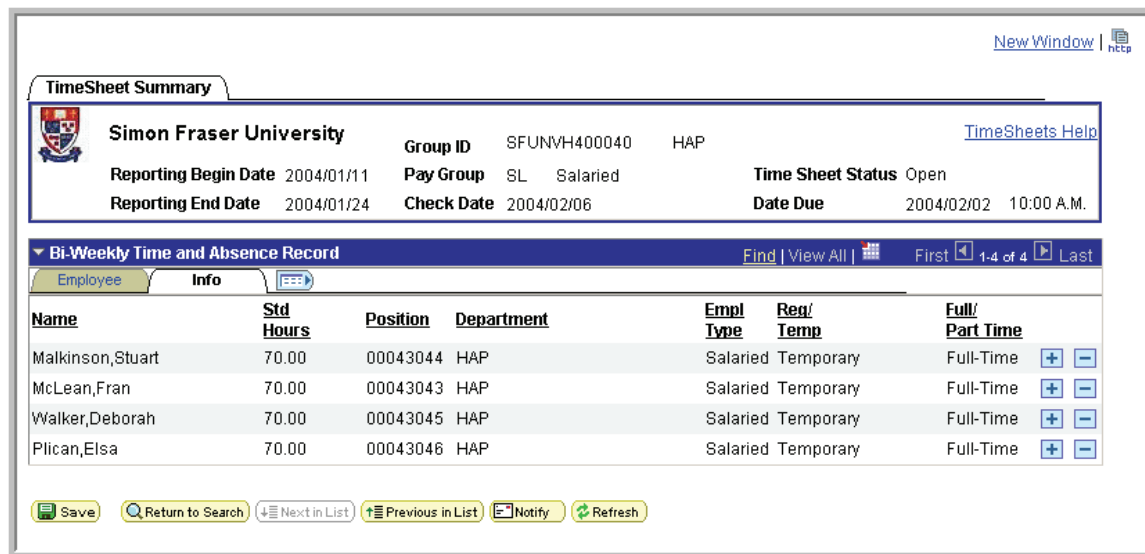
Earn Code	Description	Short Description	Hours
100	Regular	REG	70.00

[Return](#)

Click on the [Return](#) button to go back to the **Timesheet Summary** tab.

Info Tab

Click on the **Info** tab to see more relevant information on the employees.



The screenshot shows a web application interface for time sheets. At the top right, there is a "New Window" button with a help icon. Below it is a "TimeSheet Summary" section with a tabbed interface. The "Info" tab is selected, showing details for Simon Fraser University. The summary includes: Group ID (SFUNVH400040), HAP, Reporting Begin Date (2004/01/11), Pay Group (SL Salaried), Time Sheet Status (Open), Reporting End Date (2004/01/24), Check Date (2004/02/06), and Date Due (2004/02/02 10:00 A.M.). A "TimeSheets Help" link is also present.

Below the summary is a "Bi-Weekly Time and Absence Record" section with a "Find | View All" search bar and pagination controls (First, 1-4 of 4, Last). The "Employee" tab is selected, and the "Info" sub-tab is active. A table lists employees with columns for Name, Std Hours, Position, Department, Empl Type, Reg/Temp, and Full/Part Time. Each row has a "+" button to add and a "-" button to delete the employee.

Name	Std Hours	Position	Department	Empl Type	Reg/Temp	Full/Part Time
Malkinson, Stuart	70.00	00043044	HAP	Salaried	Temporary	Full-Time
McLean, Fran	70.00	00043043	HAP	Salaried	Temporary	Full-Time
Walker, Deborah	70.00	00043045	HAP	Salaried	Temporary	Full-Time
Plican, Elsa	70.00	00043046	HAP	Salaried	Temporary	Full-Time


At the bottom of the interface, there are several action buttons: Save, Return to Search, Next in List, Previous in List, Notify, and Refresh.


This tab shows you the employee's **Name, Std Hours, Position, Department, Empl Type, Reg/Temp, and Full/Part Time**. The data on this page can be sorted by clicking on any one of the field headings.

Note that you can also insert and delete employees from the timesheets on this page by clicking the **+** button to add an employee who is not on the timesheets and the **-** button to delete an employee. See [Adding A New Employee](#).

Consolidated View

A view of consolidated data is displayed by clicking on the  button.


TimeSheet Summary												
 Simon Fraser University		Group ID SFUNVH400040	HAP	TimeSheets Help								
Reporting Begin Date 2004/01/11	Pay Group SL Salaried	Time Sheet Status Open										
Reporting End Date 2004/01/24	Check Date 2004/02/06	Date Due 2004/02/02 10:00 A.M.										
Bi-Weekly Time and Absence Record												
Employee ID	Name	Empl Rcd	Position Title	Total Hrs	Reg Hrs	Other Hrs	Approve Hours?	Enter Time	Name	Std Hours	Position	Department
555002561	Malkinson, Stuart	0	Functional Team Leader	70.00	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time	Malkinson, Stuart	70.00	00043044	HAP
555002575	McLean, Fran	0	Functional Specialist	70.00	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time	McLean, Fran	70.00	00043043	HAP
555003153	Walker, Deborah	0	Functional Team Leader	70.00	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time	Walker, Deborah	70.00	00043045	HAP
853015428	Plican, Elsa	0	Functional Team Leader	70.00	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time	Plican, Elsa	70.00	00043046	HAP
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Next in List"/> <input type="button" value="Previous in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>												

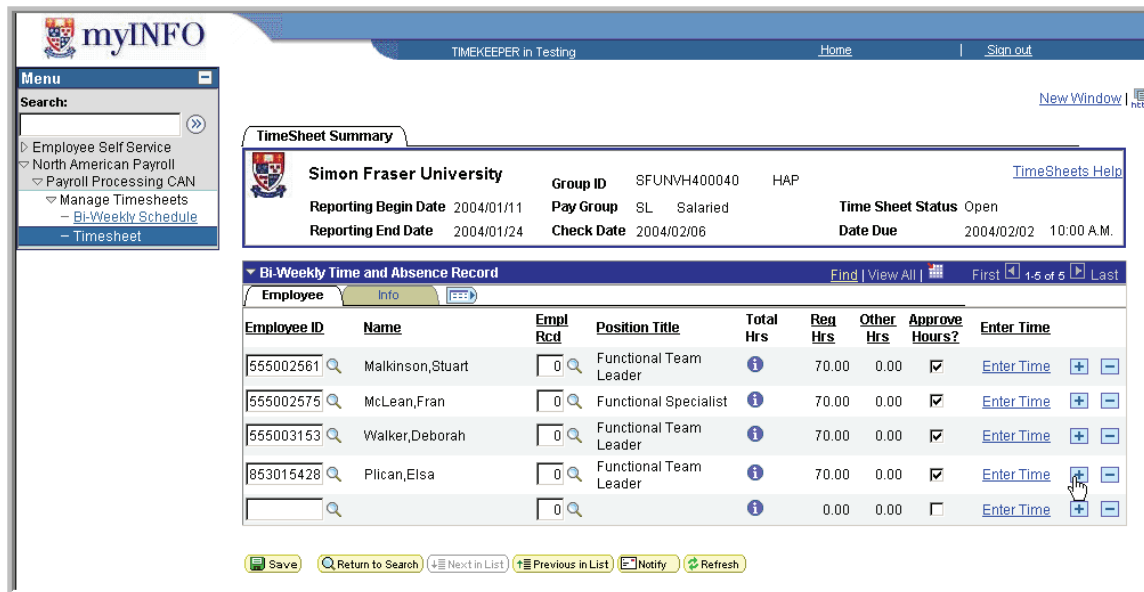
This will display the information from the **Employee** tab and the **Info** tab into one. You will need to use your cursor to scroll over all the way to the right. To return to the **Timesheet Summary/Employee** tab, click on the  button.

Adding a New Employee











There may be cases where a new employee has been hired since the timesheets were created for the pay period.



The timekeeping groups are refreshed every evening, so if an employee is processed in the system on a Tuesday, they will be available for entry on your timesheet on Wednesday morning.

If you cannot wait till the next morning and you know the employee has been just been hired into myINFO, you can add them into the timesheet by clicking on the  button.



The screenshot shows the myINFO interface for TimeSheet Summary. It includes a search menu on the left, a summary section for Simon Fraser University, and a table of employees. The table has columns for Employee ID, Name, Empl Recd, Position Title, Total Hrs, Reg Hrs, Other Hrs, Approve Hours?, and Enter Time. A blank row is visible at the bottom of the table, and a mouse cursor is hovering over the plus button in the Enter Time column of the last row.

Employee ID	Name	Empl Recd	Position Title	Total Hrs	Reg Hrs	Other Hrs	Approve Hours?	Enter Time
555002561	Malkinson, Stuart	<input type="checkbox"/>	Functional Team Leader	70.00	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time  
555002575	McLean, Fran	<input type="checkbox"/>	Functional Specialist	70.00	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time  
555003153	Walker, Deborah	<input type="checkbox"/>	Functional Team Leader	70.00	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time  
853015428	Plican, Elsa	<input type="checkbox"/>	Functional Team Leader	70.00	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time  
		<input type="checkbox"/>		0.00	0.00	0.00	<input type="checkbox"/>	Enter Time  

A blank row will appear after you click the . Click on the  button to access the employees tied to this department for timesheets for this paygroup.

myINFO TIMEKEEPER in Testing [Home](#)

Menu

Search:

- Employee Self Service
- North American Payroll
 - Payroll Processing CAN
 - Manage Timesheets
 - Bi-Weekly Schedule
 - Timesheet

Look Up Employee ID

Company: SFU
 Pay Group: SL
 Group ID: SFUNVH400040
 EmpID: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-6 of 6 Last


EmpID	Empl Rcd Nbr	Name	Employee Status	Effective Date
200029309 0		Dough, Jennifer	Active	2003/09/01
200114227 0		Maxwell, Ccqui	Active	2003/07/01
555002561 0		Malkinson, Stuart	Active	2003/07/01
555002575 0		McLean, Fran	Active	2003/07/01
555003153 0		Walker, Deborah	Active	2003/07/01
853015428 0		Plican, Elsa	Active	2003/07/01

Example

Jennifer Dough has been hired as a new employee. Select her from the list to add her into the timesheets.

[New Window |](#)

TimeSheet Summary



Simon Fraser University [TimeSheets Help](#)

Group ID SFUNVH400040 **HAP**

Reporting Begin Date 2004/01/11 **Pay Group** SL Salaried **Time Sheet Status** Open

Reporting End Date 2004/01/24 **Check Date** 2004/02/06 **Date Due** 2004/02/02 10:00 A.M.

Bi-Weekly Time and Absence Record [Find](#) | [View All](#) | [First](#) | [1-5 of 5](#) | [Last](#)

Employee [Info](#) [Info](#)

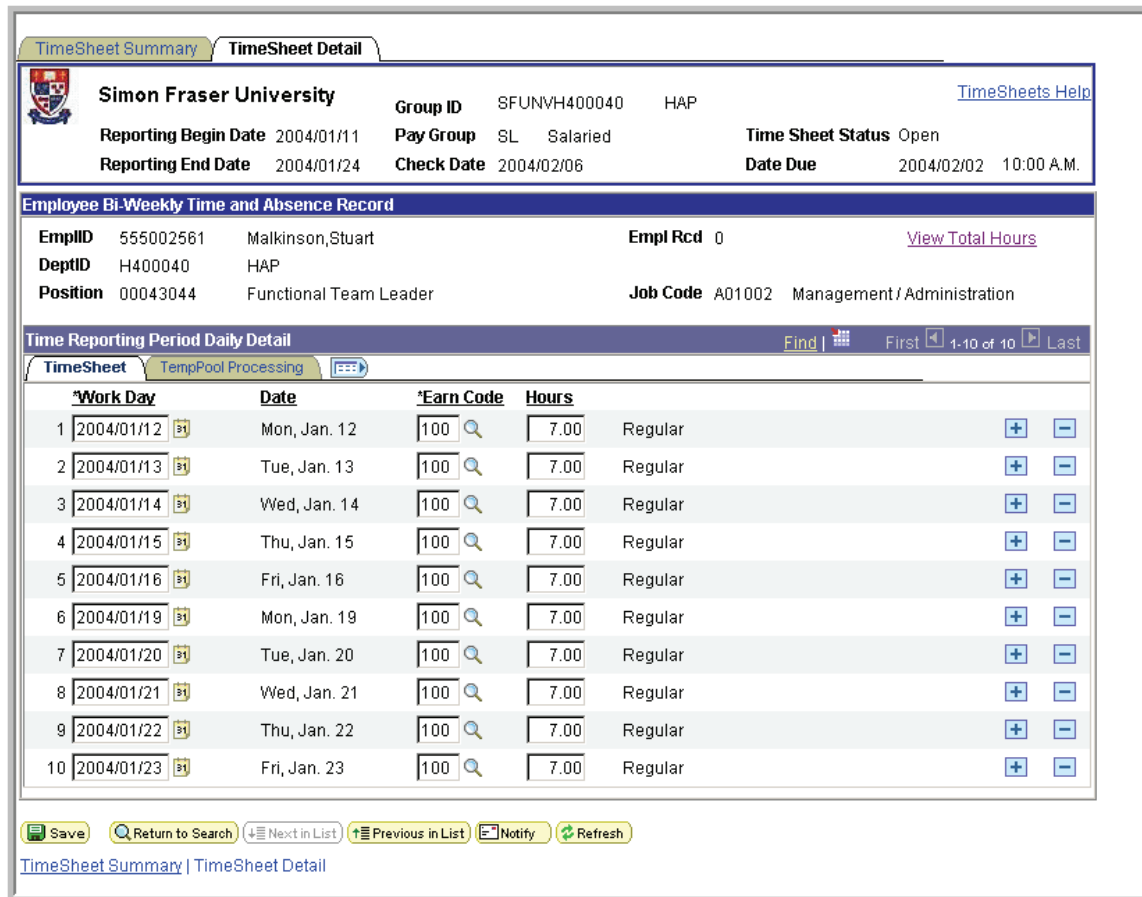
Employee ID	Name	Empl Rcd	Position Title	Total Hrs	Reg Hrs	Other Hrs	Approve Hours?	Enter Time
555002561	Malkinson, Stuart	<input type="checkbox"/>	Functional Team Leader	i	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time + -
555002575	McLean, Fran	<input type="checkbox"/>	Functional Specialist	i	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time + -
555003153	Walker, Deborah	<input type="checkbox"/>	Functional Team Leader	i	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time + -
853015428	Plican, Elsa	<input type="checkbox"/>	Functional Team Leader	i	70.00	0.00	<input checked="" type="checkbox"/>	Enter Time + -
200029309	Dough, Jennifer	<input type="checkbox"/>	SECRETARY	i	0.00	0.00	<input type="checkbox"/>	Enter Time + -

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Notify](#) [Refresh](#)

Jennifer Dough's timesheet now appears with the rest of the department and is available for entering her time. When you add someone in manually to the timesheets, don't forget to check the **Approve Hours?** box.

Entering Time for an Employee

To enter time for an employee you select the [Enter Time](#) link for that employee on the **Timesheet Summary/Employee** tab.



Simon Fraser University [TimeSheets Help](#)

Group ID SFUNVH400040 HAP
 Reporting Begin Date 2004/01/11 Pay Group SL Salaried Time Sheet Status Open
 Reporting End Date 2004/01/24 Check Date 2004/02/06 Date Due 2004/02/02 10:00 A.M.

Employee Bi-Weekly Time and Absence Record

EmpID 555002561 Malkinson, Stuart Empl Rcd 0 [View Total Hours](#)
 DeptID H400040 HAP
 Position 00043044 Functional Team Leader Job Code A01002 Management / Administration

Time Reporting Period Daily Detail Find | First 1-10 of 10 Last

*Work Day	Date	*Earn Code	Hours		
1	2004/01/12	100	7.00	Regular	+ -
2	2004/01/13	100	7.00	Regular	+ -
3	2004/01/14	100	7.00	Regular	+ -
4	2004/01/15	100	7.00	Regular	+ -
5	2004/01/16	100	7.00	Regular	+ -
6	2004/01/19	100	7.00	Regular	+ -
7	2004/01/20	100	7.00	Regular	+ -
8	2004/01/21	100	7.00	Regular	+ -
9	2004/01/22	100	7.00	Regular	+ -
10	2004/01/23	100	7.00	Regular	+ -

Save Return to Search Next in List Previous in List Notify Refresh

[TimeSheet Summary](#) | [TimeSheet Detail](#)

Within the **Timesheet Detail** tab you will see two additional tabs. The **Timesheet** tab is the default tab and the **TempPool Processing** tab is used to enter details for temp pool employees. See [Temp Pool Employees](#).

In the top box you will see the same information that displays for the **Timesheet Summary** tab: **Reporting Begin** and **End Date**, the **Pay Check Date**, the **Pay Group**, the **Time Sheet Status**, and **Due Date**. See [Due Date](#).




In addition, in the box **Employee Bi-weekly Time and Absence Record** you will see the employees' **EmpID** and Name, **Dept** and department description, **Position** and position description, **Empl Rcd**, **Job Code** and job code description.

There is also a link to [View Total Hours](#). See [Summarized Hours by Earnings Code](#).

In the **Timesheet** tab under **Time Reporting Period Daily Detail**, you will see the ***Work Day, Date, *Earn Code, Hours**, and earnings code description for each day in the pay period. The fields with asterisks are required fields. The **Date** is displayed for your convenience so that you can see which day of the week this entry is for.

You can only enter hours-related earnings through the timesheets. Amounts-only earnings codes are processed by the Payroll department.

You can enter time that totals more than the employee's standard hours if they have worked extra hours.


Clicking on the  button will bring up a graphical calendar which you can select dates from. The  and  buttons are used to add new earnings detail records or delete existing detail records.

You can toggle back to the **Timesheet Summary** tab either by clicking on the tab or by clicking on the [Timesheet Summary](#) link you see at the bottom of the page.

Don't forget to record unpaid time that affects seniority. These unpaid earnings need to be processed through Payroll in order to update the seniority accruals.

To change one of the days to *Sick* status, simply place your cursor in the **Earn Code** field for the day concerned.

TimeSheet Summary
TimeSheet Detail



Simon Fraser University

Reporting Begin Date 2004/01/11 Reporting End Date 2004/01/24

Group ID SFUNVH400040 HAP

Pay Group SL Salaried Time Sheet Status Open

Check Date 2004/02/06 Date Due 2004/02/02 10:00 A.M.

[TimeSheets Help](#)

Employee Bi-Weekly Time and Absence Record

EmpID 555002561 Malkinson, Stuart Empl Rcd 0 [View Total Hours](#)

DeptID H400040 HAP

Position 00043044 Functional Team Leader Job Code A01002 Management / Administration

Time Reporting Period Daily Detail [Find](#) First 1-10 of 10 Last

TimeSheet
TempPool Processing

Work Day	Date	Earn Code	Hours	
1 2004/01/12	Mon, Jan. 12	465	7.00	Sick 21 hours duration or less
2 2004/01/13	Tue, Jan. 13	100	7.00	Regular
3 2004/01/14	Wed, Jan. 14	100	7.00	Regular
4 2004/01/15	Thu, Jan. 15	100	7.00	Regular
5 2004/01/16	Fri, Jan. 16	100	7.00	Regular
6 2004/01/19	Mon, Jan. 19	100	7.00	Regular
7 2004/01/20	Tue, Jan. 20	100	7.00	Regular
8 2004/01/21	Wed, Jan. 21	100	7.00	Regular
9 2004/01/22	Thu, Jan. 22	100	7.00	Regular
10 2004/01/23	Fri, Jan. 23	100	7.00	Regular

Save
 Return to Search
 Next in List
 Previous in List
 Notify
 Refresh

[TimeSheet Summary](#) | [TimeSheet Detail](#)

If you know the earnings code, you can simply type it in. Once you press Save or Refresh the correct earnings code description will appear.

If you do not know the earnings code, click on the button to display a list of all of the earnings codes.

Look Up Earn Code

Company: SFU
 Pay Group: SL
 Earnings Code: begins with

[Basic Lookup](#)


Search Results
 View All First 1-34 of 34 Last

Earnings Code	Description	Short Description
100	Regular	REG
355	Lump Sum - Empl Income - AMT LUMP HRS	
365	Meal Allowance-Poly Party	MEAL
455	Union Business With Pay	SL A
460	Bereavement	SL B
465	Sick 21 hours duration or less	SL C
470	Disciplinary Action No Pay	SL D
473	Election Day Time Off To Vote	SL E
475	WCB No Pay - Salaried	SL F
478	General Holiday	SL G
480	CUPE Business No Pay	SL H
485	Sick no pay	SL I
490	Jury Duty With Pay	SL J
495	Family Emergency (APSA)	SL K
500	Family Responsibility Unpaid L	SL L
505	Moving Day (CUPE)	SL M
510	Personal Leave Unpaid	SL P
515	Suspended With Pay	SL Q
520	Respecting Picket Line Unpaid	SL R
525	Sick more than 21 hours durati	SL S
530	Time Off With Pay-Closure	SL T
535	Wage Indemnity No Pay	SL U
540	Vacation Time Taken	SL V
545	WCB With Pay - Salaried	SL W
550	Strike No Pay	SL X
555	Eye Exam	SL Y
560	Time off in Lieu(Library Only)	SL Z
710	Afternoon Shift Poly Party	E1
720	Foreperson Differential Poly	F
725	Temp Lead Hand Differential	LH
740	Night Shift Differential Poly	N1
750	Snowplow Differential - Poly P	PL
860	Sick Leave 60% Paid	Sick 60% P
875	Sick Leave 75% Paid	Sick 75% p

You will see from this list that although the earnings codes have changed, descriptions have remained the same for ease of use. To select a specific earnings code click on one of the fields in the line for that earnings code. To see the translations for the short descriptions for the Earn Codes, see [Summary of Timesheet Code Descriptions](#).

Click on the **Earn Code** that's appropriate and you will then be returned to the **Timesheet Detail/Timesheet** tab. Key in the **Hours** for the **Earn Code**. Remember that **Hours** are now keyed in in decimals. See [Conversion Chart](#).

TimeSheet Summary
TimeSheet Detail



Simon Fraser University [TimeSheets Help](#)

Group ID SFUNVH400040 HAP
Reporting Begin Date 2004/01/11 **Pay Group** SL Salaried **Time Sheet Status** Open
Reporting End Date 2004/01/24 **Check Date** 2004/02/06 **Date Due** 2004/02/02 10:00 A.M.

Employee Bi-Weekly Time and Absence Record

EmplID 555002561 Malkinson,Stuart **Empl Rcd** 0 [View Total Hours](#)
DeptID H400040 HAP
Position 00043044 Functional Team Leader **Job Code** A01002 Management / Administration

Time Reporting Period Daily Detail Find | First 1-10 of 10 Last

TimeSheet
TempPool Processing

*Work Day	Date	*Earn Code	Hours		
1 2004/01/12	Mon, Jan. 12	465	7.00	Sick 21 hours duration or less	+ -
2 2004/01/13	Tue, Jan. 13	100	7.00	Regular	+ -
3 2004/01/14	Wed, Jan. 14	100	7.00	Regular	+ -
4 2004/01/15	Thu, Jan. 15	100	7.00	Regular	+ -
5 2004/01/16	Fri, Jan. 16	100	7.00	Regular	+ -
6 2004/01/19	Mon, Jan. 19	100	7.00	Regular	+ -
7 2004/01/20	Tue, Jan. 20	100	7.00	Regular	+ -
8 2004/01/21	Wed, Jan. 21	100	7.00	Regular	+ -
9 2004/01/22	Thu, Jan. 22	100	7.00	Regular	+ -
10 2004/01/23	Fri, Jan. 23	100	7.00	Regular	+ -

Save
 Return to Search
 Next in List
 Previous in List
 Notify
 Refresh

If you need to enter in another earnings code for the same **Work Day**, simply add another row and key in the appropriate **Earn Code** and **Hours**.


In myINFO, *Shift Differentials* is an earnings code, not a sub code to an earnings code. This means that shift differentials are processed as separate timesheet entries from regular time or other timesheet entries.

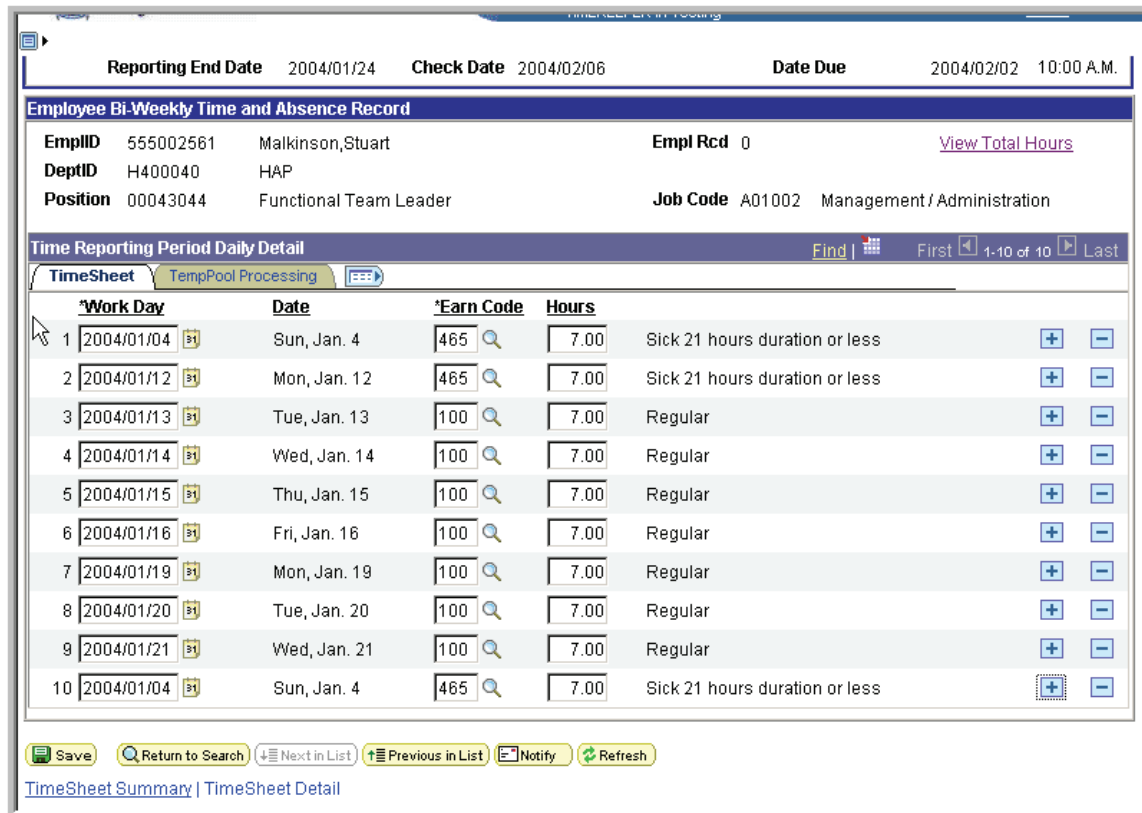
Remember to click **Save** if you have made updates to any time entries.

To enter any additional time, such as overtime, shift differentials, etc. click on the button. The key in the ***Earn Code** and the **Hours** and then click the **Save** button.

Entering Prior Pay Period Adjustments

Prior pay period adjustments are now done through the online timesheets rather than submitting a paper errata form.




To enter a prior period adjustment that was missed in a prior pay period, click on the  button to add a new row.












































Reporting End Date 2004/01/24 Check Date 2004/02/06 Date Due 2004/02/02 10:00 A.M.

Employee Bi-Weekly Time and Absence Record

EmplID 555002561 Malkinson,Stuart Empl Rcd 0 [View Total Hours](#)
 DeptID H400040 HAP
 Position 00043044 Functional Team Leader Job Code A01002 Management / Administration

Time Reporting Period Daily Detail Find  First  1-10 of 10  Last

TimeSheet TempPool Processing 

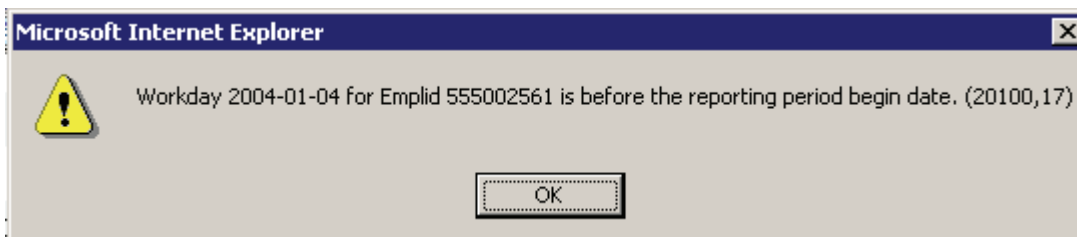
*Work Day	Date	*Earn Code	Hours		
1 2004/01/04 	Sun, Jan. 4	465 	7.00	Sick 21 hours duration or less	 
2 2004/01/12 	Mon, Jan. 12	465 	7.00	Sick 21 hours duration or less	 
3 2004/01/13 	Tue, Jan. 13	100 	7.00	Regular	 
4 2004/01/14 	Wed, Jan. 14	100 	7.00	Regular	 
5 2004/01/15 	Thu, Jan. 15	100 	7.00	Regular	 
6 2004/01/16 	Fri, Jan. 16	100 	7.00	Regular	 
7 2004/01/19 	Mon, Jan. 19	100 	7.00	Regular	 
8 2004/01/20 	Tue, Jan. 20	100 	7.00	Regular	 
9 2004/01/21 	Wed, Jan. 21	100 	7.00	Regular	 
10 2004/01/04 	Sun, Jan. 4	465 	7.00	Sick 21 hours duration or less	 

Save Return to Search Next in List Previous in List Notify Refresh


[TimeSheet Summary](#) | [TimeSheet Detail](#)

Key in the appropriate **Work Day** for the prior period adjustment, along with the **Earn Code** and **Hours**.

A warning message will display alerting you that you are keying in a row prior to the pay period.



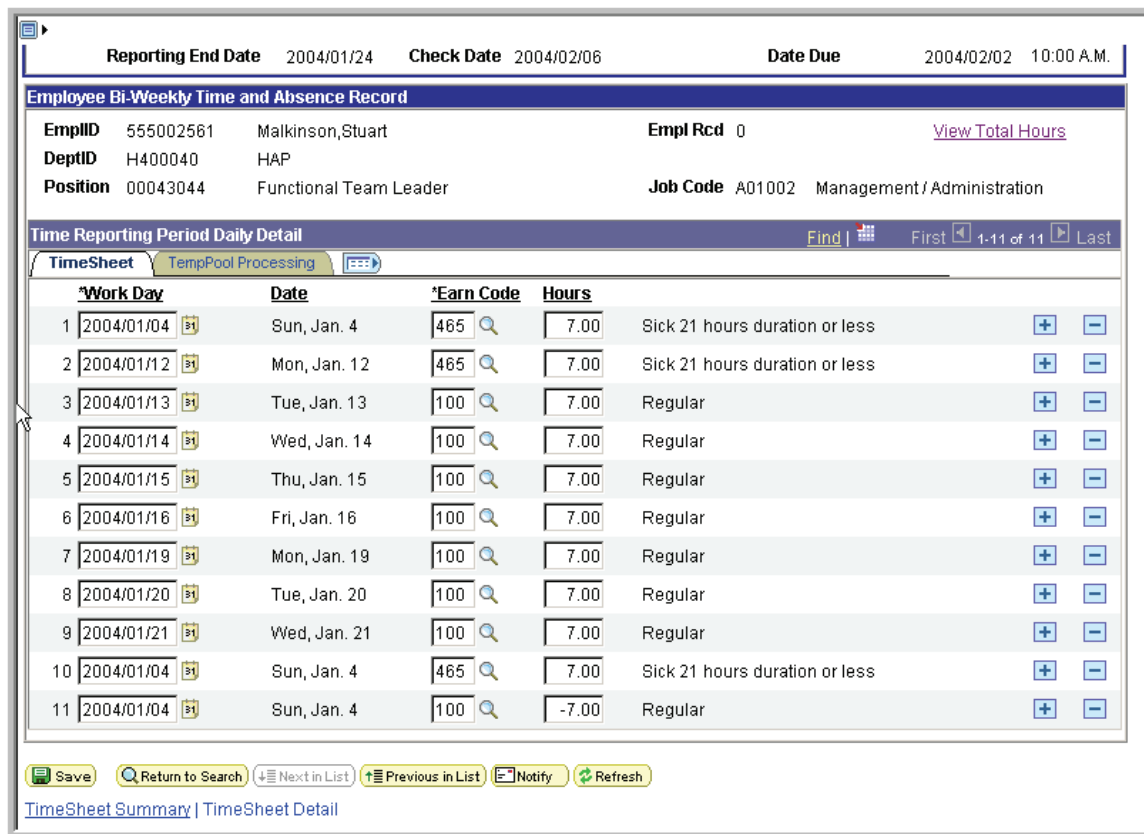
Microsoft Internet Explorer

 Workday 2004-01-04 for Emplid 555002561 is before the reporting period begin date. (20100,17)

OK

Click the  button.

In the case where you are changing an entry that has already been submitted, e.g. *Regular* should have been *Sick* or *Vacation*, you should make an entry to reverse out the regular earnings for that day in addition to making an entry to change it to *Sick* or *Vacation*.



Reporting End Date 2004/01/24 Check Date 2004/02/06 Date Due 2004/02/02 10:00 A.M.

Employee Bi-Weekly Time and Absence Record

EmpID 555002561 Malkinson,Stuart Empl Rcd 0 [View Total Hours](#)
 DeptID H400040 HAP
 Position 00043044 Functional Team Leader Job Code A01002 Management / Administration

Time Reporting Period Daily Detail Find | First 1-11 of 11 Last

TimeSheet TempPool Processing

*Work Day	Date	*Earn Code	Hours	
1 2004/01/04	Sun, Jan. 4	465	7.00	Sick 21 hours duration or less
2 2004/01/12	Mon, Jan. 12	465	7.00	Sick 21 hours duration or less
3 2004/01/13	Tue, Jan. 13	100	7.00	Regular
4 2004/01/14	Wed, Jan. 14	100	7.00	Regular
5 2004/01/15	Thu, Jan. 15	100	7.00	Regular
6 2004/01/16	Fri, Jan. 16	100	7.00	Regular
7 2004/01/19	Mon, Jan. 19	100	7.00	Regular
8 2004/01/20	Tue, Jan. 20	100	7.00	Regular
9 2004/01/21	Wed, Jan. 21	100	7.00	Regular
10 2004/01/04	Sun, Jan. 4	465	7.00	Sick 21 hours duration or less
11 2004/01/04	Sun, Jan. 4	100	-7.00	Regular

Save Return to Search Next in List Previous in List Notify Refresh

[TimeSheet Summary](#) | [TimeSheet Detail](#)

Key in the appropriate **Work Day**, **Earn Code** and **Hours**. In this case, *-7.00* hours should be keyed in for Regular.

Click on the  button to save your changes.

Due Date

Timesheets are due by 10:00 a.m. on the Monday before the Pay Check Date. They will then become read-only and will be picked up by Payroll for processing.

The Payroll staff will review timesheet entries on a regular basis and will phone you to resolve problems, inquire about unapproved time entries, and assist in collecting time entries. The Payroll staff are also available to answer your questions on how to update the timesheets.

Who to Phone for Help

Logging in	Computing Services Help Desk	604-291-3230
Hourly timesheets	Mary Solomon	604-291-4839
Salary timesheets	Fay Weir	604-291-3002
Policy questions	Human Resources	604-291-3237

Summary of Timesheet Code Descriptions

Absence with pay

B - Bereavement and/or compassionate leave

C - Casual sick leave (Absence of 3 working days or less) See Code S

K - Domestic or Personal Emergency (APSA staff only)

E - Election day, time off to vote

Y - Eye examination (CUPE members only)

G - General holiday leave

J - Jury duty or subpoenaed as witness

M - Moving day (CUPE members only)

S - Sick Leave (Absence of more than three consecutive working days)

A - Union business

T - University closure

V - Vacation leave

W - WCB leave (Occupational injury)

Absence without pay

D - Disciplinary action (suspension)

Z - General holiday, time off in lieu (CUPE members only)

P - Personal leave

R - Respecting picket line

I - Sick leave, unpaid medical leave

U - Sick leave while on Wage Indemnity (Poly Party members only)

X - Strike/Study session

H - Union business

F - WCB leave (Occupational Injury)

Overtime

Refer to policies and collective agreements for eligibility OREG

Shift Differential Processing, Poly Party Shift Codes

Legacy - PeopleSoft

E1 - 710 6% AFTERNOON 4:00 PM - 11:59:59 PM

N1 - 740 11% NIGHT 12:00 AM - 7:59:59 AM

BW - 700 \$0.60 Boiler Work and Dirty Money

F - 720 8% Foreperson Differential

ILH - 725 4% Temp Lead Hand Differential

LS - 730 \$0.44 2% Locksmith Differential over carpenter rate

PL - 750 \$1.91 10% Snowplow over truck driver rate

SP - 770 \$0.44 2% Sign Painting Differential over painter rate

TD - 775 \$19.10 Used by Facilities Management System Only

WS - 780 \$ 0.91 4% Welding Differential over machinists rate

MA - 365 \$20.00 Meal Allowance \$20.00 per unit entered in as hours

Refer to the Poly Party collective agreement or telephone Human Resources for further information on when additional pay for extra shifts and overtime on extra shifts applies.

CUPE Shift Codes

Legacy - PeopleSoft

E2 - 715 \$0.75 EVENING 6:00 PM - 12:00 AM - MON THROUGH SAT

N2 - 745 \$1.00 NIGHT 12:01 AM - 8:00 AM - MON THROUGH SAT

SN - 765 \$1.50 SUNDAY NIGHT 12:01 AM - 8:00 AM

SD - 755 \$0.60 SUNDAY DAY 8:00 AM - 6:00 PM

SE - 760 \$1.25 SUNDAY EVENING 6:00 PM - 12:00 AM

EREG - 160 Hours worked in excess of standard part time hours.

REPL - 415 Hours worked in excess of standard part time hours for replacement.

Refer to the CUPE collective agreement or telephone Human Resources for further information on when additional pay for extra shifts and overtime on extra shifts applies. The EVENING, NIGHT and SUNDAY shift codes apply to CUPE employees only.

Reminders

Overtime on extra time beyond regular part time shift does not start until beyond 7 hours in a day or 35 hours in a single week.

Contact the Budget Analyst (Local 4011) if you need help in determining when to use the EREG and REPL codes. If an employee is in two salaried part time positions and he/she is working full time in only one of the positions, it may be necessary to submit P (Personal Leave) hours on one of the position numbers and submit EREG or REPL on the other position numbers.

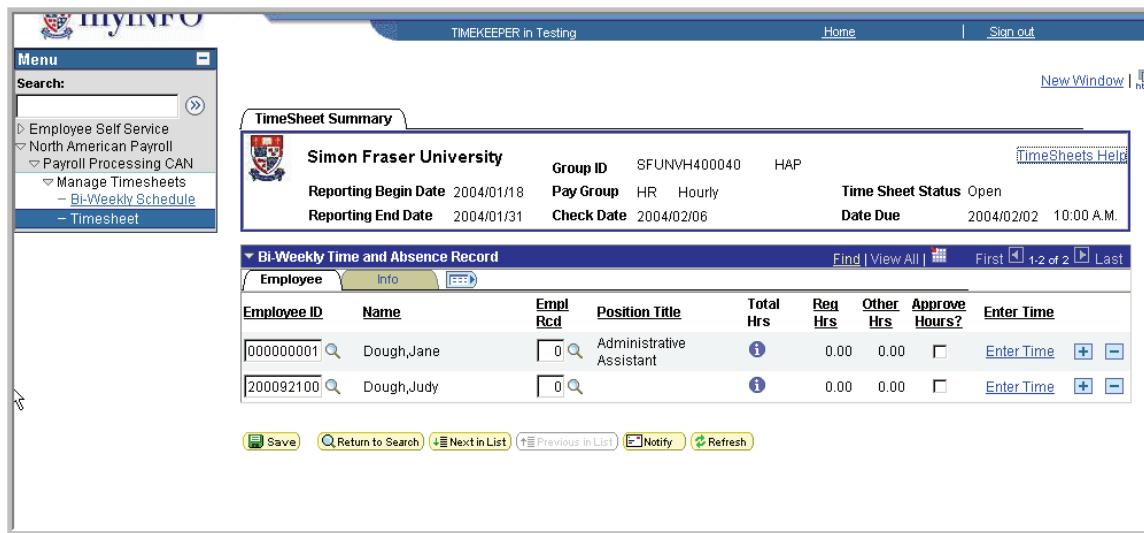
Working with the Temp Pool

Purpose

CUPE temporary pool employees require an extra step when entering their timesheets. The **TempPool** tab is set up to allow you to key in the required account code to which the temp pool employees will be charged.

Note that only temp pool employees who have been assigned to your department by the temp pool coordinator for your department for the current pay period will display on your timesheets. If you require any changes to the temp pool assignment you should contact your Advisor.

Example



TimeSheet Summary

Simon Fraser University Group ID SFUNVH400040 HAP [TimeSheets Help](#)

Reporting Begin Date 2004/01/18 Pay Group HR Hourly Time Sheet Status Open

Reporting End Date 2004/01/31 Check Date 2004/02/06 Date Due 2004/02/02 10:00 A.M.

Bi-Weekly Time and Absence Record Find | View All | First 1-2 of 2 Last


Employee ID	Name	Empl Rcd	Position Title	Total Hrs	Reg Hrs	Other Hrs	Approve Hours?	Enter Time
000000001	Dough, Jane	0	Administrative Assistant	0.00	0.00	0.00	<input type="checkbox"/>	Enter Time + -
200092100	Dough, Judy	0		0.00	0.00	0.00	<input type="checkbox"/>	Enter Time + -

Save Return to Search Next in List Previous in List Notify Refresh

First click on the [Enter Time](#) link from the **Timesheet Detail** tab so that you can enter the hours the temp pool employee worked. You will notice that Judy Dough, who is the temp pool employee, does not have an associated position title.

[New Window](#) |

TimeSheet Summary | **TimeSheet Detail**

 **Simon Fraser University** [TimeSheets Help](#)

Group ID SFUNVH400040 **HAP**

Reporting Begin Date 2004/01/18 **Pay Group** HR Hourly **Time Sheet Status** Open

Reporting End Date 2004/01/31 **Check Date** 2004/02/06 **Date Due** 2004/02/02 10:00 A.M.

Employee Bi-Weekly Time and Absence Record

EmplID 200092100 Dough, Judy **Empl Rcd** 0 [View Total Hours](#)

DeptID H400051 Temporary Pool

Position **Job Code** H01000 Temporary Pool - Regular

Time Reporting Period Daily Detail [Find](#) | First | 1-3 of 3 | Last

TimeSheet | **TempPool Processing** |

*Work Day	Date	*Earn Code	Hours	
1 2004/01/18	Sun, Jan. 18	100	0.00	Regular + -
2 2004/01/19	Mon, Jan. 19	100	0.00	Regular + -
3 2004/01/20	Tue, Jan. 20	100	0.00	Regular + -

Save Return to Search Next in List Previous in List Notify Refresh

[TimeSheet Summary](#) | [TimeSheet Detail](#)

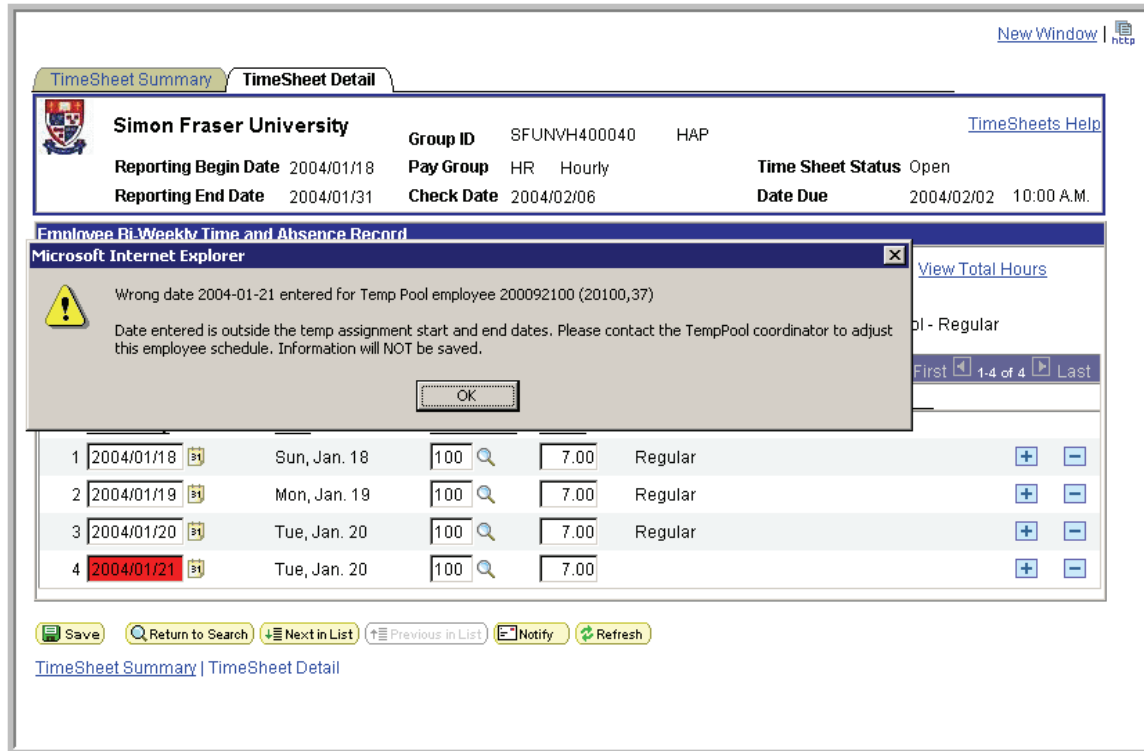
You will also notice that only the days for which the temp pool person has been assigned to your department will appear on the timesheet.

Key in the appropriate ***Earn Code** and **Hours** for the pay period.

If your temp pool employee is performing two different jobs for you at different rates of pay then you need to key in the **Hours** for each appropriate **Job Code**.

If you do not see both job codes for the temp pool employee on the **Timesheet Summary** tab, contact your Advisor.

If you try to enter a ***Work Day** that is outside of the date range that the temp pool employee is assigned, you will get an error message.



Simon Fraser University Group ID SFUNVH400040 HAP [TimeSheets Help](#)

Reporting Begin Date 2004/01/18 Pay Group HR Hourly Time Sheet Status Open

Reporting End Date 2004/01/31 Check Date 2004/02/06 Date Due 2004/02/02 10:00 A.M.

Employee Bi-Weekly Time and Absence Record

Microsoft Internet Explorer

Wrong date 2004-01-21 entered for Temp Pool employee 200092100 (20100,37)

Date entered is outside the temp assignment start and end dates. Please contact the TempPool coordinator to adjust this employee schedule. Information will NOT be saved.

OK

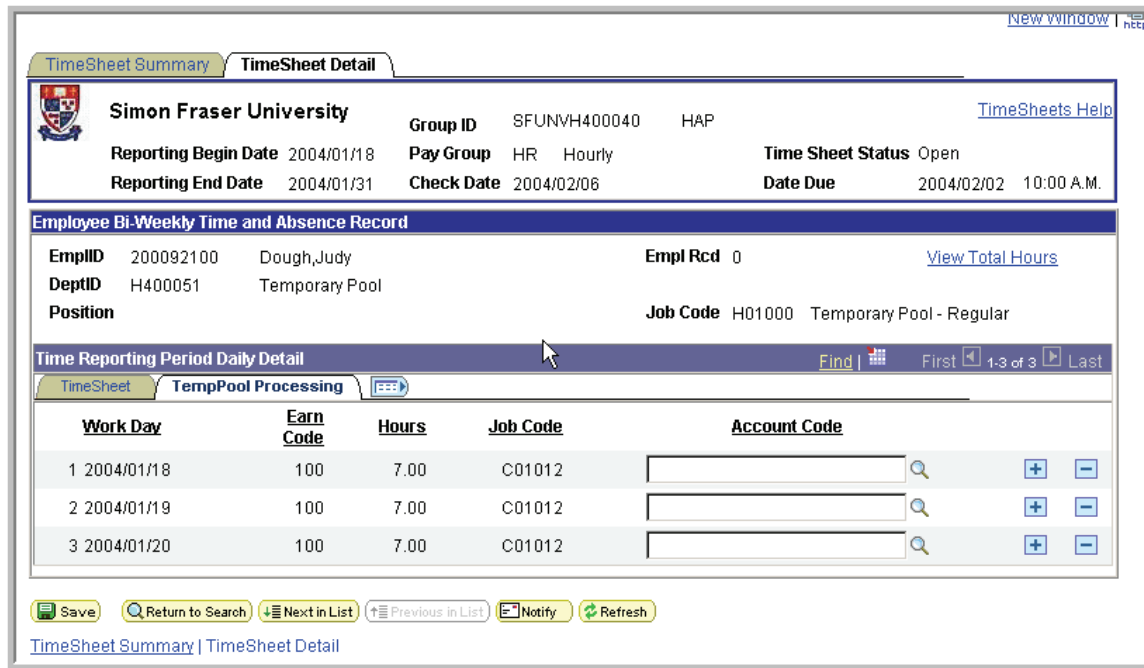
1	2004/01/18	Sun, Jan. 18	100	7.00	Regular	+	-
2	2004/01/19	Mon, Jan. 19	100	7.00	Regular	+	-
3	2004/01/20	Tue, Jan. 20	100	7.00	Regular	+	-
4	2004/01/21	Tue, Jan. 20	100	7.00		+	-

Save Return to Search Next in List Previous in List Notify Refresh

[TimeSheet Summary](#) | [TimeSheet Detail](#)

Click the  and then click the  button to delete the row.

Once you've entered the ***Earn Code** and **Hours**, click on the **TempPool Processing** tab to access the account code information.



The screenshot shows the 'TimeSheet Detail' view for Simon Fraser University. It includes fields for Group ID (SFUNVH400040), HAP, Reporting Begin Date (2004/01/18), Pay Group (HR Hourly), Time Sheet Status (Open), Reporting End Date (2004/01/31), Check Date (2004/02/06), and Date Due (2004/02/02 10:00 A.M.).

Employee Bi-Weekly Time and Absence Record:

- EmplID: 200092100, Dough, Judy, Empl Rcd: 0
- DeptID: H400051, Temporary Pool
- Position: Job Code: H01000, Temporary Pool - Regular

Time Reporting Period Daily Detail:

Work Day	Earn Code	Hours	Job Code	Account Code
1 2004/01/18	100	7.00	C01012	<input type="text"/>
2 2004/01/19	100	7.00	C01012	<input type="text"/>
3 2004/01/20	100	7.00	C01012	<input type="text"/>

Navigation buttons at the bottom include Save, Return to Search, Next in List, Previous in List, Notify, and Refresh.

All of the lines default in with no **Account Code** information. You will need to enter an **Account Code** for every line.

From here, you can enter the account code that the temp pool employee's time should be charged to by either keying in the **Account Code** directly (if you know it) or locating it through the account code search.

If you have the account code number from before, you can type in the 12 digits with no spaces or dashes. The last four digits of accounts for temp pool employees will always be 5533 or 5534.

New Window |

TimeSheet Summary | **TimeSheet Detail**

Simon Fraser University [TimeSheets Help](#)

Group ID SFUNVH400040 HAP

Reporting Begin Date 2004/01/18 **Pay Group** HR Hourly **Time Sheet Status** Open

Reporting End Date 2004/01/31 **Check Date** 2004/02/06 **Date Due** 2004/02/02 10:00 A.M.

Employee Bi-Weekly Time and Absence Record

EmplID 200092100 Dough,Judy **Empl Rcd** 0 [View Total Hours](#)

DeptID H400051 Temporary Pool

Position **Job Code** H01000 Temporary Pool - Regular

Time Reporting Period Daily Detail Find | First 1-3 of 3 Last

TimeSheet | **TempPool Processing**

Work Day	Earn Code	Hours	Job Code	Account Code		
1 2004/01/18	100	7.00	C01012	12015705		
2 2004/01/19	100	7.00	C01012			
3 2004/01/20	100	7.00	C01012			

To access the list of account codes, click on the button to access the search. If you key in your Finance account (which consists of the fund plus the finance department or project/grant) in the **Account Code** before clicking on the . Your search will be limited to those valid for your department.

Look Up Account Code

Account Code:

Description:

Account:

Department:

Project/Grant:

Fund Code:

[Basic Lookup](#)

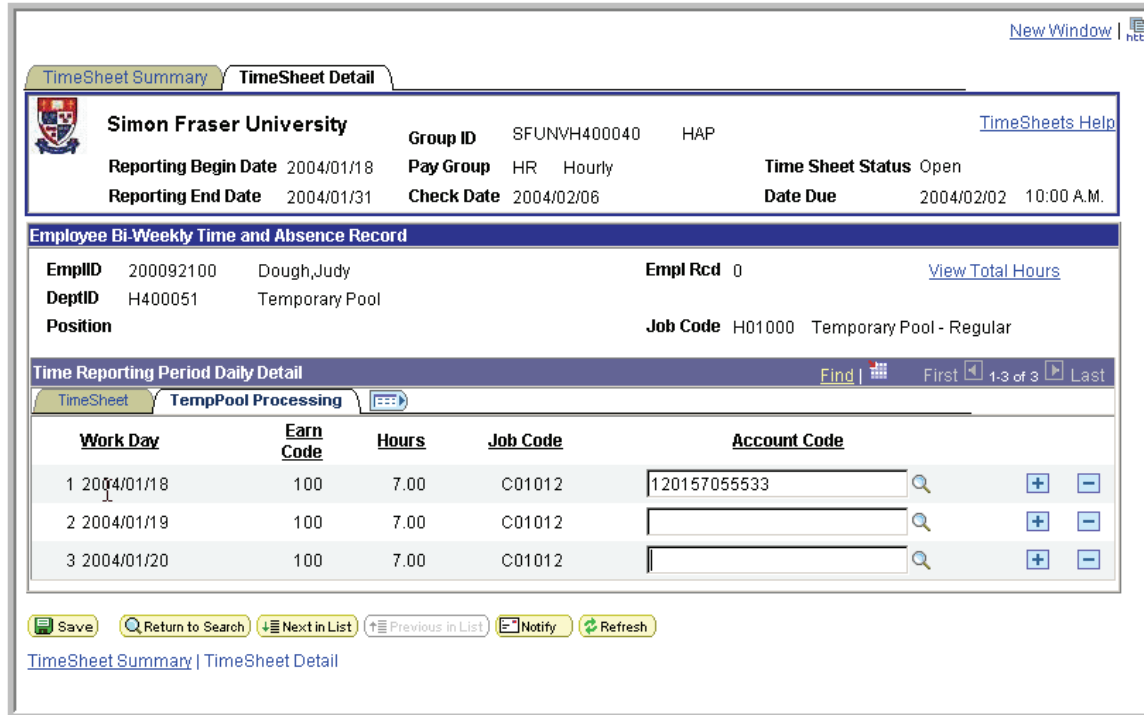
Search Results

View All First 1 of 1 Last

Account Code	Description	Account Department	Project/Grant	Fund Code
120157055533	ASG HAP PROJECT/SALS CUPE TEMP 5533	51101	015705	12

You can also key in part of your department's name to limit the search.

Once you've found the appropriate account code, click on it to select it. You will be returned to the **TempPool Processing** tab with the account code for that date filled in.




The screenshot shows the 'TimeSheet Detail' tab for Simon Fraser University. It displays employee information for Judy Dough (EmpID: 200092100) and her current time sheet status (Open, due 2004/02/02). Below this is the 'Employee Bi-Weekly Time and Absence Record' section, followed by the 'Time Reporting Period Daily Detail' section. The 'TempPool Processing' sub-tab is active, showing a table with columns for Work Day, Earn Code, Hours, Job Code, and Account Code. The first row is pre-filled with data for 2004/01/18, while the other two rows have empty 'Account Code' fields for 2004/01/19 and 2004/01/20.

Work Day	Earn Code	Hours	Job Code	Account Code
1 2004/01/18	100	7.00	C01012	120157055533
2 2004/01/19	100	7.00	C01012	
3 2004/01/20	100	7.00	C01012	

To fill in the **Account Code** for the other dates, simply highlight the account code and copy and paste the information down to the other dates.

New Window | http

TimeSheet Summary | **TimeSheet Detail**

 **Simon Fraser University** [TimeSheets Help](#)

Group ID SFUNVH400040 **HAP**

Reporting Begin Date 2004/01/18 **Pay Group** HR Hourly **Time Sheet Status** Open

Reporting End Date 2004/01/31 **Check Date** 2004/02/06 **Date Due** 2004/02/02 10:00 A.M.

Employee Bi-Weekly Time and Absence Record

EmplID 200092100 Dough, Judy **Empl Rcd** 0 [View Total Hours](#)

DeptID H400051 Temporary Pool


Position **Job Code** H01000 Temporary Pool - Regular

Time Reporting Period Daily Detail Find | First 1-3 of 3 Last

TimeSheet | **TempPool Processing** | [EEB](#)

Work Day	Earn Code	Hours	Job Code	Account Code		
1 2004/01/18	100	7.00	C01012	<input type="text" value="120157055533"/>		
2 2004/01/19	100	7.00	C01012	<input type="text" value="120157055533"/>		
3 2004/01/20	100	7.00	C01012	<input type="text" value="120157055533"/>		


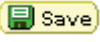
[TimeSheet Summary](#) | [TimeSheet Detail](#)

Remember to click on the  button once you've entered all the required information.

If you have entered an invalid **Account Code**, i.e. one that is not used for temporary salaries, you will see an error message.

The screenshot shows a web application interface for 'Simon Fraser University' with a 'TimeSheet Detail' tab. At the top, there are fields for 'Group ID' (SFUNVH400040), 'Pay Group' (HR Hourly), 'Time Sheet Status' (Open), 'Reporting Begin Date' (2004/01/18), 'Reporting End Date' (2004/01/31), 'Check Date' (2004/02/06), and 'Date Due' (2004/02/02 10:00 A.M.). Below this is a table titled 'Employee Bi-Weekly Time and Absence Record'. An error message from Microsoft Internet Explorer is overlaid on the table, stating: 'Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11). The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.' The error message has an 'OK' button. The table below has columns: 'work Day', 'Code', 'Hours', 'Job Code', and 'Account Code'. It contains three rows of data. The third row's 'Account Code' field is highlighted in red and contains the value '134567891234'. At the bottom of the table, there are navigation buttons: 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Notify', and 'Refresh'. There are also links for 'TimeSheet Summary' and 'TimeSheet Detail'.

work Day	Code	Hours	Job Code	Account Code
1 2004/01/18	100	7.00	C01012	120157055533
2 2004/01/19	100	7.00	C01012	120157055533
3 2004/01/20	100	7.00	C01012	134567891234

Simply click the  button and enter the correct **Account Code**. Then click the  button.