



HELP GUIDE

Reporting Time Using Pay From Schedule

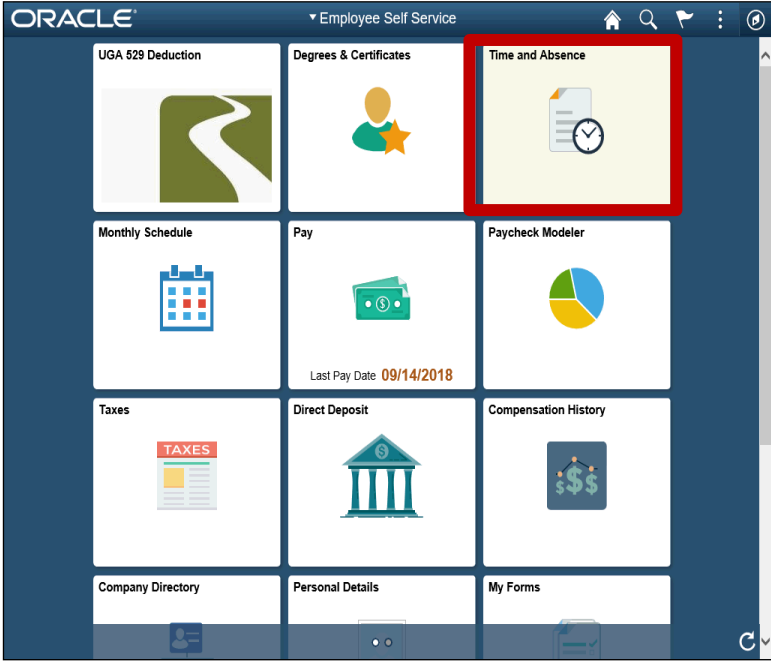
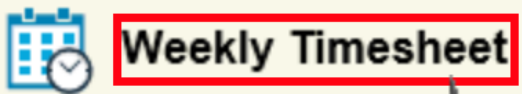
Reporting Time Using Pay From Schedule

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This Help Guide will show you the steps to report time using Pay From Schedule functionality.

Please note that the steps to enter your time are different when a holiday or leave request occurs on your timesheet. Instructions on how to enter your time in this situation are also provided.

Reporting Time Using Pay From Schedule


Step	Action
1.	<p>From Employee Self Service, click the Time and Absence tile.</p>  <p>The screenshot shows the Oracle Employee Self Service dashboard. The 'Time and Absence' tile, which features a clock icon, is highlighted with a red rectangular border. Other visible tiles include 'UGA 529 Deduction', 'Degrees & Certificates', 'Monthly Schedule', 'Pay', 'Paycheck Modeler', 'Taxes', 'Direct Deposit', 'Compensation History', 'Company Directory', 'Personal Details', and 'My Forms'. The 'Pay' tile also displays 'Last Pay Date 09/14/2018'.</p>
2.	<p>From the Time page, click the Weekly Timesheet menu.</p>  <p>The screenshot shows a menu option labeled 'Weekly Timesheet' with a calendar icon to its left. The text 'Weekly Timesheet' is enclosed in a red rectangular border.</p>

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3.	<p>The timesheet is displayed.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Timesheet</p> <p>Valarie Stewart Employee ID 0008101</p> <p>Research Assistant/Technician Empl Record 0</p> <p>Actions Earliest Change Date 09/23/2018</p> <p>Select Another Timesheet</p> <p>*View By Week Previous Week</p> <p>*Date 10/08/2018 by Total Reported Hours 0.00</p> <p style="text-align: right;">Reported Hours 0.00 Print Timesheet</p> <p style="font-size: x-small;">The Payable Time page will populate after processing is complete. Absences are processed once each pay period.</p> <p style="font-size: x-small; color: #e67e22;">From Monday 10/08/2018 to Sunday 10/14/2018</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Time Reporting Code</th> <th style="width: 10%;">Mon 10/8</th> <th style="width: 10%;">Tue 10/9</th> <th style="width: 10%;">Wed 10/10</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">+</td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> </tr> <tr> <td style="text-align: center;">+</td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> </tr> <tr> <td style="text-align: center;">+</td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> <td style="border: 1px solid #ccc;"></td> </tr> </tbody> </table> </div> <p>Note: The Apply Schedule button may be greyed out if there is holiday or leave time already applied.</p>		Time Reporting Code	Mon 10/8	Tue 10/9	Wed 10/10		+						+						+					
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4.	<p>Click the Apply Schedule button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> Apply Schedule </div>																								
5.	<p>The scheduled time is entered into the appropriate days. You can use the Previous Week and Next Week links to move through the timesheet to review and/or correct entries.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> Previous Week Next Week </div>																								
6.	<p>Click the Submit button.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin: 10px 0;"> Submit </div>																								
7.	<p>You will receive a submission confirmation message that the submission is successful.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Timesheet</p> <p>Submit Confirmation</p> <p style="margin-top: 10px;"> ✔ The Submit was successful. Time for the Week of 2018-10-08 to 2018-10-14 is submitted </p> <p style="text-align: center; margin-top: 10px;"> OK </p> </div>																								

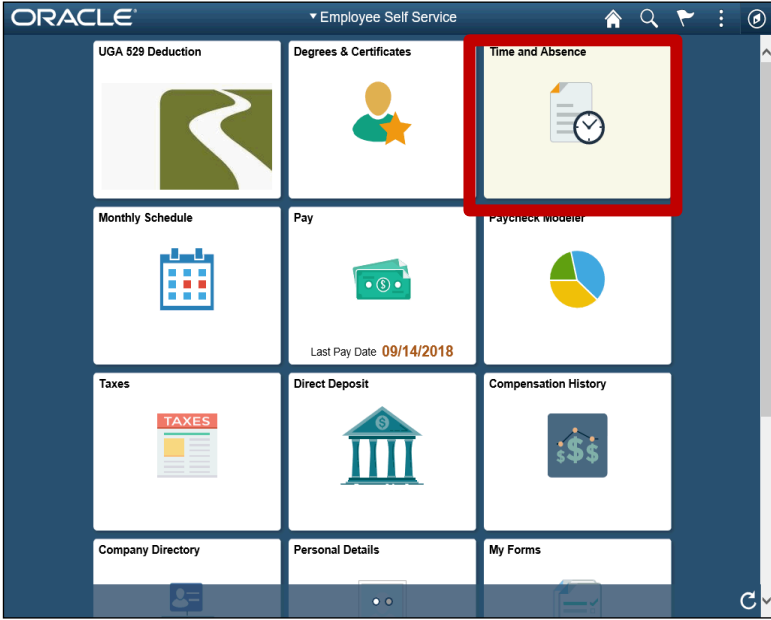
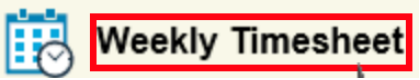
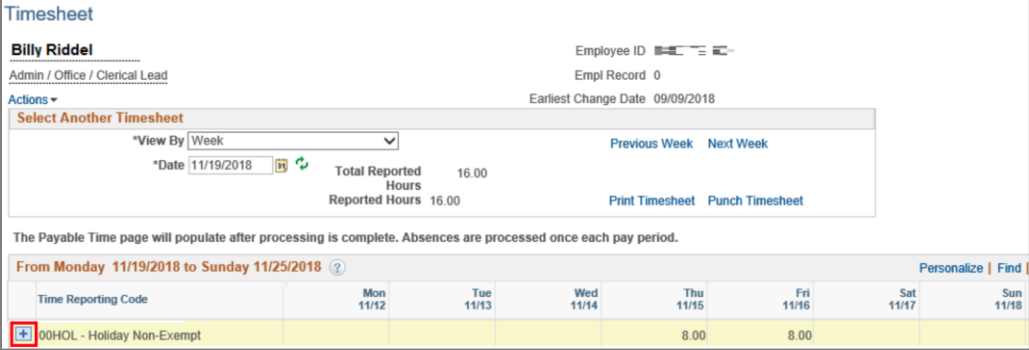
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Step	Action
8.	Click the OK button. 
9.	You can view the scheduled hours that you have entered.

Report Time Using Pay From Schedule When Holiday and/or Leave Time is Already Recorded

Step	Action
1.	<p>From Employee Self Service, click the Time and Absence tile.</p> 
2.	<p>From the Time page, click the Weekly Timesheet menu.</p> 
3.	<p>The timesheet is displayed. The Holiday time is already recorded on the Timesheet. To enter additional time, click the Add Row (+) icon.</p> 

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Step	Action																														
4.	<p>Click each of the appropriate date columns, and enter hours worked into the appropriate fields.</p> <div data-bbox="370 367 1416 556" style="border: 1px solid #ccc; padding: 5px;"> <p>From Monday 11/19/2018 to Sunday 11/25/2018 ?</p> <table border="1"> <thead> <tr> <th>Time Reporting Code</th> <th>Mon 11/19</th> <th>Tue 11/20</th> <th>Wed 11/21</th> <th>Thu 11/22</th> <th>Fri 11/23</th> </tr> </thead> <tbody> <tr> <td>00HOL - Holiday Non-Exempt</td> <td></td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div> <p>Note: It is not necessary to enter a <i>Time Reporting Code</i> for this transaction.</p>	Time Reporting Code	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	00HOL - Holiday Non-Exempt				8.00	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												
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5.	<p>After all time is entered, click the Submit button.</p> <div data-bbox="370 739 748 800" style="border: 2px solid red; padding: 5px; text-align: center;"> <p>Submit</p> </div>																														
6.	<p>You will receive a submission confirmation message that the submission is successful.</p> <div data-bbox="370 884 1016 1119" style="border: 1px solid #ccc; padding: 10px;"> <p>Timesheet</p> <h3>Submit Confirmation</h3> <p><input checked="" type="checkbox"/> The Submit was successful. Time for the Week of 11/19/2018 to 11/25/2018 is submitted</p> </div>																														
7.	<p>Click the OK button.</p> <div data-bbox="370 1205 509 1241" style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>OK</p> </div>																														
8.	<p>You can view the hours worked that you have entered on the Reported Time Status tab.</p> <div data-bbox="370 1356 1416 1661" style="border: 1px solid #ccc; padding: 10px;"> <p>Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time</p> <p>Reported Time Status Personalize Find 1-5 of 5</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Reported Status</th> <th>Total TRC</th> <th>Description</th> <th>Add Comments</th> </tr> </thead> <tbody> <tr> <td>11/19/2018</td> <td>Needs Approval</td> <td>8.00 00REG</td> <td>Regular</td> <td><input type="text"/></td> </tr> <tr> <td>11/20/2018</td> <td>Needs Approval</td> <td>8.00 00REG</td> <td>Regular</td> <td><input type="text"/></td> </tr> <tr> <td>11/21/2018</td> <td>Needs Approval</td> <td>8.00 00REG</td> <td>Regular</td> <td><input type="text"/></td> </tr> <tr> <td>11/22/2018</td> <td>Needs Approval</td> <td>8.00 00HOL</td> <td>Holiday Non-Exempt</td> <td><input type="text"/></td> </tr> <tr> <td>11/23/2018</td> <td>Needs Approval</td> <td>8.00 00HOL</td> <td>Holiday Non-Exempt</td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	Date	Reported Status	Total TRC	Description	Add Comments	11/19/2018	Needs Approval	8.00 00REG	Regular	<input type="text"/>	11/20/2018	Needs Approval	8.00 00REG	Regular	<input type="text"/>	11/21/2018	Needs Approval	8.00 00REG	Regular	<input type="text"/>	11/22/2018	Needs Approval	8.00 00HOL	Holiday Non-Exempt	<input type="text"/>	11/23/2018	Needs Approval	8.00 00HOL	Holiday Non-Exempt	<input type="text"/>
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