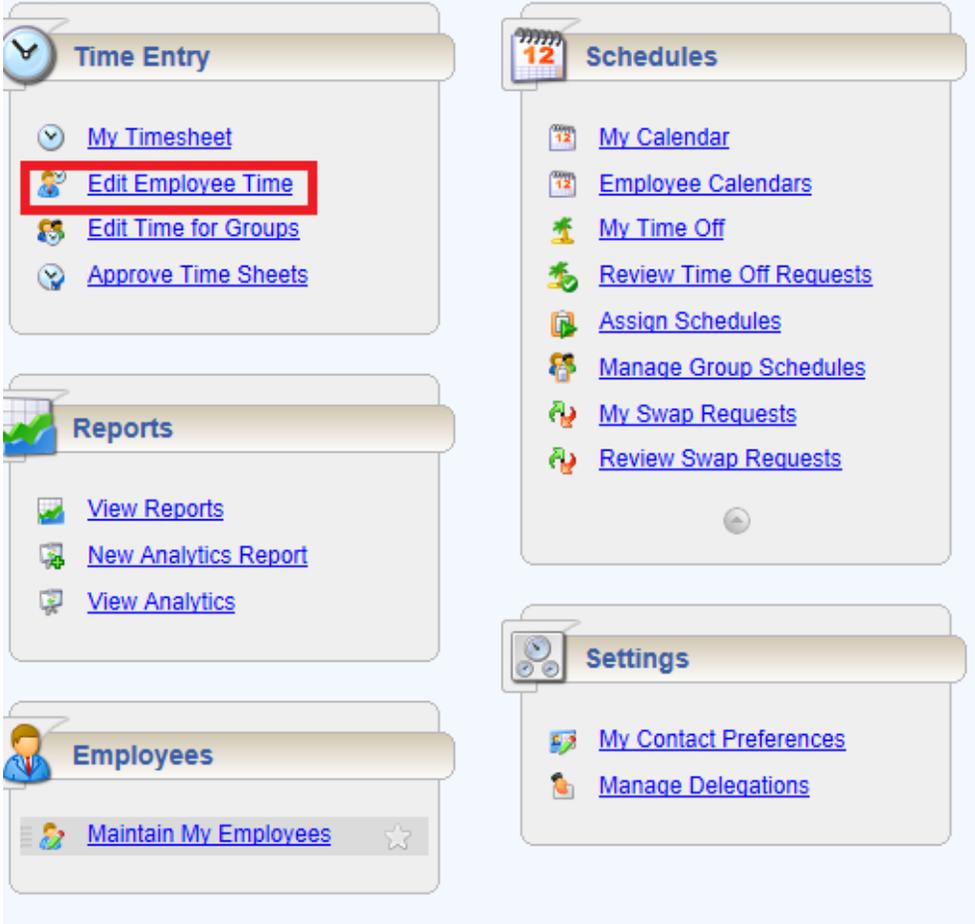
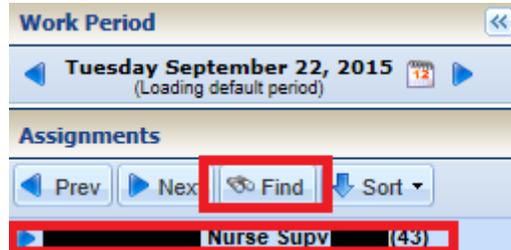


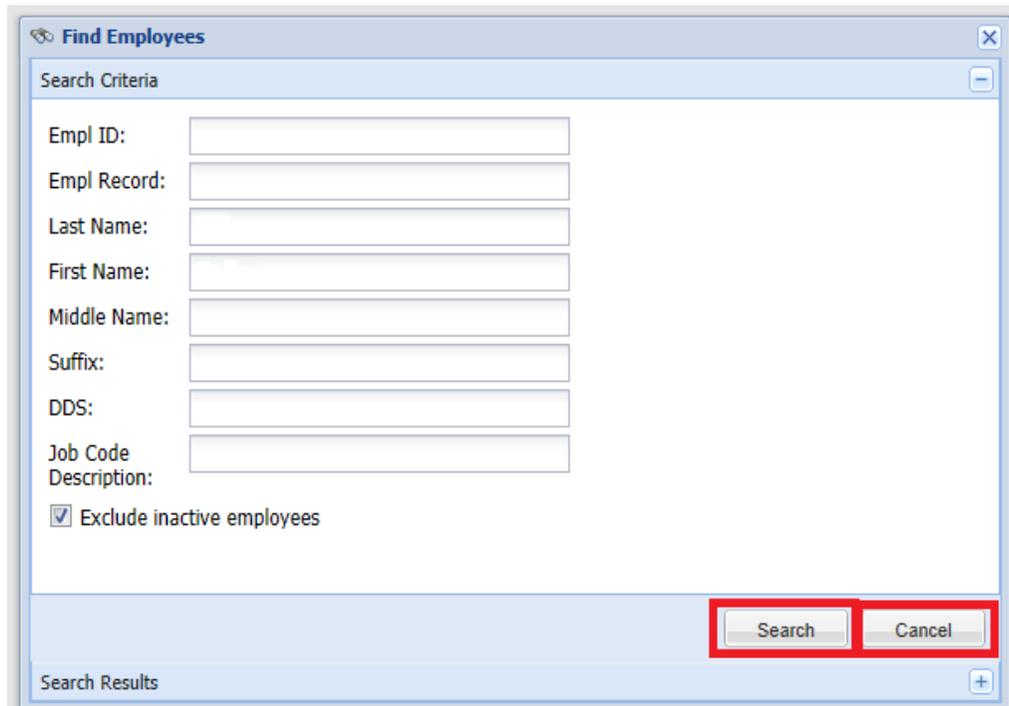
DHSS Job Aid 32: Timesheet-Editing Employee Time adding Non-Reoccurring Premiums

<p>1.</p>	<p>As a manager or auditor you can edit employee timesheets assigned to you. Timesheets are populated by the employee’s worked hours and approved time off requests. If Non-Reoccurring premium pay is missing and needs to be added, it can be entered on the employee’s timesheet with a comment. Managers still must approve the final timesheet.</p> <ul style="list-style-type: none"> • Non-Reoccurring premium pay should not have to be added for Merit LPN’s or RN’s. <ul style="list-style-type: none"> ○ Please Notify Human Resources if you do not see this. • If an employee works a Double shift and only requires premium pay for one of the shifts or different premiums for both shifts, you will have to split the shift to add the premium. • Follow premium rules to select the correct information.
<p>2.</p>	<p>To edit an employee’s timesheet select the Edit Employee Time in the Time Entry window.</p>  <p>The screenshot shows a web-based interface with several panels. The 'Time Entry' panel is on the left and contains links for 'My Timesheet', 'Edit Employee Time' (highlighted with a red box), 'Edit Time for Groups', and 'Approve Time Sheets'. Below it is the 'Reports' panel with links for 'View Reports', 'New Analytics Report', and 'View Analytics'. At the bottom left is the 'Employees' panel with a link for 'Maintain My Employees'. On the right side, there is a 'Schedules' panel with links for 'My Calendar', 'Employee Calendars', 'My Time Off', 'Review Time Off Requests', 'Assign Schedules', 'Manage Group Schedules', 'My Swap Requests', and 'Review Swap Requests'. At the bottom right is the 'Settings' panel with links for 'My Contact Preferences' and 'Manage Delegations'.</p>

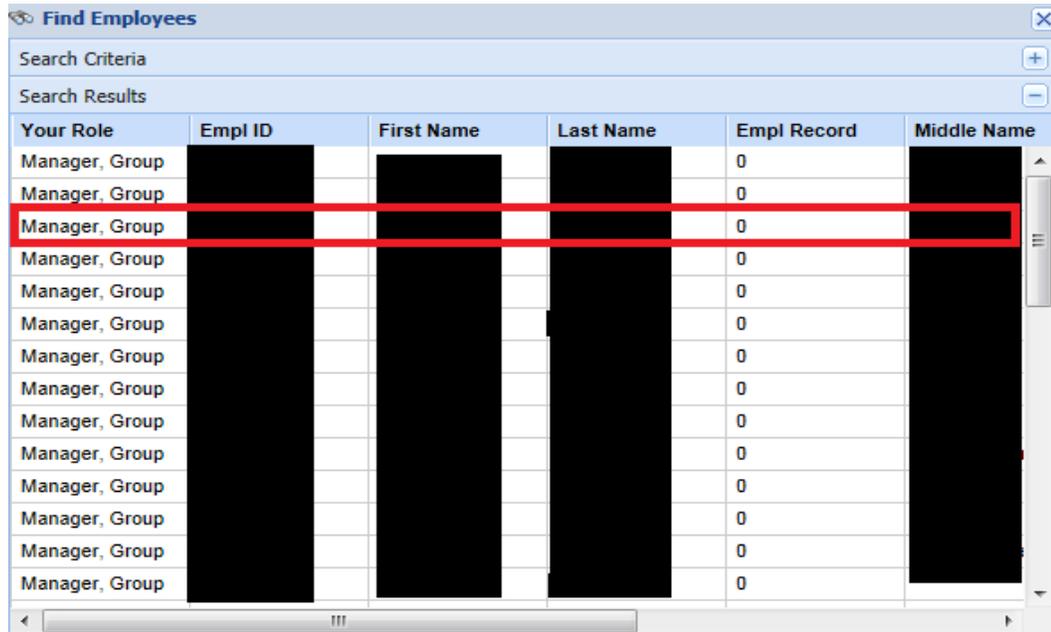
3. The **Manager Time Entry** window appears. You can select the employee from your group or use the **Find** button to quickly locate the timesheet for an employee.



4. When you select **Find**, a search criteria window will appear. Enter your search criteria. You can use a wildcard character (*) to retrieve a list of employees matching the characters you enter. For example: if you placed a D* in the Last Name field it would bring up everyone whose last name begins with a D. Click **Search** to find the records, or click **Cancel** to exit the pop-up without searching.

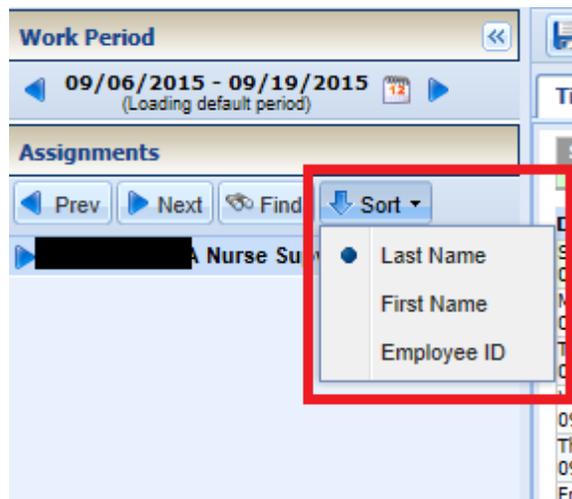


5. When the search completes, the results display within the **Find Employees** pop-up window and appear in a table. You are able to sort your search results by clicking the top of any column in the **Find Employees** pop-up window. Select the employee.

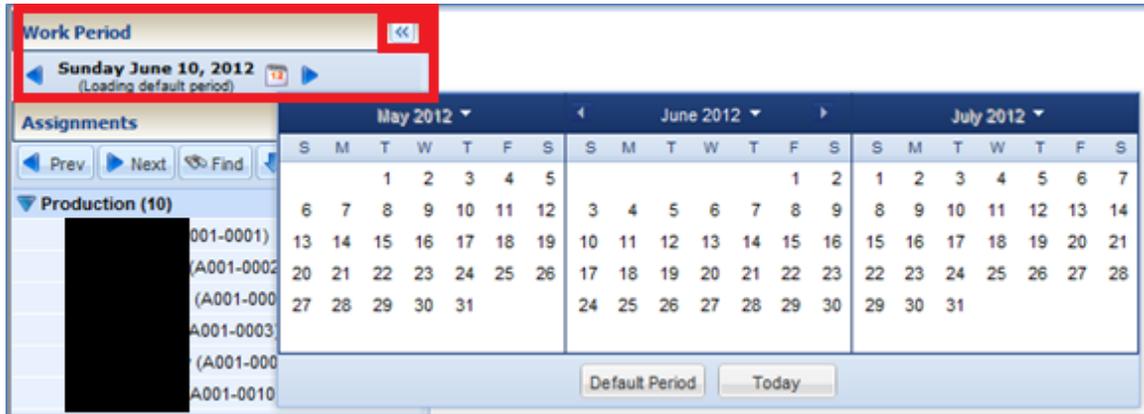


Your Role	Empl ID	First Name	Last Name	Empl Record	Middle Name
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]
Manager, Group	[Redacted]	[Redacted]	[Redacted]	0	[Redacted]

6. To sort records, click the **Sort** button to display the **Sort** drop-down list. Select the option by which you want the records sorted.



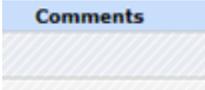
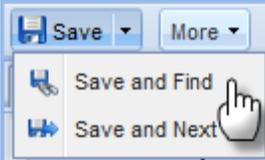
7. Use the **Work Period** button to **Navigate** timesheets. To select a pay period for viewing or editing, under **Work Period** access the pop-up calendar and select a pay period. Use the **Minimize** and **Maximize** buttons to collapse or expand the left panel.



8. Select an employee from that assignment group. The employee's timesheet appears. To add a Non-Reoccurring premium, find the date and pay code that needs the premium pay follow that row to the Column, use the drop down to select to correct information.

Time Entry		ACT Balances		Jul 20, 2020							Show All Weeks							
S	M	T	W	T	F	S	S	M	T	W	T	F	S					
Sun	07/19	+	Please Select															
		+	CLOCK Clock Time	05:40 am	DPC-Housekeeping	DPC-Sussex Upper												
		+	CLOCK Clock Time	03:00 pm														
Mon	07/20	+	CLOCK Clock Time	03:06 pm	HHC-Kitchen	HHC-Kitchen												
		+	CLOCK Clock Time	03:36 pm														
		+	Please Select	06:30 pm									005029971					
		+	CLOCK Clock Time	07:13 am	HHC-Kitchen	HHC-Kitchen												
		+	CLOCK Clock Time	04:00 pm														
Tue	07/21	+	CLOCK Clock Time	04:00 pm									005029971					
		+	CLOCK Clock Time	06:30 pm														
		+	MBA Meal Break Adjustment	0.75														
		+	Please Select															



9.	<p>When adding Non-Reoccurring premium pay always include a comment in the comment's column.</p> 
10.	<p>Click the Save icon to save any changes you make.</p> <ul style="list-style-type: none"> • Select and click the Save and Find option from the Save button to save the timesheet and automatically open the Find Employees window. • Select the Save and Next option to save the timesheet and automatically open the timesheet of the next employee in the group. 
11.	<p>For navigation and basic functionality please refer to the <i>My Timesheet Job Aid</i>.</p>