

# Human Capital Management Manager / Supervisor Training

City of Minneapolis  
August 6<sup>th</sup>, 2015

- **Change Impacts**
- Basic Navigation
- Human Resources Module
- Time & Labor Module
- Benefits Module
- Summary

# HCM/ELM - Change Impacts

Area	Enhancement	Impact
<b>Human Capital Management (HCM)</b>	Automated processes, improved efficiency and effectiveness, improved internal controls	Human Resources Payroll All Employees
	Life event benefit changes allowed any time throughout the year; on-line process vs. paper process only (today)	All Employees
	Elimination of new hire forms (upon completion of all NEOGOV integration phases), Tax Forms, Emergency Contacts, etc.	HRIS Field Reps HRGs CoM Employees
	New timesheet 'look & feel'	Timekeepers Managers / Supervisors
	PDF copies of paychecks made available	All Employees
	Simplified network access to PeopleSoft HCM	All Employees
	Streamlined employee on-boarding for network and system access	HRIS Field Reps New Hires
	Improved HCM Reporting capabilities	Managers / Supervisors
	Cosmetic Changes – New screen look & feel, location of +/- sign, additional hyperlinks, etc.	All Employees

## HCM/ELM - Change Impacts (cont.)

Area	Enhancement	Impact
<b>Enterprise Learning Management (ELM)</b>	Integrated with Outlook e-mail and Calendar	All ELM users
	Workflow approval for Supplemental Learning	Managers / Supervisors
	Learning feedback captured through online ratings	Instructors Managers / Supervisors

- Change Impacts
- **Basic Navigation**
- Human Resources Module
- Time & Labor Module
- Benefits Module
- Summary

- Login / Access
- COMET Landing Page / Work Centers
- Manager Self-Service Work Center
- Search Options
- Favorites
- Worklists



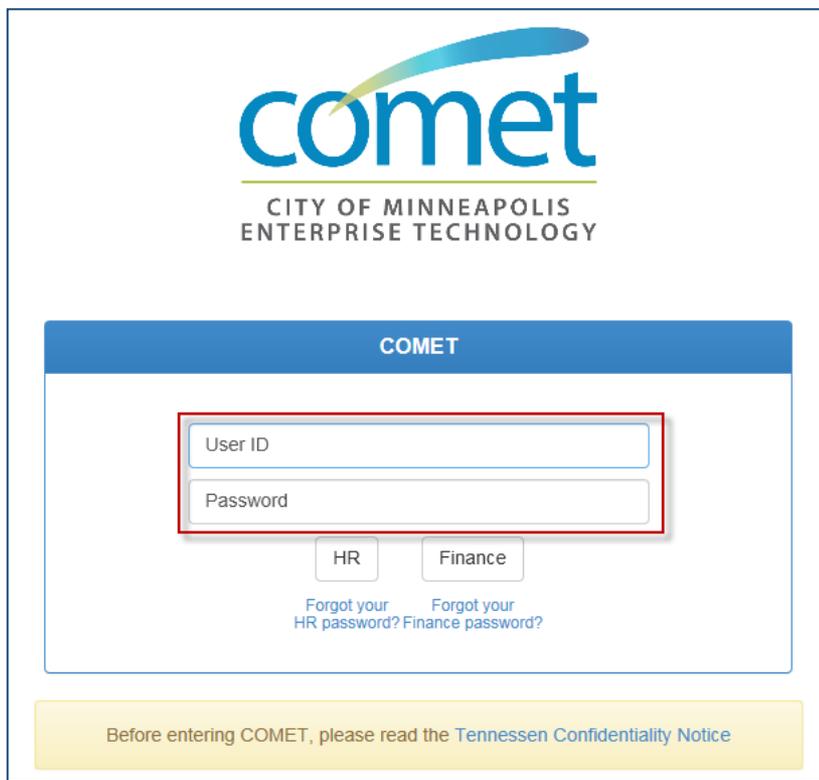
1. Access CityTalk through a web browser:

<http://citytalk>

2. Click the [COMET](#) link from the CityTalk homepage.

3. Enter your User Id (Employee ID) and password.

4. Click the HR button



# COMET Landing Page & Work Centers

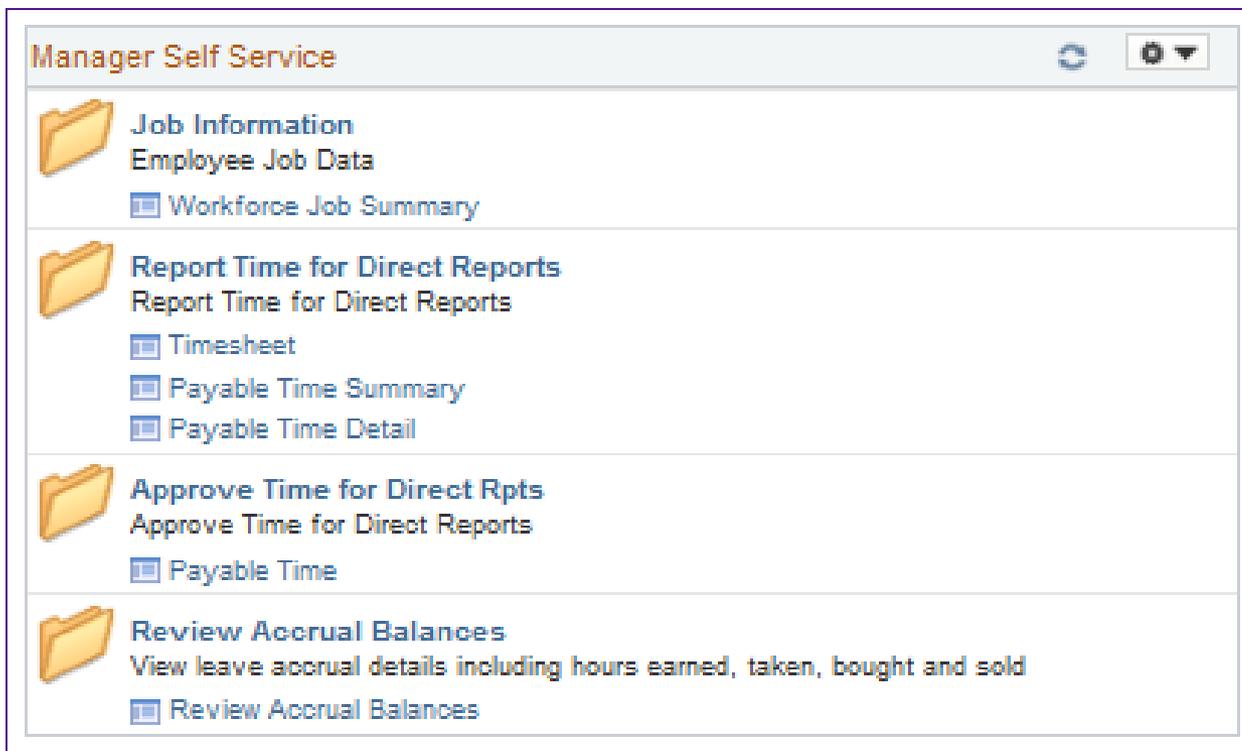
The screenshot displays the COMET HR system landing page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a 'comet' logo. On the right side of the navigation bar, there are links for 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are two main work center panels, each with a red border:

- Employee Self Service Pages:**
  - Personal Information:** Review and Update your personal information. Includes links for Personal Information Summary and Ethnic Groups.
  - Time Reporting:** Report and review your Time, Schedules, request absences and more. Includes link for Timesheet.
  - Payroll and Compensation:** Review your Pay and Compensation history. Update your Direct Deposit and other Deductions or Contribution information. Includes links for View Paycheck, Voluntary Deductions, Direct Deposit, and 2 More...
  - Benefits:** Review Health, Insurance, Savings, Pension or other Benefits information. Review and Update Dependent and Beneficiary personal information. Includes links for Health Care Summary, Flexible Spending Accounts, Benefits Summary, and 6 More...
  - Change My Password:** Create a new Password. Includes links for My System Profile and Change My Password.
- Manager Self Service:**
  - Job Information:** Employee Job Data. Includes link for Workforce Job Summary.
  - Report Time for Direct Reports:** Report Time for Direct Reports. Includes links for Timesheet, Payable Time Summary, and Payable Time Detail.
  - Approve Time for Direct Rpts:** Approve Time for Direct Reports. Includes link for Payable Time.
  - Review Accrual Balances:** View leave accrual details including hours earned, taken, bought and sold. Includes link for Review Accrual Balances.

On the right side of the page, there is a red-bordered box containing the text 'Work Centers'. At the top right of the page, there is a link for 'Personalize Content | Layout'.

- Entry or 'landing' page once logged into HR COMET
- COMET business processes organized around Work Centers
- Work Centers are assigned by role
- All City Employees will have a Employee SS Work Center (except Summer Youth & Election Judges)

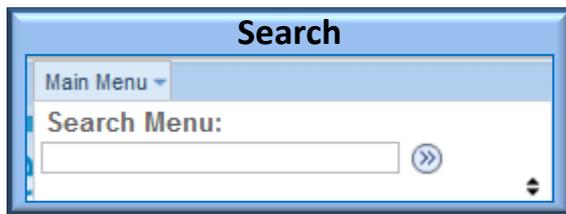
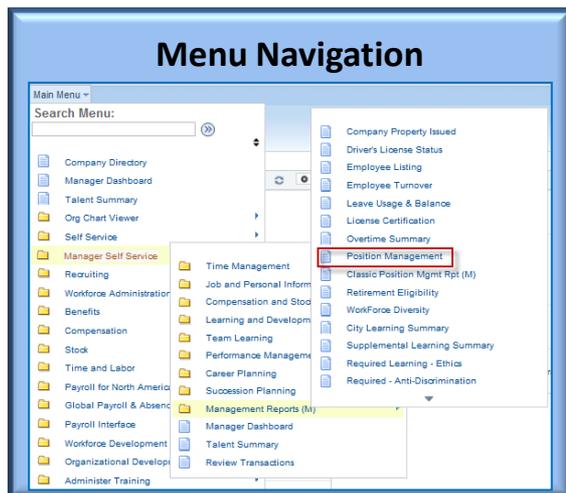
# Manager Self Service Work Center



- Manager View of COMET HR Business Processes
- Activities/Tasks Organized by Work Centers
- Access limited to Managers & Supervisors

- Note – The business processes assigned to the Manager SS Work Center are being finalized at the time these training materials were published. This image may not reflect the actual MSS Work Centers at “Go-Live”.

# Search Options



The various search options provide several approaches that is most familiar to you:

- **Menu Navigation** is a hierarchy of folders that expand and collapse.
- **Work Centers** provide an alternative navigation option that displays the same results as the Menu. Inside each Work Center are links that take you directly to the pages you need to access.
- The **Search** functionality will find a specific transaction page and display the associated path.

# Favorites

## Adding a Favorite

1. Navigate to the page to be selected as a favorite:

Approve Payable Time  
Approve Time for Time Reporters

Employee Selection

Change Time in View  
Start Date 06/18/2015 End Date 07/19/2015

Employees For Theresa Nistler  
Time Summary Demographics

select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Last Name			0		0.000000

Select All Deselect All  
Approve Push Back

Time Administration Run Control  
Manager Self Service  
Time Management

2. Click the **Add to Favorites** link in the top right corner of the browser
3. The **Add to Favorites** pop-up appears. Enter a description or name for the page.

### Add to Favorites

Please Enter a Unique Description for this Favorite

\*Description Payable Time

OK

Cancel

4. Click **OK**.

## Accessing My Favorites

5. To access a favorite, click **My Favorites** in the **Menu** and click the desired hyperlink:

My Favorites  
Define Salary Grades  
Job Data  
Payable Time  
Add to Favorites  
Edit Favorites

6. Click **Edit Favorites** to change a display name or order.

# Worklists

**Worklist**

Worklist for 121264:

Detail View Worklist Filters  Feed

Worklist Items						Personalize   Find   View All		First <input type="text"/> 1-11 of 11 <input type="text"/> Last
From	Date From	Work Item	Worked By Activity	Priority	Link			
HRIS Sytem ID	08/21/2013	License or Cert Expiring	License or Cert Expiring	<input type="text"/>	<a href="#">067415.0, Anne Stahn</a>	Mark Worked	Reassign	
HRIS Sytem ID	10/12/2013	License or Cert Expiring	License or Cert Expiring	<input type="text"/>	<a href="#">054051.0, Kathy Louden</a>	Mark Worked	Reassign	
HRIS Sytem ID	03/17/2014	License or Cert Expiring	License or Cert Expiring	<input type="text"/>	<a href="#">050070.0, Robert Becker</a>	Mark Worked	Reassign	
HRIS Sytem ID	08/25/2014	License or Cert Expiring	License or Cert Expiring	<input type="text"/>	<a href="#">115258.0, Sadie Pulk</a>	Mark Worked	Reassign	
HRIS Sytem ID	08/25/2014	License or Cert Expiring	License or Cert Expiring	<input type="text"/>	<a href="#">115262.0, Katie Lampi Hermanson</a>	Mark Worked	Reassign	
HRIS Sytem ID	10/04/2014	License or Cert Expiring	License or Cert Expiring	<input type="text"/>	<a href="#">115262.0, Katie Lampi Hermanson</a>	Mark Worked	Reassign	
HRIS Sytem ID	12/18/2014	License or Cert Expiring	License or Cert Expiring	<input type="text"/>	<a href="#">121280.0, William Kass</a>	Mark Worked	Reassign	
HRIS Sytem ID	01/01/2015	License or Cert Expiring	License or Cert Expiring	<input type="text"/>	<a href="#">121280.0, William Kass</a>	Mark Worked	Reassign	
HRIS Sytem ID	07/18/2014	Probation Period Ending	Probation Ending	<input type="text"/>	<a href="#">121280.0, William Kass</a>	Mark Worked	Reassign	
HRIS Sytem ID	04/02/2015	Probation Period Ending	Probation Ending	<input type="text"/>	<a href="#">050070.0, Robert Becker</a>	Mark Worked	Reassign	
HRIS Sytem ID	04/02/2015	Probation Period Ending	Probation Ending	<input type="text"/>	<a href="#">115262.0, Katie Lampi Hermanson</a>	Mark Worked	Reassign	

- A worklist is an HRIS “to-do” list
- A notification to take action on the HRIS Management Center is sent to the appropriate supervisor
- This notification or “to-do” item is used by the supervisor role and will remain for the supervisor until it has been marked as ‘worked’

[Main Menu > Worklist > Worklist Details](#)

- Change Impacts
- Basic Navigation
- **Human Resources Module**
- Time & Labor Module
- Benefits Module
- Summary

# Manager Self-Service

- Employee Look Up
- Job Data
- Emergency Contact Info
- Education & Qualifications
- Company Property

# Employee Look Up

## View Employee Personal Information

### Employee Selection Criteria

Select the employee whose job and personal information you want to review. You will be able to process only those employees that report to you as of the date entered on this page.

As Of Date

Theres a Nistler's employees

Personalize |

First  Last

Select	Name	Job	Empl ID	Empl Status	HR Status	Position
<input type="button" value="Select"/>	<input type="checkbox"/> Barbara Payton	1	066428	Active	Active	
<input type="button" value="Select"/>	<input type="checkbox"/> Crystal Dejarlais	1	061643	Active	Active	
<input type="button" value="Select"/>	Cherry Garcia	0	123459	Active	Active	
<input type="button" value="Select"/>	Millicent Tess	0	123478	Active	Active	
<input type="button" value="Select"/>	Diana Spencer	0	123480	Active	Active	
<input type="button" value="Select"/>	Jack Daniels	0	123479	Active	Active	
<input type="button" value="Select"/>	James Barrett	0	080485	Active	Active	
<input type="button" value="Select"/>	Sharon Foster	0	064979	Active	Active	
<input type="button" value="Select"/>	Diane Gross	1	066461	Active	Active	
<input type="button" value="Select"/>	Jack Frost	0	125008	Active	Active	00008260
<input type="button" value="Select"/>	Steven Anderson	1	119735	Active	Active	

- View Employee Personal Information enables managers to view information about their direct reports
- The Employee Information page displays basic job information and provides links to other information

[Manager Self Service](#) > [Job and Personal Information](#) > [View Employee Personal Info](#)

# Job Data

Provides a summary of job information for an employee:

- Work Location
- Job Information
- Job Labor
- Payroll
- Salary Plan
- Compensation
- Classification Hours

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Classification Hours

Employee Empl ID 098981  
Empl Record 0

Work Location ? Find First 1 of 1 Last Go To Row + -

\*Effective Date 06/09/1999  
Effective Sequence 0  
HR Status Inactive  
Payroll Status Terminated

\*Action Termination  
Reason Discharged  
\*Job Indicator Primary Job  
Current

Position Number  
Override Position Data

Position Entry Date  
 Position Management Record

\*Regulatory Region USA United States  
Company MPL City of Minneapolis  
\*Business Unit MPLMN Minneapolis MN  
\*Department 8800000 HEALTH AND FAMILY SUPPORT  
Department Entry Date 05/24/1999  
\*Location C8800 Neighborhood Services  
Establishment ID MPLS City of Minneapolis  
Date Created 06/28/1999

Last Start Date 05/24/1999  
Termination Date 06/08/1999  
Last Updated Oprid  
Last Updated Date 06/16/2006 3:14:20PM  
Expected Job End Date  
 Override Last Date Worked  
Last Date Worked 06/08/1999

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

# Emergency Contact Info

Contact Address/Phone | Other Phone Numbers

Person ID 119735

Emergency Contact Find | View All First 1 of 1 Last

\*Contact Name

Primary Contact  Same Address as Employee  Same Phone as Employee

\*Relationship to Employee Spouse

Address Type Home

Employee's Current Address

Country USA United States  
Address 5244 38th Ave S  
Minneapolis, MN 55417

Contact Phone

Phone 812 7038710

Save Return to Search Previous in List Next in List Notify

Contact Address/Phone | Other Phone Numbers

- Lists all contacts entered on the Emergency Contact table for each worker in the system
- Run the Refresh Employees Table process before running this report

[Workforce Administration](#) > [Personal Information](#) > [Personal Relationships](#) > [Emergency Contact](#)

# Profile Management - Education & Qualifications

## Person Profile

Empl ID 103859

Profile Type PERSON Person

\*Profile Status Active

\*Description

Print Comments

Profile Actions [Select Action]

Qualifications Education

Licenses and Certifications		Personalize   Find   View All   First 1 of 1 Last
ID	License	
FRCI0001	CIT & MPD certification	

+ Add New Licenses and Certifications

▼ Honors and Awards

There are currently no Honors and Awards for this profile. Please add one if required.

+ Add New Honors and Awards

▼ Memberships

There are currently no Memberships for this profile. Please add one if required.

+ Add New Memberships

▼ Language Skills

There are currently no Language Skills for this profile. Please add one if required.

+ Add New Language Skills

Save

Return to Search

Add

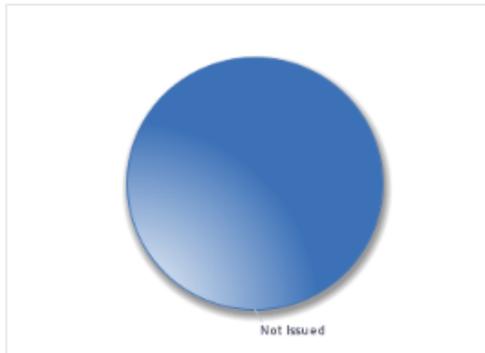
- A number of City jobs require employees to maintain certain licenses and certifications
- Additionally, some employees may have voluntarily obtained licenses and certifications that, although not required for their job, may serve some value in the future for a job change or for an emergency
- Employees are encouraged to maintain license and certification data through Employee Self Service but Department Administrators can also document this information in HRIS

[Workforce Development](#) > [Profile Management](#) > [Profiles](#) > [Person Profiles](#)

# Company Property

Department

Company Property Issued Status



This report provides an overview of City owned property. All property recorded in HRIS as "active" will be shown on this report. For property that is currently issued to a City employee and has not yet been returned, the report will indicate who the property was issued to and when. Keep in mind that property may be issued to employees who have since transferred to another departments or who have left the City.

Results														
Property Owner	Category	Property Description	Manufacturer Make	Manufacturer Model	Serial#	Asset#	HRIS Property ID	Emergency	Date Issued	Employee Name	Empl Id	Empl Status	Employee Department	Job Title
1 POLICE DEPARTMENT	Office Equipment	Test 101					TEST101							
2 POLICE DEPARTMENT	Vehicle	Test 100	Chevrolet	C1500	1GCEC14Z0PZ219400	005120	TEST100							

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Company Property Issued](#)

(Click [here](#) for the CoM Company Property Administrator Manual)

- City departments spend a significant portion of their annual budget on equipment used to support City services for its citizens
- Additionally, the City spends considerable dollars on office equipment and other tools required for employees to complete their jobs and to enhance the employee's overall productivity
- As a result, it is critical that the City effectively manage those resources to minimize the financial burden to its citizens

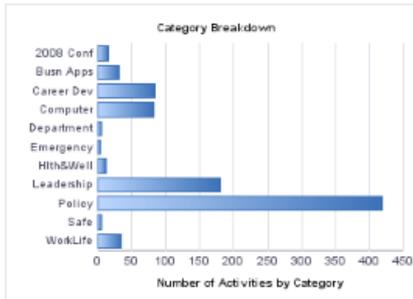
# HR Management Reports

- City Learning Summary Report
- Company Property Issued Status Report
- Driver's License Status Report
- Employee Listing Report
- Employee Turnover Report
- Leave Usage and Balances Report
- License/Certification Status Report
- Overtime Summary Report
- Position Management Report
- Retirement Eligibility Report
- Supplemental Learning Summary Report
- Workforce Diversity Summary Report

# City Learnings Summary Report

Department:

City Learning Summary



This report provides a summary of employee learning history and current enrollments for all Citywide and Departmental learning activities. This report does NOT include any Supplemental Learning recorded by or for the employee.

Results														
										Find	View 100	First	1-50 of 874	Last
Department	Reports To	Name	EE ID	Empl Status	Job Title	Reg/Temp	Full/Part-Time	Category	Course Title	Start Date	End Date	Activity Status		
1 911	Boucher-Jackson, Sara Anne	DeMaris, Christy Kay	068353	Suspended	911 Dispatcher - C	Regular	Full-Time	Computer	Windows XP - Level 1	2005-03-22	2005-03-22	Not Completed		
2 911	Boucher-Jackson, Sara Anne	DeMaris, Christy Kay	068353	Suspended	911 Dispatcher - C	Regular	Full-Time	Policy	Preventing Harassment	2001-02-15	2001-02-15	Completed		
3 911	Boucher-Jackson, Sara Anne	DeMaris, Christy Kay	068353	Suspended	911 Dispatcher - C	Regular	Full-Time	Policy	Respect in the Workplace - Gen	2004-10-28	2004-10-28	Completed		
4 911	Boucher-Jackson, Sara Anne	DeMaris, Christy Kay	068353	Suspended	911 Dispatcher - C	Regular	Full-Time	Policy	Respect in the Workplace Polic	2012-03-28	2012-03-28	Not Completed		
5 911	Boucher-Jackson, Sara Anne	DeMaris, Christy Kay	068353	Suspended	911 Dispatcher - C	Regular	Full-Time	Policy	Respect in the Workplace Polic	2012-03-07	2012-03-07	Not Completed		

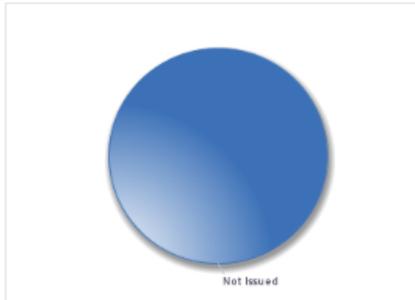
[Manager Self Service](#) > [Management Reports \(M\)](#) > [City Learning Summary](#)

- Review employee learning completed
- Review learning activities that your department's employees are currently enrolled
- Identify employees within your department that have not yet completed certain learning activities, required or desired
- Identify employees that have completed certain specialized training that may qualify them for a special project or require their skills for an emergency response

# Company Property Issued Status Report

Department:

Company Property Issued Status



This report provides an overview of City owned property. All property recorded in HRIS as "active" will be shown on this report. For property that is currently issued to a City employee and has not yet been returned, the report will indicate who the property was issued to and when. Keep in mind that property may be issued to employees who have since transferred to another departments or who have left the City.

Results														
Property Owner	Category	Property Description	Manufacturer Make	Manufacturer Model	serial#	Asset#	HRIS Property ID	Emergency	Date Issued	Employee Name	Empl Id	Empl Status	Employee Department	Job Title
1	PW - FLEET SERVICES	Vehicle	1 Ton Crew Cab	Ford	F350	1FTJW35H0SEA68999	003130	PW00003130	N					
2	PW - FLEET SERVICES	Vehicle	1 Ton Crew Cab	Ford	F350	1FTJW35H0SEA69005	003170	PW00003170	N					
3	PW - FLEET SERVICES	Vehicle	1 Ton Crew Cab	Ford	F350	1FTJW35H1SEA69000	003180	PW00003180	N					
4	PW - FLEET SERVICES	Vehicle	1 Ton Crew Cab	Ford	F350	1FTJW35H2SEA69006	003190	PW00003190	N					
5	PW - FLEET SERVICES	Vehicle	1 Ton Crew Cab	Ford	F350	1FTJW35H2VEC01637	003580	PW00003580	N					
6	PW - FLEET SERVICES	Vehicle	1 Ton Crew Cab	Ford	F350	1FTJW35H3SEA69001	003120	PW00003120	N					
7	PW - FLEET SERVICES	Vehicle	1 Ton Crew Cab	Ford	F350	1FTJW35H5REA41887	003720	PW00003720	N					

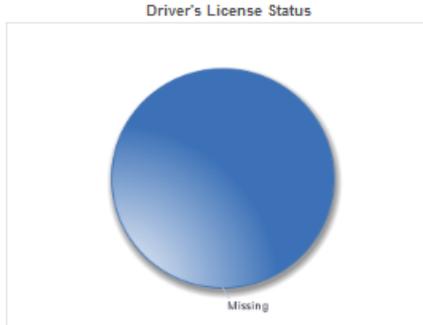
- Determining the whereabouts of a particular piece of equipment or property
- Identifying property that is outdated and needs to be retrieved from an employee and/or possibly replaced
- Identifying property that has been assigned to employees that have transferred out of the Department or are no longer employed by the City
- Identifying employees that possess certain property types; for example, an employee who has been assigned a gas mask or bomb squad kit for their job may be needed to respond to a local or national emergency

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Company Property Issued](#)

# Driver's License Status Report

Department

Required Only:  Check box to only list employees requiring drivers licenses for job.



Notice: Some of the information in this report is considered private data under the Minnesota Government Data Practices Act. The information within this report is to be used only for legitimate business reasons. Distribution of the information within the report to individuals who do not have a legitimate need to know or have this information may pose a legal risk to you and the City of Minneapolis.

Results Find | View All |  |  | First 1-12 of 12 Last

	Department	Location	Reports To	Name	EE ID	Status	Title	Reg/Temp	Full/Part	State issued	Expiration Date	Suspended	License Status
1	CAPITAL IMPROVEMENTS	PW Surface Water & Sewers Cap	Ramsarran, Terrence J	Bagley, Scott M	085303	Active	Foreman Sewer Construction-C	Regular	Full-Time				License Data Missing
2	CAPITAL IMPROVEMENTS	PW Surface Water & Sewers Cap	Ramsarran, Terrence J	Quinn, David A	085309	Active	Foreman Sewer Construction-C	Regular	Full-Time				License Data Missing
3	CAPITAL IMPROVEMENTS	PW Transport Mtc & Rpr Pav Cap	Keske, Thomas J	Bowes, John Charles	118897	Active	Cement Finisher Jmy OutTrds-C	Temporary	Full-Time				License Data Missing
4	CAPITAL IMPROVEMENTS	PW Transport Mtc & Rpr Pav Cap	Keske, Thomas J	Charboneau, Alisha	097048	Active	Cement Finisher Jmy	Temporary	Full-Time				License Data Missing

- Verify that all employees required to hold a valid drivers license for their employment with the City have a valid license recorded in HRIS
- Review all employee drivers license detail on file in HRIS to ensure employees driving for City business have proof of a valid drivers license

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Driver's License Status](#)

# Employee Listing Report

Department

Employee Listing

Fields to display in Results

Results											
Find   View All   First 1-33 of 33 Last											
Department	Name	EE ID	Rcd Nbr	Location Code	Location	Job Code	Title	Status	Orig Hire Date	Job Entry Date	
1 311	Baker,Latoya Rochelle	098874	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Leave W/Py	2000-04-08	2008-07-28	
2 311	Besch, Kim M	081031	0	C8320	311 Call Center	02848C	Customer Service Agent II-C	Active	1992-12-07	2005-11-07	
3 311	Brunner, Judith Ann	116727	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2011-04-11	2011-04-08	
4 311	Bulger, John A	115356	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2009-11-23	2011-04-04	
5 311	Carr, Vanessa	111018	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2006-08-14	2006-08-14	
6 311	Dekker, Matthew William	111428	0	C8320	311 Call Center	09201C	Shift Supervisor, 311 Call Ct	Active	2007-02-20	2014-01-13	
7 311	Farinella, Gina Marie	098873	0	C8320	311 Call Center	02848C	Customer Service Agent II-C	Active	2000-02-07	2014-05-28	
8 311	Fragassi, Chantel	121569	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2014-02-24	2014-02-24	
9 311	Franson, Ryan	123085	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2014-08-25	2014-08-25	
10 311	Galatowitsch, Timothy Ivan	123090	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2014-08-25	2014-08-25	
11 311	Glenn-Couch, Brenda	111050	0	C8320	311 Call Center	02845C	Customer Service Agent I-C	Active	2006-08-28	2013-09-09	

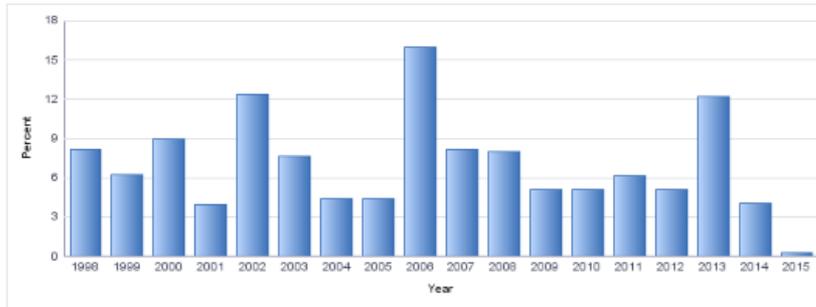
- Budget forecasting and preparation
- Assist in identifying employees who have yet to complete their probationary period in an effort to ensure that employee performance is effectively managed during this critical time, the last phase of the selection process
- FTE Allocation by Location (i.e. Division, Work Unit)
- To identify how long employees have been on permit and detail (non-zero record) so letters of agreement can be completed when extensions are necessary per labor contracts and Civil Service Commission Rules

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Employee Listing](#)

# Employee Turnover Report

Department

Employee Turnover



Results								
Department	Cal Year	Separations	Transfers	Total Turnover	Beginning Headcount	Ending Headcount	Turnover Rate	
1 ATTORNEY	1998	3	4	7	80	92	8.14	
2 ATTORNEY	1999	4	2	6	92	101	8.22	
3 ATTORNEY	2000	8	1	9	101	100	8.96	
4 ATTORNEY	2001	4	0	4	100	102	3.96	
5 ATTORNEY	2002	8	4	12	102	93	12.31	
6 ATTORNEY	2003	5	2	7	93	90	7.85	
7 ATTORNEY	2004	3	1	4	90	92	4.40	
8 ATTORNEY	2005	4	0	4	92	92	4.35	
9 ATTORNEY	2006	13	2	15	92	96	15.96	
10 ATTORNEY	2007	5	3	8	96	101	8.12	
11 ATTORNEY	2008	7	1	8	101	99	8.00	
12 ATTORNEY	2009	4	1	5	99	98	5.08	
13 ATTORNEY	2010	3	2	5	98	98	5.10	
14 ATTORNEY	2011	4	2	6	98	97	6.15	
15 ATTORNEY	2012	5	0	5	97	99	5.10	

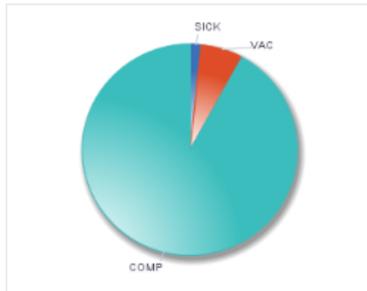
- Analysis of employee turnover in relation to department trends such as retirement projections, sick leave usage or overtime and local and national trends such as unemployment rates, turnover rates for comparable employers, etc.
- Drilling down into the annual rates further analysis can be done by:
  - Separating voluntary (i.e. retirements, resignations, inter-departmental transfers) turnover from involuntary (Discharges, probationary releases, layoffs) turnover
  - Identifying trends for specific job classifications or work units to determine if management practices are contributing factor and that may need to be changed in an effort to improve employee retention and reduce the costs associated with employee turnover
  - Separating “desirable” employee turnover from undesirable employee turnover
  - Analyzing turnover rates by protected class status to identify retention rates for different groups (i.e. Gender, Ethnicity and Age).

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Employee Turnover](#)

# Leave Usage and Balances Report

Department

Leave Usage and Balances



Results																	
Find   View All   First 1-11 of 11 Last																	
Department	Location	Reports To	% Leave Taken	Name	EE ID	Title	Last Start Date	Status	Sick YTD Taken	Sick Balance	Vac YTD Taken	Vac Balance	Comp YTD Taken	Comp Balance	Regular Hours	Sal Plan	
1	MAYOR	Mayor	Hecker, Benji Alec	21.87	Khamsot, TouTou E	098201	Mayors Office Associate-C	1999-01-04	Active	40.00	26.75	64.00	60.57	0.00	0.00	480.00	CAF
2	MAYOR	Mayor	No Supervisor	26.79	Haulcy, Dianne Gwendolyn	121577	Sr Policy Aide - C	2015-03-09	Active	8.00	-3.69	120.61	0.00	0.00	0.00	480.00	CPA
3	MAYOR	Mayor	Stiles, John Thoburn	11.87	Zawistowski, Stephanie Lee	121727	Principal Policy Aide - C	2014-04-21	Active	24.00	192.00	32.00	37.53	0.00	0.00	480.00	CPA
4	MAYOR	Mayor	Stiles, John Thoburn	8.33	Brickman, Katelyn Ashley	121502	Sr Policy Aide Press Secretary	2014-01-06	Active	0.00	240.00	40.00	67.69	0.00	0.00	480.00	CPA
5	MAYOR	Mayor	Stiles, John Thoburn	8.33	Wagenius, Peter D	103420	Principal Policy Aide - C	2002-01-03	Active	16.00	550.46	24.00	379.07	0.00	0.00	480.00	CPA
6	MAYOR	Mayor	Stiles, John Thoburn	6.67	Hecker, Benji Alec	109538	Sr Policy Aide - C	2006-01-03	Active	0.00	646.15	32.00	330.45	0.00	0.00	480.00	CPA
7	MAYOR	Mayor	Stiles, John Thoburn	1.67	Garcia Luna, Erick	121741	Sr Policy Aide - C	2014-04-28	Active	0.00	216.00	8.00	58.46	0.00	0.00	480.00	CPA
8	MAYOR	Mayor	Stiles, John Thoburn	1.67	Goodrich, Grace Hanna	116334	Administrative Aide Mayor-C	2010-06-21	Active	8.00	158.92	0.00	180.79	0.00	0.00	480.00	CPA

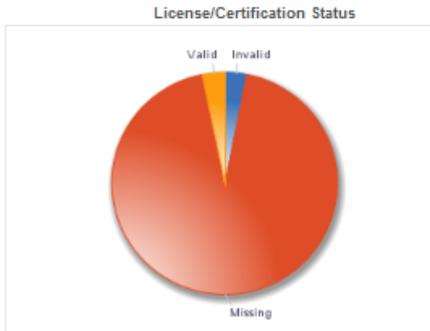
- Identification of leave usage by individual employee, by work location or department
- Manage absenteeism within the workforce
- Identification of trends, including work locations and job classifications with high levels of usage
- Develop strategies to reduce sick leave usage where it is high in an effort to increase productivity and lower direct (i.e. overtime) and indirect (Slower response rates to service requests) costs
- Assist in the development of staffing plans for departments or work units where certain staffing levels are required
- Compare with Overtime Summary to determine if there is a correlation between Leave Usage and OT Compensation

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Leave Usage & Balance](#)

# License/Certification Status Report

Department:

Show All:  Check box to list all employee licenses/certifications on record.



The licenses and certifications listed on this report only include those that are required to perform the employee's job unless Show All is selected. Driver's license data is not shown on this report.

Results															
Find   View All   [Print]   [Export]															
First 1-32 of 32 Last															
	Department	Location	Reports To	Name	EE ID	Empl Status	Job Title	Reg/Temp	Full/Part-Time	License/Certification	Requirement	Renewal Req'd	Issued Date	Expire Date	License/Certification Status
1	PW - FLEET SERVICES	PW Fleet Services	Asfaw,Ayele	Anderson,Scott James	101234	Active	Automotive Mechanic-C	Regular	Full-Time	Forklift Certification	Required	Yes			Lic/Cert Data Missing
2	PW - FLEET SERVICES	PW Fleet Services	Asfaw,Ayele	Bauer,Gregory T	109058	Active	Automotive Mechanic-C	Regular	Full-Time	Forklift Certification	Required	Yes			Lic/Cert Data Missing
3	PW - FLEET SERVICES	PW Fleet Services	Asfaw,Ayele	Breuninger,Kenneth	082902	Active	Automotive Mechanic-C	Regular	Full-Time	Forklift Certification	Required	Yes			Lic/Cert Data Missing
4	PW - FLEET SERVICES	PW Fleet Services	Asfaw,Ayele	Cannon,Dale	082918	Active	Automotive Mechanic-C	Regular	Full-Time	Forklift Certification	Required	Yes			Lic/Cert Data Missing
5	PW - FLEET SERVICES	PW Fleet Services	Asfaw,Ayele	Carter,Douglas A	109729	Active	Automotive Mechanic-C	Regular	Full-Time	Forklift Certification	Required	Yes			Lic/Cert Data Missing

- Monitor employee compliance to job requirements for licenses and certifications
- View licenses or certifications that employees have within your department
- Identify potential candidates with specialized (licensed) skills that may be qualified for special projects or tasks
- Identify employees with specialized (licensed) skills that can aid in a local or national emergency.

[Manager Self Service](#) > [Management Reports \(M\)](#) > [License Certification](#)

# Overtime Summary Report

Department: TRANS MAINTENANC & REPAIR Generate

From Date: 07/31/2014 21

To Date: 07/21/2015 21

Overtime Summary



Results													
Find   View 100   First 1-50 of 251 Last													
Department Where OT Earned	Current Department	Current Location	Name	EE ID	Current Title	Reports To	Last Start Date	Current Employee Status	Gross Wages	% OT	OT Earnings YTD	OT Hours	
TRANS MAINTENANC & REPAIR	CAPITAL IMPROVEMENTS	PW Surface Water & Sewers Cap	Tacheny, Patrick Eugene	119949	Constr Craft Laborer-C (OtTrds)	No Reports To	2014-04-14	Active	2397.6	0	0	0	
TRANS MAINTENANC & REPAIR	TRANS MAINTENANC & REPAIR	PW Malls & Plazas Maintenance	Haynus, Ray	085205	Foreman Street Maint & Repr -C	No Reports To	1979-05-23	Active	59222.66	5	2962.96	58	
TRANS MAINTENANC & REPAIR	TRANS MAINTENANC & REPAIR	PW Malls & Plazas Maintenance	Barth, Michael	085274	Maintenance Crew Ldr Streets-C	Jorgensen Jr, Richard C	1979-07-19	Active	42226.88	4.26	1800.12	45.5	
TRANS MAINTENANC & REPAIR	TRANS MAINTENANC & REPAIR	PW Malls & Plazas Maintenance	Schweitzer, Merry J	083282	Constr Maint Laborer-C	Jorgensen Jr, Richard C	1994-07-05	Leave W/Py	16281.83	2.16	351.4	10	
TRANS MAINTENANC & REPAIR	TRANS MAINTENANC & REPAIR	PW Malls & Plazas Maintenance	Jackson, Jeffrey J	084985	Maintenance Crew Ldr Streets-C	Jorgensen Jr, Richard C	1988-06-30	Active	45089.63	1.03	464.7	11	

- Identify employees who are earning overtime compensation to ensure fair and acceptable work practices
- Identify where overtime is being authorized which can be used to compare to other work units, to the City or other organizations similarly situated
- Assist in the assignment of overtime when governed by union contract language
- Complete trend analysis by viewing overtime charges for different periods of time (e.g., 2005 vs. 2004) and comparing this to workforce productivity
- Conducting a cost benefit analysis to determine if it would be more cost effective to add additional staff versus paying overtime

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Overtime Summary](#)

# Position Management Report

Department:

As Of Date:

List Only Vacant Positions:

Position Management

% of Budgeted positions filled and vacant

Department	Location	Title	Position Nbr	Position FTE	Reg/Seasonal	Full/Part Time	Employee Class	Key Position	Reports To	Classification Grade	Name	EE ID	Employee Status	Employee FTE	Original Hire Date
1 REGULATORY SERVICES	Admin & Community Engagement	Customer Service Rep I-C	00002143	1	Regular	Full-Time	Certified	N	Gagnier, Cynthia M	5	Lane, Doris Cedele	095787	Active	1	1998-08-24
2 REGULATORY SERVICES	Admin & Community Engagement	Customer Service Rep I-C	00002187	1	Regular	Full-Time	Certified	N	Gagnier, Cynthia M	5	Darby, Carol	115245	Leave W/Py	1	2009-08-24
3 REGULATORY SERVICES	Admin & Community Engagement	Customer Service Rep I-C	00005081	1	Regular	Full-Time	Certified	N	Gagnier, Cynthia M	5	Church, Margaret Mary	109583	Leave W/Py	1	2006-01-09
4 REGULATORY SERVICES	Admin & Community Engagement	Customer Service Rep I-C	00007831	1	Regular	Full-Time	Certified	N	Gagnier, Cynthia M	5	Edmond, Gwendolyn	109420	Active	1	2005-11-07
5 REGULATORY SERVICES	Admin & Community Engagement	Customer Service Rep II-C	00007780	1	Regular	Full-Time	Certified	N	Gagnier, Cynthia M	6	Patino, Jessica Mariela	120114	Active	1	2013-05-20

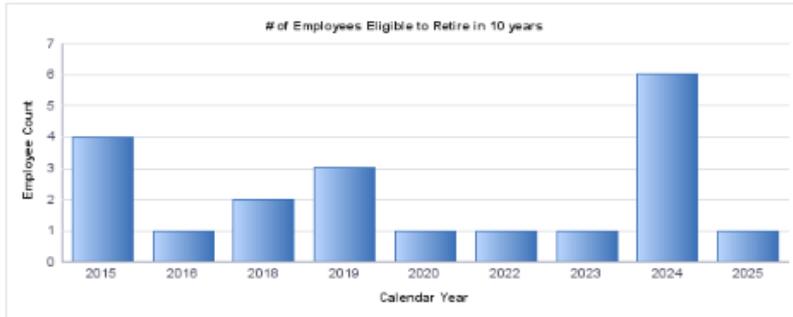
- Identification of vacant positions
- Use to identify 'Key' Employees critical to City Operations during a crisis/disaster
- Run to create either a Department wide or City wide list of 'Key' Employees
- Identification of when an employee may be eligible for a step increase (compare Salary Step vs. Entry Date)
- Identification of when an employee performance appraisal is due (by looking at Entry Date if reviews are conducted on anniversary date)
- Use during time of hiring freezes and budget cuts to identify positions that may need to be frozen, eliminated or reallocated within the organization
- Identification of changes (i.e. employees, job classifications, FTEs, etc.) in the workforce by comparing reports run for different points in time

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Position Management](#)

# Retirement Eligibility Report

Department:

## Retirement Eligibility



Notice: Some of the information in this report is considered private data under the Minnesota Government Data Practices Act. The information within the report is to be used only for legitimate business reasons and workforce planning purposes. Distribution of the information within the report to individuals who do not have a legitimate need to know or have this information may pose a legal risk to you and the City of Minneapolis. The projected time an employee is eligible to retire is based on service time in HRIS. For employees who received pension service credit in other organizations, the actual year of retirement eligibility may be sooner than the projections show. Active employees eligible to retire in previous years are included in the graph in the current Calendar year. The above chart does not display calendar years when no employees are eligible for retirement.

Results																
										Find	View All			First	1-20 of 20	Last
Department	Location	Original Year Eligible	Classification Grade	Job Title	Name	EE ID	Position Number	Reports To	Status	Last Start Date	Pension Plan	Gender	Ethnicity	Previous Plan Exists		
1	SANITARY SEWER	PW Eng Dsn Sanitary Sewer	2024	9	Supv Engrng Tech II Sup3-C	Cherrier, William J	080171	00002475	Klejwa, Joseph A	Active	1991-08-05	PERA	Male	White		
2	SANITARY SEWER	PW Eng Dsn Sewer Design	2018	6	Engineering Technician II - C	Gage, Peter J	080282	00002484	Strehlo, Jeremy T	Active	1985-02-04	PERA	Male	White		
		PW Eng														

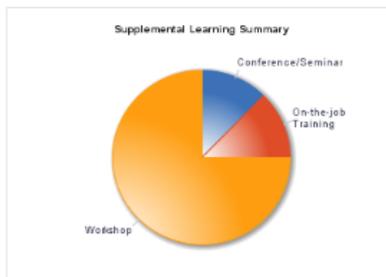
[Manager Self Service](#) > [Management Reports \(M\)](#) > [Retirement Eligibility](#)

- Opportunities to diversify specific positions or job groups so diversity in the workforce exists at all levels within the organization
- Areas in the workforce where the organization may be vulnerable due to employee specialization where only one employee knows how to perform a certain job function
- Positions that may become vacant allowing management the time to develop or cross-train current employees so they are eligible to promote or transfer into these position reducing costs related to external recruitment including costs associated with using executive search firms
- Where a large group of employees in a single job classification can leave at a single time impacting service delivery and increasing operating costs

# Supplemental Learnings Summary Report

Department

Supplemental Learning Summary



This report provides a summary of employee learning history that was completed external to the City's offered learning opportunities.

Results																	
Find   View All   First 1-8 of 8 Last																	
Department	Reports To	Name	EE ID	Empl Status	Job Title	Reg/Temp	Full/Part-Time	Supplemental Learning Title	Start Date	End Date	Status	Price/Fee	CEU's	Hours	Supervised or Provided By	Learning Location	Facilitator/Instructor
1 PARK BOARD	Enstad, Margaret D	Schweiger, Michael John	109469	Active	Mobile Equipment Opr I b-P	Regular	Full-Time	Winter Blade Training	2006-11-17	2006-11-14	Completed	.00	.00	8.00	Sweeny		
2 PARK BOARD	Miller-Sikkink, Heidi R	Broadway, Adrienne Vondale	104917	Active	Recreation Specialist B-P	Temporary	Intermittent	Customer Service Training	2010-06-10	2020-05-02	In-Process	.00	.00	2.00	Annie Olsen	Logan Park	
3 PARK BOARD	Nielsen, Robert L	Fleischhacker, Ann	030373	Active	Parkkeeper Crew Leader-P	Regular	Full-Time	New Supervisor/Manager Trainin	1997-10-07	1998-02-18	Completed	.00	.00	60.00	Park and Rec	200 Grain Exchange Building	
4 PARK BOARD	Nielsen, Robert L	Krulkosky, Rose Marie	099055	Active	Parkkeeper Crew Leader b-P	Regular	Full-Time	Conflict resolution	2010-07-02	2010-07-02	Dropped	.00	.00	.00	city of minneapolis		
5 PARK BOARD	Pilger, Debra L	Crabb, Rachael Christine	111338	Active	Water Resources Supervisor	Regular	Full-Time	Confined Space Entry Training	2007-11-15	2007-11-15	In-Process	.00	.00	3.50	Public Works dept,	Currie Garage Seminar	James Dykes, Safety Manager

- Review supplemental learning completed or recorded by employees
- Identify employees that have completed certain specialized training that may qualify them for a special project or require their skills for an emergency response

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Supplemental Learning Summary](#)

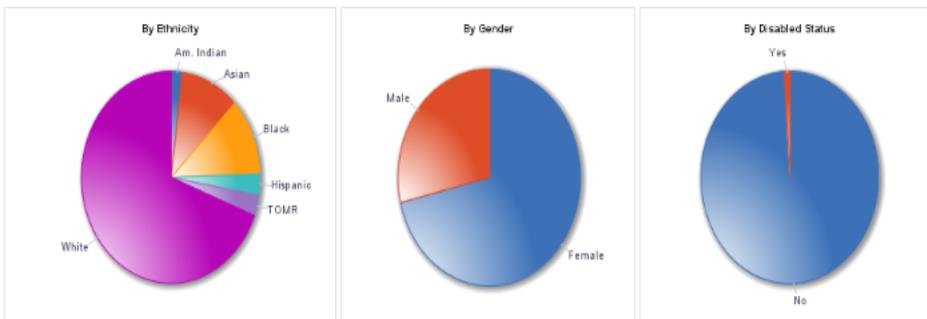
# Workforce Diversity Summary Report

Department: MINNEAPOLIS HEALTH DEPARTMENT

Generate

As Of Date: 07/21/2015

Workforce Diversity Summary



Notice: Some of the information in this report is considered private data under the Minnesota Government Data Practices Act. The information within this report is to be used only for legitimate business reasons and workforce planning purposes. Distribution of the information within the report to individuals who do not have a legitimate need to know or have this information may pose a legal risk to you and the City of Minneapolis.

Department	Location	Name	EE ID	Employee Job Title	Classification Grade	Employee Status	Full/Part Time	Regular/Temporary	Employee Class	EEO-4 Category	EEO Job Group	Orig Hire Date	Last Start Date	Job Entry Date	Gender	Ethnicity	Disabled	Officer Code
1 MINNEAPOLIS HEALTH DEPARTMENT	Administration HFS	Musicant, Gretchen G	097978	Commissioner of Health-C	17	Active	Full-Time	Regular	Charter Department Heads	Offical/Adm	PS	1999-07-12	1999-07-12	2005-02-15	Female	White	No	Non-Sworn
2 MINNEAPOLIS HEALTH DEPARTMENT	Administration HFS	Smith, Kenneth Lee	121388	Public Health Specialist II -C	8	Suspended	Full-Time	Regular	Certified	Professnls	PM	2013-10-15	2013-10-15	2013-10-15	Male	Black	No	Non-Sworn
3 MINNEAPOLIS HEALTH DEPARTMENT	Administration HFS	Wiyssel, Hattie	108825	Program Assistant-C	7	Active	Full-Time	Regular	Certified	Admin Supp	CB	2004-04-08	2004-04-08	2007-05-14	Female	Am. Indian	No	Non-Sworn
4 MINNEAPOLIS HEALTH DEPARTMENT	Community Services HFS	Cotton, Sasha Renee	121497	Sr Public Health Special YD-C	9	Active	Full-Time	Regular	Certified	Professnls	PM	2014-01-08	2014-01-08	2014-01-08	Female	TOMR	No	Non-Sworn

[Manager Self Service](#) > [Management Reports \(M\)](#) > [WorkForce Diversity](#)

- Identification of under-representation of protected class groups within the City, specific departments, divisions, etc. by job classification or occupational grouping (i.e. EEO 4 Category or Job Group)
- Assist in the development of departmental diversity goals and the workforce plan section of the business plan
- Identify where the development of specific targeted recruitment plans and initiatives are needed before opening a position for application
- To be used by policy makers as an input into performance reviews of department heads
- To be used by department heads as an input into the performance reviews of their division directors and hiring managers
- Completion of trend analysis to see where changes in the workforce have occurred over time and where continued or more focused efforts are needed

# Course Outline

- Change Impacts
- Basic Navigation
- Human Resources Module
- **Time & Labor Module**
- Benefits Module
- Summary

# Time Approval

- Approvals
- Combo Codes
- Reports

# Approvals

Approve Payable Time  
Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Get Employees

Selection Criterion | Selection Criterion Value

Time Reporter Group

Employee ID

Empl Record

Last Name

Department

Location Code

Supervisor ID

Reports To Position Number

Job Code

Job Description

Workgroup

Change Time in View

Start Date 01/01/2013

Approve Payable Time

Employee ID 060737  
Employment Record 0

Start Date 01/01/2014  
End Date 07/19/2015

Approval Details

Personalize | Find | View All | First | 1-10 of 11 | Last

select	Date	Time Reporting Code	Status	Quantity Type	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	10/13/2014	HOL	Needs Approval	8.00 Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	10/24/2014	VAC	Needs Approval	8.00 Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/07/2014	ADM	Needs Approval	8.00 Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/10/2014	ADM	Needs Approval	8.00 Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/11/2014	HOL	Needs Approval	8.00 Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/27/2014	HOL	Needs Approval	8.00 Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	11/28/2014	HOL	Needs Approval	8.00 Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	12/05/2014	VAC	Needs Approval	8.00 Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	12/24/2014	VAC	Needs Approval	8.00 Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	12/25/2014	HOL	Needs Approval	8.00 Hours	Adjust Reported Time	

Approve

Return to Approval Summary

- Select the check box in the Select column next to the rows that you want to approve.
- The system displays all data for the payable time in the appropriate field. If no data exists for the field, it is blank.
- Select the Time Reporting Elements, Cost, or Task Reporting Elements tabs to view additional details about the time that needs approval.
- This is the Approve Payable Time – Day View.

[Time and Labor](#) > [Approve Time](#) > [Payable Time](#)

# Combination Codes

## Project Combo Codes (“Speed Types”):

### Naming Conventions:

- 15 Character PROJECTID (Green)
- 7 Character ACTIVITYID (Black)
- 3 Digit Auto-number (Blue)

### Notes:

- If the PROJECTID or ACTIVITYID doesn’t equal 15 or 7 characters respectively, then the rest would ‘0’ fill
- For the first occurrence a PROJECTID and ACTIVITYID, the Autonumber will be 001
- Where the PROJECTID and ACTIVITYID are the same, the Autonumber will be set to 002, 003, 004, etc.

## Non-Project Combo Codes:

- Fund (Green)
- Department (Black)
- If there is no Project (Red dash ‘-’)
- If there is no Task (Blue dash ‘-’)

Example of a Project Combo Code:

680F01090000000BM01000001

PROJECTID

ACTIVITYID AUTO#

Examples of a Non-Project Combo Code:

001008200230-  
Fund Dept No Project  
No Task

115007101251-710PL76  
Fund Dept Task  
No Project

# Searching for Combination Codes

## Timesheet

Timesheet

Employee ID: 0000  
Emp Name: T  
Billed Charge Date: 01/02/2012

Select another Timesheet:  
 \*View By: Calendar Panel  
 \*Tab: 01/02/2012  
 Report Month: 01/2012  
 Print Timesheet

From Sunday 01/02/2012 to Sunday 01/08/2012

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Time Reporting Code	Time Group	OT Priority	Release Code	Rate	Desired Condition	Combination Code	Cost Rate
	3.00	3.00	3.00	3.00	3.00			3.00	3.00	3.00	3.00	3.00			30.00 PRC-Reggie Berrings	CDM		MPLMN			001008150300--	0.00
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00			40.00 PRC-Reggie Berrings	CDM		MPLMN			069008150300--	0.00

Reported Time Status

Date	Reported Date	Time	TRC	Time Unit	Comment
01/02/2012	01/02/2012	3.00	PRC	Reggie Berrings	
01/03/2012	01/03/2012	3.00	PRC	Reggie Berrings	
01/04/2012	01/04/2012	3.00	PRC	Reggie Berrings	
01/05/2012	01/05/2012	3.00	PRC	Reggie Berrings	
01/06/2012	01/06/2012	3.00	PRC	Reggie Berrings	
01/07/2012	01/07/2012	3.00	PRC	Reggie Berrings	
01/08/2012	01/08/2012	3.00	PRC	Reggie Berrings	
01/09/2012	01/09/2012	3.00	PRC	Reggie Berrings	
01/10/2012	01/10/2012	3.00	PRC	Reggie Berrings	
01/11/2012	01/11/2012	3.00	PRC	Reggie Berrings	
01/12/2012	01/12/2012	3.00	PRC	Reggie Berrings	
01/13/2012	01/13/2012	3.00	PRC	Reggie Berrings	
01/14/2012	01/14/2012	3.00	PRC	Reggie Berrings	
01/15/2012	01/15/2012	3.00	PRC	Reggie Berrings	
01/16/2012	01/16/2012	3.00	PRC	Reggie Berrings	
01/17/2012	01/17/2012	3.00	PRC	Reggie Berrings	

Look Up Combination Code

Search by: Combination Code begins with

Look Up

Search Results

Only the first 30  
View 100

Combination Code	Description	Account	Department	Business Unit PC	Project/Grant	Activity ID
00000002	PLACE	HCM	6070900	MPLMN	607JS2615	MP26
00000003	STATE BRIDGE # 27799	HCM	6070200	MPLMN	60711423	BRM00
00000004	STATE BRIDGE# 27692	HCM	6070200	MPLMN	60747280	BRM60
00000005	BIS03 ECMS Server Refr&Upg Web	HCM	9010972	MPLMN	CB120301	CB150
00000006	STATE BRIDGE# 27877	HCM	6070200	MPLMN	60719140	BRM14
00000007	STATE BRIDGE# 9420	HCM	6070200	MPLMN	60710150	BRM75
00000008	STATE BRIDGE # 27812	HCM	6070200	MPLMN	60710990	BRM02
00000009	STATE BRIDGE# 27V25	HCM	6070200	MPLMN	60710070	BRM50

Combination Code

001008150300--

069008150300--



# Time and Labor Management Reports

- Run Timesheet Needed Report
- Run Timesheet Submitted Report
- Run Approval Needed Report
- Reported Time by Day/TRC (M) Report
- Payable Time by Day/TRC (M) Report
- Payable Time by TRC (M) Report
- Labor Distribution Reports

# Run Timesheet Needed Report

Department

Pay End Date

Report: Need Timesheet

Results Find | View 100 | | First 1-50 of 4572 Last

	Deptid	Supervisor Name	Employee ID	RCD#	Employee Name	Employee Type	Job Code	Job Title	Job_Entry_Date
1	1000000	Anderson,Rebecca Lea	060658	0	Beasley,Dana S	Salaried	10240C	Sup Real Estate Assess-C SupIV	08/22/2005
2	1000000	Anderson,Rebecca Lea	064828	0	Lingwall,Denise R	Salaried	10240C	Sup Real Estate Assess-C SupIV	04/23/2001
3	1000000	Anderson,Rebecca Lea	067661	0	Swenson,James R	Hourly	10240C	Sup Real Estate Assess-C SupIV	03/10/2006
4	1000000	Beasley,Dana S	055496	0	Oppegard-Bacich,Marlene Janice	Hourly	08630C	Real Est Investgr Aide I -C	01/01/2007
5	1000000	Beasley,Dana S	061234	0	San Roman,Margarita C	Hourly	08650C	Real Est Investgr Aide II-C	12/17/1996
6	1000000	Beasley,Dana S	066011	0	Northenscoold,Brian T	Hourly	00530C	Assessor II-C	11/30/2003
7	1000000	Beasley,Dana S	100841	0	Montes,Leonel S	Hourly	00530C	Assessor II-C	01/15/2004
8	1000000	Beasley,Dana S	102977	0	Kammerer,Dennis Phillip	Hourly	08660C	Real Est Investgr I -C	08/25/2014
9	1000000	Beasley,Dana S	104893	0	Martynow,Stephan Jean-Bruno	Hourly	00530C	Assessor II-C	11/30/2003
10	1000000	Beasley,Dana S	110885	0	Ulman,Jon	Hourly	00530C	Assessor II-C	05/09/2011
11	1000000	Lingwall,Denise R	103181	0	Gramling,Deborah Ann	Hourly	00530C	Assessor II-C	11/30/2003
12	1000000	Lingwall,Denise R	106484	0	Nelson,Brian L	Hourly	00520C	Assessor I-C	11/05/2007
13	1000000	Lingwall,Denise R	107776	0	Stanley,Scott Gerald	Hourly	00520C	Assessor I-C	10/18/2004
14	1000000	Lingwall,Denise R	107778	0	Hively,Andrew Glenn	Hourly	00520C	Assessor I-C	10/18/2004
15	1000000	Lingwall,Denise R	107954	0	Ulvin,Timothy Jon	Hourly	00530C	Assessor II-C	11/18/2013
16	1000000	Lingwall,Denise R	117987	0	McGibbon,Anthony Thomas	Hourly	00520C	Assessor I-C	09/26/2011
17	1000000	Lingwall,Denise R	119597	0	Nkosi-Self,Ali	Hourly	00520C	Assessor I-C	07/23/2012
18	1000000	Lingwall,Denise R	121367	0	Kasperson,David Lee	Hourly	00520C	Assessor I-C	10/07/2013
19	1000000	Lingwall,Denise R	121686	0	Thompson-Clarke,Lisa Marie	Hourly	00520C	Assessor I-C	04/21/2014
20	1000000	Lingwall,Denise R	121687	0	Swart,Adam M.	Hourly	00520C	Assessor I-C	04/21/2014
21	1000000	Swenson,James R	060816	0	Bodurtha,Stephen	Hourly	00530C	Assessor II-C	07/10/2007
22	1000000	Swenson,James R	067436	0	Bonnema,Suzanne M	Hourly	00530C	Assessor II-C	05/02/1994

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Run Timesheet Needed Report](#)

# Run Timesheet Submitted Report

Department:

Pay End Date:

Report: Timesheet Submitted

Results Find | View 100 | First 1-50 of 11268 Last

	Deptid	Emplid	Rcd#	Employee Name	Work Day	TRC	Hours/Units	Timesheet Status	Entered By	Entered Name	Last Modified Date	Create Date
1	1750000	064415	0	Kretzmann, Sheila	12-JAN-2015	SCK	8	Submitted	064415	Kretzmann, Sheila	2015-01-23-08.26.34.000000	2015-01-23-08.26.34.000000
2	1750000	064415	0	Kretzmann, Sheila	13-JAN-2015	REG	2.4	Submitted	064415	Kretzmann, Sheila	2015-01-23-08.26.34.000000	2015-01-23-08.26.34.000000
3	1750000	064415	0	Kretzmann, Sheila	13-JAN-2015	REG	5.6	Submitted	064415	Kretzmann, Sheila	2015-01-23-08.26.34.000000	2015-01-23-08.26.34.000000
4	1750000	064415	0	Kretzmann, Sheila	14-JAN-2015	REG	3	Submitted	064415	Kretzmann, Sheila	2015-01-23-08.26.34.000000	2015-01-23-08.26.34.000000
5	1750000	064415	0	Kretzmann, Sheila	14-JAN-2015	REG	4	Submitted	064415	Kretzmann, Sheila	2015-01-23-08.26.34.000000	2015-01-23-08.26.34.000000
6	1750000	064415	0	Kretzmann, Sheila	14-JAN-2015	VAC	1	Submitted	064415	Kretzmann, Sheila	2015-01-23-08.26.34.000000	2015-01-23-08.26.34.000000
7	1750000	064415	0	Kretzmann, Sheila	15-JAN-2015	REG	2.4	Submitted	064415	Kretzmann, Sheila	2015-01-23-08.26.34.000000	2015-01-23-08.26.34.000000
8	1750000	064415	0	Kretzmann, Sheila	15-JAN-2015	REG	5.6	Submitted	064415	Kretzmann, Sheila	2015-01-23-08.26.34.000000	2015-01-23-08.26.34.000000
9	1750000	064415	0	Kretzmann, Sheila	16-JAN-2015	VAC	8	Submitted	064415	Kretzmann, Sheila	2015-01-23-08.26.34.000000	2015-01-23-08.26.34.000000

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Run Timesheet Submitted Report](#)

# Run Approval Needed Report

Department

Pay End Date   Payable Time Needs Approval

**Results** Find | View All |

Deptid	Approver Name	Reporter Name	Emplid	Rcd#	Work Date	TRC	Hours/Units	Combo Code	Combo Description	
1	1400000	Segal,Susan Lee	Ginder,Peter W	062601	0	2015-06-01	RGS	8	069001400300--	140-SELF INSURANCE-INTERNAL SV
2	1400000	Segal,Susan Lee	Ginder,Peter W	062601	0	2015-06-02	RGS	8	069001400300--	140-SELF INSURANCE-INTERNAL SV
3	1400000	Segal,Susan Lee	Ginder,Peter W	062601	0	2015-06-03	RGS	8	069001400300--	140-SELF INSURANCE-INTERNAL SV
4	1400000	Segal,Susan Lee	Ginder,Peter W	062601	0	2015-06-04	RGS	8	069001400300--	140-SELF INSURANCE-INTERNAL SV
5	1400000	Segal,Susan Lee	Ginder,Peter W	062601	0	2015-06-05	RGS	8	069001400300--	140-SELF INSURANCE-INTERNAL SV
6	1400000	Segal,Susan Lee	Ginder,Peter W	062601	0	2015-06-08	RGS	8	069001400300--	140-SELF INSURANCE-INTERNAL SV
7	1400000	Segal,Susan Lee	Ginder,Peter W	062601	0	2015-06-09	RGS	8	069001400300--	140-SELF INSURANCE-INTERNAL SV
8	1400000	Segal,Susan Lee	Ginder,Peter W	062601	0	2015-06-10	RGS	8	069001400300--	140-SELF INSURANCE-INTERNAL SV
9	1400000	Segal,Susan Lee	Ginder,Peter W	062601	0	2015-06-11	RGS	8	069001400300--	140-SELF INSURANCE-INTERNAL SV
10	1400000	Segal,Susan Lee	Ginder,Peter W	062601	0	2015-06-12	RGS	8	069001400300--	140-SELF INSURANCE-INTERNAL SV

First 1-10 of 10 Last Find | View All |

[Manager Self Service](#) > [Management Reports \(M\)](#) > [Run Approval Needed Report](#)

# Reported Time by Day/TRC (M) Report

Department  ▼  
 Location  ▼  
 Pay End Date

Payable Time by Day & Time Reporting Code

Results Find | View 100 |  |  | First 1-50 of 484 | Last

	First_Name	Last_Name	Emplid	Rptd_Work_Dt	Rcd#	Location	Jobcode	Empl_Status	Empl_Type	TRC	Quantity	Est. Pay	Equipment	Combo_Code	Activity	Shifts	Premiums/Tasks1	Premiums/Tasks2	Premiums/Tasks3	Overtime/Comptime	Payable_Sta	
1	Aaron	Imig	121754	2014-07-13	0	P7240	07410P	Active	Hourly	REG	8	121.2576		115007101322-710PP17							Approved	
2	Aaron	Imig	121754	2014-07-14	0	P7240	07410P	Active	Hourly	REG	8	121.2576		115007101322-710PP17								Approved
3	Aaron	Imig	121754	2014-07-15	0	P7240	07410P	Active	Hourly	REG	8	121.2576		115007101322-710PP17								Approved
4	Aaron	Imig	121754	2014-07-18	0	P7240	07410P	Active	Hourly	REG	8	121.2576		115007101322-710PP15								Approved
5	Aaron	Imig	121754	2014-07-19	0	P7240	07410P	Active	Hourly	OVT15	4	90.9432		178007108581-710S001								Approved
6	Aaron	Imig	121754	2014-07-19	0	P7240	07410P	Active	Hourly	REG	8	121.2576		115007101322-710PP04								Approved
7	Aaron	Imig	121754	2015-01-04	0	P7240	07410P	Active	Hourly	REG	6	90.9432		115007101322-710PP17								Approved
8	Aaron	Imig	121754	2015-01-06	0	P7240	07410P	Active	Hourly	REG	6	90.9432		115007101322-710PP04								Approved
9	Aaron	Imig	121754	2015-01-09	0	P7240	07410P	Active	Hourly	REG	6.5	98.5218		115007101322-710PP15								Approved
10	Aaron	Imig	121754	2015-01-10	0	P7240	07410P	Active	Hourly	REG	6	90.9432		115007101322-710PP17								Approved
11	Aaron	Imig	121754	2015-02-16	0	P7240	07410P	Active	Hourly	HOL	4	65.44		115007101322-710PP17								Approved
12	Adam	Swierczek	101292	2014-04-07	0	P7240	08170P	Active	Hourly	CE1	1.25	42.463525		115007101322-710PP12								Approved
13	Adam	Swierczek	101292	2014-04-15	0	P7240	08170P	Active	Hourly	CE1	2	67.94164		115007101322-710PP12								Approved
14	Adam	Swierczek	101292	2014-04-16	0	P7240	08170P	Active	Hourly	CE1	2	67.94164		115007101322-710PP12								Approved
15	Adam	Swierczek	101292	2014-04-17	0	P7240	08170P	Active	Hourly	CE1	2	67.94164		115007101322-710PP12								Approved
16	Adam	Swierczek	101292	2014-04-18	0	P7240	08170P	Active	Hourly	CE2	.5	25.478115		115007101322-710PP12								Approved
17	Adam	Swierczek	101292	2014-08-03	0	P7240	08170P	Active	Hourly	XD1	7	237.79574		178007108581-710S001								Approved
18	Adam	Swierczek	101292	2014-08-04	0	P7240	08170P	Active	Hourly	XD1	6	203.82492		178007108581-710S001								Approved
19	Adam	Swierczek	101292	2014-08-08	0	P7240	08170P	Active	Hourly	XD1	13	441.62066		178007108581-710S001								Approved
20	Adam	Swierczek	101292	2014-09-25	0	P7240	08170P	Active	Hourly	XD1	4	135.88328		178007108461-710S001								Approved
21	Adam	Swierczek	101292	2014-09-27	0	P7240	08170P	Active	Hourly	XD1	5	169.8541		178007108581-710S001								Approved
22	Adam	Swierczek	101292	2014-09-27	0	P7240	08170P	Active	Hourly	XD1	7	237.79574		178007108461-710S001								Approved
23	Alexis	Heflin	122870	2014-06-16	0	P7720	11080P	Active	Hourly	REG	7	50.75		115007107518710PP937-PR000								Approved

[Time and Labor](#) > [Reports](#) > [Payable Time by Day/TRC \(M\)](#)

# Payable Time by Day/TRC (M) Report

Department 311

Generate

Pay End Date 08/27/2015

Payable Time by Day & Time Reporting Code

Results																				
First Name	Last Name	Emplid	Rptd_Work_Dt	Rcd#	Location	Jobcode	Empl_Status	Empl_Type	TRC	Quantity	Est. Pay	Equipment	Combo_Code	Activity	Shifts	Premiums/Tasks1	Premiums/Tasks2	Premiums/Tasks3	Overtime/Comptime	Payable_Status
1	Cleopatra	Young-Reaves	109434	2015-04-20	0	C8320	02845C	Active	Hourly	REG	8	202.952		001008320100-						Estimated
2	Cleopatra	Young-Reaves	109434	2015-04-21	0	C8320	02845C	Active	Hourly	REG	7.25	183.92525		001008320100-						Estimated
3	Cleopatra	Young-Reaves	109434	2015-04-21	0	C8320	02845C	Active	Hourly	VAC	.75	19.02675		001008320100-						Estimated
4	Cleopatra	Young-Reaves	109434	2015-04-22	0	C8320	02845C	Active	Hourly	REG	6.5	164.8985		001008320100-						Estimated
5	Cleopatra	Young-Reaves	109434	2015-04-22	0	C8320	02845C	Active	Hourly	VAC	1.5	38.0535		001008320100-						Estimated
6	Cleopatra	Young-Reaves	109434	2015-04-23	0	C8320	02845C	Active	Hourly	REG	6.5	164.8985		001008320100-						Estimated
7	Cleopatra	Young-Reaves	109434	2015-04-23	0	C8320	02845C	Active	Hourly	VAC	1.5	38.0535		001008320100-						Estimated
8	Cleopatra	Young-Reaves	109434	2015-04-24	0	C8320	02845C	Active	Hourly	REG	8	202.952		001008320100-						Estimated
9	Cleopatra	Young-Reaves	109434	2015-04-27	0	C8320	02845C	Active	Hourly	REG	4.08	103.50552		001008320100-						Estimated
10	Cleopatra	Young-Reaves	109434	2015-04-27	0	C8320	02845C	Active	Hourly	VAC	3.92	99.44648		001008320100-						Estimated
11	Cleopatra	Young-Reaves	109434	2015-04-28	0	C8320	02845C	Active	Hourly	REG	6.5	164.8985		001008320100-						Estimated
12	Cleopatra	Young-Reaves	109434	2015-04-28	0	C8320	02845C	Active	Hourly	VAC	1.5	38.0535		001008320100-						Estimated
13	Cleopatra	Young-Reaves	109434	2015-04-29	0	C8320	02845C	Active	Hourly	REG	3.33	84.47877		001008320100-						Estimated
14	Cleopatra	Young-Reaves	109434	2015-04-29	0	C8320	02845C	Active	Hourly	VAC	4.67	118.47323		001008320100-						Estimated

[Time and Labor](#) > [Reports](#) > [Payable Time by Day/TRC \(M\)](#)

# Payable Time by TRC (M) Report

Department 311

Generate

Pay End Date 06/27/2015

## Payable Time Summary by Time Reporting Code

Results Find | View All | First 1-18 of 18 Last

	First_Name	Last_Name	Emplid	Rcd#	Jobcode	Empl_Status	Empl_Type	TRC	Quantity	Est. Pay	Combo_Code	Activity	Payable_Status
1	Cleopatra	Young-Reaves	109434	0	02845C	Active	Hourly	REG	122.91	3,118.10	001008320100--		Estimated
2	Cleopatra	Young-Reaves	109434	0	02845C	Active	Hourly	SCK	16.00	405.90	001008320100--		Estimated
3	Cleopatra	Young-Reaves	109434	0	02845C	Active	Hourly	VAC	21.34	541.37	001008320100--		Estimated
4	Connie	Mayes	112384	0	02846C	Active	Hourly	REG	154.50	4,416.38	001008320100--		Estimated
5	Connie	Mayes	112384	0	02846C	Active	Hourly	NOWRK	.25	7.15	001008320100--		Estimated
6	Connie	Mayes	112384	0	02846C	Active	Hourly	SCK	6.00	171.51	001008320100--		Estimated
7	Debra	Hudson	109362	1	00001C	Termed	Hourly	OCP	45.00	45.00	001008320100--		Taken by PR
8	Don	Stickney	109403	0	C00710	Retired	Salaried	REG	32.00	1,532.12	001008320100--		Taken by PR
9	Gina	Farinella	098673	0	02846C	LOA w/Pay	Hourly	REG	130.40	2,820.68	001008320100--		Estimated
10	Gina	Farinella	098673	0	02846C	LOA w/Pay	Hourly	FML	22.60	488.86	001008320100--		Estimated
11	Gina	Farinella	098673	0	02846C	LOA w/Pay	Hourly	NOWRK	8.00	173.05	001008320100--		Estimated
12	Latoya	Payne	098874	0	02845C	Active	Hourly	REG	142.75	3,633.13	001008320100--		Estimated
13	Latoya	Payne	098874	0	02845C	Active	Hourly	VAC	12.75	324.50	001008320100--		Estimated
14	Leah	Skjefte	094837	0	08340C	Active	Hourly	REG	155.25	4,210.38	001008320100--		Estimated
15	Leah	Skjefte	094837	0	08340C	Active	Hourly	SCK	8.75	237.30	001008320100--		Estimated
16	Maypangdhei	Vue	123083	0	02845C	Active	Hourly	REG	152.33	3,139.67	001008320100--		Estimated
17	Maypangdhei	Vue	123083	0	02845C	Active	Hourly	NOWRK	.17	3.50	001008320100--		Estimated
18	Regina	Sobania	113617	0	02846C	LOA w/Pay	Hourly	REG	154.00	4,402.09	001008320100--		Estimated

Find | View All | First 1-18 of 18 Last

[Time and Labor](#) > [Reports](#) > [Payable Time by TRC \(M\)](#)

# Labor Distribution Reports

## Example of 'Labor Distribution by Project' Report

Month Begin Dt   Select the first and last day of an available month.  
 Report will include all periods between dates selected.

Month End Dt   Optional wildcards (% or \_) can be used in the Project Id.

Project Id   VAN WHITE BRIDGE

Labor Distribution by Project

Results Find | View All |   First 1-19 of 19 Last

Report_Name	Month_Begin	Month_Ended	HRIS_DeptID	Location	Empl Id	Employee_Name	Jobcode	Employee_Job_Title	Position_Nbr	Fund	CF_Deptid	Project	Task	Category	Account	Exp_Subclass	ErnCd	Hours	Amount
LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011083		Wages	400001	REGULAR	REG	2.00	65.80
LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011083		Fringe	781001	LIUNA PENSION FUND		.00	1.25
LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011083		Fringe	781201	PERA-COORDINATED		.00	3.07
LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011083		Fringe	781301	FICA - OASDI		.00	4.06
LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011083		Fringe	782101	MEDICARE		.00	.95
LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011083		Fringe	782701	DENTAL INSURANCE		.00	.48
LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011083		Fringe	782901	HEALTH INSURANCE		.00	4.66
LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011083		Fringe	784001	ACC SICK		.00	.30
LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011083		Fringe	786001	LIFE INSURANCE		.00	.01
LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011083		Fringe	786301	LTD INSURANCE		.00	.14
LD by Project	2014-01-01	2014-12-31	6000000	C6414	111019	Vizoli,Petru	03980C	Professional Engineer-C	00002423	06000	6000300	30011083		Wages	400001	REGULAR	REG	2.00	65.94

### Labor Distribution Reports

- Labor Distribution by CF Dept
- Labor Distribution by HR Dept
- Labor Distribution by Project
- Labor Distribution by Task
- Labor Distribution by Combo Cd
- Labor Dist by Employee
- Labor Dist by Employee-Monthly

[Manager Self Service](#) > [Management Reports \(M\)](#) > [COMPASS Financial Reports](#)

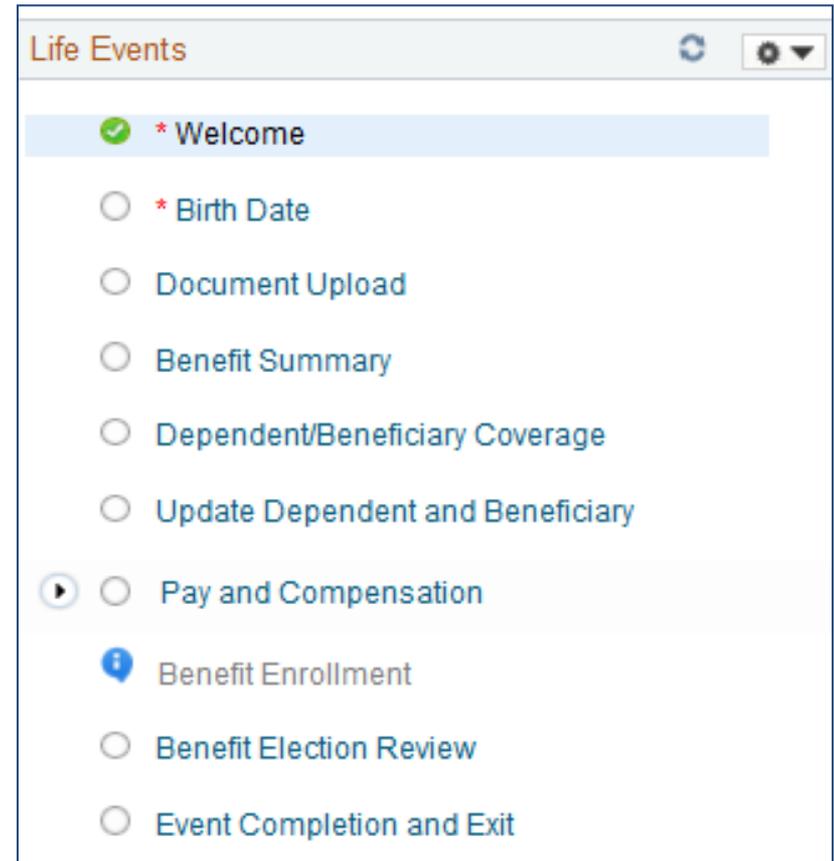
## Course Outline

- Change Impacts
- Basic Navigation
- Human Resources Module
- Time & Labor Module
- **Benefits Module**
- Summary

# Benefits – Life Events

## Life Events:

- All employees will have the ability to initiate benefit changes (birth, marriage, etc.) via self-service
- Employees will have the ability to upload their supporting benefit documentation (birth certificate, marriage certificate, etc.) via self-service
- Self-service will prompt employees for any other changes they may want to consider as the result of a life event (update beneficiaries, taxes, etc.)
- An intuitive guided process



# Course Outline

- Change Impacts
- Basic Navigation
- Human Resources Module
- Time & Labor Module
- Benefits Module
- **Summary**

# Summary

- Review of Key Changes
- Basic Navigation of COMET
- Review of Human Resources Module
- Review of Time & Labor Module
- Benefits Highlights
- What's Next:
  - Cutover Activities: August 24 – 28
  - System Down: August 28 – 31
  - COMET goes 'Live': September 1<sup>st</sup>

# Questions

