

Time and Labor Training

City of Minneapolis
September 1st, 2015

- **Change Impacts**

- Basic Navigation
- Time & Labor Module
- Summary

HCM/ELM - Change Impacts

Area	Enhancement	Impact
Human Capital Management (HCM)	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
Enterprise Learning Management (ELM)	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

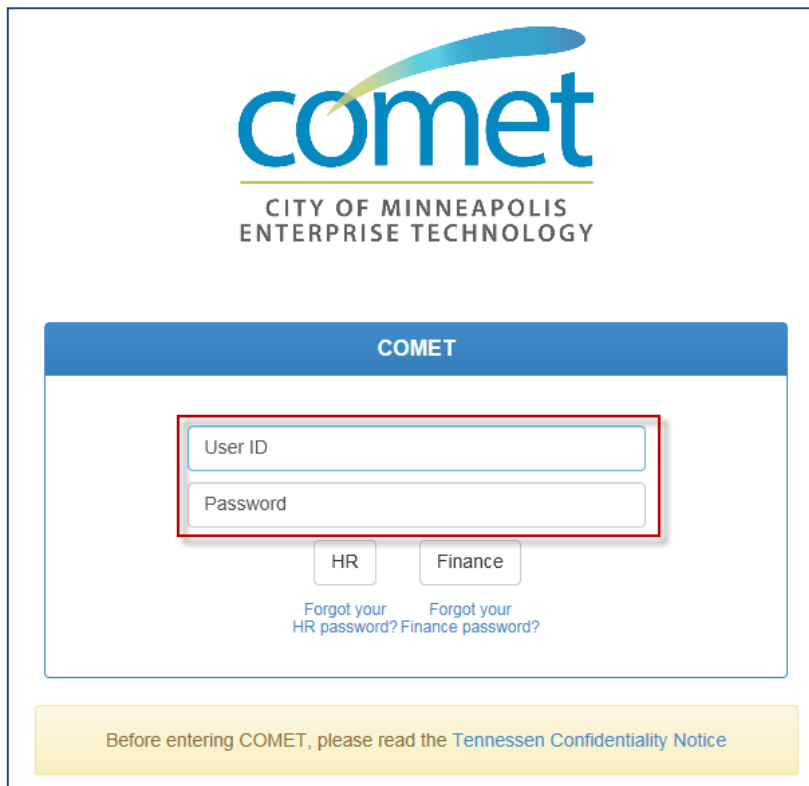
- Change Impacts
- **Basic Navigation**
- Time & Labor Module
- Summary

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

Login / Access



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

The image shows the COMET login interface. At the top, there is a blue header with the "comet" logo and the text "CITY OF MINNEAPOLIS ENTERPRISE TECHNOLOGY". Below the header, there is a blue bar with the word "COMET" in white. Underneath, there is a white box containing two input fields: "User ID" and "Password". Below these fields are two buttons: "HR" and "Finance". At the bottom of the white box, there are two links: "Forgot your HR password?" and "Forgot your Finance password?". Below the white box, there is a yellow bar with the text "Before entering COMET, please read the [Tennessee Confidentiality Notice](#)".

COMET Landing Page & Work Centers

The screenshot displays the COMET HR system interface. At the top, there is a navigation bar with the COMET logo on the left and links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out on the right. Below the navigation bar, the page is divided into two main sections: Employee Self Service Pages and Manager Self Service. Both sections are highlighted with red boxes. The Employee Self Service Pages section includes links for Personal Information, Time Reporting, Payroll and Compensation, Benefits, and Change My Password. The Manager Self Service section includes links for Job Information, Report Time for Direct Reports, Approve Time for Direct Rpts, and Review Accrual Balances. To the right of these sections, there is a red box with the text 'Work Centers'.

Employee Self Service Pages

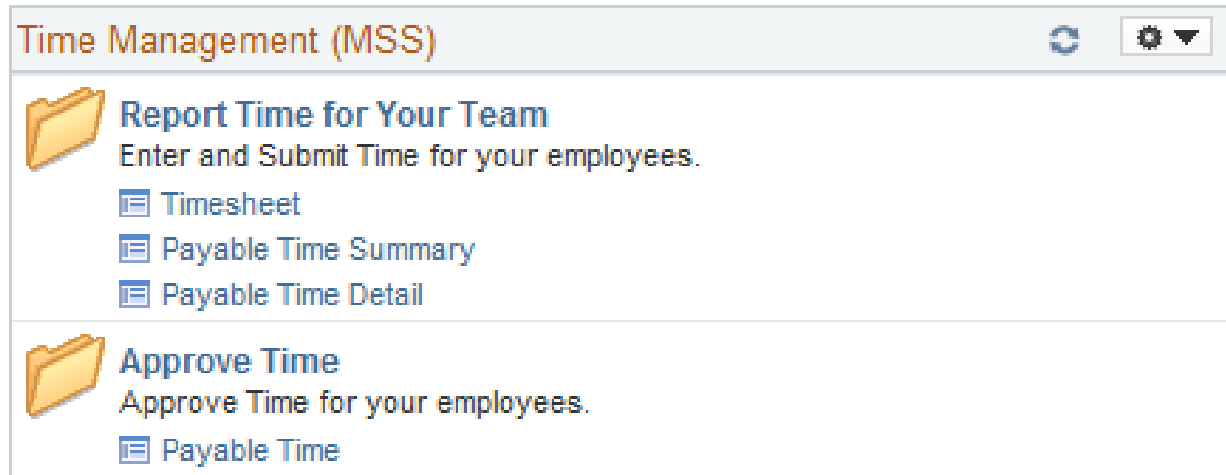
- Personal Information**
Review and Update your personal information.
 - Personal Information Summary
 - Ethnic Groups
- Time Reporting**
Report and review your Time, Schedules, request absences and more.
 - Timesheet
- Payroll and Compensation**
Review your Pay and Compensation history. Update your Direct Deposit and other Deductions or Contribution information.
 - View Paycheck
 - Voluntary Deductions
 - Direct Deposit
 - 2 More...
- Benefits**
Review Health, Insurance, Savings, Pension or other Benefits information. Review and Update Dependent and Beneficiary personal information.
 - Health Care Summary
 - Flexible Spending Accounts
 - Benefits Summary
 - 8 More...
- Change My Password**
Create a new Password.
 - My System Profile
 - Change My Password

Manager Self Service

- Job Information**
Employee Job Data
 - Workforce Job Summary
- Report Time for Direct Reports**
Report Time for Direct Reports
 - Timesheet
 - Payable Time Summary
 - Payable Time Detail
- Approve Time for Direct Rpts**
Approve Time for Direct Reports
 - Payable Time
- Review Accrual Balances**
View leave accrual details including hours earned, taken, bought and sold
 - Review Accrual Balances

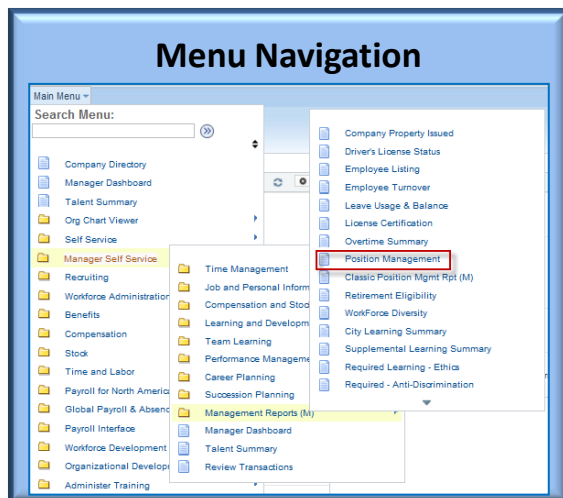
- Entry or 'landing' page once logged into HR COMET
- COMET business processes organized around Work Centers
- Work Centers are assigned by role
- All City Employees will have a Employee SS Work Center (except Summer Youth & Election Judges)

Time Management Work Center



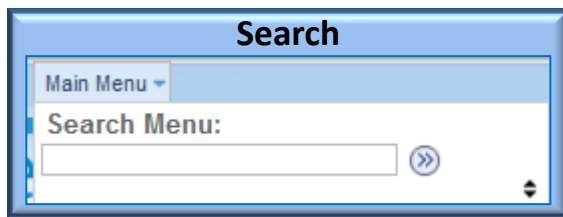
- Timekeeper View of COMET Time Management Processes
 - Activities/Tasks Organized by Work Centers
 - Report Time for Your Team
 - Approve Time
 - Access limited to the Timekeeper role
-
- Note – The business processes assigned to the Time Management MSS Work Center are being finalized at the time these 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
☐	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 1-11 of 11 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		067415. 0, Anne Stahn	Mark Worked	Reassign
HRIS Sytem ID	10/12/2013	License or Cert Expiring	License or Cert Expiring		054051. 0, Kathy Loudon	Mark Worked	Reassign
HRIS Sytem ID	03/17/2014	License or Cert Expiring	License or Cert Expiring		050070. 0, Robert Becker	Mark Worked	Reassign
HRIS Sytem ID	08/25/2014	License or Cert Expiring	License or Cert Expiring		115258. 0, Sadie Pulk	Mark Worked	Reassign
HRIS Sytem ID	08/25/2014	License or Cert Expiring	License or Cert Expiring		115262. 0, Katie Lampi Hermanson	Mark Worked	Reassign
HRIS Sytem ID	10/04/2014	License or Cert Expiring	License or Cert Expiring		115262. 0, Katie Lampi Hermanson	Mark Worked	Reassign
HRIS Sytem ID	12/18/2014	License or Cert Expiring	License or Cert Expiring		121280. 0, William Kass	Mark Worked	Reassign
HRIS Sytem ID	01/01/2015	License or Cert Expiring	License or Cert Expiring		121280. 0, William Kass	Mark Worked	Reassign
HRIS Sytem ID	07/18/2014	Probation Period Ending	Probation Ending		121280. 0, William Kass	Mark Worked	Reassign
HRIS Sytem ID	04/02/2015	Probation Period Ending	Probation Ending		050070. 0, Robert Becker	Mark Worked	Reassign
HRIS Sytem ID	04/02/2015	Probation Period Ending	Probation Ending		115262. 0, Katie Lampi Hermanson	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](#)

Course Outline

- Change Impacts
- Basic Navigation
- **Time & Labor Module**
- Summary

- Timesheet
- Approving Time
- Combo Codes
- Payable Time – Summary & Detail
- Reports

Timesheet

Timesheet

Employee ID 123479
Empl Record 0
Earliest Change Date 04/19/2015

HR Systems Support Analyst-C

Time Source Schedule Information

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 07/26/2015 [calendar icon] [refresh icon]

Reported Hours 0.00 Change Schedule

Current Schedule Print Timesheet

From Sunday 07/26/2015 to Saturday 08/08/2015 ?

	Sun 7/26	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/1	Sun 8/2	Mon 8/3	Tue 8/4	Wed 8/5
[+]	[+]	[+]	[+]	[+]	[+]	[+]	[+]	[+]	[+]	[+]	[+]
[+]	[+]	[+]	[+]	[+]	[+]	[+]	[+]	[+]	[+]	[+]	[+]

Submit

Reported Time Status Summary Payable Time

Reported Time Status Personalize Find [calendar icon] [print icon] 1 of 1

Date	Total	TRC	Description	Comments
	0.000000			

Self Service
Time Reporting

- Report time and task details for a day, week or calendar period
- +/- to add/delete a time entry has move to the 'left' in COMET
- The Timesheet page displays different information when accessed from the Self Service component compared to the Manager Self-Service component

[Manager Self Service](#) > [Time Management](#) > [Report Time](#) > [Timesheet](#)

Your Instructor will walk through the following items on the Timesheet:

- Navigating to the Timesheet
- Employee Selection
- Change View
- Time Reporting Code
- Combo Codes
- Submitting Time



Approvals

Approve Payable Time
Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

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

Get Employees

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
☒	10/13/2014	HOL	Needs Approval	8.00	Hours	Adjust Reported Time	
☒	10/24/2014	VAC	Needs Approval	8.00	Hours	Adjust Reported Time	
☒	11/07/2014	ADM	Needs Approval	8.00	Hours	Adjust Reported Time	
☒	11/10/2014	ADM	Needs Approval	8.00	Hours	Adjust Reported Time	
☒	11/11/2014	HOL	Needs Approval	8.00	Hours	Adjust Reported Time	
☒	11/27/2014	HOL	Needs Approval	8.00	Hours	Adjust Reported Time	
☒	11/28/2014	HOL	Needs Approval	8.00	Hours	Adjust Reported Time	
☒	12/05/2014	VAC	Needs Approval	8.00	Hours	Adjust Reported Time	
☒	12/24/2014	VAC	Needs Approval	8.00	Hours	Adjust Reported Time	
☒	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](#)

Your Instructor will walk through the following items with Timesheet Approval:

- Navigating to the Approval Page
- Change View
- Apply Schedule
- Verifying Time Reporting Code
- Verifying Combo Codes
- Approving 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- -> No Project
Fund Dept -> No Task

115007101251-710PL76 -> Task
Fund Dept -> No Project

Searching for Combination Codes

Timesheet

Timesheet

Employee ID 123479
Empl Record 0

Time Source

Schedule Information

Earliest Change Date 04/19/2015

Select Another Timesheet

*View By Day

Previous Day

Next Day

*Date 08/09/2015

Change Schedule

Current Schedule

Reported Hours 0.00

Print Timesheet

Sunday 08/09/2015

Sun S/S

Total Time Reporting Code

OT Priority

Shifts

Overtime or Comptime

Combination Code

+

-

REG - Regular Earnings

000000001

Submit

Reported Time Status

Summary

Payable Time

Reported Time Status

Date	Total TRC	Description
	0.000000	

Self Service

Time Reporting

Combination Code

001008150300--

069008150300--

Look Up Combination Code

Business Unit: MPLMN

Combination Code: begins with

Description: begins with

Account: begins with

Department: begins with

Business Unit PC: begins with

Project/Grant: begins with

Activity ID: begins with

Resource Type: begins with

Resource Category: begins with

Resource Sub-Category: begins with

Fund Code: begins with

Chartfield 1: begins with

Look Up

Clear

Cancel

Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100

Combination Code	Description	Account	Department	Business Unit PC	Project/Grant	Activity ID	Resource Type	Resource Category	Resource Sub-Category	Fund Code	Chartfield 1
000000002	LORING GREENWAY/SPRUCE PLACE HCM	6070900	MPLMN	607J52615	MP26	LABOR	HCM	HCM	00100	(blank)	
000000003	STATE BRIDGE # 27799	HCM	6070200	MPLMN	60711423	BRM00	LABOR	HCM	HCM	00100	(blank)
000000004	STATE BRIDGE# 27892	HCM	6070200	MPLMN	60747280	BRM00	LABOR	HCM	HCM	00100	(blank)
000000005	BIS03 ECMS Server Refr&Upd Web	HCM	9010972	MPLMN	CB1203001	CB150	LABOR	HCM	HCM	06400	(blank)
000000006	STATE BRIDGE# 27877	HCM	6070200	MPLMN	60719140	BRM14	LABOR	HCM	HCM	00100	(blank)
000000007	STATE BRIDGE# 27820	HCM	6070200	MPLMN	60710150	BRM75	LABOR	HCM	HCM	00100	(blank)
000000008	STATE BRIDGE # 27812	HCM	6070200	MPLMN	60710990	BRM02	LABOR	HCM	HCM	00100	(blank)
000000009	STATE BRIDGE# 27V25	HCM	6070200	MPLMN	60710070	BRM50	LABOR	HCM	HCM	00100	(blank)
000000010	STATE BRIDGE# 27858	HCM	6070200	MPLMN	60710310	BRM05	LABOR	HCM	HCM	00100	(blank)
000000011	STATE BRIDGE# 27877	HCM	6070200	MPLMN	60719140	BRM20	LABOR	HCM	HCM	00100	(blank)
000000012	STATE BRIDGE # 27807	HCM	6070200	MPLMN	60748110	BRM00	LABOR	HCM	HCM	00100	(blank)
000000013	STATE BRIDGE# 9819	HCM	6070200	MPLMN	60710490	BRM17	LABOR	HCM	HCM	00100	(blank)
000000014	STATE BRIDGE # 27960	HCM	6070200	MPLMN	60710600	BRM61	LABOR	HCM	HCM	00100	(blank)
000000015	STATE BRIDGE# 27614	HCM	6070200	MPLMN	60745400	BRM68	LABOR	HCM	HCM	00100	(blank)
000000016	STATE BRIDGE# 27177	HCM	6070200	MPLMN	60710180	BRM58	LABOR	HCM	HCM	00100	(blank)

Additional search criteria for Combo Codes on the Timesheet is available in COMET


CITY OF MINNEAPOLIS
ENTERPRISE TECHNOLOGY


Minneapolis
City of Lakes

20

Payable Time – Summary & Detail

Payable Time Summary

[Time Reporting](#) > [View Time](#) > [Payable Time Summary](#)

Employee ID 121349

Employment Record 0

Start Date 06/04/2014



Previous Week

Next Week

End Date 06/10/2014

Payable Time From 06/04/2014 To 06/10/2014

Time Reporting Code	Description	Total Quantity	Type	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8	Mon 6/9	Tue 6/10	Currency
REG	Regular Earnings	40.00	Hours	8.00	8.00	8.00			8.00	8.00	

Detail Page

Payable Time Detail

[Time Reporting](#) > [View Time](#) > [Payable Time Summary](#)

Employee ID 121349

Employment Record 0

Start Date 06/04/2014



End Date 06/10/2014

Previous Week Next Week

Payable Status Filter

Payable Time From 06/04/2014 To 06/10/2014

Payable Time From 06/04/2014 To 06/10/2014						
Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval	PDF		
Date	Status	Reason Code	Time Reporting Code	Quantity TRC Type	Estimated Gross	
06/04/2014	Distributed		REG	4.32 Hours	\$205.455483	
06/04/2014	Distributed		REG	3.68 Hours	\$175.017817	
06/05/2014	Distributed		REG	4.32 Hours	\$205.455483	
06/05/2014	Distributed		REG	3.68 Hours	\$175.017817	
06/06/2014	Distributed		REG	4.32 Hours	\$205.455483	
06/06/2014	Distributed		REG	3.68 Hours	\$175.017817	
06/09/2014	Distributed		REG	4.32 Hours	\$205.455483	
06/09/2014	Distributed		REG	3.68 Hours	\$175.017817	
06/10/2014	Distributed		REG	4.32 Hours	\$205.455483	
06/10/2014	Distributed		REG	3.68 Hours	\$175.017817	

Summary Page

Pending Exceptions

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

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	Northenscald,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: City Coordinator Departments* Generate

Pay End Date: 01/24/2015 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 | First 1-10 of 10 Last

	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

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Reported Time by Day/TRC (M) Report

Department

Generate

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	Red#	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	Alves	Heflin	122870	2014-06-16	0	P7720	11080P	Active	Hourly	REG	7	50.75		115007107518710PP937, PP000							Approved

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Payable Time by Day/TRC (M) Report

Department 311

Generate

Pay End Date 06/27/2015

Payable Time by Day & Time Reporting Code

Results

Find View 100   First 1-50 of 182  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_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

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Payable Time by TRC (M) Report

Department 311
Pay End Date 06/27/2015

Generate

Payable Time Summary by Time Reporting Code

Results

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	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

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Labor Distribution Reports

Example of 'Labor Distribution by Project' Report

Month Begin Dt

Month End Dt

Project Id

Select the first and last day of an available month.
Report will include all periods between dates selected.
Optional wildcards (% or _) can be used in the 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
1 LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011063		Wages	400001	REGULAR	REG	2.00	65.80
2 LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011063		Fringe	781001	LIUNA PENSION FUND		.00	1.25
3 LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011063		Fringe	781201	PERA-COORDINATED		.00	3.07
4 LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011063		Fringe	781301	FICA - OASDI		.00	4.06
5 LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011063		Fringe	782101	MEDICARE		.00	.95
6 LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011063		Fringe	782701	DENTAL INSURANCE		.00	.48
7 LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011063		Fringe	782901	HEALTH INSURANCE		.00	4.66
8 LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011063		Fringe	784001	ACC SICK		.00	.30
9 LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011063		Fringe	786001	LIFE INSURANCE		.00	.01
10 LD by Project	2014-01-01	2014-12-31	6000000	C6414	082919	Basel,Michael J	04820C	Foreman Paving Prods Plant-C	00002719	06000	6000300	30011063		Fringe	786301	LTD INSURANCE		.00	.14
11 LD by Project	2014-01-01	2014-12-31	6000000	C6414	111019	Vizoli,Petru	03980C	Professional Engineer-C	00002423	06000	6000300	30011063		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
- Time & Labor Module
- **Summary**

Summary

- Review of Key Changes
- Basic Navigation of COMET
- Review of Time & Labor Module
- What's Next:
 - Cutover Activities: August 24 – 28
 - System Down: August 28 – 31
 - COMET goes 'Live': September 1st

Questions



Appendix

Step-by-Step Documents: Time and Labor ESS



Adobe Acrobat
Document

Step-by-Step Documents: Time and Labor MSS



Adobe Acrobat
Document