Web Time Sheets-Navigation

Chapter 1
Section Objectives
At the end of this section, you should be able to:

- Access Time Collection Batches
- Navigate through the Web Time Sheet
Batch Navigation

Access Time Sheet Batches
Once the Create Time Records processes are run for a particular pay period, web time sheets can be accessed through the Oracle Home Page.

Access to web time sheets is by Employee Group and is granted by assigning a Responsibility to a user. Access to the HPCR time sheet batches has an additional control that requires a user be assigned as a Timekeeper to access a batch.

Time Entry - Batch Selection Form
The Time Entry - Batch Selection form displays by employee group, pay period, and all of the time sheet batches a user is authorized to access. Once an employee group and the pay period is selected, click Go and the form is refreshed, users can view the following information for their assigned batches:

- Batch Name
- Number of Employees in the Batch
- Batch Status
  - Unprocessed – open for time entry but no time entered
  - In Progress – time has been entered but time entry is not complete
  - Complete – certified and closed
  - Transferred – time records have been transferred to Element Entry in PRISM application
  - Error – one or more time records in the batch did not pass a validation process.
- Primary Timekeeper
- User who Certified the Batch

A full-size copy of the Time Entry - Batch Selection form is on the next page.

Below the Period information are two additional fields that may be helpful to users with many accounts.

- Batch Name – if a user has many accounts which do not appear on the screen, either use the scroll bar to the right or enter the Batch Name and click Go. The form is refreshed to show only that Batch Name.

- Status – enter desired status from drop down list and click Go. The form is refreshed to show all Batch Names with the desired status chosen.
Time Sheet Navigation

General
The Web Time Sheet has several features for easy navigation:

- Access by Page
- Buttons
- Search Filters w/ Wild Card capability
- Go To

These features are described in further detail below.

Access by Page
Time sheet batches are set to display fifteen (15) lines per page. This is the maximum number of lines that most PC monitors can display before requiring a user to scroll. If there are more than fifteen (15) lines in a batch, the batch will be broken up into multiple pages.

To speed up navigation, the pages are set up as links and are listed at the bottom of the time sheet. Each page can be accessed directly by clicking the NEXT (can be found in the upper or lower right hand corner of the time sheet).

Batch Selection Button
The Batch Selection button moves the user from the time sheets back to the Time Entry - Batch Selection form.

Control Totals Button
The Control Totals button takes the user to the Control Totals form. The Control Totals form provides data entry validation by comparing pre-entered totals to the system-generated totals.

Add Record Button
The Add Record button adds a line at the top of the page. The Add Record line allows the user to add employees to an existing time sheet.

Search Filter by Name or Social Security Number
The Search/Filter function can be used to access the time sheet records of a particular employee, either by name or social security number. To speed access, the wildcard ‘%’ can be used in this field.

Go To
The Go To feature takes the user to the page that holds an employee’s time sheet records. The Go To feature works by name or social security number. To speed access, the wildcard ‘%’ can be used in this field.
Web Time Sheets-Navigation

Navigate to the *Time Entry - Batch Selection* Form

PTE Hourly Time Entry
N → Time Entry – Batch Selection

View the Time Entry - Batch Selection Form Features
1. Displays Employee Group and Period Drop Down Boxes
2. Batch Name
3. Status
4. Account (Batch Name)
5. Number of Employees in the Batch
6. Batch Status
7. Primary Timekeeper
8. User who Certified the Batch

Select the Pay Period
1. Select the *Employee Group* and *Period*
   - BHPCR and 24-JUL-2011 – 06-AUG-2011
## Web Time Sheets-Navigation

2. Click the Go button to pull in the time sheets for the selected Employee Group and Pay Period.

### Batch Search

<table>
<thead>
<tr>
<th>Batch Name</th>
<th>Employees</th>
<th>Status</th>
<th>Primary Timekeeper</th>
<th>Certified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;220&gt; 03.02066.00000.000000.000000.000000.000000.N</td>
<td>26</td>
<td>Unprocessed</td>
<td>Bird, Karen</td>
<td></td>
</tr>
<tr>
<td>&lt;220&gt; 03.02067.00000.000000.000000.000000.000000.N</td>
<td>2</td>
<td>Unprocessed</td>
<td>Bird, Karen</td>
<td></td>
</tr>
<tr>
<td>&lt;220&gt; 03.02068.00000.000000.000000.000000.000000.N</td>
<td>1</td>
<td>Unprocessed</td>
<td>Bird, Karen</td>
<td></td>
</tr>
</tbody>
</table>

## Open a Time Sheet Batch

1. Find Batch - 425(B) 03.02066.00000.000000.000000.000000.N

### Batch Search

<table>
<thead>
<tr>
<th>Batch Name</th>
<th>Employees</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>425(B) 03.02066.00000.000000.000000.000000.N</td>
<td>26</td>
<td>Unprocessed</td>
</tr>
<tr>
<td>425(B) 03.02067.00000.000000.000000.000000.N</td>
<td>2</td>
<td>Unprocessed</td>
</tr>
</tbody>
</table>
Web Time Sheets-Navigation

Find and Review the Time Record Information

Navigate Between Pages
1. Find the Page Links (can be found in the upper or lower right hand corner of the time sheet)
2. Click on the NEXT or PREVIOUS to move between the pages

Navigate to the Control Totals Form
1. Click on the Control Totals button (can be found in the upper or lower right hand corner of the time sheet)
Web Time Sheets-Navigation

2. Review the Total Lines and Total Hours on the Control Totals form

![Control Totals Image]

3. Click the Time Entry button (can be found in the upper or lower right hand corner of the time sheet) to return to the time sheet

![Time Entry Button Image]

Navigate to the Add Person Form

1. Click the Add Record button to add an employee to the timesheet (can be found in the lower left hand corner of the time sheet)

![Add Record Button Image]

2. Review the Add Record line which is added as the first line of the timesheet page (the account number defaults from on the Batch Name)

![Add Record Form Image]
Web Time Sheets-Navigation

Filter to find Sydney M Hef04’s Time Records
1. Click Search for Person (can be found in the lower left hand corner of the time sheet)

  ➔ Search for Person

2. Enter last name in the Search/Filter Name/SSN field
   • Hef04
3. Click the Filter button

To remove the Search/Filter screen, click ➔ Hide and it will revert back to:

  ➔ Search for Person

To return to the Batch, remove the name and click on the Filter button again, it will re-display the batch with all employees listed.

Filter to Find All Names That Begin with ‘hi’
1. Click Search for Person (can be found in the lower left hand corner of the time sheet)

  ➔ Search for Person

2. Enter letters and Wildcards in the Search/Filter Name/SSN field
   • hi%
3. Click the Filter button

To remove the Search/Filter screen, click ➔ Hide and it will revert back to:

  ➔ Search for Person

To return to the Batch, remove the name and click on the Filter button again, it will re-display the batch with all employees listed.

Go To a Specific Person’s Records
1. Enter a name or social security number in the Search/Filter Name/SSN field
   • Hef05
Web Time Sheets-Navigation

2. Click the Go To button

Review the Mid-Pay Period Pay Rate Change Flag

NOTE: The function which showed the hourly rate to record hours for the appropriate days is no longer available. You will need to track the hours relating to each hourly rate manually.

Example of PTE screen that is no longer available

Return to the Time Entry - Batch Selection form

1. Click the Batch Selection button to return to the Time Entry - Batch Selection form (can be found in the upper or lower right hand corner of the time sheet)

   - Click Home to return to the PRISM Home Page