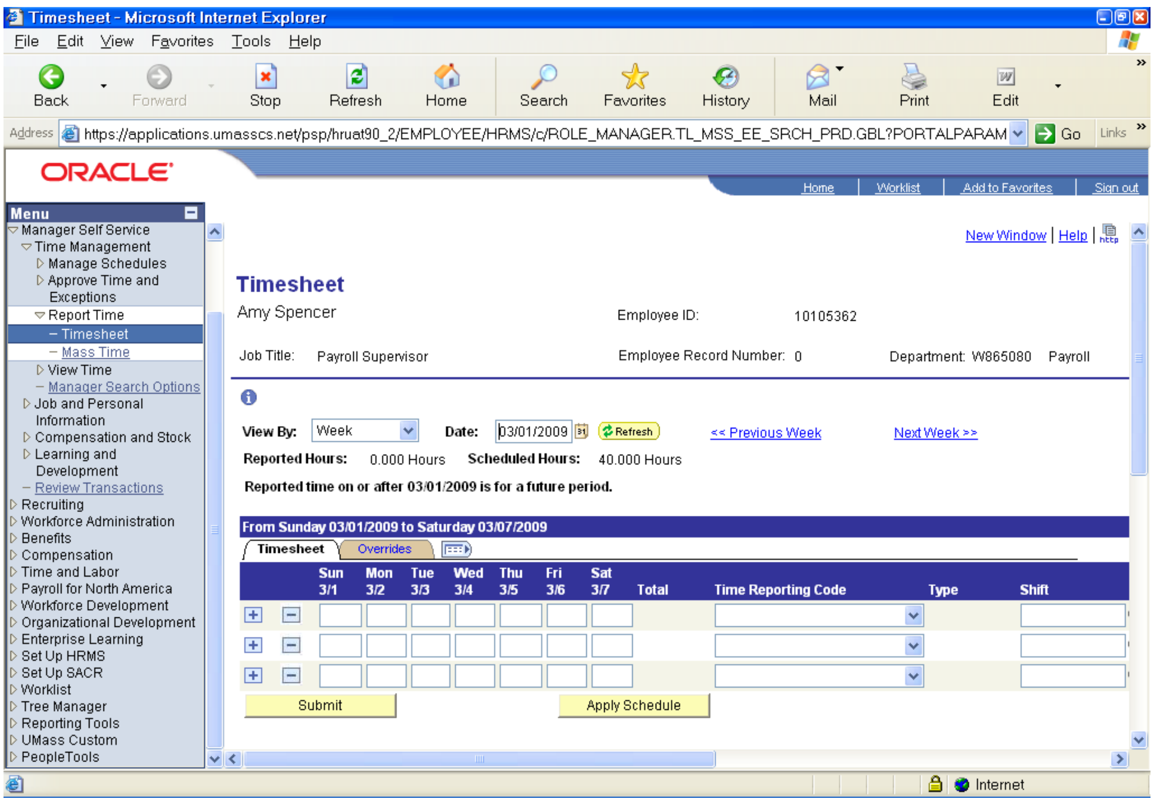
Understanding the Time Collection Process

This topic describes the Time Collection Process.

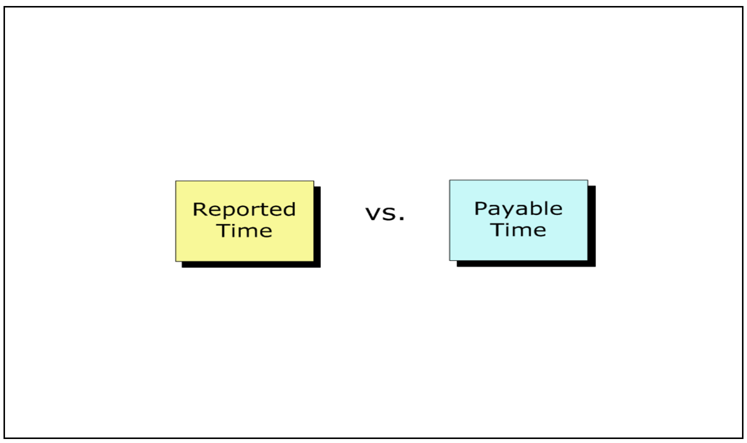
Procedure

Step	Action
1.	Timekeepers use the **Timesheet** page, available in Manager Self Service (MSS) for reporting time. To access the Timesheet page, click on the NavBar, then click "Manager Self Service," then the "Time Management Folder," then the "Report Time Folder" and then the "Timesheet."



Step	Action
2.	Time entry is done by the time keeper on to the timesheet. This is called "reported time". Reported time has not had any rules applied to it yet. **NOTE: Holiday time will be done by the system through a rule. The only holiday input needed will be if someone works the holiday or if you need to use accrued time to offset a prorated holiday. You will no longer see HOL in reported time. See holiday example handout for holiday input.**

Step	Action
3.	Reported time is going to be changed to payable time by a process that is run by the system. That process is called Time Administration. Time administration is when different rules get applied to reported time such as premium overtime, holidays, etc. Payable time, not reported time, is eligible to go to Payroll.
4.	Payable time may only be modified by changing the reported time. Once the process of Time Administration runs again, then payable time will update.
5.	Exceptions (errors) will need to be reviewed and corrected before any reported time in an error status can become payable time.



6.	Congratulations! You have successfully viewed the Understanding the Time Collection Process topic. **End of Procedure.**