Overriding a Combo Code (Speed Type)

This topic describes the procedure for overriding a combo code (speed type).

NOTE: You must have authorization prior to charging hours to another department's combo code.
Some time recording codes have changed, review description when choosing a code.

Procedure

Consider this scenario:

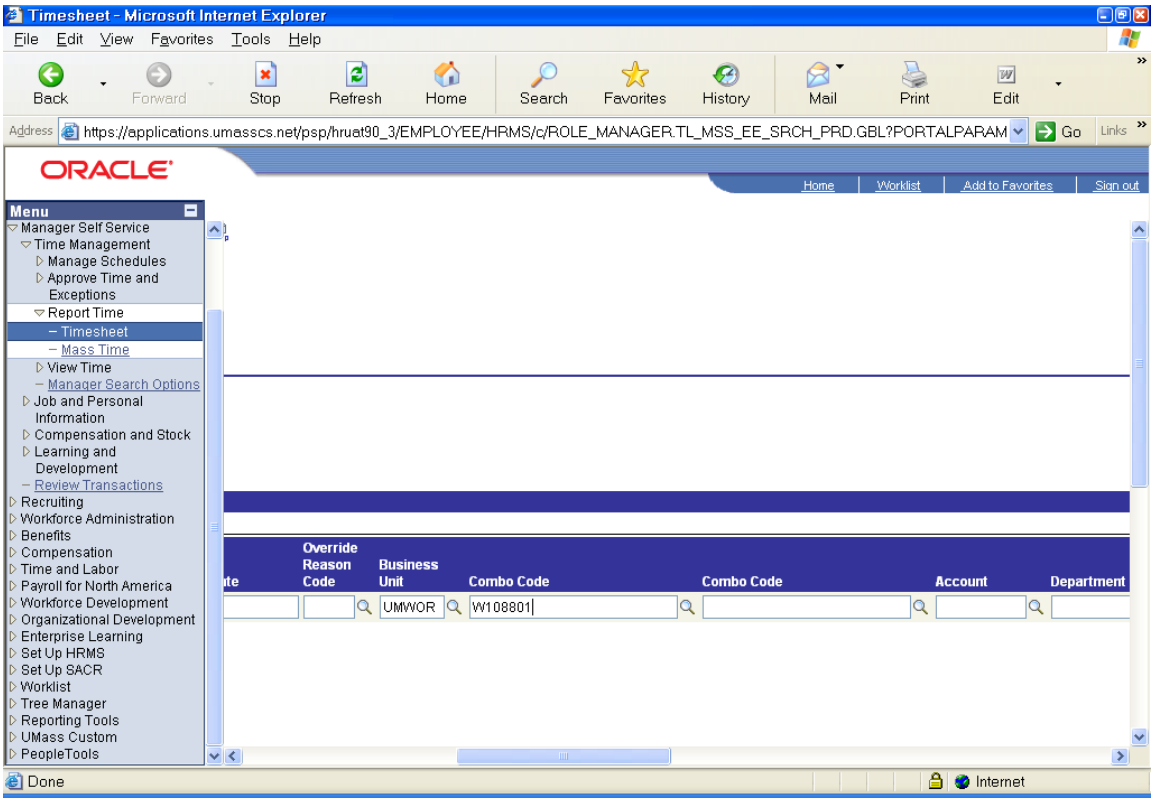
You will override a combo code (speed type) and report time to a different combo code from what the employee is currently paid from.

Key Information:

Employee Id #

Click link to review procedure for navigating to employee timesheet. **(Hyperlink)**

Step	Action
1.	Hit the "Apply Schedule" button and that will show the time reporting code that is used for reporting time.
2.	Click on the **tab** labeled **"Overrides"**
3.	Scroll to the right and for **Combo Code**: enter the combo code that the hours should be charged to Example: **W108801** **NOTE: You must have authorization prior to charging hours to another department's combo code**


Timesheet - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit
Address https://applications.umasscs.net/psp/hruat90_3/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM
Go Links
ORACLE
Home Worklist Add to Favorites Sign out
Menu
Manager Self Service
Time Management
Manage Schedules
Approve Time and Exceptions
Report Time
Timesheet
Mass Time
View Time
Manager Search Options
Job and Personal Information
Compensation and Stock
Learning and Development
Review Transactions
Recruiting
Workforce Administration
Benefits
Compensation
Time and Labor
Payroll for North America
Workforce Development
Organizational Development
Enterprise Learning
Set Up HRMS
Set Up SACR
Worklist
Tree Manager
Reporting Tools
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PeopleTools
Override Reason Code
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W108801
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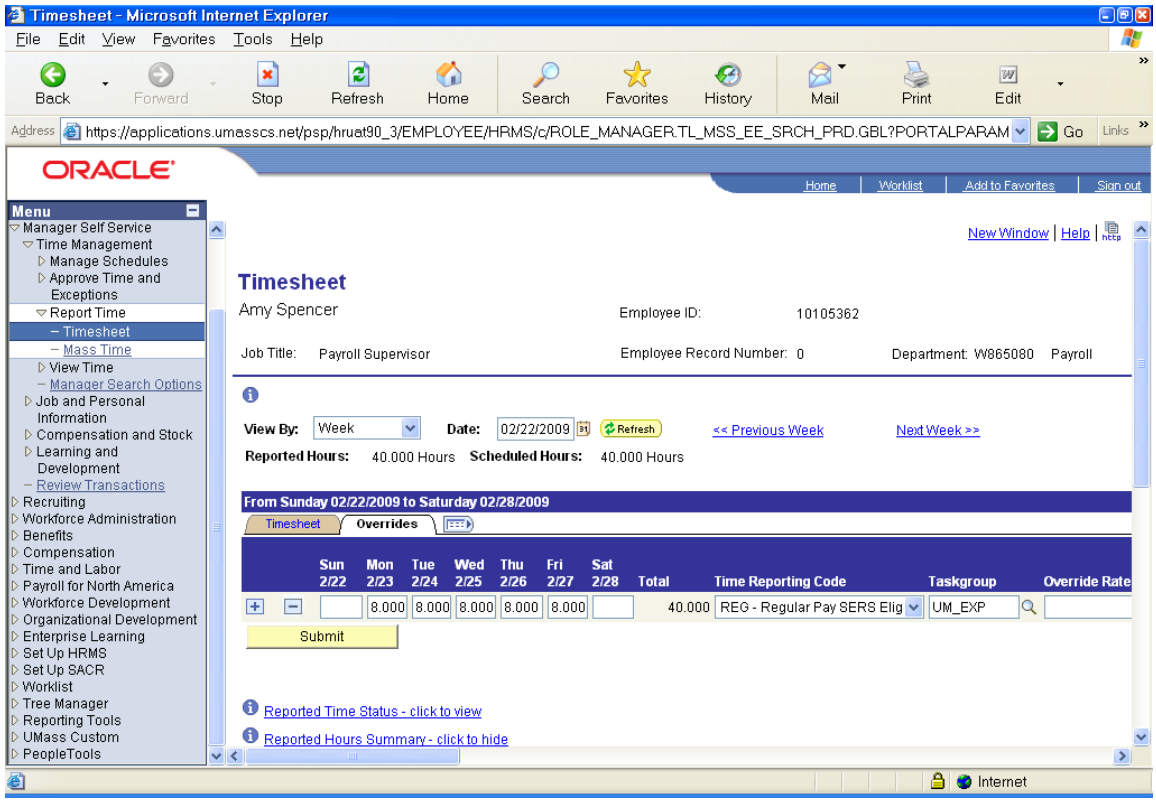
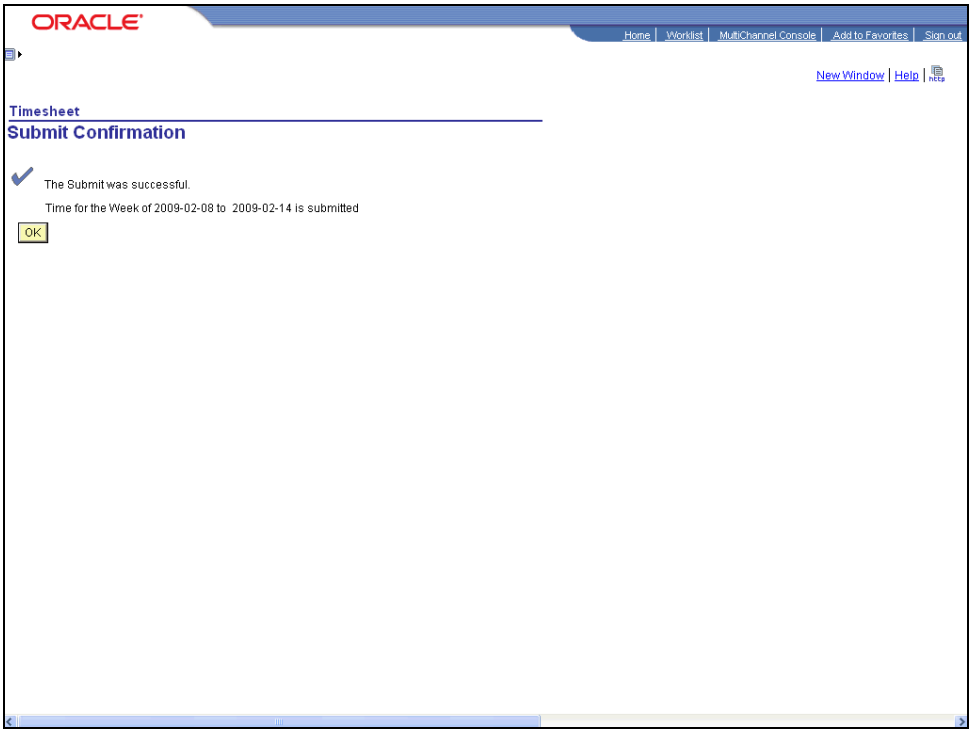
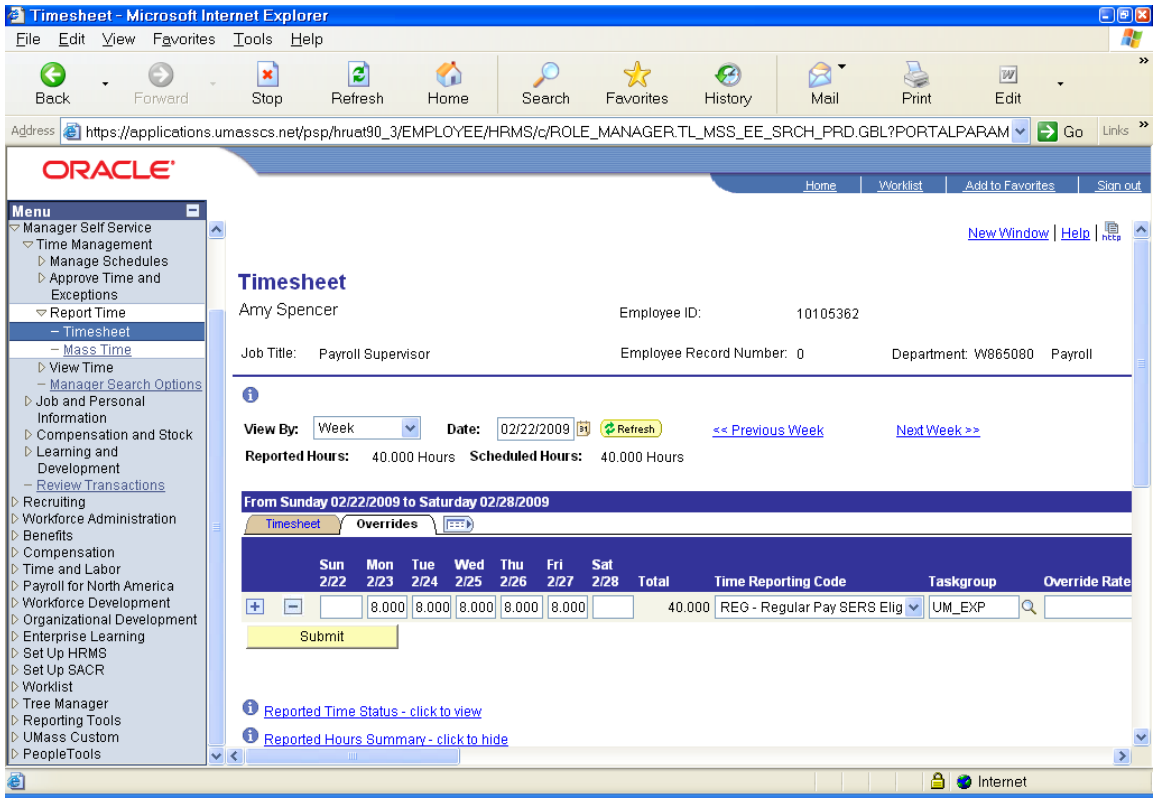


Step	Action
4.	Scroll back to the left side of the page and Click the **Submit** button. Submit



Step	Action
5.	Click the **OK** button. OK



Step	Action
6.	You are returned to the **Timesheet** page, where the recorded time is displayed in the **Reported Hours Summary** section.
7.	To update a combo code for a different week, click the links at the top of the page. To update a combo code for another employee, click the "return to select employee" link at the bottom of the page. If you brought up time sheet by a group, you can select next employee.
8.	Congratulations! You have successfully done an override on a combo code. **End of Procedure.**