

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
- UMass Custom
- PeopleTools

Rate	Override Reason Code	Business Unit	Combo Code	Combo Code	Account	Department
		UMWOR	W108801			

Done Internet

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
 - UMass Custom
 - PeopleTools

Timesheet

Amy Spencer Employee ID: 10105362

Job Title: Payroll Supervisor Employee Record Number: 0 Department: W865080 Payroll

View By: Week Date: 02/22/2009 Refresh << Previous Week Next Week >>

Reported Hours: 40.000 Hours Scheduled Hours: 40.000 Hours

From Sunday 02/22/2009 to Saturday 02/28/2009

Timesheet Overrides

	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	Time Reporting Code	Taskgroup	Override Rate
		8.000	8.000	8.000	8.000	8.000		40.000	REG - Regular Pay SERS Elig	UM_EXP	

Submit



Reported Time Status - click to view

Reported Hours Summary - click to hide

Step	Action
4.	<p>Scroll back to the left side of the page and</p> <p>Click the Submit button.</p> <p>Submit</p>


ORACLE

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)


 [New Window](#) | [Help](#) | 


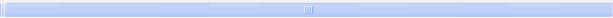

Timesheet


Submit Confirmation

 The Submit was successful.

Time for the Week of 2009-02-08 to 2009-02-14 is submitted



Step	Action
5.	<div>Click the OK button.</div> <div></div>

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
- UMass Custom
- PeopleTools

Timesheet

Amy Spencer Employee ID: 10105362

Job Title: Payroll Supervisor Employee Record Number: 0 Department: W865080 Payroll

View By: Week Date: 02/22/2009 Refresh << Previous Week Next Week >>

Reported Hours: 40.000 Hours Scheduled Hours: 40.000 Hours

From Sunday 02/22/2009 to Saturday 02/28/2009

Timesheet Overrides

	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	Time Reporting Code	Taskgroup	Override Rate
		8.000	8.000	8.000	8.000	8.000		40.000	REG - Regular Pay SERS Elig	UM_EXP	

Submit

Reported Time Status - click to view

Reported Hours Summary - click to hide

Step	Action
6.	You are returned to the Timesheet page, where the recorded time is displayed in the Reported Hours Summary section.
7.	<p>To update a combo code for a different week, click the links at the top of the page.</p> <p>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.</p>
8.	<p>Congratulations! You have successfully done an override on a combo code.</p> <p>End of Procedure.</p>