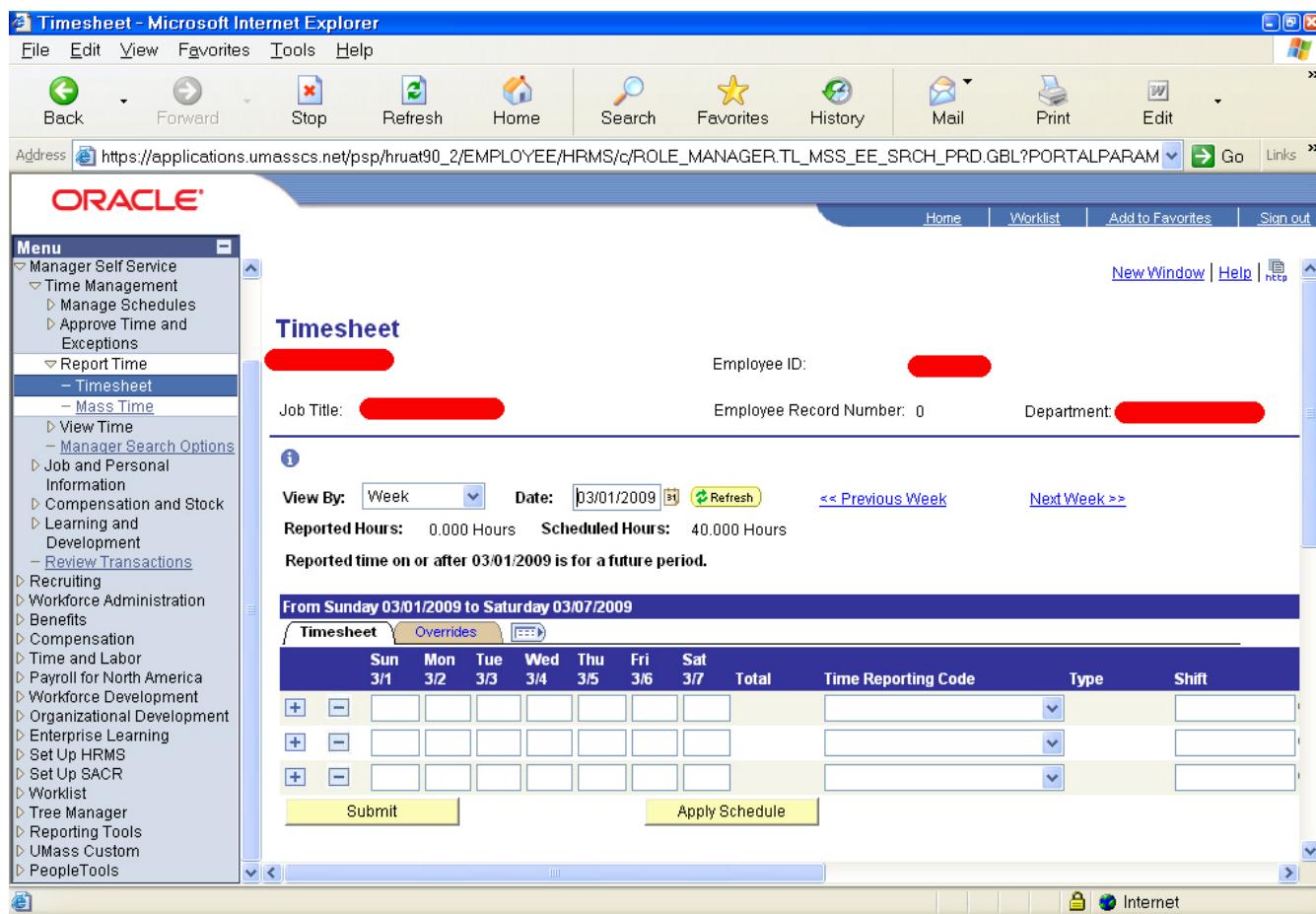


Understanding the Time Collection Process

This topic describes the Time Collection Process.

Step	Action
1.	<p>Timekeepers use the Timesheet page, available in Manager Self Service (MSS) for reporting time.</p> <p>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."</p>



The screenshot shows the Oracle Timesheet page in Microsoft Internet Explorer. The page title is "Timesheet - Microsoft Internet Explorer". The address bar shows the URL: https://applications.umasscs.net/psp/hruat90_2/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM. The page header includes the Oracle logo and links for Home, Worklist, Add to Favorites, and Sign out. The main menu on the left is expanded to show "Manager Self Service" and "Report Time". The "Report Time" section is selected, and "Timesheet" is highlighted. The main content area is titled "Timesheet" and shows the following information:

- Employee ID: [REDACTED]
- Job Title: [REDACTED]
- Employee Record Number: 0
- Department: [REDACTED]
- View By: Week
- Date: 03/01/2009
- Refresh
- << Previous Week
- Next Week >>
- Reported Hours: 0.000 Hours
- Scheduled Hours: 40.000 Hours
- Reported time on or after 03/01/2009 is for a future period.

The main data entry area is a grid for the week of March 1-7, 2009. The grid has columns for Day (Sun-Sat), Date (3/1-3/7), Total, Time Reporting Code, Type, and Shift. Each day has a row with a "Submit" button and an "Apply Schedule" button at the bottom.

Step	Action
2.	<p>Time entry is done by the time keeper on to the timesheet. This is called “reported time”.</p> <p>Reported time has not had any rules applied to it yet.</p> <p>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.</p>
3.	<p>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.</p> <p>Payable time, not reported time, is eligible to go to Payroll.</p>
4.	<p>Payable time may only be modified by changing the reported time. Once the process of Time Administration runs again, then payable time will update.</p>
5.	<p>Exceptions (errors) will need to be reviewed and corrected before any reported time in an error status can become payable time.</p>



Step	Action
6.	<p>Congratulations! You have successfully viewed the Understanding the Time Collection Process topic.</p> <p>End of Procedure.</p>