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Overview Of The System

The Payroll Time and Attendance Web system (PTAWeb) is an on-line, web-based time reporting system. In this system, all employees are positive time reporters. This means that virtually all employees are required to enter their work and leave times every day of the pay period in order to be paid. Employees may enter their work and leave times each day, or they may do so at the end of each week. Waiting until the following week to make entries for the preceding week makes reporting more time consuming.

The system also allows employees to create a default work schedule. This default work schedule is a one-day schedule that shows the start and stop times that the employee normally works. For all other days employees must manually enter their Start/Stop times and/or leave. See [Edit Default Schedule](#), below, for instructions on how to set-up your default schedule.

Each employee has an Employee Profile, which can be accessed by the employee through the *Employee Menu*. Among other things, this profile determines how each employee will be compensated for overtime, if applicable, whether or not Start/Stop times are required, and if a default schedule may be used. See [Employee Profile](#) below for more information.

Employees normally have until midnight on the Monday following the end of each pay period to make all their entries for that pay period. After that time, the pay period is "closed" to any entries. Supervisors, who must approve each of their employee's entries, will have until 12:00 P.M. on Tuesday to make their approvals. Pay periods always end on the Saturday following payday.

With the exception of unclassified administrators, attorneys with a 100% budgeted FTE, and bureau directors who are **not** required to enter Start/Stop times, all employees may set up a default schedule. This default schedule is only for one day so if you typically work the same hours each day, you may use the default schedule instead of manually entering your daily Start/Stop times.

Therefore, you could complete your PTAWeb activity for each week in just a few clicks of the mouse. You may choose to enter your default schedule on a daily basis, or wait until the end of the week and enter it for each day you worked your regular schedule. If you varied your hours at all, either by working different hours or by using any paid leave time, you can not use the default schedule for that day. See "Enter/Edit Work Times", below.

As long as you have access to the Internet, you have access to the PTAWeb system. Simply log on to the web site using the link provided by your agency.

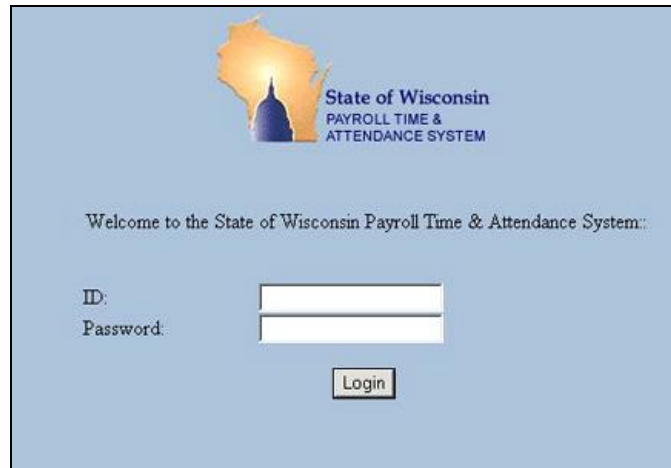
Important:

Do not use your browser's Back button when navigating through PTAWeb. You will be taken out of the application.

Login Process

DOA will provide PTAWeb users with a unique login ID. Your password will initially be the same as your agency network password. To log in to PTAWeb:

1. Access the website <https://ptaweb.state.wi.us>.



The screenshot shows the login page for the State of Wisconsin Payroll Time & Attendance System. At the top, there is a logo featuring a map of Wisconsin with a sun rising over the state capitol dome. To the right of the logo, the text reads "State of Wisconsin PAYROLL TIME & ATTENDANCE SYSTEM". Below the logo, the text says "Welcome to the State of Wisconsin Payroll Time & Attendance System:". Underneath, there are two input fields: one labeled "ID:" and one labeled "Password:". Below the password field is a button labeled "Login".

Figure 1

2. On the page that appears (Figure 1), enter your **ID** and **Password**.
3. Click the **Login** button.

If you are logging in to PTAWeb for the first time, the following screen will appear.



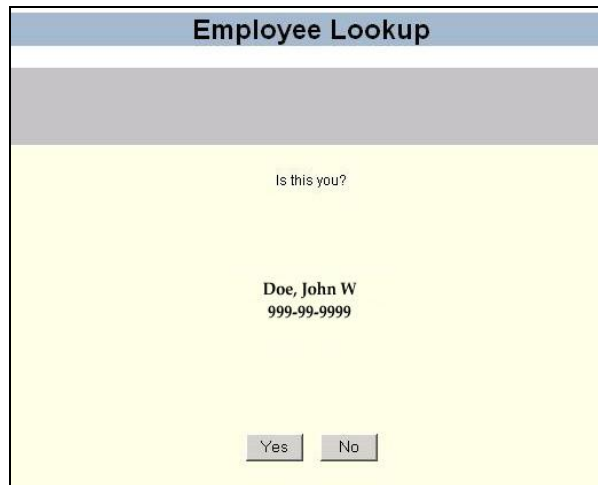
The screenshot shows the "Employee Lookup" screen. At the top, there is a blue header with the text "Employee Lookup". Below the header, the text says "Please enter your SSN:". Underneath, there are three input boxes for the SSN. Below that, the text says "Please re-enter your SSN:". Underneath, there are three more input boxes for the SSN. At the bottom, there is a button labeled "OK".

Figure 2

4. Enter your social security number twice. This is the **only** time you will be required to enter your social security number to access PTAWeb.

Both entries of your social security number must match, if they do not you will receive the error message "**The SSN's entered do not match. Please re-enter.**" Click the **OK** button and re-enter the social security numbers.

When the numbers are entered correctly, the following screen will appear with a name and social security number and the prompt, "Is this you?"



Employee Lookup

Is this you?

Doe, John W
999.99.9999

Yes No

Figure 3

5. If the information is correct, click the **Yes** button. You will be logged into PTAWeb. If the information is incorrect, click **No** and you will be taken back to the screen to re-enter your social security number. (See examples below).

Once you have successfully matched your name and social security number, anytime you login to PTAWeb in the future, you will only need to enter your ID and Password to access the system.

Unless you are a supervisor, you will be taken to the **Enter/Edit Work Times** screen (Figure 4).

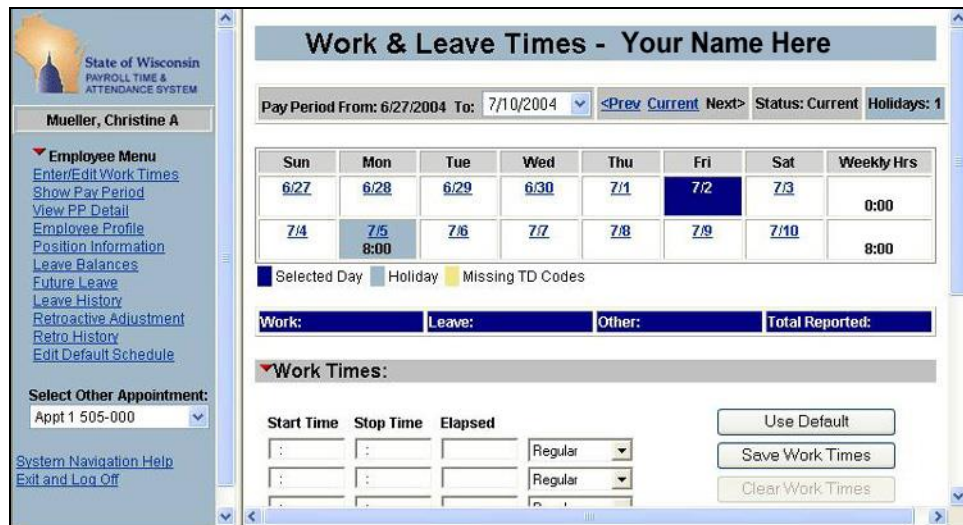


Figure 4

Your name will appear at the top. On the left side of the page will be the **Employee Menu** listing all the screens to which you have access. Note that you will only see the screens you have access to under your ID.

Employee Menu

- [Enter/Edit Work Times \(Work and Leave Times\)](#)
- [Show Pay Period](#)
- [View PP Detail](#)
- [Employee Profile](#)
- [Position Information](#)
- [Leave Balances](#)
- [Future Leave](#)
- [Leave History](#)
- [Retroactive Adjustment](#)
- [Retro History](#)
- [Edit Default Schedule](#)
- [Legal Holiday Processing](#)
- [Time Distribution](#)

Each of the screens is described below. Click on the hyperlink to go to a description of the each screen.

Enter/Edit Work Times

When you log in, you will automatically be taken to the current pay period (Figure 5).

Work & Leave Times - Your Name Here

Pay Period From: 6/27/2004 To: 7/10/2004 <Prev Current Next> Status: Current Holidays: 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Hrs
6/27	6/28	6/29	6/30	7/1	7/2	7/3	0:00
7/4	7/5 8:00	7/6	7/7	7/8	7/9	7/10	8:00

Selected Day
 Holiday
 Missing TD Codes

Work:
Leave:
Other:
Total Reported:

Work Times:

Start Time	Stop Time	Elapsed	
: :	: :		Regular
: :	: :		Regular
: :	: :		Regular
: :	: :		Regular
: :	: :		Regular
: :	: :		Regular

Leave Times:

Leave Type:	01 - Sick - Employee Illness	▼	
Hours (hh:mm):		Save	Delete
Fam/Med	Leave Type	Hours	Delete

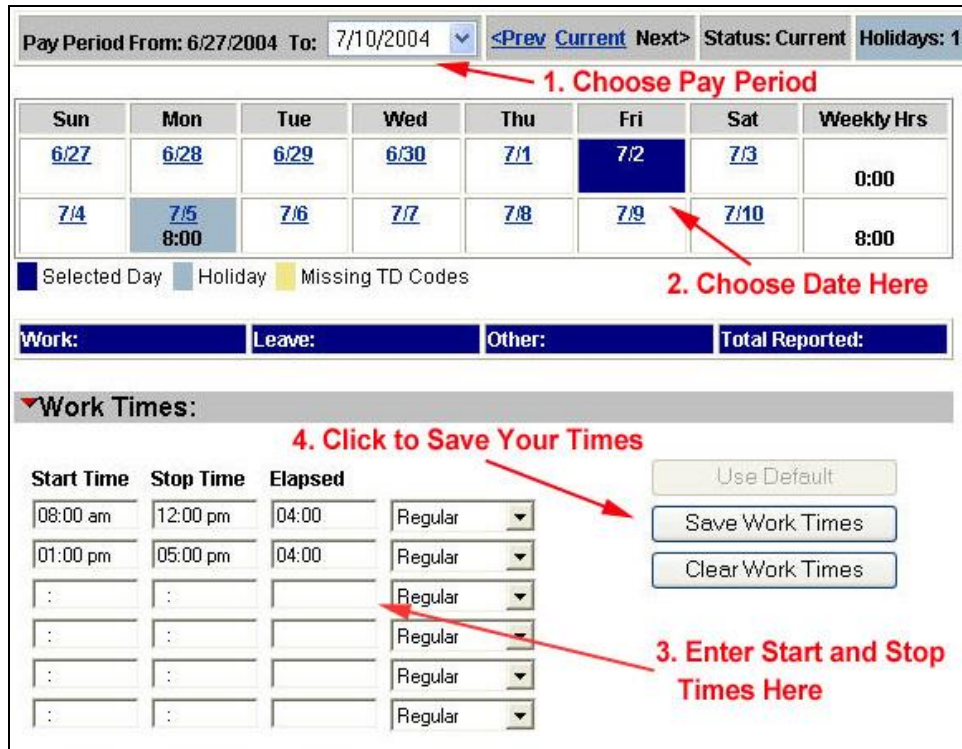
Figure 5

The top portion of the screen lists the current pay period and a two-week calendar with each day in the pay period. You may navigate through previous pay periods by selecting a pay period from a drop-down list or using the **Prev**, **Current**, and **Next** buttons on the pay period header bar. The pay period header bar also indicates whether the status of the pay period you are viewing is **Current** or **Previous**.

If there are any legal holidays in the pay period, the day(s) will have a light blue shading in the box (see Figure 5-Mon 7/5). See [Legal Holiday Processing](#), below, for more information.

You must make an entry for each day you are to be paid for.

Note: Unclassified administrators and bureau directors do not have to enter work times for each day. This is also true for attorneys who have a 100% budgeted FTE. Part time attorneys must be set up to enter work time. The system will automatically set up all part time employees to be required to enter work time and they cannot be set up to be paid by default.



Pay Period From: 6/27/2004 To: 7/10/2004 <Prev Current Next> Status: Current Holidays: 1

1. Choose Pay Period

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Hrs
6/27	6/28	6/29	6/30	7/1	7/2	7/3	0:00
7/4	7/5 8:00	7/6	7/7	7/8	7/9	7/10	8:00

Selected Day Holiday Missing TD Codes

2. Choose Date Here

Work: Leave: Other: Total Reported:

Work Times:

4. Click to Save Your Times

Start Time	Stop Time	Elapsed	
08:00 am	12:00 pm	04:00	Regular
01:00 pm	05:00 pm	04:00	Regular
:	:		Regular
:	:		Regular
:	:		Regular
:	:		Regular

Use Default
Save Work Times
Clear Work Times

3. Enter Start and Stop Times Here

Figure 6

Work Time

To enter your Work Time for the day:

1. Select the Pay Period for which you wish to enter times, if it is not already selected.
2. Click the day of the week for which you wish to make an entry. The system will highlight that day in dark blue. The system will **not** allow you to enter Start/Stop times in advance. Therefore, it will not accept Start/Stop times for a day until that day occurs. However, you may enter anticipated leave for any day(s) in the pay period as long as it has been approved by your supervisor.

3. Enter Start/Stop times under the **Work Times** heading. Enter the time you begin work in the first **Start Time** box.

Enter Start/stop times in clock time – **not military time**. To enter a time, type in the hours and minutes plus ‘a’ for A.M. or ‘p’ for P.M., In the example shown in Figure 6, you would type 0800a. (No punctuation is necessary.)

4. Next, enter the first **Stop Time** in the same manner. If, for example, you went to lunch at noon, you would type in 1200p as shown in Figure 6. The total number of hours and minutes between the Start/Stop times will be shown in the **Elapsed** box.

5. If there are more Start/Stops to enter for the day, enter them in the next set of boxes.

Note that the system will default to **Regular** hours. (See the drop-down box to the right of the Elapsed column.

You cannot save a start time without a corresponding stop time. Up to six sets of Start/Stop times may be entered for each day. As entries are made, they are automatically edited for validity.

When you finish entering your Start/Stop times for the day, click **Save Work Times** to save your times to the database. If you made a mistake, click **Clear Work Times**, re-enter the correct work times, and then click **Save Work Times**.

Important:

You must click *Save Work Times* after entering or changing your entries to save your time. If you do not, you will receive the following message: ***"Changes exist that have not been saved"***. Click ***Cancel*** to stay on the page and save your times. If you click ***OK***, you can navigate away from the page, but ***your changes will not be saved***.

NOTE:

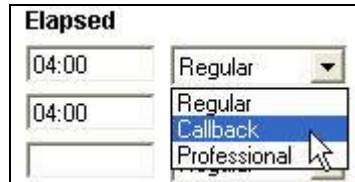
Rather than entering each Start/Stop time, you may be able to create and use a daily default schedule. See [Enter Default Schedule](#) for more information.

The system totals the **Paid Work Time** and **Paid Leave Time** entered for each day and displays the times in that day’s box on the calendar, in the **Weekly Hrs** column, and on the blue bar below the calendar.

Blue totals bar:

- **Work:** - total hours worked for the week
- **Leave:** - total leave time reported that week
- **Other:** - unpaid leave or work time
- **Total Reported:** - total of all time reported for the week including, *Work, Leave, and Other*.

TYPES OF HOURS



The screenshot shows a form titled "Elapsed" with two input fields, both containing "04:00". To the right of the second input field is a dropdown menu currently set to "Regular". The dropdown menu is open, showing three options: "Regular", "Callback", and "Professional". A mouse cursor is pointing at the "Callback" option.

Figure 7

Regular Hours

As mentioned above, most of the hours that are entered into the system will be **Regular** hours. These represent the hours you worked as part of your normal work schedule, in addition to any overtime hours you have been directed to work. Regular is the default setting. Use the drop-down menu to choose *Callback* or *Professional* hours.

Callback Hours

In some cases, certain employees who are called back to work, or called in on their day off, are guaranteed a certain number of hours of pay, either two (2) or (4). If you are called in and eligible for callback pay, use the drop-down box following the elapsed times for each day (Figure 7) to select **Callback** when entering these Start/Stop times.

Professional Hours

Certain bargaining units allow for **Professional** time for FLSA exempt employees. *Professional* time is used to record additional time worked in excess of a professional employee's scheduled hours. Employees in bargaining units 07, 08, 09, 14, 15, 20, 21 have this language in their contracts. Professional time is not paid, nor is it accumulated on the database. It is simply a way of documenting that extra hours were worked and approved by the supervisor.

USING A DEFAULT SCHEDULE

If you normally work a regular schedule, you should be able to set up a default work schedule. This will allow you to easily enter hours for the days and weeks you work your regularly scheduled hours. In order to utilize the Default Schedule feature, you must first set up your own default schedule. See the [Edit Default Section](#) of this manual for instructions on setting up your default schedule.

Once your default schedule is set up, you can enter your default schedule for a single day, multiple days, or wait until the end of the week and enter it for the entire week. If you varied your hours at all, either by working different hours, or by using paid leave time, you cannot use the default schedule for that day.

Important:

The default option is only available in the current week and is not available for future days.

If you are in the second week of the pay period, the weekly default option will only create work times for the second week of the pay period and **not** the first week. When using the weekly default, be sure to use it by Saturday of the current week.

To enter your default schedule:

1. Click on the day of the week for which you want to enter your default schedule. If choose a day that is not during the current week, or is a day in the future, the *Use Default* button will be greyed out.
2. A pop-up window will appear with the following message:

"This option will normally fill only the selected day with the daily schedule. Do you want ALL the days since the beginning of the week filled with the daily schedule?"

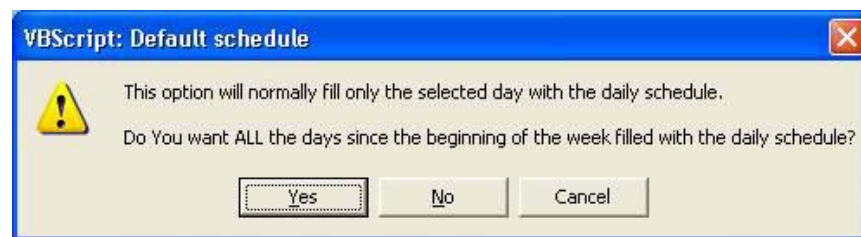


Figure 8

- If you want to enter your default schedule for **Monday until the selected day** click **Yes**. The system will save your default Start/Stop times on the day highlighted in the calendar and any preceding days of the week that do not have work or leave times already entered.
- If you want to enter your default schedule for **only the day selected**, click **No**.

If you want to enter your default schedule for **the entire week**, you **must wait until the last day you work that week**.

Pay Period From: 6/27/2004 To: 7/10/2004 <Prev Current Next> Status: Current Holidays: 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Hrs
6/27	6/28 10:00	6/29	6/30 8:00	7/1 8:00	7/2 8:00	7/3	34:00
7/4	7/5 8:00	7/6	7/7	7/8	7/9	7/10	8:00

Selected Day Holiday Missing TD Codes

Work: Leave: Other: Total Reported:

Only leave time may be entered in the future for the current pay period.

Work Times:

Start Time	Stop Time	Elapsed	
:	:		Regular
:	:		Regular
:	:		Regular

Use Default
Save Work Times
Clear Work Times

Figure 9

1. Select the last day of the week you worked. In the example shown in (Figure 9), Friday is selected.
2. Click **Use Default**.
3. In the message window that appears (Figure 8), click **Yes**.

The selected day and the prior days of the week will be populated with your default schedule.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Hrs
6/27	6/28 10:00	6/29	6/30 8:00	7/1 8:00	7/2 8:00	7/3	34:00
7/4	7/5 8:00	7/6 4:00	7/7 8:00	7/8 8:00	7/9 8:00	7/10	36:00

Figure 10

Note that the weekly option will never enter default Start/Stop times for a Saturday or Sunday. In addition, any times already entered will not be changed, such as the holiday on 7/5 and the four hours on 7/6 (Figure 10).

WORKING NON-STANDARD WORK WEEKS

If you fit the following profile:

- Employee Profile screen for **Overtime** default is set to **Comp Time Earned**.
- Employee Profile screen shows **No** for **Paid by Default**.
- You work a **non-standard work schedule**.

Employee Profile - Employee, Jane E			
<input type="button" value="Save Changes"/>			
First Name:	Jane	Middle Name:	E
Last Name:	Employee	Phone:	(608)261-6718
SSN:	777 - 74 - 7000	Check Digit:	1
Seniority Date:	01/03/95	Appt #:	2
Overtime:	Comp Time Earned	Appt Start Date (mm/dd/yy):	01/03/95
Supervisor:	Supervisor, John L	Chk Sort/Org:	7834
Paid By Default:	No	Unit Code:	
Work Times Required:	Yes	Term Date (mm/dd/yy):	
May use Def. Schedule:	Yes	Last Day (mm/dd/yy):	
May use TD Def. Schedule:	Yes		

Figure 11

You must enter Comp Time Used **each pay period** in order to be paid for the full 80 hours.

The reason for this is, in your **long week**, when you work **more than 40 hours**, the PTAWeb system will generate comp time earned for all hours entered over 40.

In your **short week**, when you report **less than 40 hours**, you will only be paid for the hours entered unless you make the entries described below.

Example:

If you work 44 hours the first week and 36 hours the second, the first week you will be paid for 40 hours and four hours will go to your comp time earned balance. The second week you will only be paid for 36 hours. If you do not make any changes, you will only be paid for a total of 76 hours and four hours will go to your comp time balance.

In your **long week**, you will be credited with comp time earned for any hours worked over 40. In the example shown in Figure 13, the employee worked 44 hours, which means that 4 hours were recorded as **Estimated Comp Time Hours Earned**.

In your **short week**, you will have to use that comp time earned to bring your total up to 40 hours. To do that:

1. Click any weekday in your short week schedule. You can use a blank day if you have one.
2. In the **Leave Times** section of the window, enter the comp time you earned during your long week. (Four hours in the example below.)

NOTE:

If you work more than 80 hours for the two weeks, you only have to enter enough hours in your short week to bring the total to 40 hours, the rest of the hours over 40 you worked during your long week will remain as *Estimated Comp Time Hours Earned*.

3. Select Leave code: **18 – Compensatory Time Used**.




Figure 12

4. Click **Save**. The four hours will be added to the time you worked bringing the total to be paid up to 40 hours (Figure 13).

5/2004 To: 8/7/2004		<Prev Current Next>		Status: Current		
Mon	Tue	Wed	Thu	Fri	Sat	Weekly Hrs
<u>7/26</u> 9:00	<u>7/27</u> 9:00	<u>7/28</u> 9:00	<u>7/29</u> 9:00	<u>7/30</u> 8:00	<u>7/31</u>	44:00
<u>8/2</u> 9:00	<u>8/3</u> 9:00	<u>8/4</u> 9:00	<u>8/5</u> 9:00	8/6 4:00	<u>8/7</u>	40:00
■ Holiday ■ Missing TD Codes						
Leave: 4:00			Other:		Total Reported: 4:00	

Figure 13

5. To verify your entries, select **View PP Detail** screen from the Employee Menu.
6. Scroll to **Pay Period Summary** at the bottom of the screen (Figure 14). The summary displays the **Total Hours Reported for Pay**, the **Estimated Comp Time Hours Earned** and the **Estimated Total Hours to Be Paid** for each week of the pay period and the total for the entire pay period.

Pay Period Summary			
	Week 1	Week 2	Total
Total Work Hours Reported for Pay	44:00	36:00	80:00
Total Paid Leave Hours Reported	0:00	4:00	4:00
Total Hours Reported for Pay	44:00	40:00	84:00
Estimated Comp Time Hours Earned	4:00	0:00	4:00
Estimated Total Hours To Be Paid	40:00	40:00	80:00
Total Standby Time	0:00	0:00	0:00
Total 'Other' Time	0:00	0:00	0:00

Figure 14

The total hours for each week should be 40 hours and the total for both weeks should be 80 hours.

NOTE:

If your overtime default is **Cash**, and you work a non-standard work schedule, you will not have to make any additional entries.

Leave Times

Enter Leave Time

Enter leave time and standby hours in the **Leave Times** section.

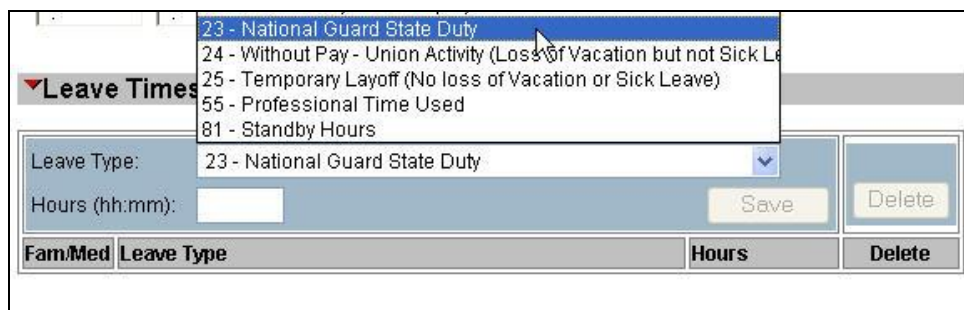


Figure 15

1. Choose a leave time by selecting a *Leave Type* from the drop-down menu in the **Leave Times** section.
2. Enter the number of hours and minutes of leave, i.e. 0200.
3. Click **Save** to save the leave in the database.
4. Enter any additional leave time, one Leave Type at a time. Repeat steps 1 – 3 for each type of leave time you wish to enter.

If you have already saved your leave time and need to make a change, click the checkbox under the **Delete** heading and then click on the **Delete** button to erase your entry (Figure 16).



Figure 16

If any of the leave you enter qualifies under the Family Medical Leave Act (FMLA), be sure to remind your supervisor to check the *FamMed* box when he/she approves your entries.

Any **paid** leave time that is entered for a day will be added to the Start/Stop times to show the total entered for the day. The system will also summarize the total leave hours entered for the day, and display it below the calendar. In addition, the paid leave will be added to the work hours to compute the *Weekly Hours* to be paid.

The system will edit your leave balances to make certain you are not overdrawing your leave. If you enter a leave type for more hours than you have in your current balance, you will get a message indicating that is the case. You must then re-enter your leave for that day. In addition to checking your balances as you enter them, the following leave edits are performed:

- The system will allow you to exceed your comp time balance by 8 hours under the assumption that you will be earning the comp time during the pay period.
- The system will not allow you to overdraw your sick leave, but will allow you to use up to 5 hours over your balance under the assumption that you will earn the sick leave during the current pay period. If this affects you, contact your payroll office.

CHANGE LEAVE TIME

To change the number of hours or the type of leave, delete the leave time and re-enter it with the correct information.

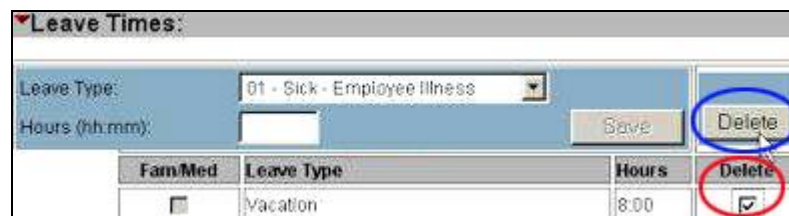


Figure 17

1. Go to the **Leave Times** area of the day in question (*Figure 17*).
2. Place a checkmark in the box in the column labeled **Delete** on the same line as the leave entry you wish to adjust (*Figure 17-Red Circle*).

The **Delete** button above the checkbox will become enabled (*Figure 17- Blue Circle*).

3. Use the **Delete** button to remove the leave time entry.
4. Enter the correct information.

Figure 17 shows an incorrect entry of 8 hours of vacation leave. The incorrect entry is ready to be deleted. The correct number of hours can then be entered.

Show Pay Period

The Show Pay Period screen (*Figure 18*) summarizes the work hours, leave hours, holiday work hours, callback hours, standby hours, and professional time that has been entered for each day of the pay period.

Pay Period Daily Hours - Your Name Here									
Pay Period From: 6/27/2004 To: 7/10/2004		<Prev		Current	Next>		Status: Current	Holidays: 1	
Day	Date	Work	Leave	Hol Work	Callback	Standby	Prof Time	Other	Diff
Sun	6/27								
Mon	6/28								
Tue	6/29								
Wed	6/30								
Thu	7/1								
Fri	7/2	8:00							
Sat	7/3								
Sun	7/4								
Mon	7/5		8:00						
Tue	7/6								

Figure 18

If the Diff box has an **'X'** in it, you may be compensated for night and/or weekend differential hours based on the Start/Stop times entered for the day. Each column is totaled for the week and for the pay period.

You may select other pay periods to review by using the drop-down menu to select a pay period or by using the **Prev**, **Current**, and **Next** buttons.

Below the totals are **Default Pay Values** (*Figure 19*), which indicate whether you will receive cash or comp time for any overtime to be paid. Those hours are summarized in the *Hours* area and can only be changed by your supervisor.

Default Pay Values:		
Overtime: Cash Pay	Work Times: Required	FLSA: Exempt
Hours:		
Reported: 16:00	Cash Pay (hh:mm): <input type="text"/>	<input type="checkbox"/> Supervisor Approved
Regular: 16:00	Comp Time (hh:mm): <input type="text"/>	<input type="button" value="Save Changes"/>
Other:		

Figure 19

At the very bottom of the screen, you can see the total number of paid hours entered. If the hours exceed 40 in a week, the excess hours will be shown in either the **Cash Pay** or **Comp Time** box.

The **Overtime** default setting in your Employee Profile will determine in which box the hours appear. Your supervisor is able to override what the system has calculated for cash or comp time.

View PP Detail

The **View PP Detail** screen is very similar to the *Show Pay Period* screen with the exception that this screen also shows the Start/Stop times that were entered for each day. You may look at either screen to get a summary of what has been entered for the pay period, but the Show Pay Period screen will show a bit more information.

Date	Transaction	Start Time	Stop Time	Total	Diff	Call	Prof	Standby	Other
Fri - 7/2/04		8:00 am	12:00 pm	4:00					
		1:00 pm	5:00 pm	4:00					
	Total for Friday			8:00					
Mon - 7/5/04	Legal Holiday			8:00					
	Total for Monday			8:00					
Pay Period Summary									
					Week 1	Week 2	Total		
	Total Work Hours Reported for Pay				8:00	0:00	8:00		
	Total Paid Leave Hours Reported				0:00	8:00	8:00		
	Total Hours Reported for Pay				8:00	8:00	16:00		
	Estimated Comp Time Hours Earned				0:00	0:00	0:00		
	Estimated Total Hours To Be Paid				8:00	8:00	16:00		
	Total Standby Time				0:00	0:00	0:00		
	Total 'Other' Time				0:00	0:00	0:00		

Figure 20

The *View PP Detail* screen does not retain the detail data for *Paid By Default* employees once the pay period has been processed. All days are set to 8 hours with the Transaction Description of *Default Times*. The total hours are retained on the *Show Pay Period* screen and the *Enter/Edit Work Times* screen retains the detailed entries.

Employee Profile

The profile shows information such as your name; social security number; check digit; appointment number; work phone; seniority date; appointment start date (appointments that began prior to September 1988 will have 09/11/88 for the appointment begin date); normal method of receiving overtime (cash or comp time); supervisor's name, whether or not you are paid by default, must enter work times, or use a default schedule; and, if terminated, the termination date.

Your supervisor can change the *Overtime* type and whether you are allowed to use a default schedule. **Only your payroll office is allowed to change any of the other data on the Employee Profile screen.**

The ***Pay By Default*** and ***Work Times Required*** boxes describe whether or not you will be paid by default. *Paid By Default* is used for certain employees for whom the system generates a default work schedule. This allows them to be paid even if they don't enter Start/Stop times for the pay period. However, with the exception of the first group listed below, all employees are considered to be positive time reporters and are required to enter all their Start/Stop times for record-keeping purposes.

- **Administrators** will see *Paid By Default: Yes*, and *Work Times Required: No*. These employees are not paid for working extra hours so they are only required to enter leave used each pay period. The system will send a standard set of Start/Stop times for these employees to ensure they are paid for 80 hours.
- All ***FLSA Non-Exempt***, and some *FLSA Exempt* employees (those who must be paid for all hours they are directed to work), will see *Paid By Default: No*, and *Work Times Required: Yes*. These employees will only be paid for the Start/Stop times they enter into the system, plus paid leave hours.
- ***FLSA Exempt*** employees will only be paid for 80 hours, but they must enter all their Start/Stop times for record-keeping purposes. These employees will see *Paid By Default: Yes*, *Work Times Required: Yes*. They will not be paid for any extra hours, but their actual hours will be recorded in the database.

Position Information

The Position Information screen shows some of the data that is maintained on the DOA Central Payroll system. None of the information on this screen is editable by employees.

Position Number:	001132	Appt. Start Date:	9/21/2003
Surplus Code:	A	DOA Termination Date:	
DOA Appt. Number:	1	Termination Type:	
Appointment Type:	01	FLSA Status:	E
FTE Budgeted:	100%	Probation Indicator:	-
Bargaining Unit:	07 - Fiscal & Staff Services	Worker Code:	2
Represented:	Yes	Agency / SecLvl:	505-000
Contractor:	No		
Time Distribution Usage:	Not a TD User		

Figure 21

Additional fields include Worker Code, Contractor Flag, and Time Distribution Usage. The Worker Code values are: 2= Worker, and 6= Supervisor. The Contractor Flag indicates whether the employee is a contractor or state employee. The Time Distribution Usage drop-down menu indicates whether an employee uses the time distribution option in PTAWeb.

Leave Balances

The **Leave Balances** screen (Figure 22) shows information similar to what is on your pay stub, including the balance for each type of leave at the beginning of the pay period.

Leave Type:	Sick		Vacation		Personal Holiday		Saturday Legal		Sabbatical		Comp Time	
	Hr	Min	Hr	Min	Hr	Min	Hr	Min	Hr	Min	Hr	Min
Carryover Prev Year:	502	26	9	00	0	00	0	00	60	00	0	00
Hours Lost Total:	0	00	0	00	0	00	0	00	0	00	0	00
Elig Curr Year:	0	00	160	00	36	00	8	00	0	00	0	00
Bal Beg Of P/P:	537	11	117	45	36	00	8	00	60	00	0	00
Earned Last P/P:	5	00	0	00	0	00	0	00	0	00	0	00
Earned Y-T-D:	65	00	0	00	0	00	24	00	0	00	0	00
Used Since 6/26/2004:	0	00	0	00	0	00	0	00	0	00	0	00
Used Y-T-D:	30	15	51	15	0	00	24	00	0	00	0	00
Leave Remaining:	537	11	117	45	36	00	8	00	60	00	0	00

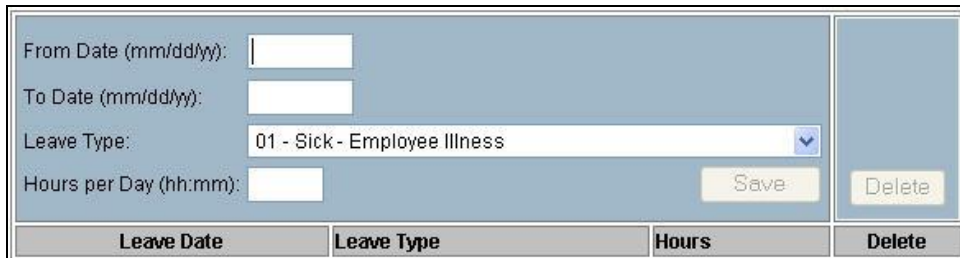
Figure 22

If you enter leave for the current pay period, it is reflected on the **Used Since mm/dd/yyyy** line. The **Leave Remaining** balance line shows the difference between the balance at the beginning of the pay period (**Bal Beg of P/P**) and the leave used in the current pay period (**Used Since mm/dd/yy**).

The system edits the leave as it is entered, and will not allow you to use more leave than you have in your balance. This includes sick leave. The one exception is for comp time, which you can use up to eight hours more than your current balance.

Future Leave

The **Future Leave** screen allows you to enter leave for future pay periods for things like a medical appointment, medical leave, or a planned vacation.



From Date (mm/dd/yy):	<input type="text"/>		
To Date (mm/dd/yy):	<input type="text"/>		
Leave Type:	01 - Sick - Employee Illness		
Hours per Day (hh:mm):	<input type="text"/>	Save	Delete
Leave Date	Leave Type	Hours	Delete

Figure 23

Edits entered on the **Future Leave Screen** are not immediately entered into the database. The system accepts what is entered and stores it in the database. When the pay period occurs that includes the date(s) of leave, a batch job moves the future leave to the current pay period and performs leave edits.

If there is not enough time in the Y-T-D balance when the batch job runs, an error will be generated to your payroll office and the leave will not be moved to the current pay period. You will then need to enter the leave in the current pay period using a leave type that has sufficient balance to cover the leave. If you are entering future leave both before and after a weekend, you must make separate entries. Keep in mind that you cannot use sick leave if you have no balance.

NOTE: Entering leave time in PTAWeb does not imply approval. You are still required to submit a leave request and have it approved by your supervisor using your agency's standard leave approval procedures.

To enter future leave time:

1. In the **From Date** window, enter the date the leave will begin.
2. If the leave is for two or more consecutive days, enter the date the leave will end in the **To Date** window.
3. Select the **Leave Type** from the drop-down menu.

4. In the **Hours per Day** window, enter the number of hours of leave per day. If the leave is to occur over multiple days, the system will show each day within the dates entered.
5. Click the **Save** button.

The system will display each day of future leave that was entered. The system will only allow you to enter five (5) consecutive days so that you do not inadvertently claim leave on a weekend. **If you are entering future leave both before and after a weekend, you must make two separate entries.**

On each line of future leave, there is a **Delete** box. If you later decide you are not going to use leave on a particular day, click the checkbox under the **Delete** heading for the day(s) you won't be using leave. Then click the **Delete** button and the system will delete that line(s).

Leave History

The leave history data will only go back to the time you begin on the PTAWeb system. Leave recorded in the past on TACS forms will not appear on the leave history screen.

Leave history status column will display:

- **Past** - Leave used in prior pay periods.
- **Current** - Leave used in the current pay period.
- **Future** - Leave entered on the Future Leave screen.
- **Adjust** - Any adjustment transactions with the word. A positive leave entry will appear for any leave taken.
- **Reversal** - Leave hours restored. A leave entry with a + sign will be entered for leave hours restored. (i.e. If you originally entered 8 hours **vacation** time and change it to 8 **personal holiday**, the Leave History would show **Reversal** in the *Status* column for the 8 vacation hours that would be restored to your vacation balance It would show 8+ in the *Hours* column. There would also be another entry with a status of **Adjust** and 8 in the hours column for the personal holiday which would be removed from your balance.

The screen also shows the day of the week the leave was used, the date, the type of leave, the number of hours used, and the date the leave was entered into the system.

Retroactive Adjustment

Employees may correct work or leave time in a closed pay period by entering a retroactive adjustment. You could enter a retroactive adjustment for hours worked in a period, but not accounted for before the payroll was processed.

Adjustments may be entered to change work time to leave time, leave time to work time, or change one leave type to another. In all cases, **a retroactive adjustment entry must completely replace the hours entered on the original date.** If 4 hours of work time was originally entered, and the correct information should be 4 hours of work time and 4 hours of vacation time, you must enter the 4 work hours and the 4 leave hours. This entry will not change the original entry; it will be recorded as a separate adjustment. **A supervisor must approve all retroactive adjustments.**

To make a retroactive adjustment:

1. Select **Retroactive Adjustment** from the *Employee Menu*. A screen will appear asking you to enter the date of the adjustment (the date you need to correct or change).

Note:

Retroactive Adjustments can only be made to *Prev* (closed) pay periods.

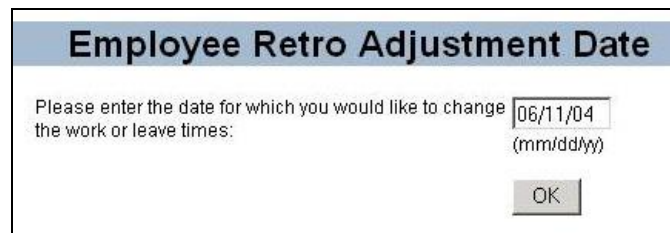
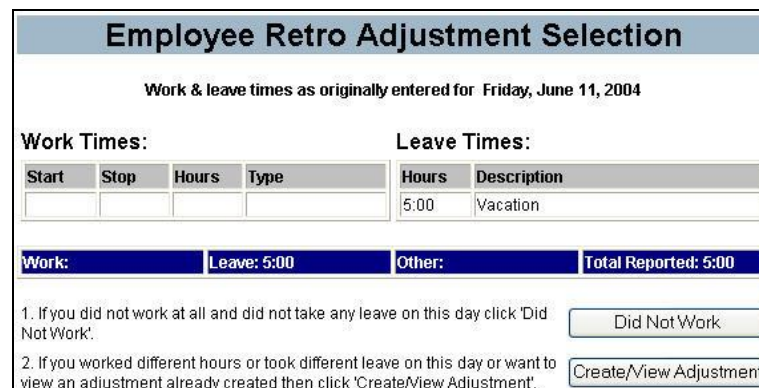


Figure 24

2. Enter the date (mm/dd/yy) and click **OK**.

A screen is displayed that shows the original entries for the date.



Work Times:				Leave Times:	
Start	Stop	Hours	Type	Hours	Description
				5:00	Vacation

Work:	Leave: 5:00	Other:	Total Reported: 5:00
--------------	--------------------	---------------	-----------------------------

1. If you did not work at all and did not take any leave on this day click 'Did Not Work'.

2. If you worked different hours or took different leave on this day or want to view an adjustment already created then click 'Create/View Adjustment'.

Figure 25

3. Choose type of adjustment:

- If you entered work time and did not work that day click **Did Not Work**. The time entries will be deleted and you will receive a message indicating the adjustment has been saved. You do not have to do anything else.
- If you had work or leave hours on that day that you did not enter, or needs to be changed, click on **Create/View Adjustment**.

The following page will appear.

Enter the work and leave times as they should have been entered for
Friday, May 14, 2004:

Work:	Leave:	Other:	Total Reported:
--------------	---------------	---------------	------------------------

This adjustment can be modified or deleted.

▼ Work Times:

Start Time	Stop Time	Elapsed	
: : :	: : :		Regular ▼
: : :	: : :		Regular ▼
: : :	: : :		Regular ▼
: : :	: : :		Regular ▼
: : :	: : :		Regular ▼
: : :	: : :		Regular ▼

▼ Leave Times:

Leave Type: 01 - Sick - Employee Illness ▼	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
Hours (hh:mm):		

Leave Type	Hours	Delete

Figure 26

4. If you do have **work** hours for the day, enter your actual stop and start times. Follow the same procedure as entering your daily work times.
5. When you complete the entry of your work times, click **Save Work Times**. Remember that you must enter all hours for the day, even if you previously entered some hours.

6. If you have **leave** hours for the day, follow the same procedures as entering leave during the current pay period. Scroll down to the leave entry area. From the drop-down menu, select the leave type. Enter the number of leave hours for the day. As with all retroactive adjustments, you must make the entries for the entire day, not just the hours that are being changed.
7. When your entry is completed click **Save**.

Retroactive adjustments are sent to Central Payroll for processing at the end of each pay period. **Any adjustments that effect salary will be reflected on the paycheck for the pay period in which the adjustment was processed.**

For example, if an adjustment is entered on March 1st for hours that were worked on February 19th (a date in the previous pay period) (*Figure 27*), the adjustment will be reflected on the paycheck the employee receives on March 18, for the period which ended on March 6th. In this case, an additional 4 hours of leave time would be paid on March 18th.

FEB	Su	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	7	4A
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	5B
	22	23	24	25	26	27	28	
	29							
MAR	Su	M	T	W	Th	F	Sa	
		1	2	3	4	5	6	6A
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	7B
	21	22	23	24	25	26	27	

Date on which entry error occurred. Only 4 work hours entered.

Date retroactive adjustment is entered. An adjustment is created for 4 work hours and 4 leave hours.

Date retroactive adjustment appears on the paycheck. The 4 leave hours not previously entered are paid.

Figure 27

Retro History

When you enter an adjustment, it will then appear on your **Retro History**. To view your adjustments, select **Retro History** from the *Employee Menu*. A listing of all retroactive adjustments that have been entered on your record will be displayed.

Retro Date	Status	Approval	Work	Leave	Recorded
5/14/2004	Entered	Not Approved	0:00	0:00	7/7/2004 2:09:41 PM

Figure 28

- **Retro Date** - the date for which the adjustment was entered.
- **Status** - indicates where the adjustment is in the process.
 - When you enter a new adjustment the status will be **Entered**,
 - When you payroll section processes the adjustment to prepare it to be sent to DOA Central Payroll, the status will be updated to **Processed**.
 - On the Monday night following the end of the pay period, all approved and processed adjustments are sent to DOA Central Payroll for processing. Once the adjustments have been sent to DOA Central payroll, the final status will be **Sent**.
- **Approval** - indicates whether your supervisor has approved, or disapproved, the adjustment.
- **Work / Leave** - These columns summarize the transaction indicating how many work or leave hours were entered.
- **Recorded** - contains the date and time stamp of each change. The final date and time stamp will be the date the adjustment is sent for processing.

Edit Default Schedule

If you work the same hours on most days, you can create a default schedule to simplify entering your work times for each week.

1. From the *Employee Menu*, click **Edit Default Schedule**.

The following screen will appear.

Start Time	Stop Time	Elapsed
08:00 am	12:00 pm	04:00
12:30 pm	04:30 pm	04:00
:	:	
:	:	
<input type="button" value="Save"/> <input type="button" value="Clear"/>		Total: 08:00

Figure 29

2. Type in your normal Start/Stop times for a day. Remember to use clock time (not military time) with **a** for A.M. and **p** for P.M.
3. Click **Save** to enter your default schedule into the system.

See [Entering a Default Schedule](#) above for information on how to utilize your default schedule when entering your work times.

Legal Holiday Processing

Whenever a legal holiday occurs, special steps must be taken to ensure that you receive correct payment for the holiday. You must first determine if you are listed as a **Manual** or **Automatic** employee for holiday processing.

- If you are a part-time employee, your status is **manual**.

Full-time employees can most easily tell by looking at the *Leave Balances* screen.

- If you have a total of 72 hours in your *Saturday Legal Holiday* column for *Eligible Current Year*, you are a **Manual** employee.
- If you have a zero balance in that box or very few hours, which could happen if one or more holidays fall on a Saturday, you are an **Automatic** employee.

MANUAL EMPLOYEES

If you are a **Manual** employee who did not work on a holiday, or worked some hours, but should be paid for some of the holiday, you must enter your Start/Stop times and leave on the holiday.

AUTOMATIC EMPLOYEES

- If you are scheduled to work **8 hours** on the holiday, you do not have to do anything. The system will already show 8:00 hours on that day and you will be paid for those hours.

- If you are scheduled to work **more than 8 hours** on the holiday, but did not work at all, you must enter the leave time in excess of 8 on the holiday. The system will already show 8 hours for the holiday.
- If you **work some hours** on the holiday, enter your Start/Stop times. The system will automatically reduce your holiday hours by the same number of hours worked up to 8, and those hours will be added to your Saturday Legal Holiday balance when the payroll is processed.
- If you are scheduled to work **less than 8 hours**, or not at all, and you do not work on the holiday, or if you work some of your scheduled hours, you must adjust the number of holiday hours you should be paid for.
 1. From the Edit/Enter Work Times screen, click on the holiday.

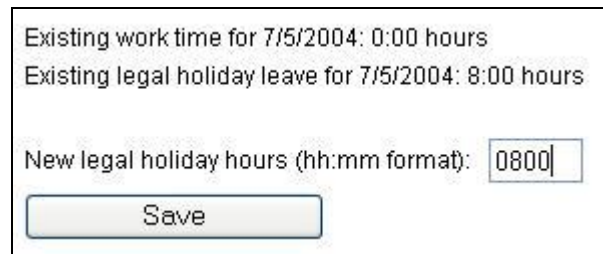


Fam/Med	Leave Type	Hours	Delete
<input type="checkbox"/>	Legal Holiday	8:00	<input type="checkbox"/>

Figure 30

2. When the page refreshes, move down to the area where the leave is entered and click on the words **Legal Holiday** (Figure 30).

The *Legal Holiday* Leave screen will appear.



Existing work time for 7/5/2004: 0:00 hours
Existing legal holiday leave for 7/5/2004: 8:00 hours

New legal holiday hours (hh:mm format):

Figure 31

3. Enter a number between 0000 and 0800 to indicate how many hours you should be paid for the holiday.
4. Click **Save**.

The new value will appear in your *Leave Times* area for the pay period. Any remaining holiday hours up to 8 will be added to your Saturday/Legal holiday balance when the payroll cycle is processed.

Time Distribution

GENERAL INFORMATION

- Employees must enter Time Distribution (TD) Codes for all work hours.
- In order to enter TD Codes you must have work times entered for that day.
- If you change your work time, the TD for that day will be deleted and you will have to reenter the codes.
- Employees are unable to enter time distribution codes for any leave hours.
- Employees may set up a time distribution default schedule.
- There are three basic types of TD users:
 - **Uses TD** (Org, Appr, Actv & Rept Cat)
 - **Uses Task, No Stages** (Org, Appr, Actv, Rept Cat & Task)
 - **Uses Task and Stages** (Org, Appr, Actv, Rept Cat, Task & Stage)

The **Position Information** screen on the Employee Menu has the flag that determines whether and what type of TD the employee uses.

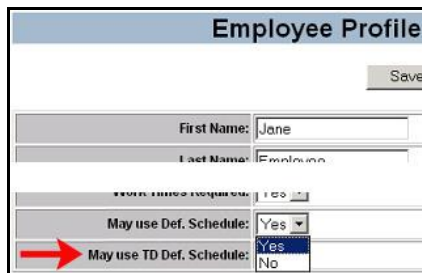
- Employee's with new appointments, or who are new to an agency, must have the **May Use TD Def. Schedule** flag set to **Yes** to be able to enter and use a default schedule. The system default is **No**. Only someone with **Payroll Admin** or **Update** authority may change this setting.
- The **TD Add/Edit Default** screen allows the employee to store up to 36 lines of codes in their default. Codes are allocated by percentage and must equal 100 percent.
- When making retroactive adjustments, employees who are TD users are required to enter time distribution codes for any retroactive adjustment that includes work hours. The entry is made on the same screen as the hours are entered by scrolling down after saving the work hours to make the TD entries.
- Employees may view their TD detail for a period by selecting the menu option **TD Pay Period Detail** from the Employee Menu. The screen displays each day of the pay period and the detailed account codes entered on that date. Each date is a hyperlink that allows the employee to move directly to that day. The screen displays columns for work hours, detailed TD allocation, leave hours and the total hours entered for each day.
- From the **TD Pay Period Detail** screen, the employee may also select and view data entered in previous pay periods on PTAWeb.
- Employees have the same deadlines for entering and correcting time distribution as exist for entering work times.

- Any rules regarding TD codes to be entered, validation or other business related decisions are the responsibility of each individual agency. Any questions should be directed to your supervisor or time distribution administrator.

ENTERING DEFAULT SCHEDULES

In most cases, you will have a default work schedule set up. You may also set up a default Time Distribution schedule, which will make entering your TD Codes much easier.

In order to use a default TD Schedule, the **May use TD Def. Schedule** line in your Employee Profile (Figure 32) must be set to **Yes** (Figure 32). (This setting may only be edited by agency payroll office.)



The screenshot shows the 'Employee Profile' form. The 'May use TD Def. Schedule' field is highlighted with a red arrow and is set to 'Yes'.

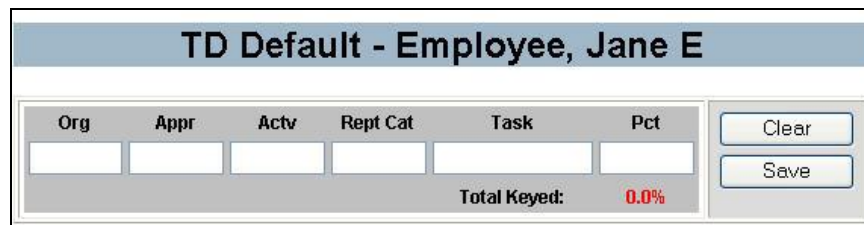
Figure 32

If you are allowed to use a default work schedule, but do not already have one setup, see [Edit Default Schedule](#) above for information on creating a default work schedule.

To set up a default TD schedule:

- In the Employee Menu, click **TD Add/Edit Default**

The following screen will display with blank fields based on the level of TD use displayed on your **Position Information** screen.



The screenshot shows the 'TD Default - Employee, Jane E' form. It contains a table with columns for Org, Appr, Actv, Rept Cat, Task, and Pct. The 'Total Keyed' is 0.0%.

Org	Appr	Actv	Rept Cat	Task	Pct
Total Keyed:					0.0%

Figure 33

- Enter any codes you **may** use and a percentage based on how much time you spend on each task. (For Example if your day is divided between four tasks and your time is spent equally on each task, you would enter 25 in the 'Pct' field after enter the line of coding). The total must equal 100% to be able to save the default. Each field must be filled.

TD Default - Employee, Jane E

TD codes successfully saved.

Org	Appr	Actv	Rept Cat	Task	Pct
7235	185	D100	701A	MGS136037	25.0
7235	185	D100	701A	MGS136014	25.0
7235	185	D100	701A	MGS136029	25.0
7235	185	D100	701A	MGS136017	25.0
Total Keyed:					100.0%

Figure 34

Do not be concerned if you do not work the same amount of hours on the same task each day. You will be able to adjust the hours manually when you actually enter the TD codes for each day.

NOTE:

You should enter all the codes you may use, even if you only allocate a very small amount of time to some of them. That will make it easier to make adjustments when you enter the TD codes for each day. Up to a maximum of 36 codes can be entered for a default schedule

- When you have completed your entries click **Save**.

If there are no errors and the percentage equals 100, the message, **TD codes successfully saved** will appear at the top of the screen and you default schedule will be ready for use.

ENTERING TIME AND TIME DISTRIBUTION

In order to enter TD Codes you must have work times entered for that day. See [Enter/Edit Work Times](#) section above for information on entering work times. To enter your TD codes:

- From the Employee Menu, click **TD Enter/Edit**.

The following screen will appear with the current date highlighted in dark blue. Any other days for which you do not have TD codes entered will be highlighted in yellow. If you have a default Time Distribution schedule set up, that schedule will appear under the calendar.

TD Codes - Employee, Jane E							
Pay Period From: 9/5/2004 To: 9/18/2004				<Prev Current Next>		Status: Current	Holidays: 1
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Hrs
9/5	9/6 8:00	9/7 8:00	9/8 8:00	9/9 8:00	9/10 8:00	9/11	40:00
9/12	9/13 8:00	9/14 8:00	9/15 8:00	9/16	9/17	9/18	24:00
<input checked="" type="checkbox"/> Selected Day <input type="checkbox"/> Holiday <input type="checkbox"/> Missing TD Codes							
Work: 8:00		Leave:		Other:		Total Reported: 8:00	
Org	Appr	Actv	Rept Cat	Task	Error	Hrs (hh:mm)	<input type="button" value="Use Default"/> <input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Review"/>
7235	185	D100	701A	MGS136037			
7235	185	D100	701A	MGS136014			
7235	185	D100	701A	MGS136029			
7235	185	D100	701A	MGS136017			
						Total:	0:00

Figure 35

- If you wish to enter TD codes for any other day, click the date for which you wish to enter a default schedule. If you want to go back to a previous pay period, you can either use the drop-down menu at the top of the calendar window, or click **<Prev** to go back one pay period

ENTERING DEFAULT TD CODES

- To enter your default schedule for the selected day, click the **Use Default** button.

A popup window will appear asking if you wish to have all of the weekdays since the beginning of the week filled with the daily schedule.

- If you choose **Yes**, all the previous days of the week will be populated with your default schedule.
- If you choose **No**, only the selected day will be populated with your default schedule.

Once you make your selection, the page will refresh and your default TD codes will be entered.

NOTE:

Use Default will **not** overwrite any entries that have already been completed. If the wrong code is used for more than one day of the week, you will have to correct each day separately. Changing the default and then answering **Yes** to fill all the previous days will not change the entries.

9/12	9/13 8:00	9/14 8:00	9/15 8:00	9/16	9/17	9/18
<input checked="" type="checkbox"/> Selected Day <input type="checkbox"/> Holiday <input type="checkbox"/> Missing TD Codes						
Work: 8:00		Leave:		Other:		Total R
Org	Appr	Actv	Rept Cat	Task	Error	Hrs (hh:mm)
7235	185	D100	701A	MGS136037		02:00
7235	185	D100	701A	MGS136014		02:00
7235	185	D100	701A	MGS136029		02:00
7235	185	D100	701A	MGS136017		02:00
Total:						8:00

Figure 36

Once your default codes are entered, you may need to change certain codes on certain days to record the time you actually spent on tasks for the specific day. You may enter hours manually if your actual time on specific tasks was different from what you had entered in your default schedule.

4. To revise you codes for a specific day, click the date you wish to revise.
5. In the list of default TD Codes, change the number of hours (**Hrs** column) for any tasks for which you worked a different number of hours from the default shown.
6. If you did not work on a task on that day, erase the time in the **Hrs** window for that task and leave it blank.

Important:

After you complete your revisions, check the **Total** at the bottom of the **Hrs** column and make certain it still adds up to the number of hours you worked that day. If the totals do not match, the **Total** at the bottom of the screen will be **red** and you will be unable to save the codes until you adjust your entries to add up to the correct amount of hours. If needed, you can clear all the codes and save the record, but you cannot have only partial entries completed.

Work: 8:00		Leave:		Other:		Total Reported: 8:00	
Org	Appr	Actv	Rept Cat	Task	Error	Hrs (hh:mm)	
7235	185	D100	701A	MGS136037		04:00	Use Default
7235	185	D100	701A	MGS136014		02:00	Save
7235	185	D100	701A	MGS136029		02:00	Clear
7235	185	D100	701A	MGS136017			Review
						Total:	8:00

Figure 37

Figure 37 shows how the changes to the default times would look prior to being saved.

- Task MGS136037 was changed from 2 hours to 4 hours.
- Task MGS136017 was changed from 2 hours to 0 hours.

7. Click **Save**.

The page will refresh and the revised entries for the day will be displayed. The unused lines will disappear when you save your entry.

Work: 8:00		Leave:		Other:		Total Reported: 8:00	
Org	Appr	Actv	Rept Cat	Task	Error	Hrs (hh:mm)	
7235	185	D100	701A	MGS136037		04:00	Use Default
7235	185	D100	701A	MGS136014		02:00	Save
7235	185	D100	701A	MGS136029		02:00	Clear
							Review
						Total:	8:00

Figure 38

Figure 38 shows the entries for the day after the revisions are saved.

- Task MGS136037 was changed and is now 4 hours.
- Task MGS136017 is no longer on the list.

ENTERING TD CODES – NO DEFAULT SCHEDULE

In order to enter TD Codes you must have work times entered for that day. See the [Enter/Edit Work Times](#) section above for information on entering work times.

1. From the Employee Menu, click **TD Enter/Edit**.

The following screen will appear with the current date highlighted in dark blue. Any other days for which you do not have TD codes entered will be highlighted in yellow.

TD Codes - Employee, Jane E							
Pay Period From: 9/5/2004 To: 9/18/2004				<Prev Current Next>		Status: Current	Holidays: 1
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Hrs
9/5	9/6 8:00	9/7 8:00	9/8 8:00	9/9 8:00	9/10 8:00	9/11	40:00
9/12	9/13 8:00	9/14	9/15	9/16	9/17	9/18	8:00
■ Selected Day ■ Holiday ■ Missing TD Codes							
Work: 8:00		Leave:		Other:		Total Reported: 8:00	

Figure 39

2. Click the date for which you wish to enter TD Codes.

The following window will appear under the TD Code calendar.

Org	Appr	Actv	Rept Cat	Error	Hrs (hh:mm)	Use Default
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save
					Total: 0:00	Clear

Figure 40

3. Enter your TD codes for the day. (When you complete a line, a new line will appear below in case you need to make more entries.)


Org	Appr	Actv	Rept Cat	Task	Error	Hrs (hh:mm)	Use Default
7235	185	D100	701A	MGS136037		04:00	Save
7235	185	D100	701A	MGS136017		04:00	Clear
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
					Total: 8:00		

Figure 41

When entering your time distribution each of the first four fields must be filled with alpha/numeric characters.

If you enter a code in error, a red checkmark will be displayed in the error column (*Figure 42*).

The saved TD codes contain errors. Please review error description information below.

Org	Appr	Actv	Rept Cat	Error	Hrs (hh:mm)
7400	185	D100	700A		04:00
7400	185	D100	701A		04:00
Total:					8:00

Use Default
Save
Clear

Figure 42

You will be able to save the entry, but the checkmark will not disappear until the code is corrected and saved.

The red check mark is the result of a flag sent by an agency validation program. If you work for an agency that is using TD, but is **not** using a validator to confirm the accuracy of entries, no flag will be set. You will be able to save codes as long as the hours balance.