

The image features a vibrant green background with a prominent white spiral pattern that winds inward from the outer edges towards the center. The spiral is composed of thick, smooth white lines that create a sense of depth and movement. In the middle of the spiral, the word "PAYROLL" is written in a bold, black, sans-serif font. The text is centered horizontally and vertically within the spiral's path, making it the focal point of the design.

PAYROLL

ODYSSEY PAYROLL SYSTEM

ODYSSEY MAIN MENU

This menu will display the five major components of Odyssey. Since this User Guide focuses on Time and Attendance, you will go into the Personnel/Payroll System to access the modules that will help you accomplish this task. Your cursor will be positioned on the right of **Code:**- type **PE** and press **<Enter>**.

The following screen is the **Main Menu** for the **Personnel Payroll System**, position your cursor on the right of **"Code:"**- type **TA** and press **<Enter>**.

```
USERMENU                      ***** FCCSC MAIN MENU *****                      3:02 PM
May  8,98

Code System/Function/Explanation
-----
ST Student Information System
FI Financial Information System
PE Personnel/Payroll System
FC Facilities System
SE Security System
? Help
. Terminate
-----

Code:  _

Direct command...:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit                                     main
```

The following screen is the **Main Menu** for the **Personnel Payroll System**, position your cursor on the right of "Code:"- type **TA** and press <Enter>.

```
PES000P          ***** PERSONNEL / PAYROLL SYSTEM *****          PES000M
Nov 12,97                - Main Menu -                03:39 PM

      Code      Function
-----
      ED      Employee Demographics Menu
      PC      Position Control Menu
      CA      Classification and Assignment Menu
      TA      Time and Attendance Menu
      BD      Benefits and Deductions Menu
      RA      Employee Reviews and Awards
      AT      Applicant Tracking
      TM      Codes File Maintenance
      PA      Payroll On-line Menu
      RP      Reports Menu
      CS      College Specific Menu
      ?      Help
      .      Terminate
-----

      Code:    ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                     main
```

TIME AND ATTENDANCE MENU

Path: PE TA

The **Time and Attendance Menu** contains six major functions. Notice the **Codes** listed on the left side of the menu screen, the preparer and the authorizer of payroll rosters as well as those authorized to view Time and Attendance information, will have access to the first four choices. To select a specific function from the menu:

- Type the two letter code for the function to be worked on in **Code:**___
- Press <Enter>.

```
PET000P          ***** PERSONNEL / PAYROLL SYSTEM *****          PET000M1
Nov 13,97              - Time and Attendance Menu -              09:39 AM

Code Function
-----
EA  Enter Employee Time and Attendance by Dept.
BE  Select an Employee's Attendance Record
AA  Authorize Employee Attendance by Department
UT  View an Employee's Time by Type
LS  Leave and Sickpool Menu
PF  Payroll Department Time and Attendance Menu
?   Help
.   Terminate
-----

Code:  _

Attendance Entry/Authorization will be Closed From:          to:

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit                                          main
```

Functions and their General Descriptions

EA - Enter Employee Time and Attendance by Department

This is the screen that is used to report the employee's hours worked, overtime hours, sick leave, etc. Depending on the selection criteria entered, the rosters are grouped alphabetically by account number for either salaried or hourly employees who share the same pay date.

BE - Select an Employees Attendance Record

This screen allows you to review an employee's attendance record for the year. In addition, this screen may be used to modify the detail of an attendance record (via the "Maintain Attendance/Leave Record" screen) if the attendance record has not yet been authorized or processed. If changes are required to an attendance record that has been authorized or processed, this module will allow you to create an "adjustment" record to offset the inaccuracy.

AA - *Authorize Employee Attendance by Department*

This is the screen that allows you to view all unauthorized attendance records for hourly or salaried employees within a department for a specific pay date. Additionally, this is the screen that is used when it is time to electronically "sign" the roster. Each employee's time and attendance is authorized on the screen.

VT - *View an Employees Time by Type*

This is the screen used to view an employee's leave history and balances by time type (annual, sick, personal etc.)

LS - *Leave and Sick Pool Menu*

This menu is accessed by the Human Resources and Payroll Departments.

PF - *Payroll Department Time and Attendance Menu*

This menu is for the use of the Payroll Department employees only.

Pay attention to the following message toward the bottom of the menu:

"Attendance Entry/Authorization will be Closed From: mmddccyy to: mmddccyy"

These closed days are when you will not be able to make any additional time and attendance entries for the up and coming payroll. During these dates the payroll is being run.

In the ***Hourly/Salary:**___ field, type either **"H"** for hourly or **"S"** for salary, to denote whether you are working with a part-time (hourly) or full-time (salaried) roster. Press the **<Tab>** key to advance the cursor to the **Department** field.

In the ***Department: D**___ **6311 9**___ ___ ___ ___ ___ field, type the first character of the six position department number (qualifier 1) in the first field, press **<Tab>**, then type the remaining characters in the second and third fields. **OR** press **<F1>** for help, then position your cursor on the department number of your choice and press **<Enter>**. This will populate the field.

After the fields have been populated, press **<Enter>** and you will see the names of all employees eligible for pay on the roster.

ENTER EMPLOYEE TIME AND ATTENDANCE (Salaried)

When working with a **full-time** roster for **salaried** employees, you must record all exceptional time and attendance using this screen. The system calculates a paycheck under the assumption that a salaried employee was present each work day of the reporting period unless there are exceptions (sick leave, personal leave, and flex leave, etc.) noted on this roster. For each person on the roster, you must type either an **N** in the field marked **Exc** to indicate that there is no exceptional reporting for that person in the reporting period, or type a **Y** indicating there is exceptional information. Below is an explanation of some of the important fields on the screen.

```

PET100P1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET100M1
Nov 14,97  - Enter Employee Time and Attendance by Department -          1 more >
                                     F
Ac A Lastname  Frst SSN          Position Seq Calendar P Course Exc          OT
--- --
   DOUGLAS    MARC 230680001  14120   001 A2      F
   HALL       BARB 302345312  00960   001 A1      F
                                     -
                                     -

*Check Date: 07/31/1997 *Hourly/Salary: S
*Department: D   6311 9   _____
Direct Command: _____
Add      Browse  DEtail  DISplay  Modify
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit                bkwrd frwrd          left  right main
  
```

The data is presented in alphabetical order by employee's last name. It displays all the salaried employees, regardless of the calendar code (payclass), who are scheduled to be paid on the check date you indicated; and fields for you to enter any exception information. These fields are explained as follows.

- The **Ac** (Action) is the field in which you type one of the codes explained below. Place the cursor on the line to the left of the record you want to work with and type one of the following options. The operable codes for this module are displayed at the bottom of the screen, one line above the PF keys.

Action	Activity
Add	Note: When adding information for each employee on the screen you need <u>not</u> type Add action code. Simply press the <Tab> key to position the cursor on the Exc field, you must type Y (yes for exceptions) or N (no exceptions), then press the <Enter> key. The OT (overtime hours) field will populate if the preparer adds overtime hours in the "Maintain an Employee's Attendance Days" screen - see Maintain Employee's Attendance Days .
Browse	B: This is not applicable at this time
DEtail	DE: Displays "Maintain an Employee's Attendance Days," screen - see Maintain Employee's Attendance Days .
DIisplay	DI: Displays "Select an Employees Attendance Record," screen - see Select an Employee's Attendance Record (Adjustment) .
Modify	M: Allows changes in the date, type, or hours in the "Maintain an Employee's Attendance Days" screen, <u>providing</u> the employee record has <u>not</u> been approved - see Maintain Employee's Attendance Days .

In the **A** (Authorized) field an asterisk (*) will appear for this employee if the employee's time and attendance for the pay period you are working with, has been authorized for payment. (Go to [Authorize Employee Attendance by Department](#) for more information.)

In the **Lastname** field, up to nine letters of the employees last name will appear.

In the **Frst** (First Name) field, up to four letters of the first name will appear.

In the **SSN** (Social Security Number) field, the employees social security number will appear.

In the **Position** and **Seq** field, the job position code (this comes from the Human Resources Department) and sequence number will appear. The Job Position code is important when working with the Payroll Department. The Payroll Department will need to know this number when you are making inquiries or requesting changes for an employee. The **Seq**(uence) number increments each time an assignment is entered into the system for the employee.

In the **Calendar** field you will see the payclass A1, A2, C2, J1 for salaried employees and H1, C1, N1 for hourly employees. (P1 and L1 payclass will still be processed through the Astra System.)

In the **F/P** field, the roster type, full-time/salaried (**F**) or part-time/hourly (**P**), that you have chosen is noted in the field.

The **Course** field is reserved for use in the future.

In the **Exc** (exception) field you will type a **Y** indicating that there are time and attendance exceptions next to the employee(s) that has leave information or **N** for no leave information. **N** will automatically display if you type **Y** then exit <F2> from the "Maintain an Employee Attendance Days" screen, without recording the date, type, and hours.

The **OT** (overtime) field will populate when you report overtime. Overtime **is** an exception.

Note: that "**1 more >**" in the upper right hand corner of the screen indicates that this is a two-panel (page) screen. By pressing **<F11>** you will see the second panel (page) of the screen, which will repeat the name, SSN, position, course (if applicable) and adds the position title of each person listed on the roster. To return to the first panel (page) of the screen, press **<F10>**.

Once you have entered any **Exc** or **OT** for the employees you are working with, press **<Enter>**.

In the **Act** (Action Code) Place the cursor on the line to the left of the record and type one of the following options.

Action	Activity
Add	When adding information, simply press the <Tab> key to position the cursor on the Date field and type the date (mmddy) of the exception, press the <Tab> key again to the Type field (press <PF1> key if you need help) and enter the leave type; then press <Tab> to enter the exception hours.
Copy	C: Allows the duplication of a line. Once the line is copied, the copied line automatically changes the date to the next consecutive work day. Using C and a number will duplicate a line as many times as specified by the number. The example shows where C2 is used to add the two consecutive days of sick leave. Note: this action code is not applicable for J1-FLEX (unpredictable) calendar codes.
Display	Not a working function
Modify	M: Allows changes in either Date, Type, or Hours after they have been added.
Purge	P: Removes the Date, Day, Type, and Hours.

In the **Date** field, type the date (mmddy or mmddccyy) that the employee was on leave. Press the <Tab> key to advance the cursor to "***Type**."

In the ***Type** field, you must input the time type used by the salaried employee during the leave. You can choose only the types that are specific to the employee's calendar code. Press <F1> for help, when the window pops ups, position the cursor on the type of your choice and press <Enter>. The following is a list of the time types for all employees.

Calendar Codes				F2 Req'd	Time Type	Definition	Alt Time Type
A1		C2		Yes	ADMP	Administrative Leave - Paid	
		C2			COME	Compensatory Time - Earned	
		C2			COMU	Compensatory Time - Used	
A1				Yes	CONA	Consulting Leave - Administrative	
			J1	Yes	CONF	Consulting Leave - Faculty	
A1	A2	C2			FLEX	Flexible Day - Professional/Classified/Staff	VACA
			J1		HOLF	Holiday - Faculty - Not Paid	
*	*	*	*		HOLI	College Holiday - Professional/Class/Staff - Paid	
			J1		INJF	Injury in Line of Duty - Faculty	
A1	A2	C2			INJU	Injury in Line of Duty - Admin/Class/Staff	SICK
A1	A2	C2	J1		JURY	Jury Duty Leave	
A1	A2	C2	J1	Yes	LTLV	Long Term LWOP - 30 Days or More - Requires HR App	
A1	A2	C2	J1		LWOP	Leave Without Pay - Less Than 30 Days	
			J1	Yes	MILF	Long Term Military Leave for Faculty - Paid	
A1				Yes	MILN	Long Term Leave - Military - Not Paid	
A1		C2		Yes	MILP	Long Term Military Leave - Admin/Class/Staff - Paid	
			J1		MISO	Short Term Military Leave - Admin/Class/Staff	LWOP
A1	A2	C2	J1		NDDF	Non Duty Days for Faculty	
			J1		NORM	MDCC Normal Paid Duty Day	
	A2	C2			NSCH	Non Scheduled Day - Paid	
		C2			OVEN	Overtime at Normal Time	SICK
A1					OVER	Overtime and Time and a Half	
			J1		PERA	Personal Leave Admin/A1	
	A2	C2			PERF	Personal Leave for Faculty	LWOP
A1					PERS	Personal Leave - Admin/Class/Staff	VACA
A1					PSAL	Professional Short Term Leave	SIAO**
	A2	C2			SIAC	MDCC Administrator S/L Current	VACA
A1	A2	C2	J1		SICK	Sick Leave	VACA
			J1	Yes	SICP	Sick Leave Pool	SIFO**
A1	A2	C2	J1		SIEC	MDCC Faculty Sick Leave (Current)	
A1	A2	C2		Yes	TDYL	Temporary Duty Leave	
A1	A2	C2			VACA	Vacation Leave	
					WEND	Weekend Not Paid	
* Not Necessary to Report							
** Sick Leave Old Bucket							

After inputting the ***Type**," press the <Tab> key to advance the cursor to **"Hours"**.

In the **Hours** field, type the number of leave hours taken. **Note:** 7.5 is a normal day for non-faculty salaried personnel and 7.0 is a normal day for full-time faculty. **Note:** on the bottom-left of the screen "Hours Per Day" for that specific employee will be displayed.

The following table is an example of how you would input hours and minutes.

Pay Mode	Valid Entry
One hour	1
One hour and fifteen minutes	1.25
One hour and thirty minutes	1.5
One hour and forty-five minutes	1.75
To further reduce the minutes, for example "one hour and ten minutes," divide 10 by 60 and round off (10/60=.17)	

Enter a **Y** in the **Scroll** field if your list of time types exceed the length of the screen.

Repeat this process for as many days of leave taken, then press **<Enter>**. The balances on the left side of the screen will automatically update to reflect the leave being entered.

Once all leave for the employee has been entered, press **<F2>** to return to the "Enter Employee Time and Attendance by Department" screen. You may continue this process until all employees who took leave during the pay period have been recorded.

ENTER EMPLOYEE TIME AND ATTENDANCE BY DEPARTMENT (Hourly)

When working with a **part-time (hourly)** roster, you must record **all** time worked during the roster reporting period on this screen. **Any employee with an "*" before his/her name has already been authorized.** (Go to [Authorize Employee Attendance by Department](#) for an explanation about how to authorize a roster). The system calculates an hourly employee's paycheck using the employee's hourly rate from the Human Resources file multiplied by the number of hours worked which are entered on the screen below.

```

PET100P1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET100M1
Nov 13,97      - Enter Employee Time and Attendance by Department -      1 more >
F
Ac A Lastname  Frst SSN      Position Seq Calendar P Course Day Normal OT
-- --
BLOWING      JOSE 333999888 866302    001 C1      P      N      _____
MANNY        BOB  499900003 866301    001 C1      P      Y      4.00
WHITE-JON    JILL 611111112 866301    001 C1      P      Y      52.00

*Check Date: 07/25/1997 *Hourly/Salary: H
*Department: D___ 6311 9___
Direct Command:
Add      Browse      DEtail      DISplay      Modify
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                bkwrd frwrd          left  right main
  
```

For each person on the roster, you must type either an **N** to indicate that there was no work done by the employee during the pay period, or type a **Y** to indicate that there were hours worked by the employee.

Press the **<Tab>** key to position the cursor on the **Day** field. To record time, type a **Y** in the field. The cursor will jump to the position titled **Normal**. Type in the total number of hours the employee worked for the pay period this roster is covering. If the employee worked overtime, in the field titled **OT** (overtime), the preparer will type in the amount of overtime hours the employee worked. Then press **<Enter>**.

ENTER TIMESHEET HOURS (Hourly)

```

PET216M1          ***** PERSONNEL / PAYROLL *****          PET216M1
- Enter Timesheet Hours -
SSN.....: 61111112   Name: WHITE-JONES           JILL
Position: 866301     Assignment Dates - Start: 07/01/1997 End:
Norm:    52.00 Over          Calculated - Norm:    52.00 Over:
----- Note: Second Line for Overtime Entry Only -----
      Tue 2.00_ Wed 8.00_ Thu 10.00_ Fri _____ Sat _____ Sun _____
      1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____
Mon 6.00_ Tue 8.00_ Wed 6.00_ Thu 8.00_ Fri 4.00_ Sat _____ Sun _____
7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____ 13 _____

Reporting Period Dates - Start: 06/30/1997 End: 07/13/1997
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn
  
```

Normal Hours

On this screen the roster preparer will enter the total time spent working **each day** of the pay period. The preparer types the number of hours worked (i.e., 5 or 5.5) in the appropriate day field, advancing the cursor to the appropriate dates by pressing the <Tab> key. If no hours were worked on a day(s), the field is left blank. The hours listed next to the field titled "NORM:" on the top left hand side of the screen is the number you entered on the first screen in the NORMAL field. The hours sitting in the "CALCULATED-NORM:" are the total hours of all days on the screen above. These numbers should match.

Overtime Hours

The screen has two lines for each date of the pay period. The second line is used for any overtime the employee worked. Pressing the <Tab> key advances the cursor to the second line of the date on which the employee worked overtime. Type the number of overtime hours on the appropriate dates. (The system will multiply overtime hours by 1.5, so if 4 overtime hours were worked in one week, enter 4 hours in the **OT** column, not 6 (4 X 1.5).)

After all time has been entered, the preparer will press the <Enter> key, then the <F2> key, and the "Enter Employee Time and Attendance by Department" screen will appear again with the total number of regular and overtime hours worked displayed for each employee and a message saying "**Attendance HOURLY modified successfully.** Note: If there is a discrepancy when entering hours from one screen to the other, the "Enter Employee Time and Attendance by Department" screen will total the time entered on the "Enter Timesheet Hours" screen. Note: the **Day** field will change from **Y** to **H** if attendance hours are not entered in the timesheet screen.

Modify Hours

Once the hours have been entered for an employee they can be modified up until the time the roster is authorized by either one of the following methods:

To modify an employee's hours from the "Enter Employee Time and Attendance by Department" screen (see [Enter Employee Time and Attendance by Department \(Hourly\)](#)), type **M** (modify) in the **Ac** (action) field and press **<Enter>**. You will now see the "Enter Time sheet Hours" screen again. Press the **<Tab>** key, advance the cursor to the hours you want to change, type the correct hours and press **<F2>**.

To modify an employee's hours from the "Enter Time Sheet Hours" screen, position the cursor on the hours that you wish to modify and type the correct hours, press **<Enter>**, then press **<F2>** to return to the previous Enter Employee Time and Attendance by Department (Hourly) screen, you will see the new total in the Normal and/or OT hours field.

Once all the time information has been entered, the roster(s) must be authorized (electronically signed).

AUTHORIZE EMPLOYEE ATTENDANCE BY DEPARTMENT

Path: PE TA AA

This is the screen which allows you to authorize (electronically sign) a payroll roster. You may authorize an entire department, or individual employees. **Each individual on the roster must be authorized to receive a payroll check.** Once a roster or employee has been authorized for payment, no changes to a department and/or an individual's time and attendance may be made.

Caution: Before you authorize a roster, make sure all time is reported correctly to avoid having to go through the [Adjustment Record](#) process.

```
PET150P1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET150M1
Nov 19,97        - Authorize Employee Attendance by Department -          1 more >

Ac  Last      First  SSN      Position Seq Course Start  End Dt Check  Ex Aj
--  -
___ BLOWING   JOSE   333999888 866302   001      063097 071397 072597 N
___ MANNY     BOB    499900003 866301   001      063097 071397 072597 Y
___ WHITE-JON JILL   611111112 866301   001      063097 071397 072597 N

*Check Date: 07/25/1997      *Hourly/Salary: H
*Dept: D 6311 9              Authorize: Y
Direct Command:
Browse      DEtail      Display      Select
```

You must have been given security access to the authorize screen and your appropriate account(s) (Qual1) to be able to authorize (electronically sign) your roster(s). To access your roster(s) for authorization, the following fields must be completed.

Note: only employees who have not been authorized will appear on the screen.

In the ***Check Date** field, you may either type the check date for the pay period roster that you will be authorizing or use field help by pressing <F1>. When the check date window appears, position the cursor on the employee of your choice and press <Enter>.

In the ***Hourly/Salary** field, type either 'H' for hourly or 'S' for salary, depending on the payroll type that is being processed.

In the ***Department: D 6311 9** field, type the first character of the six position department number (qualifier 1) in the first field, press <Tab>, then type the remaining characters in the second and third fields.

To authorize the entire roster press the <Tab> key until the cursor rests on the "Authorize:" field. Type a Y (yes) and press <Enter>. A window will pop-up asking if you are sure that you want to authorize everyone on the screen. If you type a Y again and press <Enter> again, all of the employee names on the screen will DISAPPEAR, leaving a blank screen.

Action	Activity
<u>B</u> rowse	B : This action code is not applicable at this time.
<u>D</u> etail	DE : Displays the detail screen for a salaried or hourly employee. By placing this action code in every record for the <u>salaried</u> employees then pressing <Enter>, the detail screen for each employee will display simultaneously by pressing <PF2>
<u>D</u> isplay	DI : Displays the header screen "Maintain Employees Leave/Record", by pressing <PF4> the detail screen will display
<u>S</u> elect	S : Allows the authorization of an individual employee . After you type S in the AC (action code) and press <ENTER>, the employee will be removed from the display screen

Note: by pressing <F11> you will see the next panel where you can conveniently view the total number of hours worked for all the hourly employees. Press <F10> to return to the first panel.

To review whether all employees have been authorized repeat the process as illustrated within Enter Employee Time and Attendance (Salaried). Go to the "Enter Employee Time and Attendance by Department" screen (Path: PE TA EA), fill in the *Check Date, *Hourly/Salary, and *Department fields and press <Enter>.

Note: on the screen below the employees that have been authorized have an asterisk (*) in front of his/her name.

```

PET100P1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET100M1
Nov 13,97  - Enter Employee Time and Attendance by Department -          1 more >
F
Ac A Lastname  Frst SSN          Position Seq Calendar P Course Day Normal OT
-- --
* BLOWING     JOSE 333999888 866302 001 C1 P N
* MANNY       BOB  499900003 866301 001 C1 P Y 4.00
* WHITE-JON   JILL 611111112 866301 001 C1 P Y 52.00

*Check Date: 07/25/1997 *Hourly/Salary: H
*Department: D 6311 9
Direct Command:
Add      Browse      DDetail      DIsplay      Modify
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      help retrn quit                bkwrld frwrld      left  right main
  
```

SELECT AN EMPLOYEE'S ATTENDANCE RECORD

Path: PE TA BE

Once an employees' time and attendance information is authorized, no additions or changes can be made to the time information unless an adjustment record is created. This screen also allows you to display and/or modify all attendance history/information for the employee, from the time when this new system was implemented. But the most significant task performed in this screen is creating an adjustment record.

```
PET105M1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET105M1
Nov 19,97          - Select an Employee's Attendance Record -          11:53 AM

Ac   Position Calendar Start Dt End Date Check Dt   Hours   OT Exc Aut Pro
--   -
*** End of Data ***

*SSN.....: 61111112   Name:
Position..:           Attendance Start Date:
*Department: D__ 6311 9__ __ __ __ __
Direct Command:
Copy      Display   Modify   Purge
8073 - No records with prefix found for the current input
```

At this screen you must enter the following:

***SSN** field you may either type the social security number of the employee in the field, or use field help by pressing <F1>. Here you will see all the employee names listed. Position the cursor on the employee of your choice and press <Enter>. The SSN field will then populate.

***Department: D__ 6311 9__ __ __ __ __** field - type the first character of the six position department number (qualifier 1) in the first field, press <Tab>, then type the remaining characters in the second and third fields.

To narrow the attendance record display, you can also choose to enter one or more of the following:

Position field - a five position number (this comes from the Human Resources Department).

Attendance Start Date field - a specific effective start date of a pay schedule, the format for the date is **mmddy** or **mmddccyy**.

The following screen displays as a result of the fields selected on the previous panel. (This screen can also be accessed from the path PE TA EA, and the action code DI (Display).)

Note: The most recent attendance record is listed first.

```

PET105M1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET105M1
Nov 19,97          - Select an Employee's Attendance Record -          11:53 AM

Ac   Position Calendar Start Dt End Date Check Dt   Hours   OT Exc Aut Pro
--   -
___  866301   C1      06/30/97 07/13/97 07/25/97   60.00   Y   Y
*** End of Data ***

*SSN.....: 61111112   Name: WHITE-JONES           JILL
  Position..:          Attendance Start Date:
*Department: D___ 6311 9___
Direct Command:
Copy      Display      Modify      Purge
  
```

Functions and the general description of the above screen are as follows:

In the **Ac** (Action Code) fields you can create an **adjustment record** by using the **Copy** code - only if the original attendance record has been authorized; you can view (**D**isplay) information about an employee's time and attendance; you can **M**odify an employee's time and attendance information that has NOT been authorized; and you have the opportunity to **P**urge that record. Below is a table showing which **Action** code you would use to initiate each of these functions. Choose the function you wish to perform and type the action code of your choice in the field labeled **Ac** and press **<Enter>**.

Action	Activity
Copy To create an Adjustment Record , type a C (opy) in the action field.	Typing a C in the Action field and pressing <Enter> will begin the Adjustment Record process which allows you to change time and attendance information for an employee record that has already been authorized. Go to Select an Employee's Attendance Record for a complete explanation.
D isplay To display detailed time and attendance information, type D (isplay) in the action field.	Typing a D in the Action field and pressing <Enter> next to the reporting period you wish to view, will display the generic "header" information about that employee and the pay period. Pressing <PF4> from the header screen (see Maintain an Employee's Attendance Days (Salaried)) will display the detailed leave information about that employee within the reporting period.
M odify To modify the employee's time and attendance information for a specific pay period, type M (odify) in the action field.	Typing an M in the Action field and pressing <Enter> will allow you to change attendance and leave information for the employee and pay period you have chosen, if that time and attendance information has NOT BEEN AUTHORIZED .
P urge	Typing P in the action field and pressing <Enter> will allow you to delete an unauthorized adjustment record.

Y will appear next to the Action Code indicating the adjustment has taken place.

The **Position** field reflects the job to which the employee is assigned by Human Resources.

In the **Calendar** field you will see the payclass A1, A2, C2, J1 for salaried employees and H1, C1, N1 for hourly employees. (P1 and L1 payclass will still be processed through the Astra System.)

The **Start Dt/End Date** fields are the dates of the reporting/attendance period. Make sure you choose the appropriate dates when using the action codes.

The **Check Dt** field displays the paycheck date of the related time and attendance record.

The **OT** field identifies the total number of overtime hours worked by the employee for the pay period.

The **Exc** field designates whether or not there are exceptions related to a particular attendance record.

Y signifies that there are exceptions. For example, a salaried employee's leave has been posted during the pay period, or an hourly employee's time has been reported for the pay period. In both cases the detail of the time reported can be changed.

N signifies that attendance/leave hours were not entered for the employee.

The **Aut** field indicates **Y** (yes) if the employee's time and attendance has been authorized for the roster for the pay period. If the **Y** is present for an adjusted record, that means the adjustment has been authorized.

The **Pro** field indicates **Y** (yes) if the related attendance record had an adjustment and had been **processed through the payroll production run.**

MODIFY AUTHORIZED ATTENDANCE INFORMATION

Action Code: C

Once an attendance record has been authorized and/or processed, an adjustment to the attendance record must be created if changes are required. An adjustment may retract hours/leave that has been reported, or an adjustment can add hours/leave that should have been reported. If a mistake in reporting was made, for example, the hours reported were correct but the time type reported was incorrect, you will have to retract the incorrect hours for the time type that was reported and add the hours for the time type that should have been reported. The following are screens and steps to be taken for Hourly and Salaried employees.

Hourly Employee Adjustment

Enter the SSN# and Department as illustrated in [Select an Employee's Attendance Record](#). Place the Action Code **C** (copy) in the attendance period for the specific employee, that has been authorized and/or processed, as illustrated below and press <Enter>.

```
PET105M1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET105M1
Nov 19,97          - Select an Employee's Attendance Record -          11:53 AM

Ac  Position Calendar Start Dt End Date Check Dt  Hours  OT Exc Aut Pro
--  -
C_  866301    C1      06/30/97 07/13/97 07/25/97  60.00      Y  Y
          *** End of Data ***

*SSN.....: 61111112  Name: WHITE-JONES          JILL
Position..:          Attendance Start Date:
*Department: D 6311 9
Direct Command:
Copy      Display      Modify      Purge
```

The following employee record will be adjusted for 5 additional hours of work

Note: "Authorized" is set to **N** - meaning that the adjustment that you are about to make is not authorized.) Place the cursor on 60.00 on the right of Total Hours and over type 5.00, then press <Enter>. If you are removing 5 hours of time that was mistakenly reported, type a minus sign in front of the number of hours (-5.00).

```

PET300M1          ***** PERSONNEL / PAYROLL *****          PET300M1
May  8,98        - Maintain Attendance Adjustment Header -          4:08 PM

*Action (A,D,M,P,C)      AD  SSN .....: 611111112
                          Assignment/Sequence..: HOURLY05 001
                          Attendance Start Date: 06/15/1997
                          Attendance End Date..: 07/14/1997
                          Check Issue Date ....: 08/01/1997

Name .....: WHITE-JONES          JILL
Position Title.....: HOURLY PERSONNEL
Pay Basis.....: HOURLY
Calendar.....: 2MO HR D          Total Hours...: 60.00
Overtime Hours: _____
Exceptions/Day: Y

Reporting User ....: ZTBKD
Authorized.....: N
Authorizing User ..: ZTBKD
Processed .....: N

Adjustment.....: Y
Description.....: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit DAYS                                     main
8057 - Enter new record

```

type over 60.00 with 5.00 to add hours, type -5.00 to remove hours

After you enter your adjustment, press <Enter> you will be taken to the next screen to add or modify the hours and days.

```

PET216M1          ***** PERSONNEL / PAYROLL *****          PET216M1
- Enter Timesheet Hours -
SSN.....: 611111112  Name: WHITE-JONES          JILL
Position: HOURLY05  Assignment Dates - Start: 07/01/1997 End:
Norm:    5.00 Over   Calculated - Norm:          Over:
----- Note: Second Line for Overtime Entry Only -----
          Tue _____ Wed _____ Thu _____ Fri _____ Sat _____
          1 _____ 2 _____ 3 _____ 4 _____ 5 _____

Sun _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____
6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____

Sun _____ Mon _____
13 _____ 14 _____

Reporting Period Dates - Start: 06/15/1997 End: 07/14/1997
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn

```

Tab & input detail for adjusted hours

After entering changes in the above screen press <Enter>, <PF2>, <PF2> and you will see the next screen.

Note: **Y** on the right of the **Ac** (Action Code) of the new line. This identifies the exception record. You are permitted to modify this record up until the time it is approved. The system allows only one unprocessed adjustment record at a time.

```

PET105M1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET105M1
Nov 19,97          - Select an Employee's Attendance Record -          11:53 AM

Ac   Position Calendar Start Dt End Date Check Dt   Hours   OT Exc Aut Pro
--   -
_   866301   C1       06/30/97 07/13/97 07/25/97   60.00
_ Y 866301   C1       06/30/97 07/13/97 07/25/97    5.00
                                     *** End of Data ***

*SSN.....: 61111112   Name: WHITE-JONES           JILL
  Position..:          Attendance Start Date:
*Department: D 6311 9
Direct Command:
Copy      Display   Modify   Purge

```

Note: You must remember to authorize this adjustment (Go to [Authorize Employee Attendance by Department](#)).

Salary Employee Adjustment

The following example will illustrate a salaried employee record where an error occurred when reporting too many sick leave hours. The adjustment will be created to retract 2 hours from the employee's sick leave balance. Enter the SSN# and Department as illustrated in [Select an Employee's Attendance Record](#). Type C(copy) on the left of the Action Code for the specific employee that has been authorized and/or processed, as illustrated below, and press <Enter>.

```

PET105M1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET105M1
May  8,98          - Select an Employee's Attendance Record -          4:23 PM

```

Ac	Position	Calendar	Start Dt	End Date	Check Dt	Hours	OT	Exc	Aut	Pro
---	ADM00007	MO-SAL-D	02/01/98	02/28/98	03/25/98			Y	Y	
---	ADM00007	MO-SAL-D	08/01/97	08/31/97	09/25/97			Y		
---	ADM00007	MO-SAL-D	07/01/97	07/31/97	08/29/97			N	Y	Y
---	ADM00007	MO-SAL-D	06/01/97	06/30/97	07/24/97			N	Y	Y
---	FACC005	BW-FLX-D	08/31/97	09/12/97	09/15/97			Y	Y	
Y	FACC005	BW-FLX-D	08/31/97	09/12/97	09/15/97			Y		
---	FACC005	BW-FLX-D	07/09/97	07/22/97				Y	Y	
C	FACC005	BW-FLX-D	06/10/97	06/23/97	06/27/97			Y	Y	Y
---	FACC005	BW-FLX-D	05/27/97	06/09/97	06/13/97			Y	Y	Y
Y	FACC005	BW-FLX-D	05/27/97	06/09/97	06/13/97			N		
---	FACC005	BW-FLX-D	01/07/97	01/08/97	01/17/97			Y		

```

*SSN.....: 262863221   Name: HILL                               SHELLEY
Position..: _____ Attendance Start Date: _____
*Department: _____
Direct Command: _____
Copy      Display      Modify      Purge

```

The following screen will always appear when using C(copy), because the information is copied from the original attendance record and creates an adjustment record, provided the original attendance record has been authorized and/or processed. In this example, to continue with the adjustment, place the cursor at "Exception/Day:", type Y and press <Enter>.

```

PET300N1          ***** PERSONNEL / PAYROLL *****          PET300N1
May  8,98          - Maintain Attendance Adjustment Header -          4:23 PM

*Action (A,D,M,P,C)      AD  SSN .....: 262863221
                          Assignment/Sequence..: FACC005  001
                          Attendance Start Date: 06/10/1997
                          Attendance End Date..: 06/23/1997
                          Check Issue Date ....: 06/27/1997
Name .....: HILL
                          Position Title.....: COUNSELOR
                          Pay Basis.....: SALARY
                          Calendar.....: BW-FLX-D
                          Total Hours...:
                          Overtime Hours:
                          Exceptions/Day: Y
Reporting User ....: ZBPLB
Authorized.....: N
Authorizing User ..: ZBPLB
Processed .....: N

Adjustment.....: Y
Description.....:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit DAYS
8057 - Enter new record
  
```

The following employee record will be reduced by 2 hours by placing the cursor in the action code and type A (add) or you can simply <Tab> to input the adjustment date within the reporting period, <Tab> to enter the Type (use <PF1> for help,) and <Tab> to enter adjustment amount of -2, then press <Enter>.

After entering changes in the above screen press <PF2>, and you will see the following screen. Note: the **Y** on the right of the Action Code of the new line, this identifies the exception record. You are permitted to **M**odify and **P**urge this record up until the time it is approved. You may **D**isplay a record at any time. The system allows only one unprocessed adjustment record at a time.

```

PET105M1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET105M1
May  8,98          - Select an Employee's Attendance Record -          4:23 PM

```

Ac	Position	Calendar	Start Dt	End Date	Check Dt	Hours	OT	Exc	Aut	Pro
---	ADM00007	MO-SAL-D	02/01/98	02/28/98	03/25/98			Y	Y	
---	ADM00007	MO-SAL-D	08/01/97	08/31/97	09/25/97			Y		
---	ADM00007	MO-SAL-D	07/01/97	07/31/97	08/29/97			N	Y	Y
---	ADM00007	MO-SAL-D	06/01/97	06/30/97	07/24/97			N	Y	Y
---	FACC005	BW-FLX-D	08/31/97	09/12/97	09/15/97			Y	Y	
Y	FACC005	BW-FLX-D	08/31/97	09/12/97	09/15/97			Y		
---	FACC005	BW-FLX-D	07/09/97	07/22/97				Y	Y	
---	FACC005	BW-FLX-D	06/10/97	06/23/97	06/27/97			Y	Y	Y
Y	FACC005	BW-FLX-D	06/10/97	06/23/97	06/27/97			Y		
---	FACC005	BW-FLX-D	05/27/97	06/09/97	06/13/97			Y	Y	Y
Y	FACC005	BW-FLX-D	05/27/97	06/09/97	06/13/97			N		
---	FACC005	BW-FLX-D	01/07/97	01/08/97	01/17/97			Y		

```

*SSN.....: 262863221   Name: HILL                               SHELLEY
Position..: _____ Attendance Start Date: _____
*Department: _____
Direct Command:
Copy      Display      Modify      Purge

```

VIEW AN EMPLOYEE'S TIME BY TYPE

Path: PE TA VT

This screen allows you to specify a leave type for a salaried employee and view those hours used for all calendar periods. The balances of all leave types may be viewed by pressing <PF9> **BAL** at the bottom of the screen.

```

PET200P1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET200M1
Dec  1,97          - View an Employee's Time by Type -          1:57 PM

  Date      Day      Used  Adj  Position  Seq  Start Date  End Date
  -----
07/11/1997  Fri  + 7.50      00610    1  06/30/1997  07/13/1997
07/10/1997  Thu  + 7.50      00610    1  06/30/1997  07/13/1997
07/09/1997  Wed  + 7.50      00610    1  06/30/1997  07/13/1997
07/08/1997  Tue  + 7.50      00610    1  06/30/1997  07/13/1997
07/07/1997  Mon  + 7.50      00610    1  06/30/1997  07/13/1997
07/03/1997  Thu  + 7.50      00610    1  06/30/1997  07/13/1997
07/02/1997  Wed  + 7.50      00610    1  06/30/1997  07/13/1997
07/01/1997  Tue  + 7.50      00610    1  06/30/1997  07/13/1997
*** End of Data ***

*SSN.....: 262863221   Name: HILL                SHELLEY           M
*Time Type.: VACA VACATION LEAVE           From Date: _____
*Department: D___ 6311 9___ ___ ___ ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit                bkwrtd frwrtd BAL                main
  
```

To access the above screen you **must** enter the following:

In the ***SSN** field, either type the social security number of the employee whose time taken and time balances you would like to view or press <F1> for help. When the help window pops up, position the cursor on the employee of choice and press <Enter>.

In the ***Time Type** field, input the (4) position code for the Time Type you want to see: SICK, FLEX, VACA, etc. Refer to [Maintain an Employee's Attendance Days \(Salaried\)](#) for a listing of the Time Types that are specific for each Calendar Code (payroll code).

In the ***Department: D___ 6311 9___ ___ ___ ___** field, type the first character of the six position department number (qualifier 1) in the first field, press <Tab>, then type the remaining characters in the second and third fields.

The **From Date** field is **not applicable** at this time.

The information presented on this screen is for the time type specified and for display purposes only. The contents of the screen are sorted by date, with the most current date first. The field descriptions are as follows:

The **date** is the calendar date that the leave was used.

The **day** field displays the day of the week that the leave was used.

The **used** field is the number of hours of leave used on that date (including adjustments).

The **adj** field will display a "Y" if an adjustment was made to the record.

The **position** field is a number assigned by Human Resources.

The **seq** field is a system number that is incremented each time Human Resources does an assignment for the employee.

The **start date** field is the first day of the reporting or attendance period.

The **end date** field is the last day of the reporting or attendance period.

To View All Time Type Balances

For **BAL** (at the bottom of the screen) press <F9>. A pop-up window will appear like the one below.

```
PET200P1          ***** PERSONNEL / PAYROLL SYSTEM *****          PET200M1
M
Leave Information for: 262863221 HILL, SHELLEY

Time  Description                -- Year to Date Hours --
Type                                     Available          Used    As of Date
-----
CONA  CONSULTING LEAVE - ADMINISTRA    75.00
FLEX  FLEXIBLE DAY-PROFESSIONAL/CLA    15.00
PERA  PERSONAL LEAVE-ADMIN(A1)         30.00
PSAL  PROFESSIONAL SHORT TERM LEAVE    69.98          11.25    07/31/1997
SIAC  MDCC ADMINISTRATOR S/L CURREN    713.63          07/31/1997
SIAO  MDCC ADMINISTRATOR S/L (OLD B
VACA  VACATION LEAVE                   390.00          07/31/1997
*** end of data ***

*
* Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--P
* help retrn
D 8072 - Extended information displayed
E
help retrn quit          bkwr'd frwr'd BAL          main
```

To exit the above pop-up screen press <PF2>.