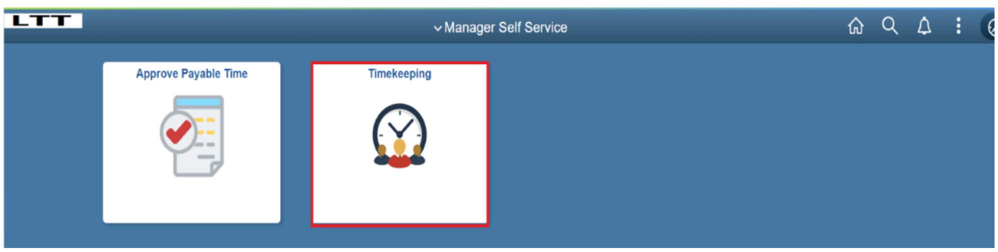
Reporting Time for Employees in HR Direct for Timekeepers

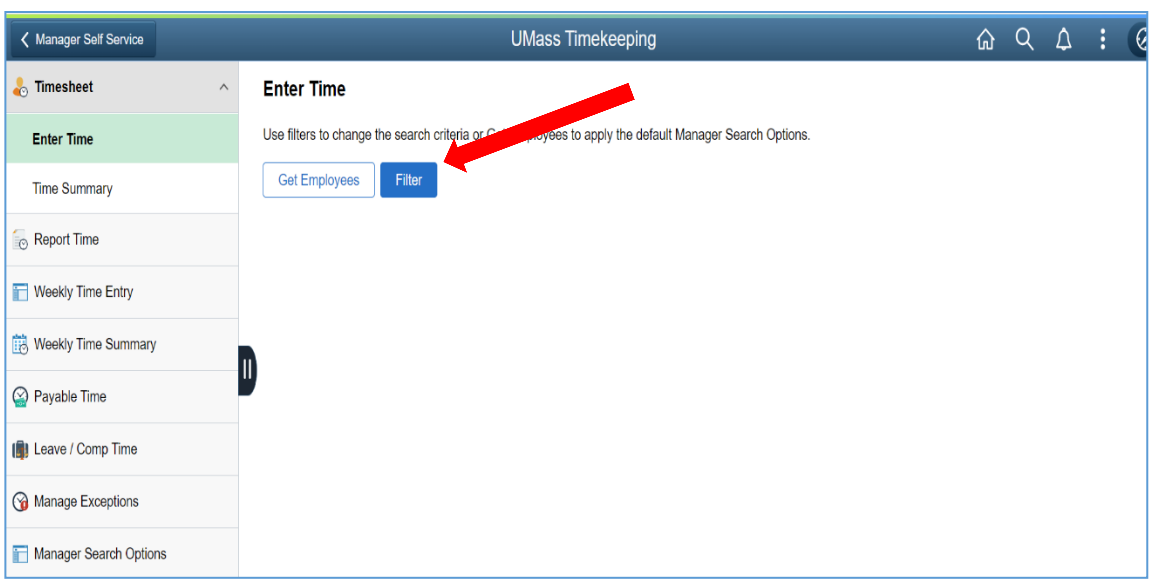
The Report Time Fluid Timesheet page allows managers and timekeepers to effectively and easily report time for employees.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select Manager Self Service from the dropdown.

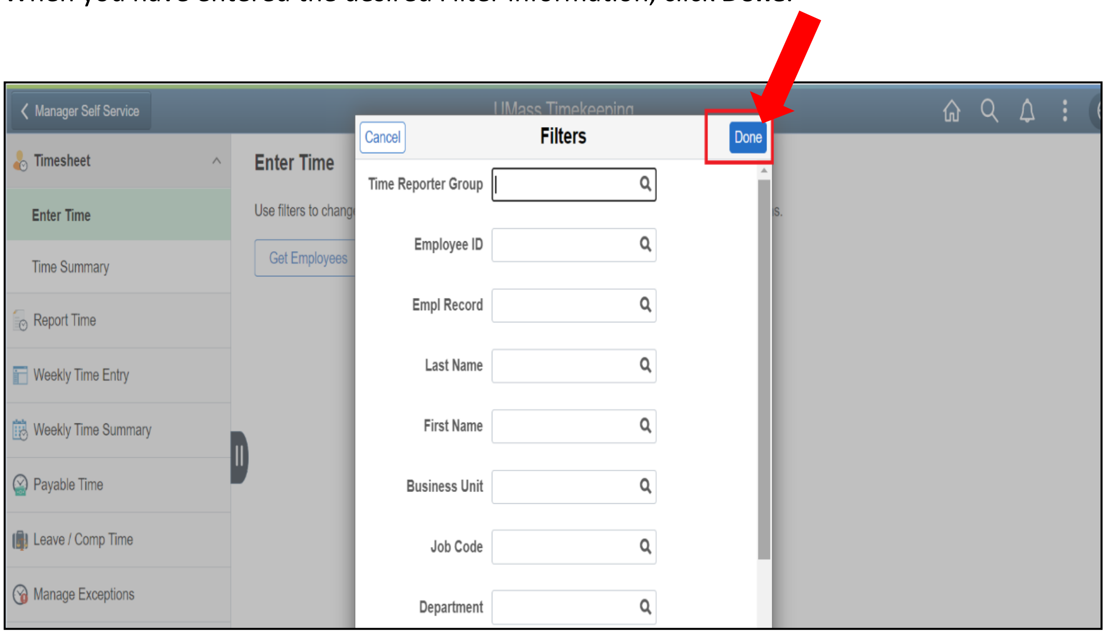
From the Manager Self Service Dashboard select the Timekeeping tile.


</td></tr>
<tr><td>2</td><td>The Timekeeping page will open allowing you to use filters to search for employees meeting a specific criteria.

Click the Filter button to access the filter options



Notice the new left side menu. You can access Leave Comp Time Balances from this menu.</td></tr>
</table>

Step	Action
3	The **Filter** popup box appears. There are a number of filter options available for you to use. Tips for filtering for employees • Using the **Time Reporter Group** filter will allow you to look at the different departments you can access. • Using Employee ID will return a specific employee. • Setting Payroll Status to A (for Active) will allow you to retrieve only employees who are currently active. No terminated employees will be displayed. When you have entered the desired Filter information, click **Done**. 

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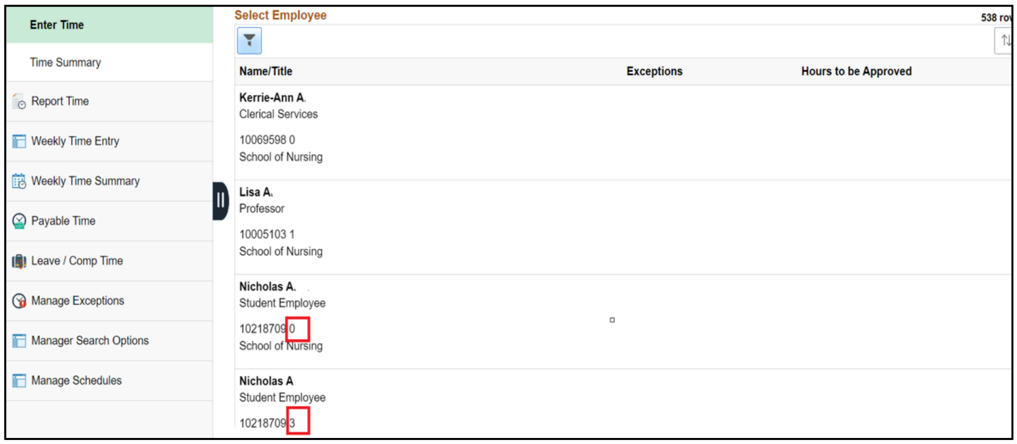
The **Filter** results display.

Results show the:

- Employee first and last name
- Employee Title
- Employee Record Number

  NOTE: Only the Employee Records you have security access for will be displayed.



Select the Employee Name for the employee you are reporting time for.

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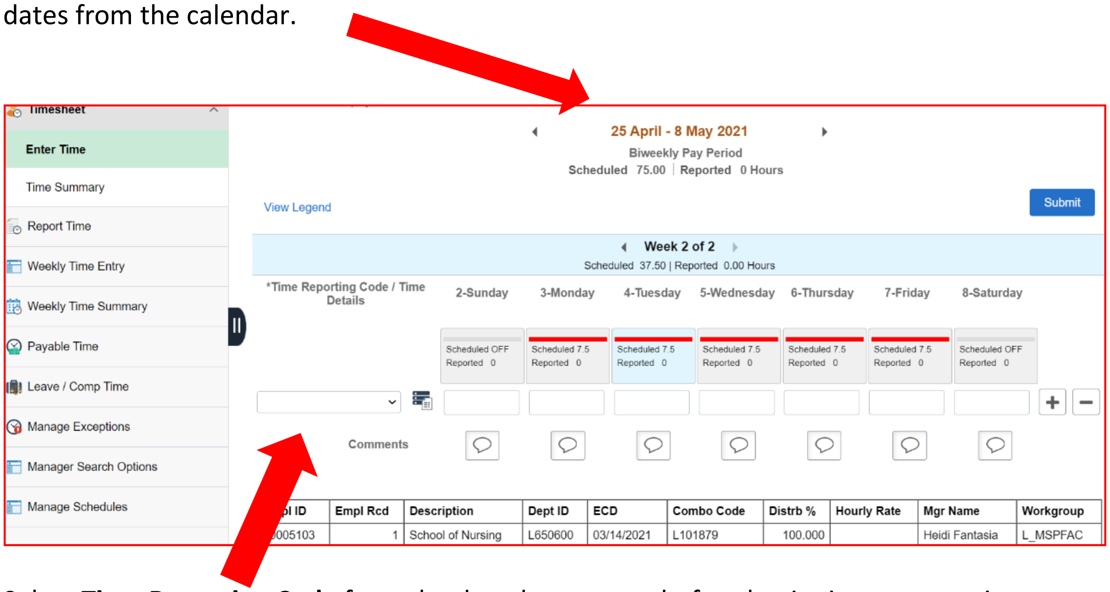
The **Timesheet** for the selected employee is displayed.

To change the pay period click the date range at the top of the timesheet and select the desired dates from the calendar.



Select **Time Reporting Code** from the dropdown menu before beginning to enter time.

Enter the appropriate hours after selecting the Time Reporting Code.

Note: At the bottom of the Timesheet there is a grid of information displayed. This is helpful to verify that you are reporting time on the appropriate employee record. This is especially helpful if the employee has multiple records. The grid provides all of the key job details for the employee (including hourly rate if the employee is an hourly employee). This information is to

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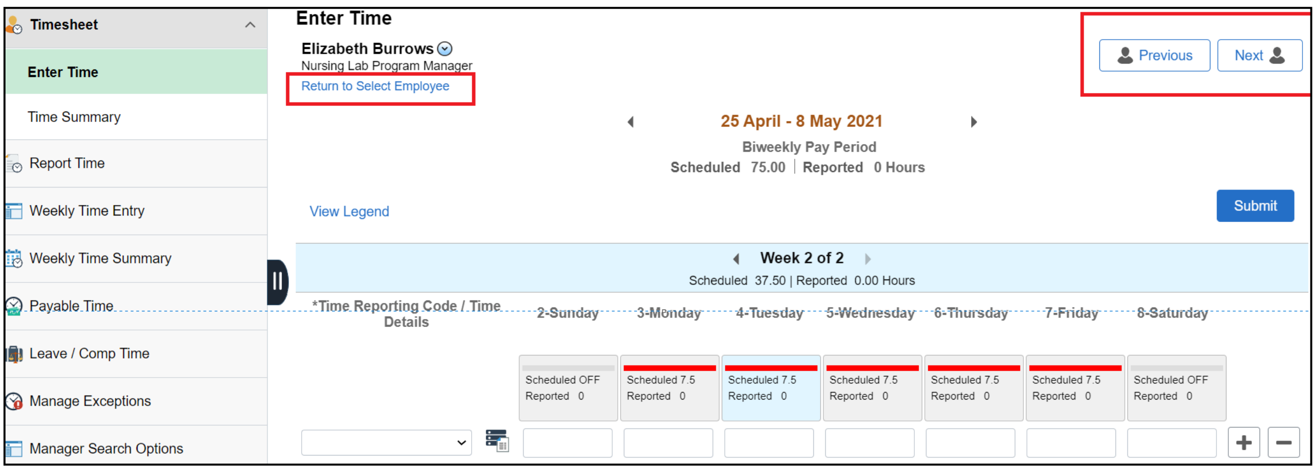
	assist you in making a determination as to which timesheet the hours should be used to report time for in this instance.

Helpful Hints for Navigating between Employees and Left Menu Options

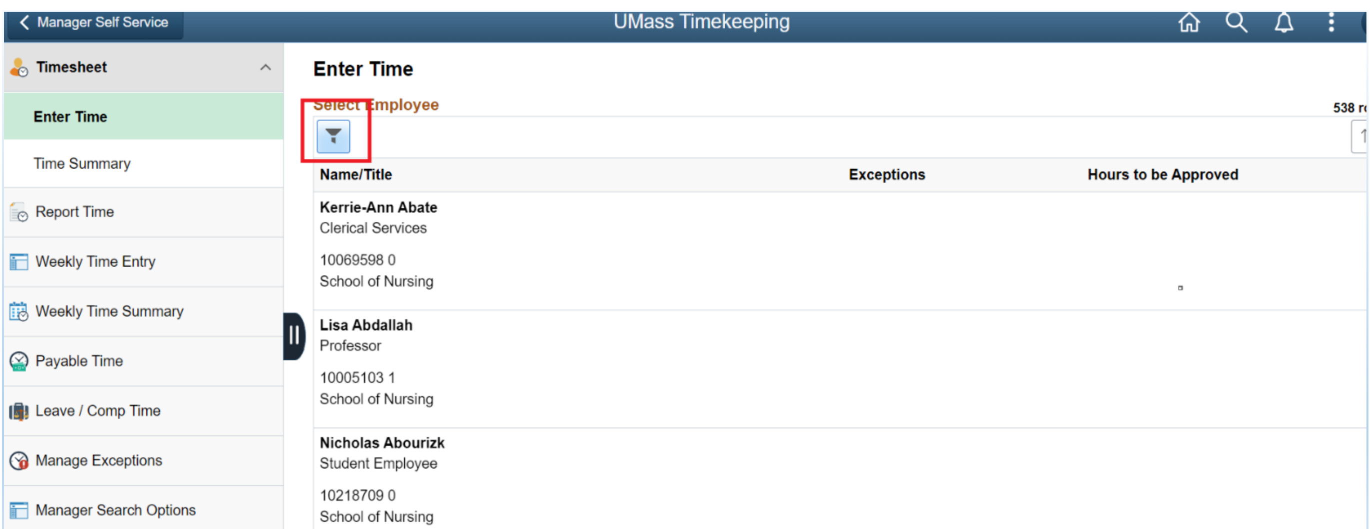
Moving between employee and timesheets:

You can report time and use the **Return to Select Employee** link to return to the search page

You can use the **Previous** or **Next** button to toggle between employees.

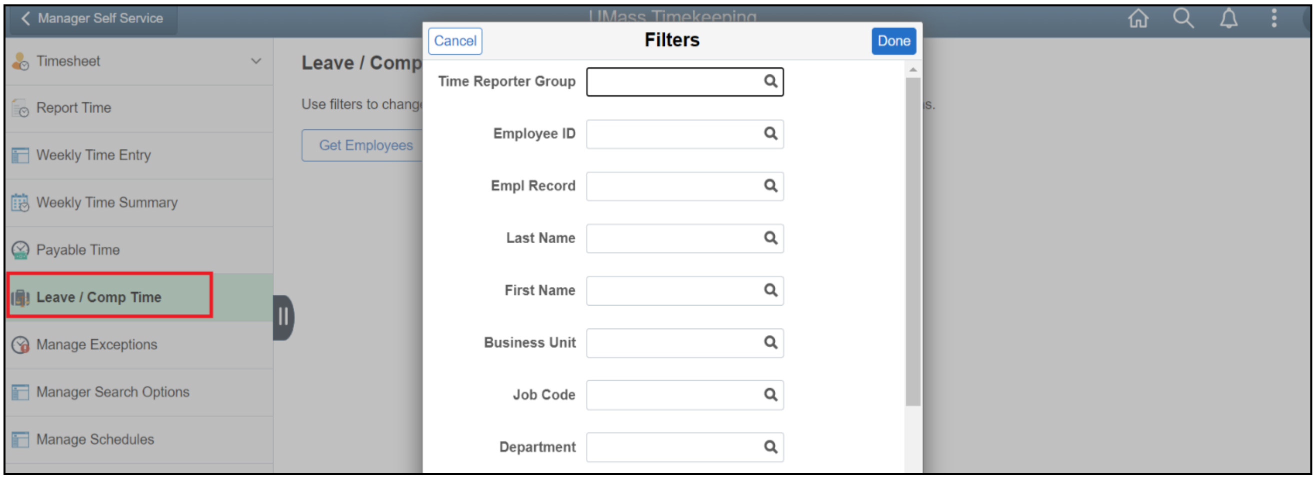


You can also return to the search page from an employee list by using the **Filter** option



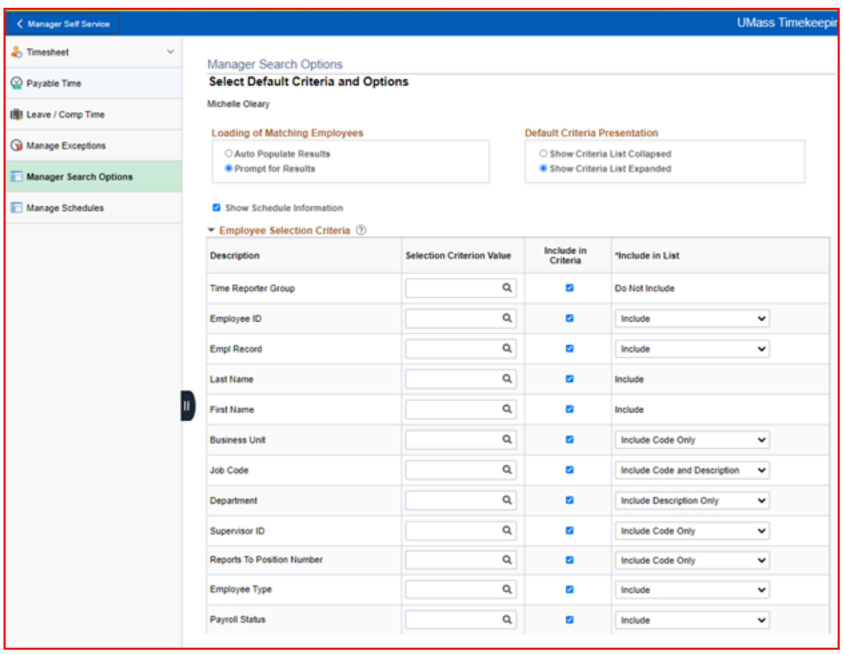
Leave / Comp Time Balance:

The **Leave / Comp Time** search page operates the same as the timesheet search page does.



Saving Filters

In order to save your filter criteria, you will need to navigate to Manager Search Options within Manager Self Service:



Once you are at the Manager Search Options, Select Default Criteria Options page you can select the desired Filter options and scroll down to the bottom to Save your Filter. Once the Filter is saved it will now auto populate in your filter section when searching for employees. To change the Saved Filter you will need to go back into Manager Search options and change the information.