8.9 HRMS Step by Step Guide
Entering Docks (MON) – Time Collection Module

Overview: This guide provides instruction on entering docks in Time Collection.

Note: The screen shots used in this guide may not be representative of your access.

CREATE A BATCH
1. Navigate to the Batch Header page
   - Time Collection
   - Batches
   - Batch Header

2. Header Control page displays
   - Click [Add a New Value]
   - Enter Pay Group of “MON”
   - Enter Batch ID – a Batch ID must consist of a three alpha and/or alpha-numeric code

   Note: You must use different Batch IDs to create multiple batches in the same pay group and the same pay period. You may reuse Batch IDs from pay period to pay period

   - Click [Add]
3. **Batch Header page displays**

- Enter Description that uniquely identifies the batch (optional)
- Batch Status of Open will default – leave as is
- Click **Save**

**ENTER DOCK INFORMATION**

4. Without cancelling out of the Batch Header page, navigate to the EE Data-Current Appointment or EE Data-Expired Appointment page

- Using the left-hand navigation menu, click EE Data-Current Appointment or EE Data-Expired Appointment page
5. **EE Data search page displays**

- Enter Paygroup
- Enter Batch ID
- Enter EmplID and/or Department and any other search categories

- Click [Search]

6. **Time Entry Data page displays**

- Enter applicable Earnings Code and Hours (negative number is required in hours)
- To add additional earnings code(s), click [+]

- Click [Save]
MARK BATCH ‘READY FOR APPROVAL’

7. Without cancelling out of the page after saving the last employee’s data, navigate to the Batch Header page
   - Using the left-hand navigation menu, click “Batch Header”
   - Change Batch Status to “Ready”
   - Click Save

APPROVE THE BATCH

8. Without cancelling out of the Batch Header page, navigate to the Approve Time Entry/No OTP page
   - Using the left-hand navigation menu, click “Approve Time Entry/No OTP”
9. Time Entry Approve page displays

☐ Review the time entry information for accuracy

☐ Click the “Approved By” checkbox to approve all entered time entry records for the batch

☐ Click ✅ Save

Entering Docks (MON) complete