Overview: This guide provides instruction on entering regular hours/earnings, override rates, overtime, and late pay for all biweekly/hourly employees, including students, work-study, and temporary classified.

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 “BW”
   - 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
- Batch Status of Open will default – leave as is
- Click Save

**ENTER HOURS WORKED IN THE TWO-WEEK PAY PERIOD**

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
5. EE Data search page displays

- If navigating directly from Batch Header page, Pay Group and Batch ID will default; otherwise, Pay Group and Batch ID must be entered.
- Enter EmpId and/or Depa Search any other search categories
- Click

6. Time Entry Data tab displays

- Enter correct Earnings Code (STH for student hourly or REG for other BW/hourly employees) and Hours
- For additional entries, such as hours worked at a different pay rate, overtime (SOT-students; OTM-all other employees) or late pay (LTS-students; LTP-all other employees), new rows must inserted
- To insert additional rows, click +

- Click
- Click to access other employees in your department for time entry
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 tab displays

- Click “View All” to view all employees included in the batch
- Click the search icon to the left of the employee’s name to view the time entry data entered for the employee

10. Employee Time Detail page displays

- Review the time entry information for accuracy
- Click to return to the Time Entry Approve tab
11. Time Entry Approve tab displays

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

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- The checkbox to the right of each employee’s time entry data will now be checked on.

- Deselect the checkbox to the right of the employee’s data to un-approve the time entry.

- Click the “Save” button.

Student Hourly and Other Biweekly/Hourly complete.