

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

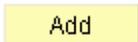
- Time Collection
- Batches
- Batch Header



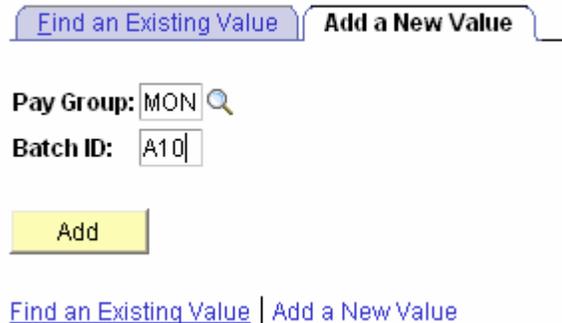
2. Header Control page displays

- Click 
- 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 

Header Control



3. Batch Header page displays

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

Company:	CU	University of Colorado	Batch ID:	A10
Pay Group:	MON	Monthly Employee	Batch Source:	<input type="radio"/> Online
Pay End Date:	11/30/2006			
Created By:	163797	51000	Payroll & Benefit Services	

Description:	
PBS MON AD	
<input type="checkbox"/> One Time Payment Only?	

Batch Status	
<input checked="" type="radio"/> Open	<input type="checkbox"/> Approved
<input type="radio"/> Cancelled	<input type="checkbox"/> Processed
<input type="radio"/> Ready	

Batch Totals			
EE Count:	0	Pay Amt:	\$0.00
Addl Amt:	\$0.00	Hours:	0.00

Approved Totals			
EE Count:	0	Pay Amt:	\$0.00
Addl Amt:	\$0.00	Hours:	0.00






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

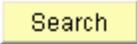
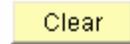
- Enter Paygroup
- Enter Batch ID
- Enter EmplID and/or Department and any other search categories
- Click 

EE Data - Current Appointment

Enter any information you have and click Search. Leave fields blank for a list of all values.

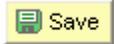
Find an Existing Value

Pay Group: begins with
Batch ID: begins with 
Department: begins with 
EmplID: begins with
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with



[Basic Search](#)

[Save Search Criteria](#)

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 

Time Entry Data



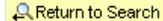



Company: CU University of Colorado **Batch ID:** A10 Open
Pay Group: MON Monthly Employee **Pay End Date:** 11/30/2006

EmplID: 105654 **Employee TE Status**
 Cancelled Approved
 Ready Processed

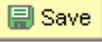
Pay Status: A Active **Job Code:** H6G3XN
Rate: \$32.23 **Position:** 00508127 **Leave**
Sick: 140.63 **Vacation:** 91.19

*Earnings Code	Hours	Addl Amt	Override Rate	Speedtype	Pay Amount
1 VDK  VAC DOCK	-8.00				 
Totals					
	-8.00	\$0.00			\$-253.90


MARK BATCH 'READY FOR APPROVAL'

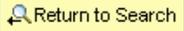
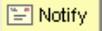
7. Without cancelling out of the page after saving the last employee's data, navigate to the Batch Header page

- Using the left-hand navigation menu, click "Batch Header"
- Change Batch Status to "Ready"
- Click 

Company:	CU	University of Colorado	Batch ID:	A10
Pay Group:	MON	Monthly Employee	Batch Source:	<input type="radio"/> Online
Pay End Date:	11/30/2006			
Created By:	163797	51000	Payroll & Benefit Services	

Description:	
PBS MON AD	
<input type="checkbox"/> One Time Payment Only?	
Batch Status	
<input type="radio"/> Open	<input type="checkbox"/> Approved
<input type="radio"/> Cancelled	<input type="checkbox"/> Processed
<input checked="" type="radio"/> Ready	

Batch Totals			
EE Count:	1	Pay Amt:	\$-253.90
Addl Amt:	\$0.00	Hours:	-8.00
Approved Totals			
EE Count:	0	Pay Amt:	\$0.00
Addl Amt:	\$0.00	Hours:	0.00



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"

University of Colorado

Company:	CU	University of Colorado	Batch ID:	A10
Pay Group:	MON	Monthly Employee	Batch Source:	<input type="radio"/> Online
Pay End Date:	11/30/2006			
Created By:	163797	51000	Payroll & Benefit Services	

Description:	
PBS MON AD	
<input type="checkbox"/> One Time Payment Only?	
Batch Status	
<input type="radio"/> Open	<input type="checkbox"/> Approved
<input type="radio"/> Cancelled	<input type="checkbox"/> Processed
<input checked="" type="radio"/> Ready	

Batch Totals			
EE Count:	1	Pay Amt:	\$-253.90
Addl Amt:	\$0.00	Hours:	-8.00
Approved Totals			
EE Count:	0	Pay Amt:	\$0.00
Addl Amt:	\$0.00	Hours:	0.00







Menu

Search:

- ▶ My Favorites
- ▶ Reports
- ▶ Recruiting
- ▶ Workforce Administration
- ▶ Benefits
- ▶ Compensation
- ▶ Time Collection
- ▼ Batches
 - Batch Header
 - EE Data - Current Appointment
 - EE Data - Expired Appointment
 - EE Data - One Time Payment
 - EE Data - Entered in Batch
 - Approve Time Entry/No OTP
 - Approve One Time Payments
- ▶ Time Entry Reports
- ▶ Find Batches
- ▶ Payroll for North America
- ▶ Payroll Interface
- ▶ Workforce Development
- ▶ Organizational Development
- ▶ Enterprise Learning
- ▶ Workforce Monitoring
- ▶ Set Up HRMS
- ▶ Enterprise Components
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ PeopleTools
- ▶ Packaging
- My Dictionary

9. Time Entry Approve page displays

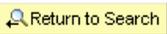
- Review the time entry information for accuracy
- Click the “Approved By” checkbox to approve all entered time entry records for the batch
- Click 

Time Entry Approve

Company: CU University of Colorado **Description:** PBS MON AD
Pay Group: MON Monthly Employee **Pay End Date:** 11/30/2006
Batch ID: A10 **Batch Source:** Online **Batch Status:** Ready
Batch Added By: 163797 Approved By:

TE	Name	#	Hours	Add Amt	Pay Amount	
		0	-8.00	\$0.00	\$-253.90	<input type="checkbox"/>

Batch Ready Totals:	1 Employees	-8.00	\$0.00	\$-253.90
Batch Approved Totals:	0 Employees	0.00	\$0.00	\$0.00


Entering Docks (MON) complete