

Reporting Time

Each employee's job is categorized by **Employee Class**. You will see your Employee Class at the top of your timesheet. The screens you see will be customized on the basis of your job classification.

Time Reporting Codes (TRC) are in categories that determine how they affect earnings, leave usage, and credit for time worked.

The chart below shows each employee class and the type of time that can be reported, along with the appropriate Time Reporting Code (TRC).

The matrix indicates which TRC codes can be used by each employee class to report time.

Time Reporting Code (TRC) Master List		Pay Group >						
TRC	Description	Employee Entry	S2	S2	S2	M2	M2	M2
		Manager Entry	Student-Undergrad	Student-Grad	Work Study-Grad	Student-Undergrad	Work Study-Undergrad	Work Study-Grad
AD2	Additional Payment to Student	✓	✓	✓	✓	✓	✓	✓
ADL	Additional Payment	✓						
GR1	Grad Asst Sumr - Post Doc			✓	✓			✓
GR2	Graduate Assistant			✓	✓			✓
GR3	Graduate Fellow Tuition			✓	✓			✓
GR4	Graduate 14 percent			✓	✓			✓
NWS	Student Non-work Study	✓	✓	✓	✓	✓	✓	✓
OPT	Overtime - Premium	✓	✓	✓	✓	✓	✓	✓
SNW	Summer Non-Work Study	✓	✓	✓	✓	✓	✓	✓
STUDY	Study Group Participation		✓	✓	✓	✓	✓	✓
STX	Stipend Taxable		✓	✓	✓	✓	✓	✓
SWG	Summer Work Study Not Registr	✓	✓	✓	✓	✓	✓	✓
WSR	Work Study	✓	✓	✓	✓	✓	✓	✓

Procedure Guide

When to report time:

All time must be reported by the cutoff day so supervisors can review and approve reported hours in time for payroll processing. Please visit the payroll website for details:

<http://www.cwru.edu/finadmin/controller/payroll.htm>

Approvals:

A supervisor may approve your hours at any time after they are entered. If changes occur after approval, contact your supervisor.

Making Corrections:

If the pay period has been processed, ask your supervisor how to make the correction. Your supervisor may need to contact payroll with the date, TRC, and hours to be corrected. If you have been paid for these hours in error, an adjustment will be made to your next check.

Accessing Previous Time Sheets:

From the left-hand menu select **Employee Time Entry History**. This page will allow you to enter date and TRC fields; initiate the search by clicking the yellow Go button.

Future Time Entry:

You may enter time beyond the current pay period if you plan to be away from work. The system will hold these hours and process them at the appropriate time.

Questions?

Please call the Help Desk (x4357). Specific questions about your hours or payroll amounts should be directed to your supervisor.



Student Employment Time Entry in the PeopleSoft System

Overview

Case will be using the PeopleSoft System for time entry. This will allow employees to enter their time through a web browser; supervisors will be able to view and approve time online.

How to Access the System

You will be using a URL to access the PeopleSoft System.

www.case.edu/erp/hcm

When the sign-on page appears, enter your Case Network ID and password. This is the same information you use to check your e-mail. After you sign in, your PeopleSoft home page appears.

From the left-hand navigation menu select **Employee Self Service**. Next select **Time Reporting**. Then select **Case Hourly Timesheet**. Your timesheet will appear. If you have more than one job, a list will appear from which you can select the appropriate job.



For more information on the ERP Project and the PeopleSoft implementation, please visit our website at:
www.case.edu/projects/erp

Student Employee Time Entry Page

Information Section:

Once you are in the time entry page, review the top section. It shows your employee ID, department, job title, standard weekly hours, total number of entries as well as your total hours.

Current Pay Period:

The start and end dates for the current pay period are shown below the employee information. You may enter dates that occur before or after the current period.

Tabs:

Each time line is divided into 2 sections by tabs that look like file folder tabs. Most entries can be completed using the "Time Entry" tab. The "More" tab can be used to record additional breaks and write additional comments to your approver.

Comments:

If you wish to enter a comment for a set of hours, click on the "More" tab. Your supervisor will be able to view the comments when approving the time.

Saving Time Entries:

When you have completed an entry, click the yellow save button in the lower left corner. You must click save for PeopleSoft to keep the entry.

Hourly Time Entry

Employee ID: 1001199 Yuss,Stu D Title: Observer Staff Rcd: 0
 Empl Class: Undergrad Student Start Date: 07/01/2003 Std Weekly Hours: 20.00
 Department: University Attorney Expected End Dt: Standard Rate: 9.500000

Total Entries: 2 Total Hours: 7.50

Hourly Rate: 9.500000

Tab

Click the SAVE button to save all entries!

Click the Add button to add an entry

Click the Delete button to delete an entry

Date	Day	TRC	Hours	Start Time	Break 1 Out	Break 1 Return	Break 2 Out	Break 2 Return	Break 3 Out	Break 3 Return	End Time		
10/01/2004	Fri	Reg Hours	5.50	12:00PM	2:00PM	3:00PM	5:00PM	6:00PM			7:30PM	Add	Delete
10/04/2004	Mon	Reg Hours	2.00	2:00PM							4:00PM	Add	Delete



You will enter your start and end time as well as any breaks for each entry.

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Employee ID: 1001199 Yuss,Stu D Title: Observer Staff Rcd: 0
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 Department: University Attorney Expected End Dt: Standard Rate: 9.500000

Total Entries: 2 Total Hours: 7.50

Click the SAVE button to save all entries!

Click the Add button to add an entry

Date	Day	TRC	Break 4 Out	Break 4 Return	Department	Description	Comments		
10/01/2004	Fri	Reg Hours			261252	University Attorney		Add	Delete
10/04/2004	Mon	Reg Hours			261252	University Attorney	just helping out over there	Add	Delete