

HRMS2 - How to enter times

The new HRMS is designed to be easier to use and more accurate and full-featured than the previous HRMS. Most features are very intuitive; the following examples illustrate how to A) request leave, B) enter times (pages 2-3), and C) handle overtime and comp time (Pages 4-5).

The New Dash Board

The new HRMS combines the Employee Dashboard and Time Card Entry screens into one screen. In this example, we will work with the pay period March 23 – April 5. Note the one hour appears on March 26 – this conforms to the one-hour Sick Leave request noted in the submitted requests table at bottom-right.

Enter Working Hours:

March 24, 2014
Jump to today

IN

COMMENTS:

Regular Working Total: 0.0
Leave Requests: 0.0
TOTAL: 0.0

OAKS Leave Balances as of 10/25/2008
Personal: 32 Sick: 416.8 Vacation: 79.5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Mar. 23	Mar. 24	Mar. 25	Mar. 26	Mar. 27	Mar. 28	Mar. 29	1
Mar. 30	Mar. 31	Apr. 01	Apr. 02	Apr. 03	Apr. 04	Apr. 05	0
Apr. 06	Apr. 07	Apr. 08	Apr. 09	Apr. 10	Apr. 11	Apr. 12	0
Apr. 13	Apr. 14	Apr. 15	Apr. 16	Apr. 17	Apr. 18	Apr. 19	0

Submitted Requests

Type	Start Date	End Date	Start Time	End Time	# Hours	Status
Sick Leave	3/26/2014	3/26/2014	02:00 PM	03:00 PM	1	Submitted

Submit your timecard

A. To request leave:

1. Hover over the EMPLOYEE tab to access menu choices
2. Select LEAVE REQUEST ENTRY

There are no changes to the LEAVE REQUEST input screen. Select the type of leave you are requesting, specify the date(s) and hours, leave comments if needed, and click submit.

Leave Request Entry

Previous Period Requests

Change Work Schedule

COMMENTS:

Regular Working Total: 0.0
Leave Requests: 0.0
TOTAL: 0.0

OAKS Leave Balances as of 10/25/2008
Personal: 32 Sick: 416.8 Vacation: 79.5

Submitted Requests

Type	Start Date	End Date	Start Time	End Time	# Hours	Status
Sick Leave	3/26/2014	3/26/2014	02:00 PM	03:00 PM	1	Submitted

B. To Enter Time – Normal Day

This example reflects a normal eight-hour day on March 24.

Note the hours recorded on the left; this employee worked 8-5 with a one-hour lunch at noon.

Once saved, an “8” (hours) appears on the calendar for March 24.

The screenshot shows the Ohio.gov timecard entry interface. On the left, the 'Enter Working Hours' form for March 24, 2014, is displayed. It includes fields for IN (08:00 AM), BEGIN LUNCH (12:00 PM), END LUNCH (01:00 PM), and OUT (05:00 PM). Below these is a 'COMMENTS' field and a 'Save' button. The summary shows: Regular Working Total: 8.0, Leave Requests: 0.0, and TOTAL: 8.0. On the right, a calendar grid shows the number '8' in the cell for Monday, March 24. A 'Submit your timecard' button is at the bottom right. Below the calendar is a 'Submitted Requests' table with one entry: Sick Leave from 3/26/2014 to 3/26/2014, 02:00 PM to 03:00 PM, for 1 hour, with status 'Submitted'.

Times recorded here

Total appears here

- Select the date for which you are entering times. Do this by clicking on the date in the calendar, or by clicking the arrows next to the date in the entry menu.
- Record your “IN” time.
- CLICK SAVE. You must click save for EACH time entered. When you click save, a new entry box will appear to record the next time.
- Record your next time. This might be the start of lunch or the time you left for another reason. Pull down the menu to select the proper caption and enter the time.
- CLICK SAVE.
- Continue entering times by selecting the caption and entering the time. Remember to CLICK SAVE for every time you enter.
- Once a day is complete, your hours worked will appear in the calendar as shown in the example at the top of the page.

This screenshot illustrates the date selection step. The date 'March 27, 2014' is circled in the calendar. The 'Enter Working Hours' form is empty, and the 'Save' button is highlighted. The 'Submitted Requests' table is also visible, showing a 'Sick Leave' request.

When your timecard for the pay period is complete, click the green SUBMIT YOUR TIMECARD button.

This example illustrates a straight, eight-hour day. However, the new system accommodates multiple entries – the next example illustrates how to enter Leave time when it begins and ends during the workday.

To Enter Time with Leave *During the Workday* (Leaving and Returning during the day)

These examples illustrate a day in which we have used an hour of Sick Leave on March 26.

1. Select the day for which you are entering times (click the day on the calendar or move to the day using the arrow keys at the upper left).

2. Select the captions and enter your times. Notice in this example

there is an OUT at 10 a.m. and an IN at 11 a.m. This is the hour of Sick Leave we took – it conforms with the Leave Request recorded in the submitted requests table at the bottom right.

3. Remember to click SAVE each time you enter a time.
4. The system records eight hours on the calendar for March 26. This is the one hour of leave (see illustration showing that that one hour already recorded on previous page) AND the seven hours actually worked.

If Leave Time is Adjacent to Lunch

HRMS will not allow the entry of the same time twice for a single day. Therefore, if you have a 1-2 p.m. appointment immediately following your 12-1 p.m. lunchtime, you cannot BOTH clock in (END LUNCH) and clock out (OUT) at 1 p.m.

Therefore, for appointments directly touching lunchtime, adjust the IN or OUT time (in this example, out) time by a minute so the system will accept it.

In this example, the recorded times reflect the seven hours worked, leaving at noon for lunch, returning at 1 p.m., leaving for the one-hour appointment at 1:01 p.m., and returning at 2 – totaling eight hours.

C. Overtime and Comp Time

Handling Overtime Requests in the new HRMS is very similar to the old process:

1. First, preapprove your overtime or comp time
2. From the dashboard, select Leave Request Entry from the Employee drop-down.
3. The select Request to Work Overtime



Overtime Eligible Employees – Requesting Overtime

(Overtime Exempt Employees see next page)

Overtime eligible employees will begin by requesting Paid Overtime or Comp Time.

4. Select your overtime compensation (time or money).
5. Enter your start and end dates – you can select an entire pay period or a portion of a pay period, but your request cannot span multiple pay periods.
6. Enter comments (required) to indicate why you are requesting overtime.
7. Submit. This creates a “bucket” of approved time.



Once submitted, enter your times.

In this example, five overtime hours are approved (see Submitted Requests, bottom right) and five hours have been claimed from the bucket of approved time.

The total for the pay period is 45 hours – 40 regular hours and 5 overtime hours.

Enter Working Hours

April 09, 2014
Jump to today

COMMENTS:

Regular Working Total: 0.0
Leave Requests: 0.0
TOTAL: 0.0

DAKS Leave Balances as of 10/25/2008
Personal: 32 Sick: 416.8 Vacation: 79.5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Mar. 23	8	8	8	9	9		42
Mar. 30	9	9	9	8	8		43
Apr. 06							0
Apr. 13							0

Submit your timecard

Submitted Requests							
Leave Requests							
Type	Start Date	End Date	Start Time	End Time	# Hours	Status	
Sick Leave	3/29/2014	3/29/2014	10:00 AM	11:00 AM	1	Submitted	
OverTime Requests							
Type	Start Date	End Date	Hrs Requested	Hrs Remaining	Status		
Accrue Compensation Hours Request	3/23/2014	4/5/2014	5	5	Submitted		

Overtime Exempt Employees

The new HRMS system will automatically populate comp time for any hours worked over 40 for each week during the pay period.

Overtime Exempt employees will not be required to submit Requests to Work Overtime or Leave Requests for comp time earned. These employees need only enter times on their timecard.

Reporting Split Time

Some employees are paid from two different sources.

Employees paid with split funding hours must specify the percentages when submitting their timecard.

1. When you have finished recording times for the entire pay period, click Submit your Timecard.
2. Split-funded employees will see the screen shown here.
3. Enter the number of hours worked for each funding source in the Split Funding Hours box at the lower right (shown magnified).
4. When you have accounted for all hours worked, click Submit Your Timecard.

The screenshot shows the HRMS interface for a Department of Education employee. At the top, it says 'Ohio.gov | Department of Education' and 'Welcome Stephanie FT Split (Sign Out) Printer Friendly Version Session Timeout: 00:19:25'. Below this is a navigation bar with 'Employee' and 'Reports' dropdowns. The main area features a grid for entering time by day from Sunday to Saturday. The grid shows dates from 3/23/2014 to 4/6/2014, with '8-Regular Hours' entered for most days. Below the grid are buttons for 'Submit your time card' and 'Return to time entry', and a 'STATUS: InProcess' indicator. To the right, there are sections for 'Employee Comments', 'Supervisor Comments', and a 'Split Funding Hours' section. The 'Split Funding Hours' section is circled in red and contains a form with a 'Remaining hours to distribute' field set to 0, and two rows for funding sources: '20.0 EDUA00028' and '60.0 EDU005839'. A red arrow points from this section to a magnified view of the 'Split Funding Hours' form at the bottom right, which shows the same fields and instructions: 'Enter hours into the list fund sources using XX.X format. Do not exceed Remaining hours to distribute.'



It is a good idea to go into HRMS and enter your time worked every day.