

## Staff Time Entry

This printable version covers Learning Cycle 1: Querying Using the Staff Time Entry Form, Learning Cycle 2: Entering Hours, and Learning Cycle 3: Entering Additional Elements.		
Step	Description	Other Information
1.	Login to AIS using your AIS User Name & Password.	
2.	Select: <b>SIU HRMS Fiscal Officer Time Entry</b> Responsibility.	
3.	Drilldown to Staff Time Entry/ SIU Time Entry.	Displays <b>SIU Staff Time Entry (Bi-Weekly Payroll)</b> window.
4.	<b>Choose appropriate query process.</b> <b>Query w/specific BP: Steps 5, 6, 7, 8</b> <b>Query Pay Period only (retrieves all BPs): Steps 7, 8</b>	<b>Note:</b> If you enter time for more than one BP, leave the BP field blank and proceed to step 7 to retrieve all of your BPs.
5.	Place cursor in the <b>Budget Purpose</b> field, press <b>F11</b> .	Places system in query mode.
6.	Enter appropriate 'Budget Purpose'.	
7.	Tab to <b>Pay Period</b> field; enter 'Pay Period', use Oracle date format.	
8.	Press <b>Ctrl + F11</b> on the keyboard.	Executes query; returns all employees paid bi-weekly for a specific Budget Purpose.
9.	Locate correct employee record; tab to <b>Hours</b> field, enter number of hours worked.	
10.	If necessary, <b>Tab</b> to the <b>Rate</b> field and make changes. (Note: This is rarely done by a Timekeeper)	Rate background changes to Red.
11.	If <b>Dept Act 1 &amp; Dept Act 2</b> codes are used by your department, these are displayed automatically when the records are retrieved.	
12.	Continue until all employees' 'Hours' are entered.	
13.	Save your work, check message line of 'Toolbar' to confirm save.	
14.	To access another Time Entry form: <b>Budget Purpose &amp; Pay Period</b> - repeat steps beginning with Step 5. <b>Pay Period only:</b> If you enter time against more than one BP and you queried only on the Pay Period Dates, place cursor in Budget Purpose field and press the Down Arrow key on the keyboard to find the desired BP.	
<b>Entering Additional Elements, e.g., Vacation, Sick Time</b>		
1.	Enter CS Regular Hrs first.	
2.	If a blank row is needed, proceed to Step 3. If a blank row exists just below the needed record, arrow down using the down arrow on your keyboard. Proceed to Step 5.	
3.	To insert a blank row, position your cursor in the record for the employee that needs the additional Element.	Positions Current Record Indicator.
4.	Click the  <b>Add Record</b> from the Toolbar.	Blank row will appear below the employee's name, ready for entry.
5.	Click in the <b>Assignment Number</b> field.	
6.	Using the Assignment Number from employee record above, type that Assignment Number into the field.	
6a.	If the employee's assignment has more than one setup for costing, the Assignment LOV will appear. Select the correct assignment costing for the element you are entering for that employee.	
7.	Tab to the <b>Element Key</b> or the <b>Element Name</b> field. Populate either the Element Key or Element Name field with the appropriate Element.	Name, Rate, Dept Act 1 and Dept Act 2 fields populate automatically.
8.	Tab to the Hours field, enter appropriate number of hours.	
9.	Save your work.	
<b>End</b>		

## List of Available Elements

Code	Element Name	Reporting Name	Category
1	CS Regular Hrs	Regular Earnings	Reg
2	CS Vacation Usage Hrs	Vacation Benefit	Reg Non-Worked w Pay
3	CS Sick Usage Hrs	Sick Leave Benefit	Reg Non-Worked w Pay
4	CS OT Hrs 1_5	OT Pay 1_5	OT
5	CS OT Hrs 2_0	OT Pay 2_0	OT
6	CS AWOP Employee Request	AWOP Employee Request	Reg Non-Worked w/o Pay
7	CS Shift Diff Reg Hrs	Shift Diff Pay Reg	Reg
8	CS Shift Diff OT Hrs	Shift Diff Pay OT	OT
9	CS Temp Upgrade Reg Hrs	Temp Upgrade Reg	Reg
10	CS Temp Upgrade OT Hrs	Temp Upgrade OT	OT
11	CS Premium Hrs	Premium Pay	Regular
12	CS Schd Day Off Hrs	Schd Day Off Pay	Reg Non-Worked w Pay
13	CS Paid Holiday Hrs	Holiday Benefit	Reg Non-Worked w Pay
14	CS Worked Holiday Reg Hrs	Holiday Reg Pay	Premium
15	CS Worked Holiday OT Hrs	Holiday OT Pay	OT
16	CS OT Hrs 1_0	OT Pay 1_0	OT
17	CS OT Hrs 2_5	OT Pay 2_5	OT
18	CS OT Hrs 3_0	OT Pay 3_0	OT
19	CS Compensatory Hrs	Comp Tm Amt	Reg Non-Worked w Pay
20	CS Meal Allowance Hrs	Meal Allow Pay	Premium
21	CS ESL Usage Hrs	Ext Sick Benefit	Reg Non-Worked w Pay
22	CS Adm Leave Hrs	Adm Leave Benefit	Reg Non-Worked w Pay
23	CS Altrnt Desig Hol Reg	Altrnt Desg Hol Pay	Reg Non-Worked w Pay
24	CS Altrnt Desig Hol Wrk	Altrnt Desg Hol Pay	Reg Worked w Pay
25	CS Paid Adm Closure Hrs	Closure Benefit	Reg Non-Worked w Pay
26	CS Worked Adm Closure Reg	Closure Reg Pay	Premium
27	CS Worked Adm Closure OT	Closure OT Pay	OT
28	CS FMLA Vac Hrs Pay	FMLA Vac Pay	Reg Non-Worked w Pay
29	CS FMLA Sick Hrs Pay	FMLA Sick Pay	Reg Non-Worked w Pay
30	CS AWOP FMLA	AWOP FMLA	Reg Non-Worked w/o Pay
31	CS Milt Lv Hrs Pay	Mlt Lv Pay	Reg Non-Worked w Pay
32	CS Milt Lv Hrs No Pay	Mlt Lv No Pay	Reg Non-Worked w/o Pay
33	CS Military Diff Hrs	Mlt Diff Pay	Reg Non-Worked w Pay
34	CS AWOP Legal Holiday Hrs	AWOP Legal Hol No Pay	Reg Non-Worked w/o Pay
35	CS AWOP Hrs Dept Closed	AWOP Dept Closed	Reg Non-Worked w/o Pay
36	CS Disp Hrs Pay	Discipline Pay	Reg Non-Worked w Pay
37	CS Disp Hrs No Pay	Discipline No Pay	Reg Non-Worked w/o Pay
38	CS Union Act Hrs No Pay	Abs Un Act No Pay	Reg Non-Worked w/o Pay
39	CS Unpaid Lv Hrs	Unpaid Leave	Reg Non-Worked w/o Pay
40	CS Med Lv Disab Hrs	Med Lv Dis No Pay	Reg Non-Worked w/o Pay
41	CS Med Lv Wkr Comp Hrs	Med Lv WC No Pay	Reg Non-Worked w/o Pay
42	CS Susp Hrs Pay	Suspension Pay	Reg Non-Worked w Pay
43	CS Susp Hrs No Pay	Suspension No Pay	Reg Non-Worked w/o Pay
44	CS Susp Pn Dis Hrs	Sus Pn Dis No Pay	Reg Non-Worked w/o Pay
45	CS Grievance Pay Hrs	Grievance Pay	Reg Non-Worked w Pay
46	CS I_O Layoff Hrs	Layoff I_O No Pay	Reg Non-Worked w/o Pay
47	CS Acd Layoff Hrs	Layoff A_B No Pay	Reg Non-Worked w/o Pay
48	CS Indef Layoff Hrs	Layoff Ind No Pay	Reg Non-Worked w/o Pay
49	CS Breavement Hrs	Bereavement Benefit	Reg Non-Worked w Pay
50	CS Jury Duty Hrs	Jury Duty Benefit	Reg Non-Worked w Pay
51	CS Comp Injury Fund		
52	CS OT HRS 2.25		
70	CS UAC Hrs		
	CS PPS OT HRS		

**TO BE ENTERED BY PAYROLL**

Payroll	CS Temp Upgrade Flat	Temp Upgrade	Reg
Payroll	CS Flat Adjustment	Pay Adjustment	Regular
Payroll	CS Meal Allowance Flat	Meal Allowance	Premium
Payroll	CS Compensatory Time Flat	Comp Tm Pay	Reg Non-Worked w Pay