CAPPS HR/PAYROLL
End-User Training (EUT)

EUT Course - 101

FUNDAMENTALS AND EMPLOYEE SELF-SERVICE

PeopleSoft 9.2

November 2016

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Employee Self Service

Course 100 Employee Self Service

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Section 1 - CAPPS Fundamentals

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- Lesson 3 - Using CAPPS Navigation Features
- Lesson 4 - Using the Search Feature to Retrieve Information

Lesson 1 - How to Access CAPPS

Section 1, Lesson 1

CAPPS Fundamentals

Learn how to sign-in to the CAPPS system

Section 1 - Lesson 1 Exercise - Scenario 1: Learn how to sign-in to the CAPPS system

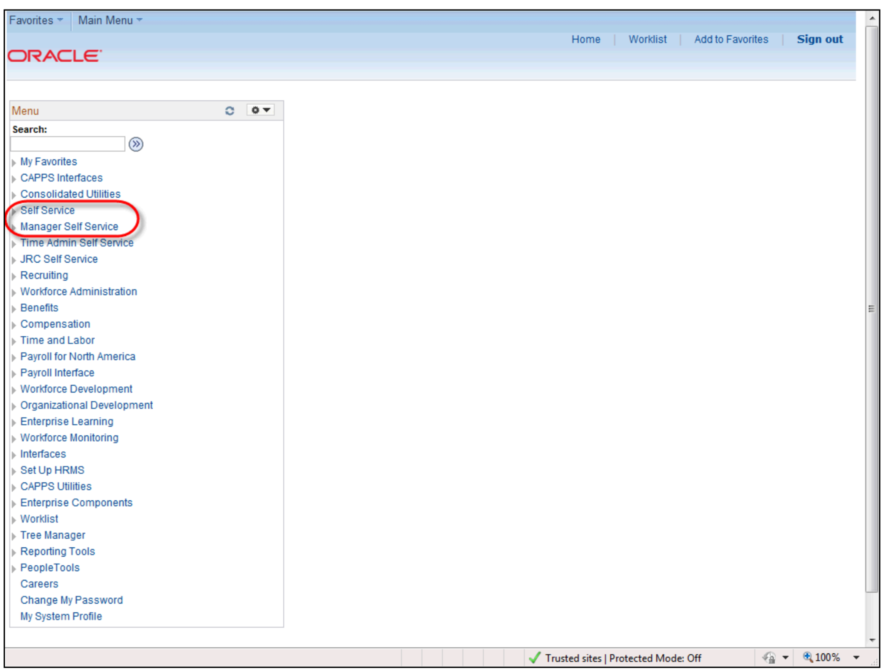
Procedure

This lesson shows you how to log into the CAPPS Enterprise Portal and the CAPPS HR/Payroll system. It also shows you your menu options and choices.

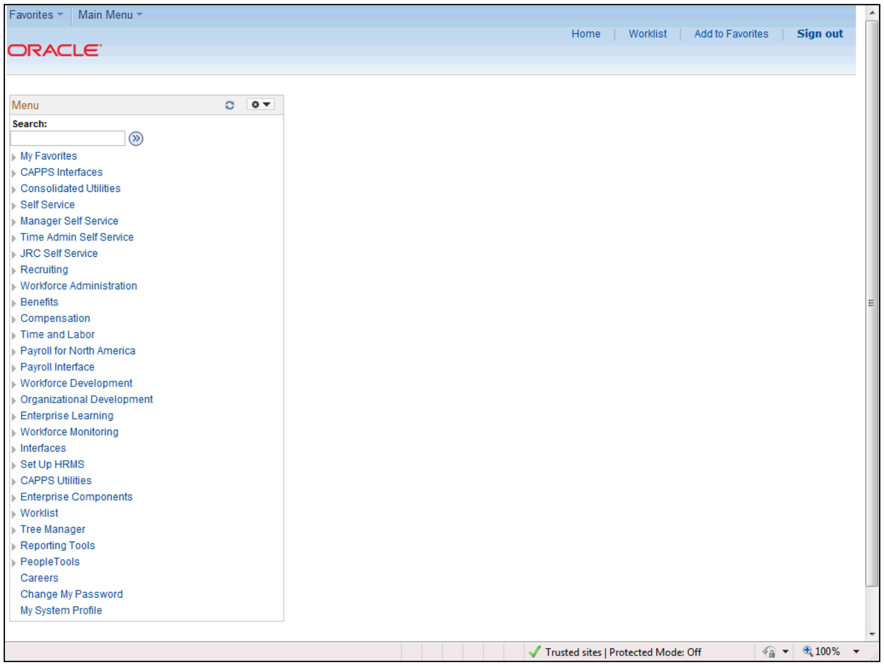
Step	Action
1.	This Login page is the gateway to the CAPPS Enterprise Portal and the CAPPS HR/Payroll system as well as other CAPPS PeopleSoft applications. It is recommended that you save this URL as a Favorite in your Internet browser.

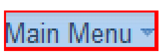
Step	Action
2.	The Login page is where you will enter your **User ID** and **Secure Password** in the appropriate fields. If you do not have this information, please contact your agency password support personnel. The Secure Password is **Case Sensitive**. As you enter your password, the system will mask your entry with asterisks.
3.	Once you have entered the **User ID** and **Secure Password** you will click the **Sign In** button.
4.	This page contains the **CAPPS Enterprise Portal**. The views on the Portal will vary according to individual security roles. Next you will take a look at each of the components within the Enterprise Portal.
5.	This is the **CAPPS HR/Payroll** Application Link. This link takes you to the PeopleSoft Menu with choices and options based on (1) your role in the system and (2) your security access to the system. If you are a user with access to both HR/Payroll and Finance applications then you will also see a FIN Application Link further down the page.
6.	Below the HR/Payroll application link are the **Employee Self-Service** and **Manager Self-Service links**. The **Self-Service** options are available to all employees.
7.	The **Manager Self-Service links** are available to any employee with a role as a Manager in the system. Remember the application links will appear according to the user profile.
8.	The Worklist will only appear for users that have Worklist items. In this example, the user has an **HR/Payroll Worklist**.
9.	**Common Links** are static and will appear for everyone. Notice the link to **Change Password**.
10.	**Other Portal Links** are for users specifically granted access to UAT, Maintenance, and Sandbox.

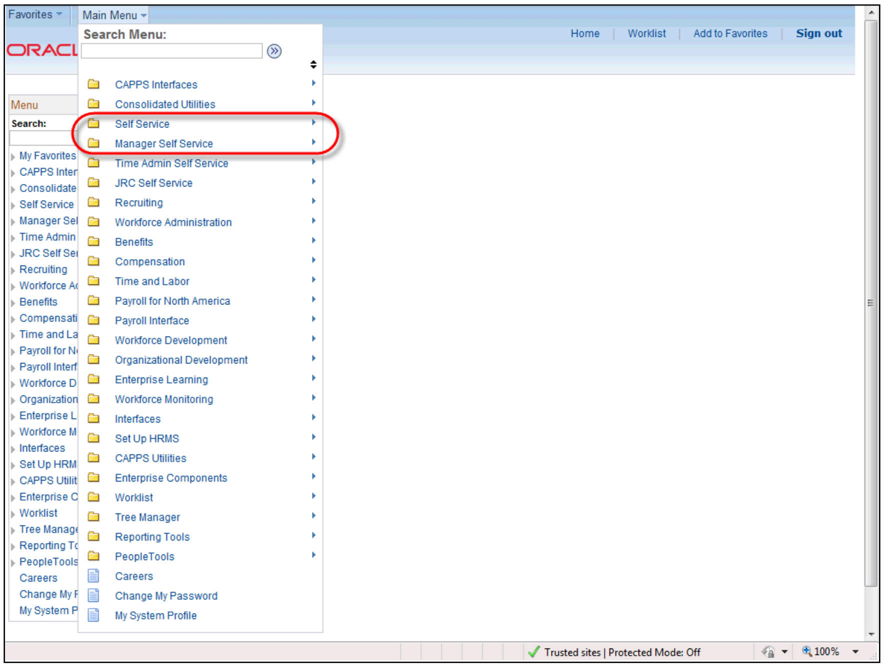
Step	Action
11.	**New Content Pagelets** appear in this area by suite (HR/Payroll and/or FIN). They will contain information about downtime, scheduled maintenance, and timely reminders.
12.	Next you will see how the **Main Menu** can be used as an alternate way to access the same information.
13.	The **CAPPS HR Portal** also displays a **Main Menu** with choices and options based on your role and security in the system. This is an alternate way to navigate to information in the system.
14.	You can access **Employee Self-Service** from here as well.
15.	After selecting the **HR/Payroll link**, you will see the CAPPS HR/Payroll Menu options.



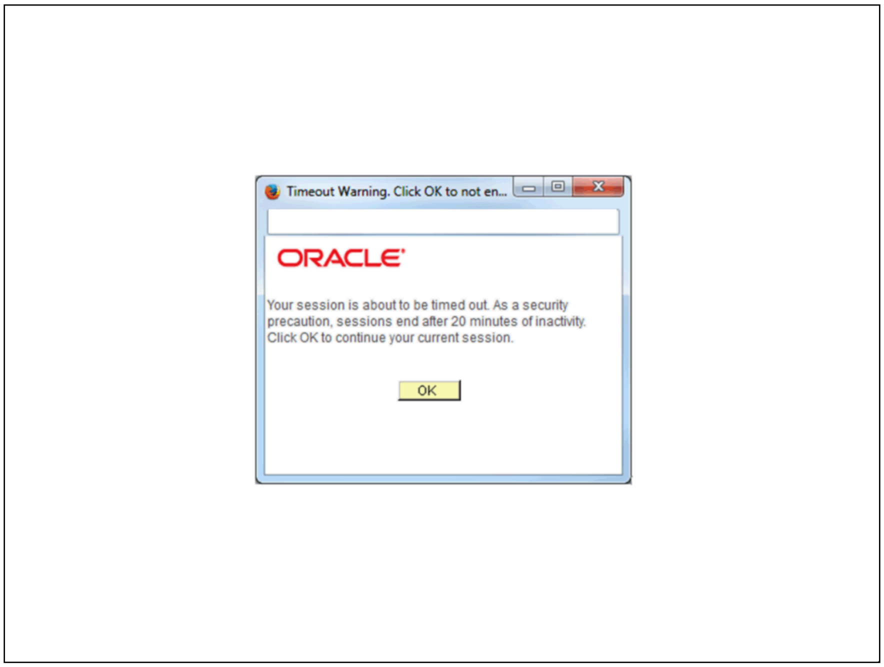
Step	Action
16.	The system now displays the **CAPPS HR/Payroll** Application Main Menu. Please note that in addition to accessing ESS or MSS from the portal (the previous screen shots), you can also navigate to (Employee) **Self Service** or **Manager Self Service** from this Menu.



Step	Action
17.	Click the **Main Menu** button to see the same list of menu options and choices. 



Step	Action
18.	Note that you can go to (Employee) **Self Service** or **Manager Self Service** from this **Main Menu** list as well. Most employees will see a limited number of choices when they login to the CAPPS HR/Payroll system.



Step	Action
19.	Because of security requirements, CAPPS logs you out of your application after a period of inactivity. A few minutes prior to timing out, the system provides a popup warning telling you that your browser session is about to end. If you click **OK**, though, the timer is reset, and your current session continues.
20.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

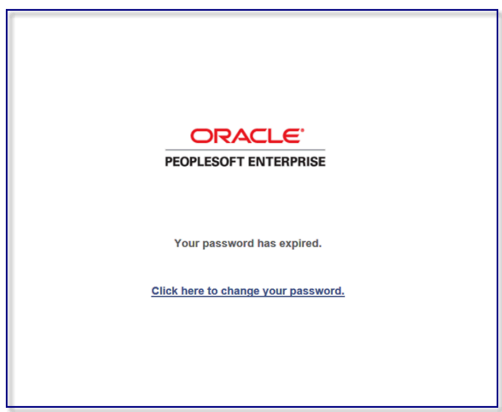
Learn how to change your password

Section 1 - Lesson 1 Exercise - Scenario 2: Learn how to change your password

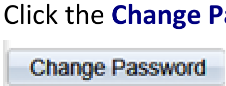
Procedure

This lesson shows you how to reset a forgotten password, how to change a password, and how to set up a Password Hint.

Step	Action
1.	**CAPPS HR/Payroll Password Reset** If you have forgotten your password, contact your agency password support personnel. You will be sent a temporary password.
2.	You will receive a temporary password in an email.
3.	Enter your **User ID** and temporary **Password** to start the process of changing your password. In this example, you have entered your **User ID** and **Secure Password** already.



Step	Action
4.	The system tells you that your temporary password has expired. Click on the link to change your password. Click the **Change Password** link. Click here to change your password.

Step	Action
5.	Enter the temporary password (the one you received in an email) in the ***Current Password** field. Enter a ***New Password**, and enter it again in the ***Confirm Password** field. Click the **Change Password** link. 
6.	The system confirms that your password has been changed.
7.	**How to Set Up Password Hints** In **CAPPS HR/Payroll** you can set up a password hint so that you can reset your own password. On the **Portal** page, you would select the **Maintain Password Hint** link under the Common Links section.
8.	The system asks you to select a question from the drop down list. In this example, your question will be *"What was the name of your first pet?"* You may use the drop down arrow to select a different question. The **Response** must be at least 5 characters long. After selecting your question, entering your response information, you will click the **Save** button.
9.	**Manual Password Reset** You can also manually reset your own password. This method assumes that you are already logged into the CAPPS Enterprise Portal. You would click the **Change Password** link near the bottom under Common Links.
10.	Enter your current password in the ***Current Password** field. Enter a ***New Password**, and enter it again in the ***Confirm Password** field. Click the **Change Password** link. 
11.	The system confirms that your password has been changed.

Step	Action
12.	**How to use "I forgot/Change my password."** If you have forgotten your password and you have set up a password hint, you can have a temporary password sent to you in an email. The system uses the email address stored in your User ID account. **NOTE:** You may have an email address on file in the system, but the system will only use a specific email address from the email field labeled "Business" in your User ID profile. If you do not receive the temporary password email, contact your agency password support personnel.
13.	To begin, click the **I forgot/Change my password** link on the CAPPS login page.
14.	Enter your **User ID**, and then click on the **Continue** button.
15.	The system asks you for the **Response** to your Password Hint that you previously set up. You then click on the **Email New Password** button.
16.	If your **Response** is valid, the system will email you (to the email address on file) a temporary password. **NOTE:** You may have an email address on file in the system, but the system will only use a specific email address from the email field labeled "Business" in your User ID profile. If you do not receive the temporary password email, contact your agency password support personnel.
17.	The system sends you an email.
18.	Enter your **User ID** and temporary **Password** to start the process of changing your password. In this example, we have entered your **User ID** and **Secure Password** already.
19.	The system tells you that your temporary password has expired. Click on the link to change your password. Click the **Change Password** link. Click here to change your password.

Step	Action
20.	Enter the temporary password (the one you received in the email) in the ***Current Password** field. Enter a ***New Password**, and enter it again in the ***Confirm Password** field. Click the **Change Password** link. 
21.	The system confirms that your password has been changed.
22.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Lesson 2 - Using CAPPS Navigation Features

Section 1, Lesson 2

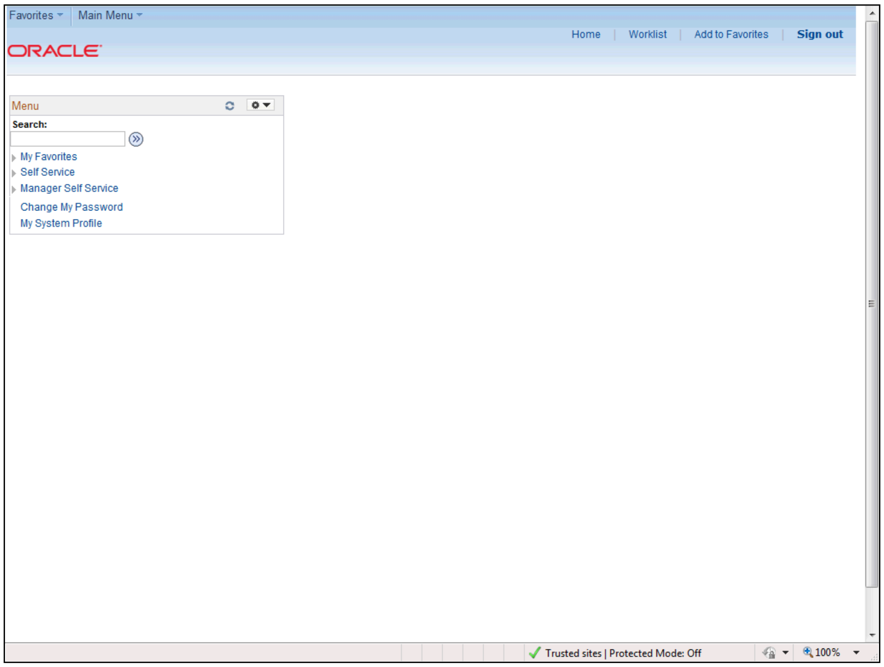
Using CAPPS Navigation Features

Learn how to add and delete Favorites

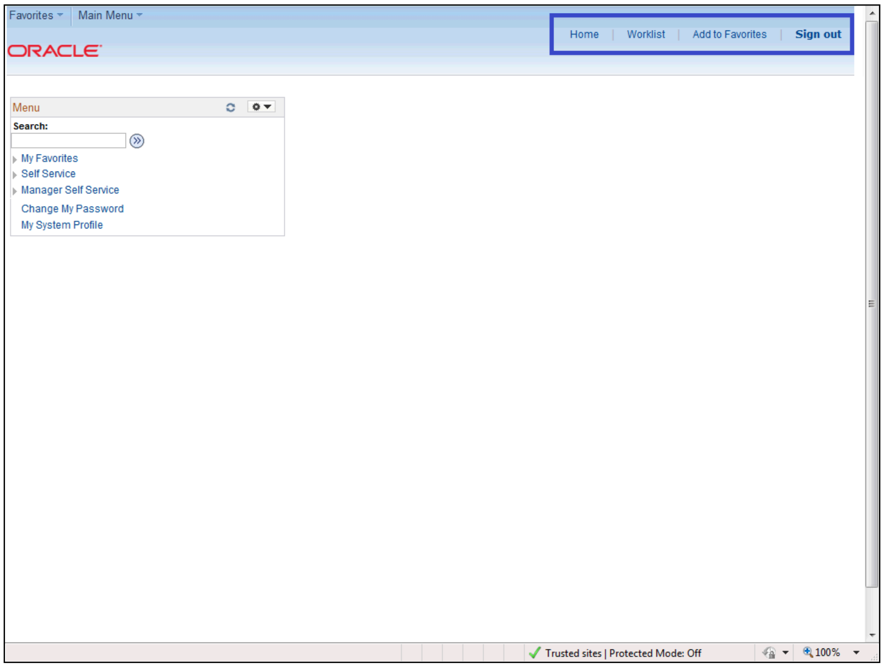
Section 1 - Lesson 2 Exercise - Scenario 1: Learn how to add and delete Favorites

Procedure

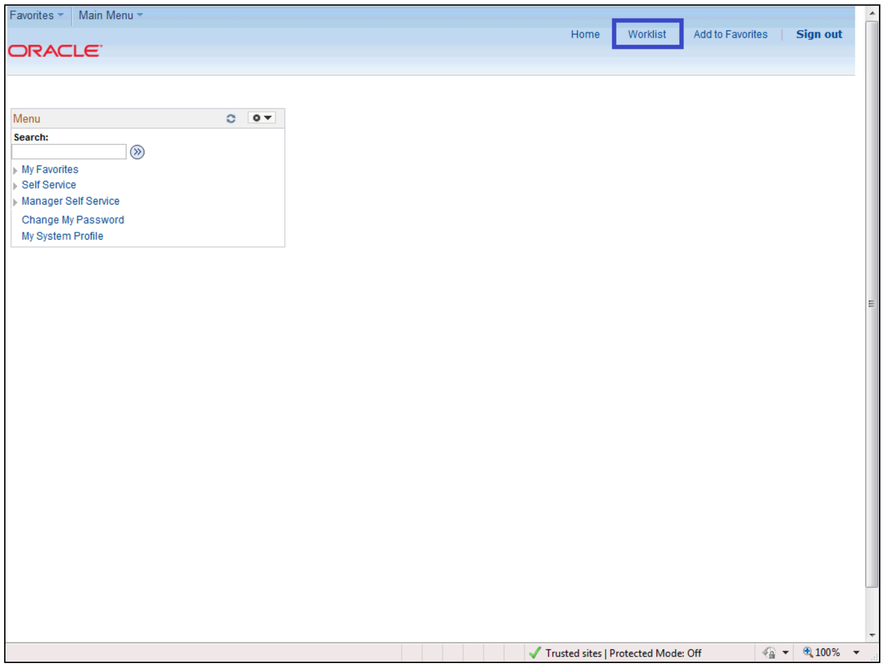
In this lesson you will learn how to add and delete Favorites.



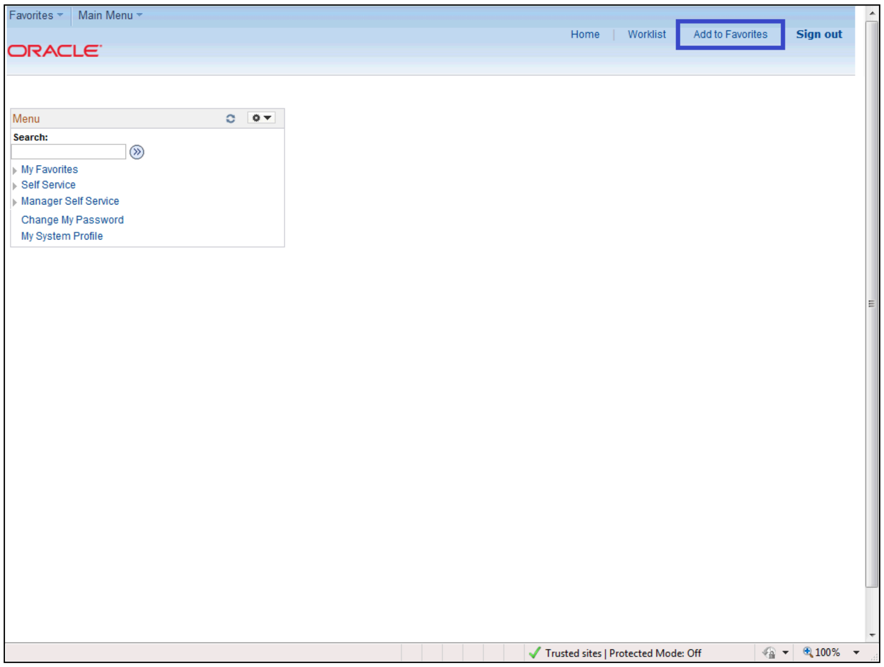
Step	Action
1.	The CAPPS HR/Payroll browser-based interface contains navigation elements that are the same as those found in other CAPPS applications. After you sign in to CAPPS, your **Home** page appears.



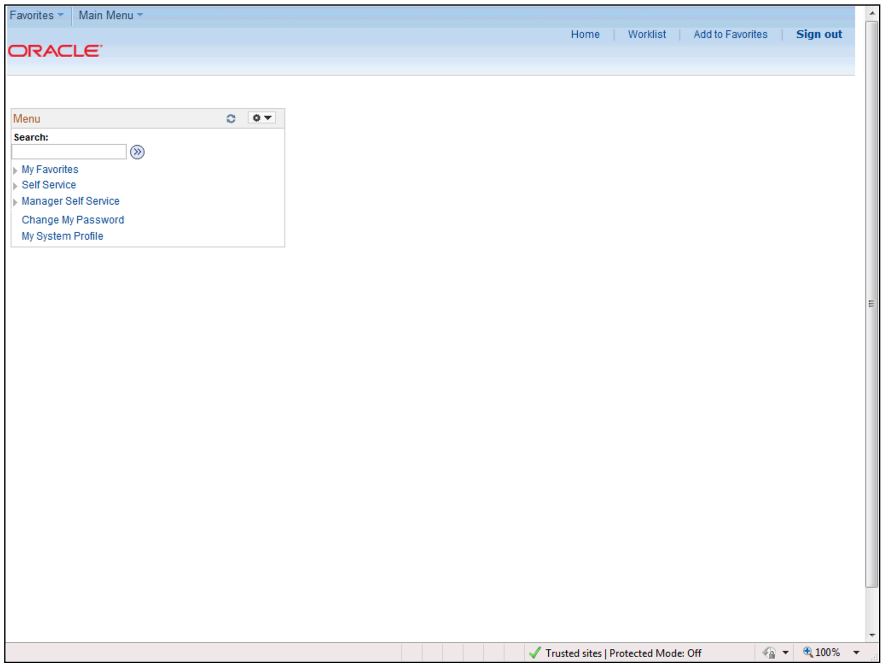
Step	Action
2.	A **universal navigation header** will be displayed at the top of every page. This header generally contains the following links: • **Home** • **Worklist** • **Add to Favorites** • **Sign out** Some links might not be available to a user; the presence or absence of a link is based on user security settings, as well as application implementation rules.
3.	Selecting the **Home** link will automatically return you this page.



Step	Action
4.	The **Worklist** link tells the system to go to your worklist page. Remember that the worklists for HR/Payroll is available on the Enterprise Portal Page as well. A worklist is an organized list of items waiting for your attention. The system automatically generates your worklist when you use a workflow-enabled application. The **Worklist** page provides summary information about all items on your personal worklist. The **Worklist** page also provides links for you to view additional details about an item, navigate to a page where you can perform an action (such as Approve) on an item, and (optionally) reassign a work item to someone else. If you are involved in approving items, those approvals will be worked from the Worklist.

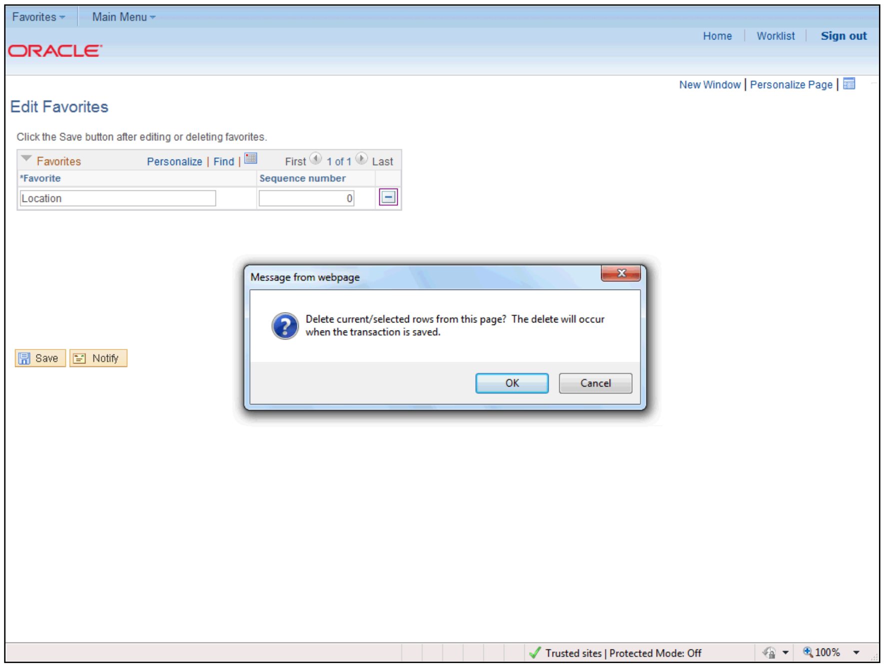


Step	Action
5.	**Add to Favorites** is a feature similar to a browser bookmark; use it for frequently used folders and content pages. Use **Add to Favorites** to add the current page to your list of favorites; Favorites can be accessed from the **Favorites** menu in the upper right corner of this page.

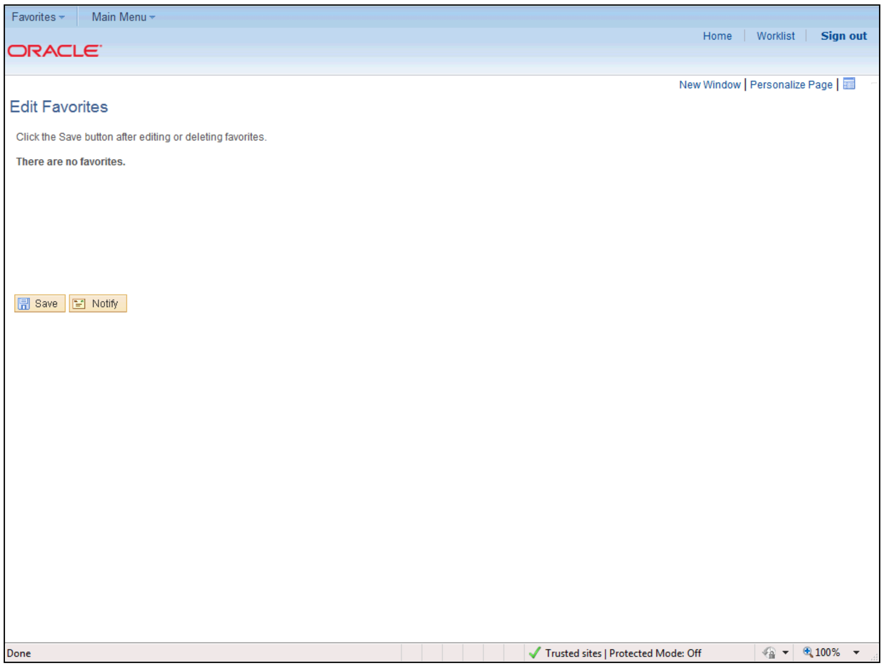


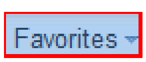
Step	Action
6.	The **Favorites** menu grants quick access to frequently used pages that you have added to **My Favorites**; the system also maintains a list of **Recently Used** pages in this location. Clicking a link from the **Favorites** menu is a direct path to the page, and will bypass menu navigation. Click the **Favorites** button. 
7.	The **Favorites** menu has two sections. The top section will list **Recently Used** pages, or pages that you have accessed. The bottom section allows you to Add or Edit your **My Favorites** list. This example shows that you recently accessed the **Location** page.

Step	Action
8.	To add a page to the **Favorites** menu, navigate to the page to be added, then click the **Add to Favorites** link. In this example you have already navigated to the **Location** search page. From the **Location** search page, click the **Add to Favorites** link. Add to Favorites
9.	You can either accept the default **Description**, or enter your own description for this page. In this example, accept the default description of **Location**. Click the **OK** button. OK
10.	The system displays a message telling you that the favorite has been saved. Click the **OK** button. OK
11.	Click the **Favorites** button to see if **Location** was added to your list of favorites. Favorites
12.	Notice how **Location** has been added to the **My Favorites** section of the **Favorites** menu.
13.	You can change the name of a **Favorite** or delete one from the list. Click the **Edit Favorites** menu item. Edit Favorites
14.	To edit the name of a **Favorite**, simply replace the entry 'Location' with one of your own choosing, and then hit the **Save** button.
15.	To delete a favorite, click the minus sign (**-**) next to the favorite to be deleted. Click the **Delete row 1** button.



Step	Action
16.	The system asks you to confirm your deletion. You have the option, of course, to cancel this deletion. Confirm deletion by clicking the **OK** button. 



Step	Action
17.	Save your work. Click the **Save** button. 
18.	You will see that **Location** was removed from the **My Favorites** list. Click the **Favorites** button. 
19.	Notice how **Location** is no longer listed under **My Favorites**. (Note that **Location** still appears on the **Recently Used** list.)
20.	Be sure to **Sign Out** of the CAPPS when you are done.
21.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Lesson 3 - Using the Search Feature to retrieve information

Section 1, Lesson 3

Using the Search Feature to Retrieve Information

Learn how to use the Basic search feature

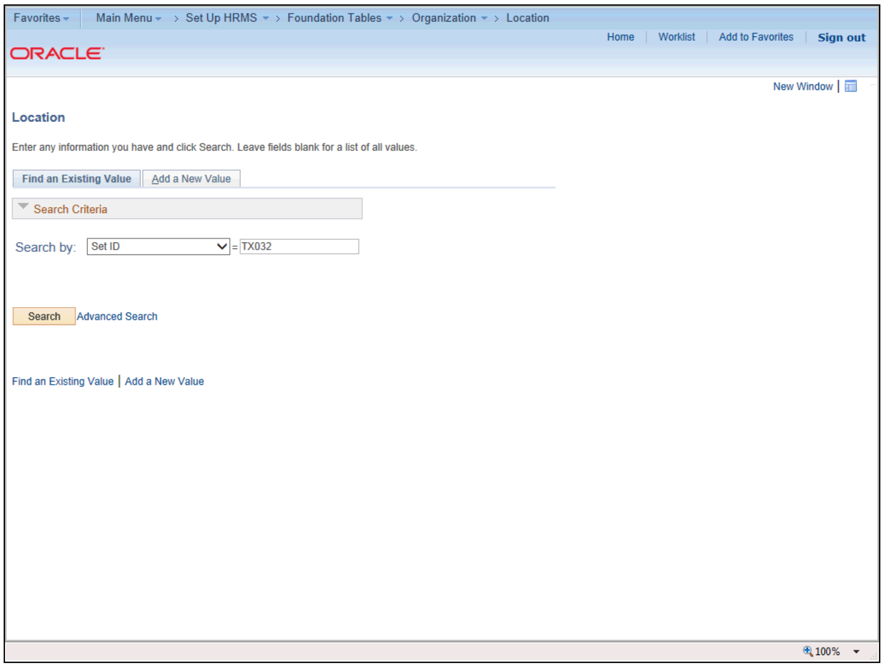
Section 1 - Lesson 3 Exercise - Scenario 1: Learn how to use the basic Search feature.

Procedure

In this lesson you will learn how to perform a basic search.

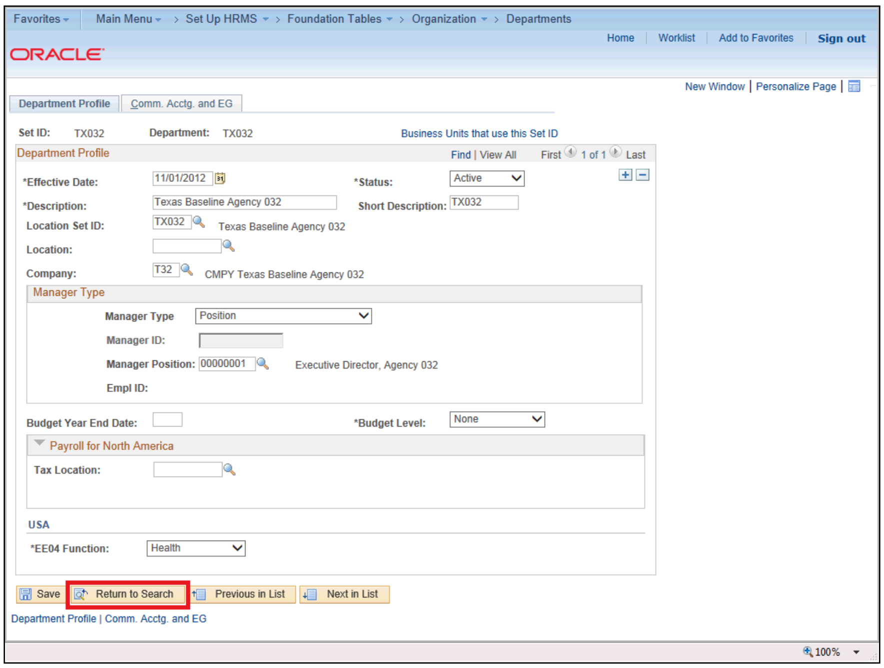
After you have navigated to a specific page, the system will display a search page. Search pages are used to define the specific information you want to retrieve.

Step	Action
1.	The page displayed on the screen is the **Basic Search** page. There are two tabs on this page: 1. Find an Existing Value 2. Add a New Value. The **Find an Existing Value** tab allows you search for information according to a particular value or values. The **Add a New Value** allows you to add information in CAPPS. It is important to note that not all users will have security access to perform this task



Step	Action
2.	Typically, a **Basic Search** page offers one field (or at most two fields) with which you may search for data. The drop-down list allows you to pick which key field you want to search (this example shows **SetID**). A SetID is your agency number with TX for Texas. In this example you will use the **Basic Search** feature to search on **SetID = TX032.** Click the **Search** button.
3.	After selecting the Search button, the system will display the search results in a **Search Results** grid. In this example 10 records were retrieved. The Agency TX032 has 10 physical locations assigned to the Agency.
4.	On a **Basic Search** page, you have the option of changing the search criteria. The **Search by** drop-down list lets you select a different search key (a different field) to search against. You can enter full or partial values for the key field. Click the dropdown arrow to the right of the **Search by** field.

Step	Action
5.	Notice the other fields that you may use as Search Criteria. The search critieria options may vary depending on the navigation used.
6.	The system has three useful buttons at the bottom of the page. **Previous in List** goes to the previous item from the **Search Results** grid.
7.	**Next in List** takes you to the next item from the **Search Results** Grid.



Step	Action
8.	To return to the Search Results grid or to start a new Search, click the **Return to Search** button.
9.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

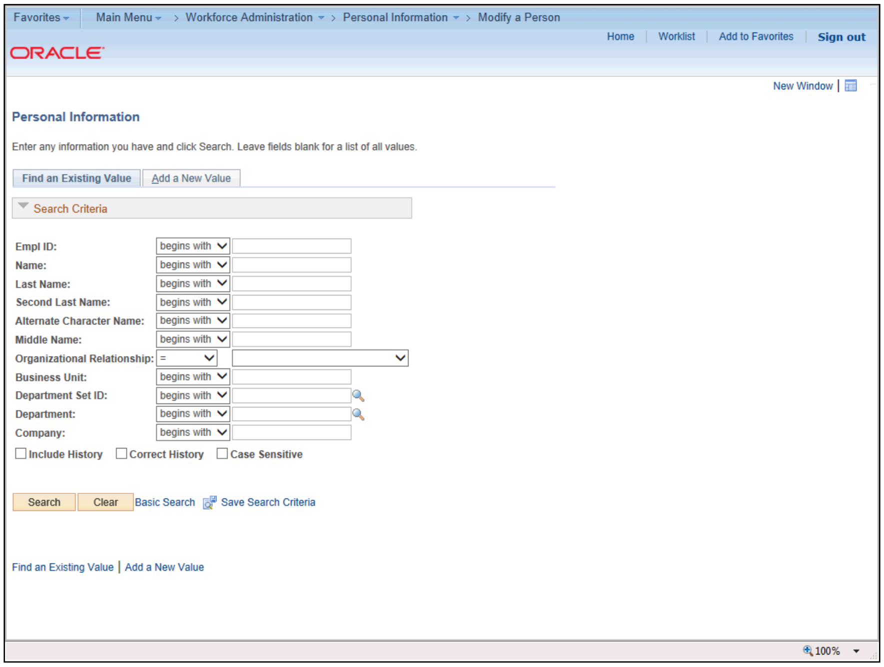
Learn how to use Operators and Wildcards

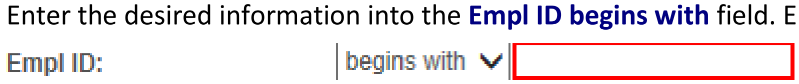
Section 1 - Lesson 3 Exercise - Scenario 2: Learn how to use Operators and Wildcards

Procedure

This lesson introduces using **Operators** and **Wildcards** while searching in CAPPS HR/Payroll.

Step	Action
1.	Take a close look at the **Personal Information Search Criteria** page. This is an **Advanced Search** page, because multiple fields are available for use as criteria in narrowing down a search.



Step	Action
2.	The search can be narrowed by entering criteria in more than one field, and by entering a variety of search **Operators**. In this example, the displayed operators are **"begins with"** and **"="**. (A more complete list of operators will be shown shortly.) On an **Advanced Search** page different operators in multiple fields can be used. There is limited information to look up **Personal Information** for an employee. The entire employee ID is not known, but it starts with a zero. Enter the desired information into the **Empl ID begins with** field. Enter "**0**". 

Step	Action
3.	There could be hundreds (or thousands) of **Empl IDs** beginning with zero. It's known that the employee's Name begins with test. Enter the desired information into the **Name** field. Enter "**test**". Name: begins with
4.	Click the **begins with** for **Last Name** dropdown list. Last Name: begins with
5.	Here is a complete list **of Operators** for use in searching a field; not all operators are appropriate for all types of fields. **begins with:** search a ***text field*** using a string of alpha and/or numeric chaacters; the system finds values that match the string at the ***beginning*** of the field. **contains**: search a ***text field*** using a string of alpha and/or numeric characters; the system finds values that match the string as long as the field ***contains*** the string of characters, anywhere in the field.
6.	**= (Equals):** search ***any field*** for an exact match using a string of characters; the system finds values that ***exactly*** match the string of characters. **not = (not equal to):** search ***any field*** using a string of characters; the system finds values that ***do NOT*** exactly match the string of characters.
7.	**< (less than):** search ***any field*** using a string of characters; the system finds values that are ***less than*** the string of characters. **<= (less than or equal to):** search ***any field*** using a string of characters; the system finds values that are ***less than or equal to*** the string of characters. **> (greater than):** search ***any field*** using a string of characters; the system finds values that are ***greater than*** the string of characters. **>= (greater than or equal to):** search ***any field*** using a string of characters; the system finds values that are ***greater than or equal to*** the string of characters.

Step	Action
8.	**between:** when choosing ***between***, the system opens two criteria fields; enter a minimum value in the first field, and a maximum value in the second field; sarch ***any field*** using a string of characters; the system finds values that are ***between*** the search criteria strings. **in:** when choosing ***in***, the system allows you to enter a comma separated ***list*** of values; search ***any field*** using a string of characters; input multiple comma separated strings; the system finds values that are ***in*** your list.
9.	The last name **contains** the letters "rp". Click the **contains** list item. contains
10.	Enter the desired information into the **Last Name contains** field. Enter "**rp**". Last Name: contains
11.	The search criteria are: **Empl ID** begins with '0' **Name** begins with 'test' **Last Name** contains 'rp' Click the **Search** button to find the record(s) that match these values. Search
12.	Nine records are displayed in the **Search Results** grid matching these search criteria.
13.	If the search criteria is for a search that might be used again, save the search. Click the **Save Search Criteria** link. Save Search Criteria
14.	The system displays the **Save Search As** page. Note that this page lists the criteria that will be saved for this search. Give the search a meaningful name. Enter the desired information into the **Name of Search:** field. Enter "**Personal Info 0 TEST RP**". Name of Search:

Step	Action
15.	Click the **Save** button. Save
16.	The system will confirm that it saved your search. Click the **Return to Advanced Search** link. Return to Advanced Search
17.	A **Use Saved Search** field appears just under the **Search Criteria** header; a saved search can be selected from this drop-down list. Once a search has been saved, that specific search record is available for use in this page (as well as other search pages as long as they use the same search record).
18.	Any saved search can be deleted by first selecting it in the **Use Saved Search** field, and then clicking on the **Delete Saved Search** link.
19.	To clear all fields of any search criteria, click the **Clear** button. Click the **Clear** button. Clear
20.	In addition to **operators**, searching in CAPPS HR/Payroll supports wildcards. Two **wildcard characters** can help you find information by "standing for" one or more characters in your search string. **% (Percent Sign)** matches one or more characters. **_ (Underscore)** matches any single character Wildcard characters can only be used in ***text*** fields, and will only work with the first two operators: ***begins with*** and ***contains***.
21.	For example, using the underscore character, search fr this string: "st_ve" and the system might find the values: Steve stove

Step	Action
22.	To use the percent sign character, search for this string: "st%" and the system might find the values: Steve stove Stephanie ST Notice that the last value ST, is found because the % character can also mean "no characters".
23.	In looking up **Personal Information** for an employee you know that the **Empl ID** begins with '0' and also contains '99' but the intervening digits are not known. Enter the desired information into the **Empl ID** field. Enter "**0%99**". Empl ID: begins with
24.	Click the **Search** button. Search
25.	The system finds three rows of data: Empl ID 00000000099 and Empl ID 00000000199 and Empl ID 00000000299. The system retrieved 3 rows into the **Search Results** grid, because each begins with '0' and each contains the characters '99' somewhere after the initial 0.
26.	Click the **Clear** button. Clear
27.	While the percent sign matches one or more characters, the underscore wildcard matches a single character only. Enter the desired information into the **Empl ID** field. Enter "**0_99**". Empl ID: begins with

Step	Action
28.	Click the **Search** button. Search
29.	The search looked for an Empl ID where the four-digit value begins with '0', has any character in the second position and ends with '99'. The system returns the message "No matching values were found,"
30.	Click the **Clear** button. Clear
31.	Enter the desired information into the **Empl ID** field. Enter "**000000002_1**".
32.	Click the **Search** button. Search
33.	The system found six rows of data. 00000000201 00000000211 00000000211 (it found this value twice, because this Empl ID exists in two separate Business Units) 00000000221 00000000251 00000000261 In all cases, there is a single digit between '000000002 and 1 in the Empl ID.
34.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Section 1 - Timesheet

Section 1 - Timesheet

Section 1 - Timesheet has 5 lessons:

- Lesson 1 - Time Reporting Overview
- Lesson 2 - Time Reporting Essentials
- Lesson 3 - Entering Time and Leave

- Lesson 4 - Timesheet Status
- Lesson 5 - View Time and Leave Balances

Lesson 3 - Entering Time and Leave

Section 1, Lesson 3

Entering Time and Leave

Timesheet Components

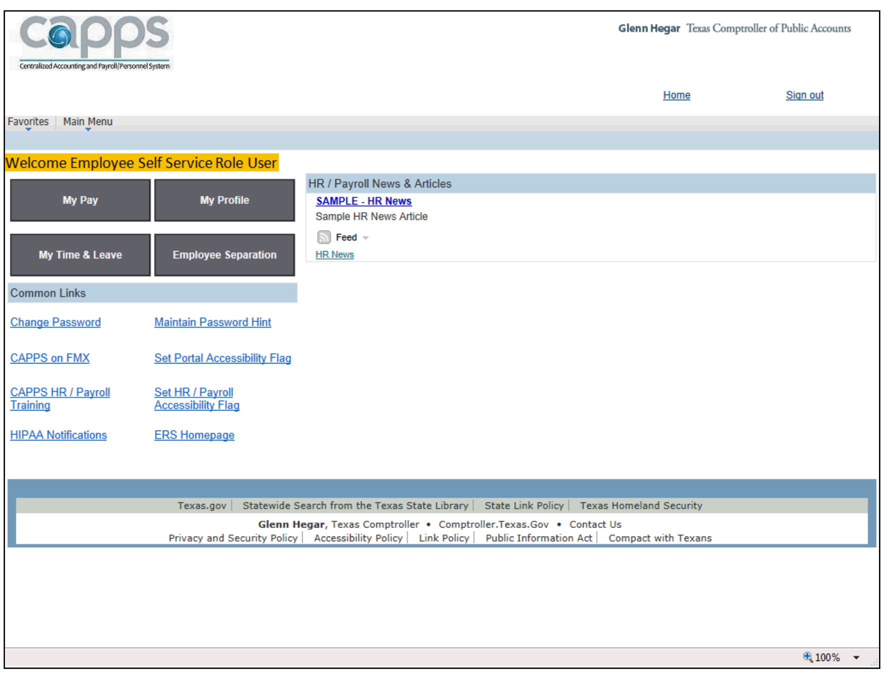
Section 1 - Lesson 3 Exercises - Scenario 1: Timesheet Components

<u>Note: Contingent Workers</u>

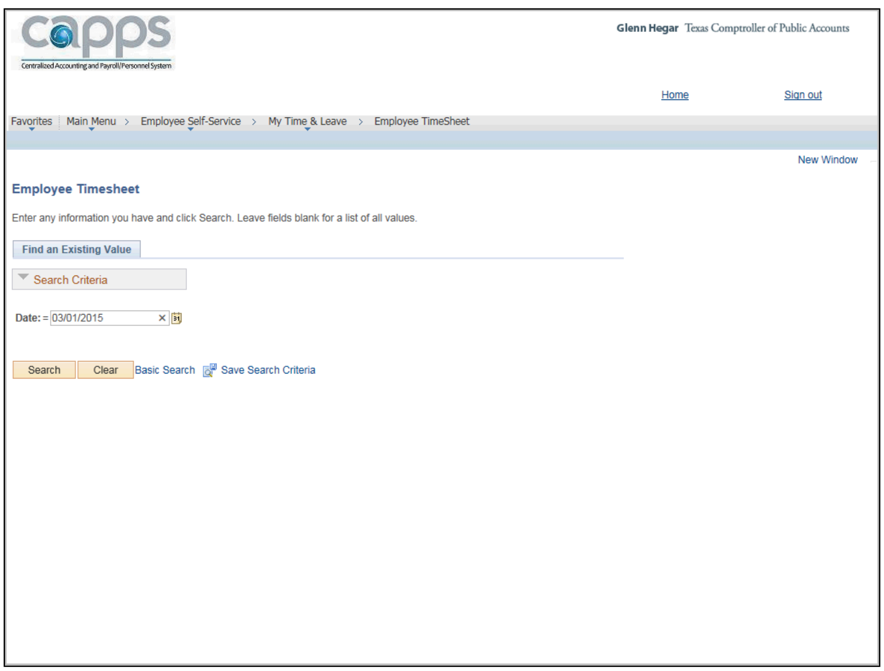
Time Reporter Data is not automatically setup for Contingent Workers, therefore you will not have immediate access to the Employee Timesheet. If an agency wants you to have access to the Employee Timesheet then the agency will have to submit an ASP ticket so CPA can set up your Time Reporter Data.

Procedure

In this lesson you will be introduced to the various components on the timesheet and when they are used.



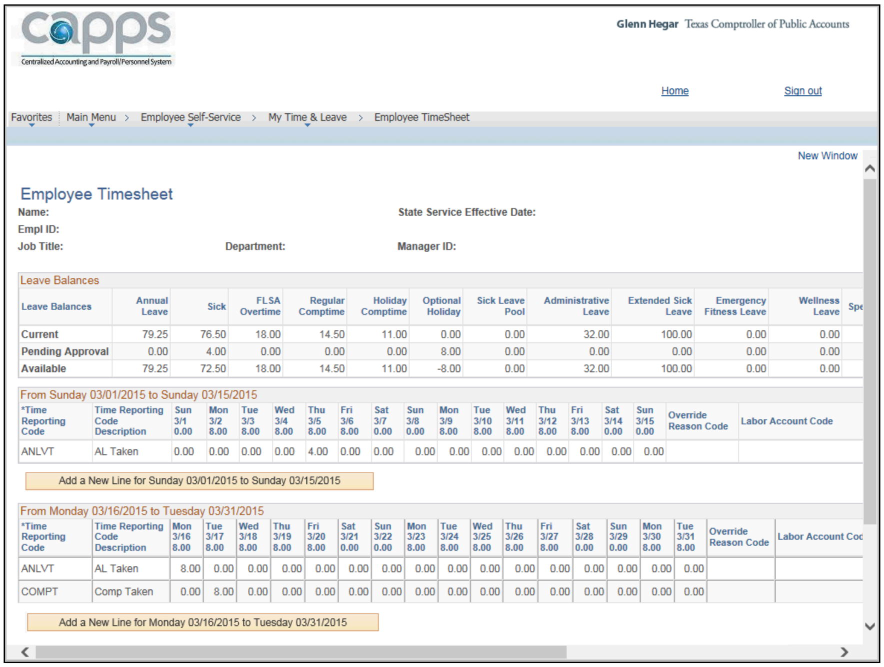
Step	Action
1.	Click the **My Time & Leave** button. 
2.	Click the **Employee TimeSheet** link. 
3.	The **Employee Timesheet** search page will automatically open. It is important to note, the Timesheet displays **31 days starting from the date you enter** on the Employee Timesheet search page. The Timesheet defaults to the first day of the current month. For this reason it is recommended that you always search by the **first day of the month**. As a result, the Timesheet will then display one month in its entirety.



Step	Action
4.	Click the **Search** button. 

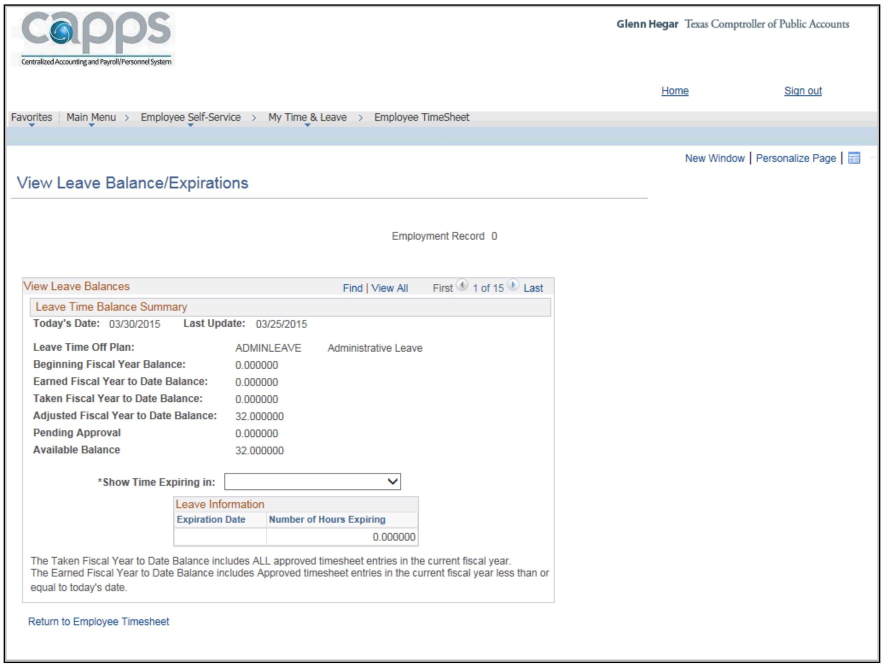
Step	Action
5.	**NOTE:** For security and privacy purposes, confidential data has been removed from this training. However, in CAPPS employee's specific information will appear on their individual timesheet. Other data contained in this training is fictitious and used for training purposes only.
6.	The top portion of the Timesheet contains the employee's Leave Balance information. **Current** - Balance including pending approval **Pending Approval** - Hours requested to be used, but not approved **Available -** Current balance minus anything that is pending approval **For example, in the illustration above**: The current Sick Leave hours accrued is 76.50. Four (4) hours are pending approval. The available hours after the pending hours are subtracted is 72.50. **Note:** Leave accruals are added to your current balance on the first work day of the month. The order in which leave plans (also known as comp time plans) appear on your timesheet is dependent upon your agency, therefore your timesheet may display differently.
7.	The center of the Timesheet displays the 31 day period that you selected on the search page. For example, on the search page, you entered 03/01/2015. Therefore the top grid displays 03/01/2015 through 03/15/2015. The bottom grid displays 3/16/2015 through 03/31/2015.
8.	The assigned work schedule will appear on the Timesheet for an Exception Time Reporter as illustrated on the screen. Earlier in the lesson, you learned that Positive Time Reporters will not have a schedule on the Timesheet.
9.	You will use **Time Reporting Codes** (TRCs) to report what type of time is being entered on the Timesheet. In this example, the TRC "ANLVT" is being used to reflect (4) hours of Annual Leave Taken on Thursday, March 5, 2015 and (8) hours on March 16, 2015.

Step	Action
10.	To add additional time to the Timesheet, click the **"Add a New line for ..."** button. Notice how an additional line is displayed on the Timesheet.

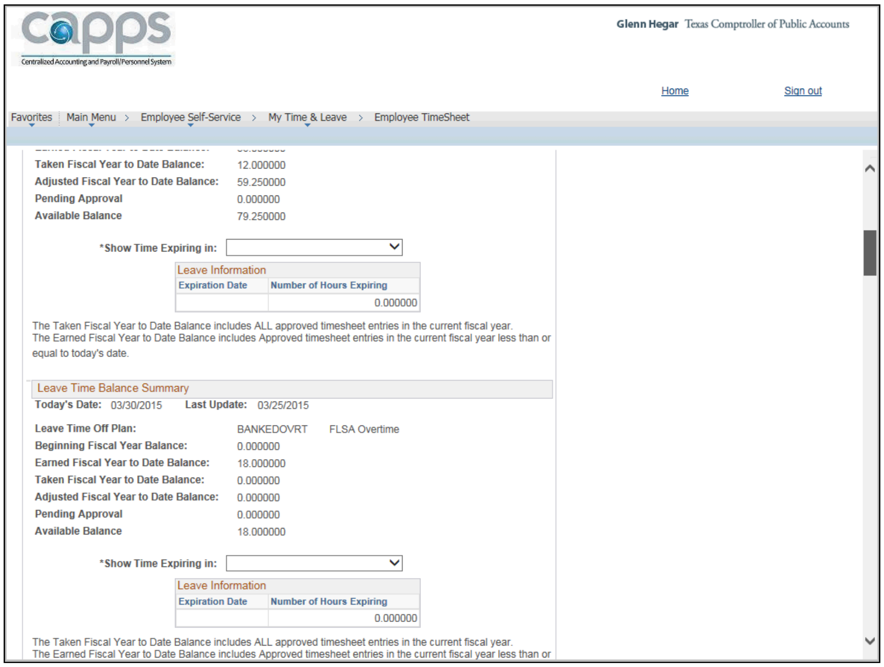


Step	Action
11.	Click the bottom scrollbar to navigate across the page.
12.	You should use the **Override Reason Code** only when your manager asks you to enter a value. It is generally used by agencies to track time being allocated for a specific purpose, such as Military or Disaster.
13.	The **Labor Account Code (LAC)** field is used to track time allocated to a specific project. Employees should consult with their manager before entering a specific LAC.
14.	The **Family Medical Leave Act (FMLA)** field is used to track time allocated to FMLA leave. It is only used when an employee is on FMLA leave. Employees on FMLA should contact their Agency FMLA representative to obtain the FMLA number to be used in this field.

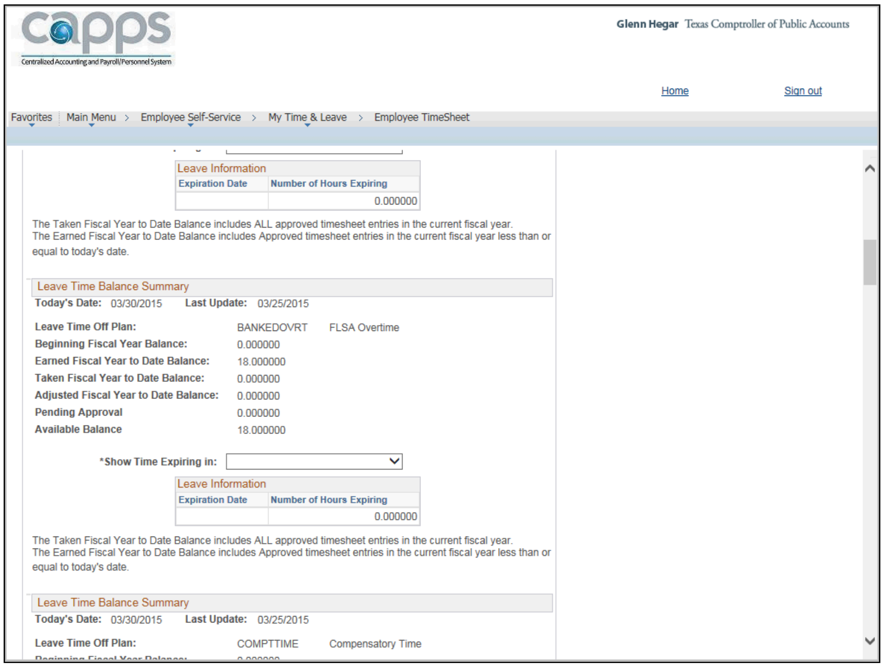
Step	Action
15.	The **Comments** field is available for use by both the employees and managers can enter information, as needed. It is important to note that both the employee and their manager can read the contents in the comment field.
16.	The Delete button will remove the entire row of time. However, once the employee selects the **E-Sign & Submit** button, the delete button will no longer be available. Click the bottom scrollbar to navigate back across the page.
17.	Click on the scroll bar to navigate to the bottom of the page.
18.	The **Previous** button will display the previous month (31 days).
19.	The **Next** button will display the next month (31 days).
20.	The **View Leave Balances** link will provide detailed information for all the employees leave plans also known as comp time plans. Click the **View Leave Balances** link. View Leave Balances
21.	The **Leave Time Balance Summary** page will appear. This screen is displaying the details for ONLY one leave plan, (ADMINLEAVE) or Administrative Leave. To view additional leave plan details use the **Show Next in Row** arrow. This page is currently displaying 1 of 15 (one record of 15 total records.)



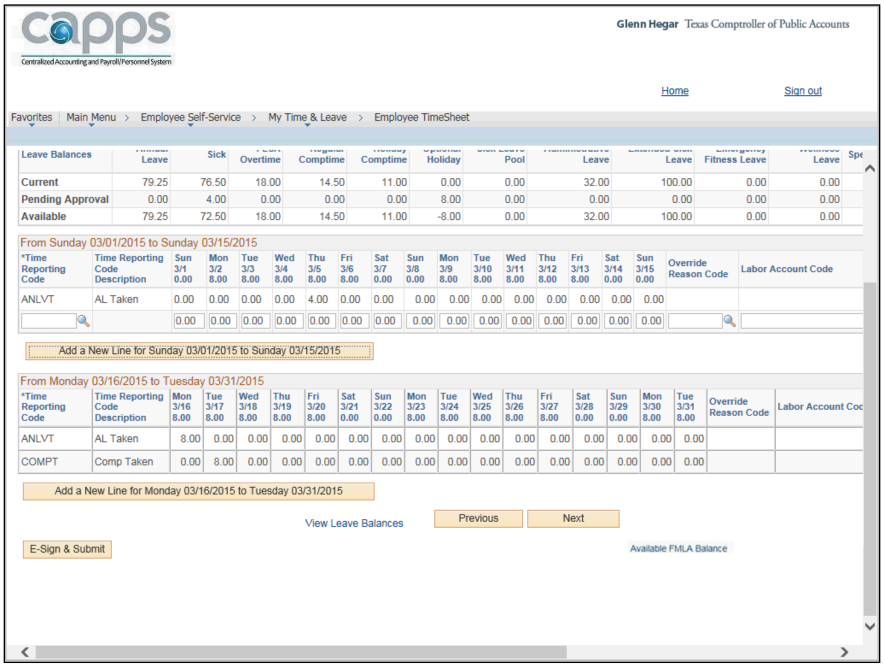
Step	Action
22.	Click the **Show next row** button.
23.	Notice how the display changed to 2 of 15. The system is displaying the second record of the total fifteen records.
24.	Click the **Show Time Expiring in** list.
25.	You can select any of the options to view expiring leave time.
26.	Click the **View All** link. View All
27.	Click the scrollbar to navigate down the page.



Step	Action
28.	Click the scrollbar to continue to navigate down the page. 
29.	Using the **View All** link will display all the leave plans vertically. This allows you to navigate up or down to view all of your leave balance details.



Step	Action
30.	Click the scrollbar to navigate back to the top of the page.
31.	Click the **View 1** link to go back to viewing only one leave plan. View 1
32.	Click the **Return to Employee Timesheet** link. Return to Employee Timesheet



Step	Action
33.	The **Available FMLA Balance** link will only be available when it is applicable to an employee on FMLA. Otherwise employees ***will not*** see this link. Click the **Available FMLA Balance** link. Available FMLA Balance
34.	The **FLMA Open Events** screen only displays OPEN EVENTS. It displays the **FMLA Request ID and** the **Date Range.**
35.	The **Available Balance** section displays the balance for FMLA and **Military Caregiver (MCL).**
36.	Click the **Return** link to go back to the Timesheet. Return
37.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Positive Time Reporters

Section 1, Lesson 3

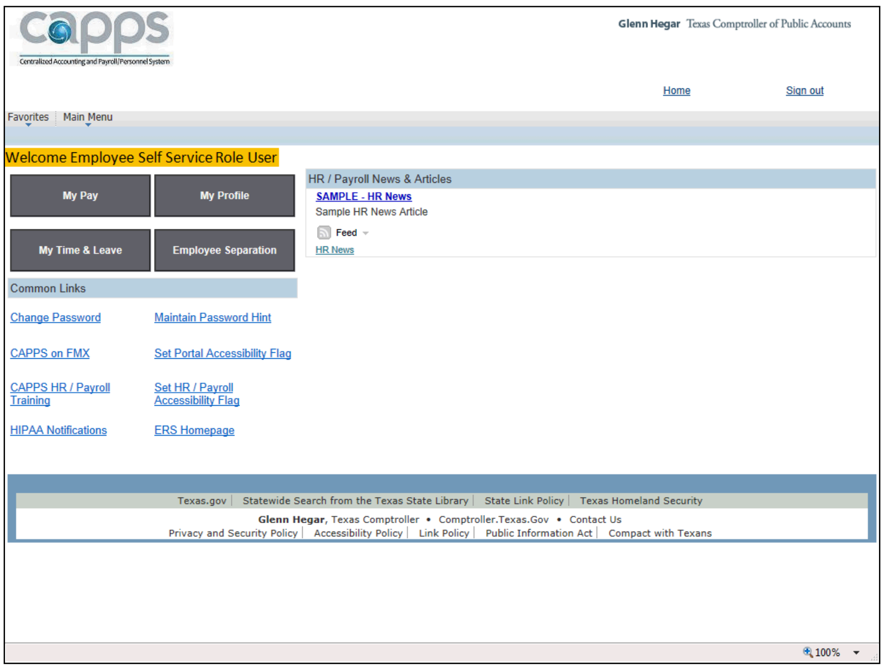
Positive Time Reporters

Enter Regular Hours Worked - Positive Time Reporter

Section 1 - Lesson 3 Positive Time Reporters Exercises - Scenario 2: Enter Regular Hours Worked

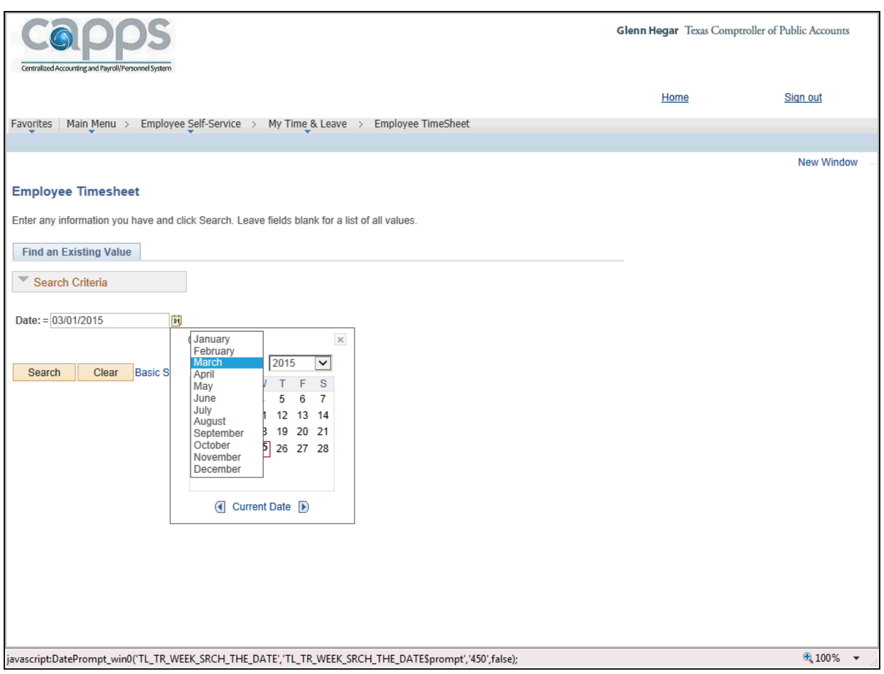
Procedure

In this lesson you will learn how to enter hours worked as a Positive Time Reporter.

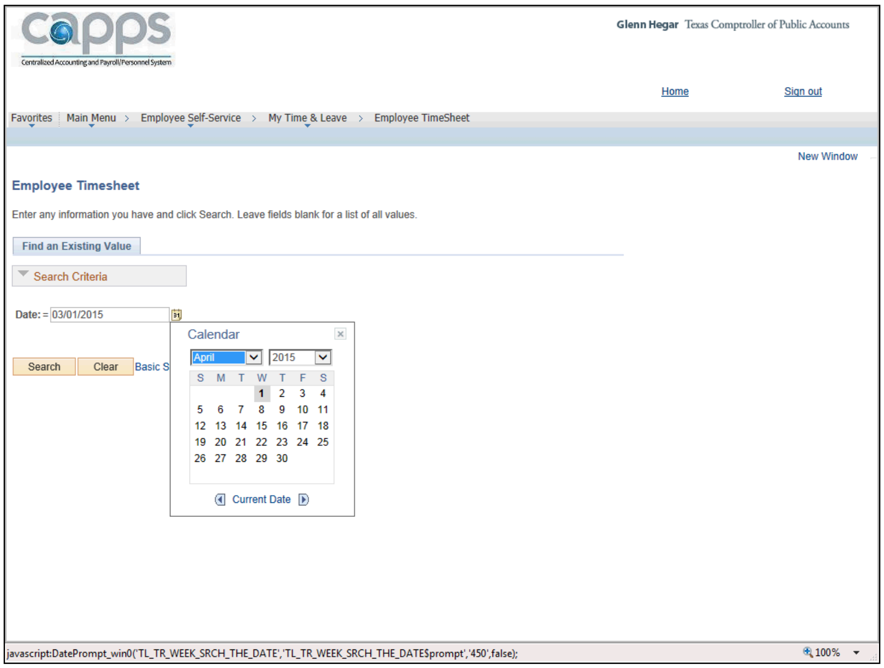


Step	Action
1.	Click the **My Time & Leave** button. My Time & Leave
2.	Click the **Employee TimeSheet** link. Employee TimeSheet

Step	Action
3.	The **Employee Timesheet** search page will automatically open. It is important to note, the Timesheet displays **31 days starting from the date you enter** on the Employee Timesheet search page. The Timesheet defaults to the first of the current month. For this reason it is recommended that you always search by the **first day of the month**. As a result, the Timesheet will then display one month in its entirety.
4.	Use the Calendar icon to change the date to the applicable month. In this example you will be changing the date to April 1, 2015. Click the **Calendar** icon.
5.	Click the dropdown arrow to the month. 

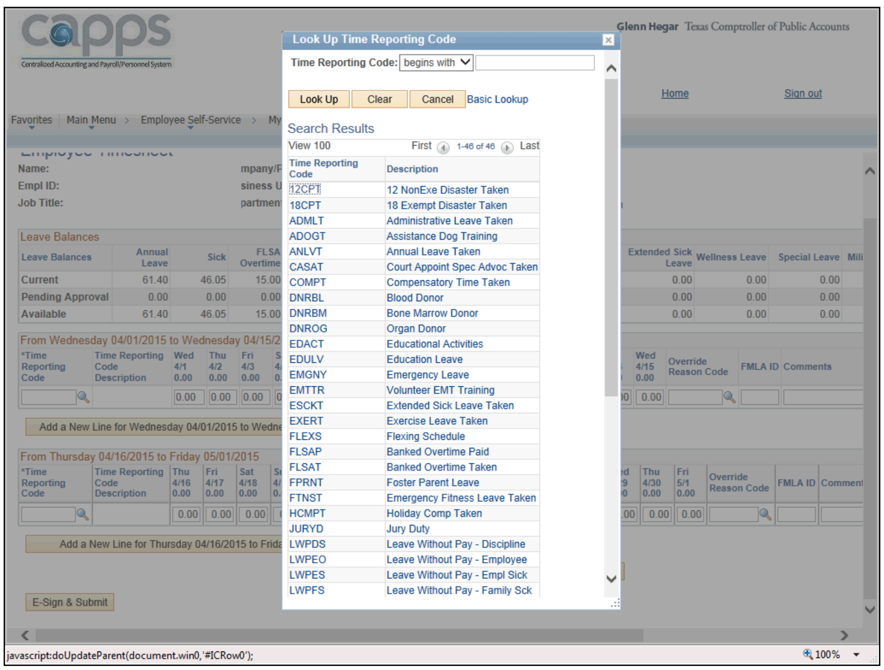


Step	Action
6.	Click **April** from the list. April

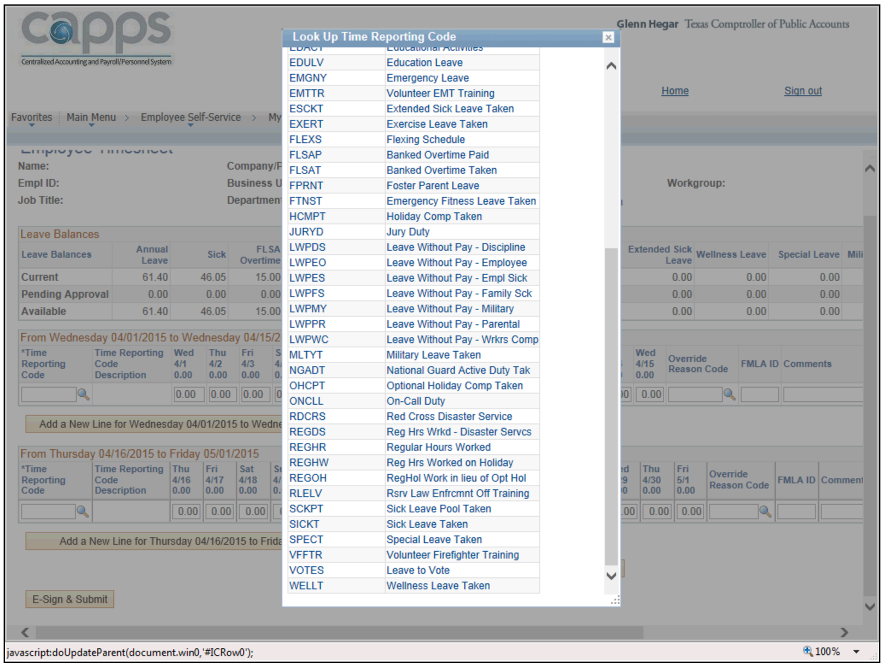


Step	Action
7.	Click the first day of the month. Click on the "**1**" link. 1
8.	Click the **Search** button. Search
9.	The **Positive Time Reporter's** timesheet automatically displays. The timesheet has no scheduled hours displayed. The description line displays 0.00, as illustrated above. **Positive Time Reporters must** enter all of their time worked, or leave time taken. **If time worked or leave time taken is NOT entered the employee will not receive a paycheck.**

Step	Action
10.	Entering time for a Positive Time Reporter is a three-step process. 1. Select the applicable Time Report Code (TRC). 2. Enter the hours worked or leave time taken. 3. Select the **E-Sign & Submit** button.
11.	**Step 1 -** Select the applicable Time Report Code (TRC). Since you are entering time for Regular Hours Worked you will use the TRC - **REGHR**. The TRC may be entered directly or by selecting the **Look up** button. Start by clicking the **Look up Time Reporting Code** button. 

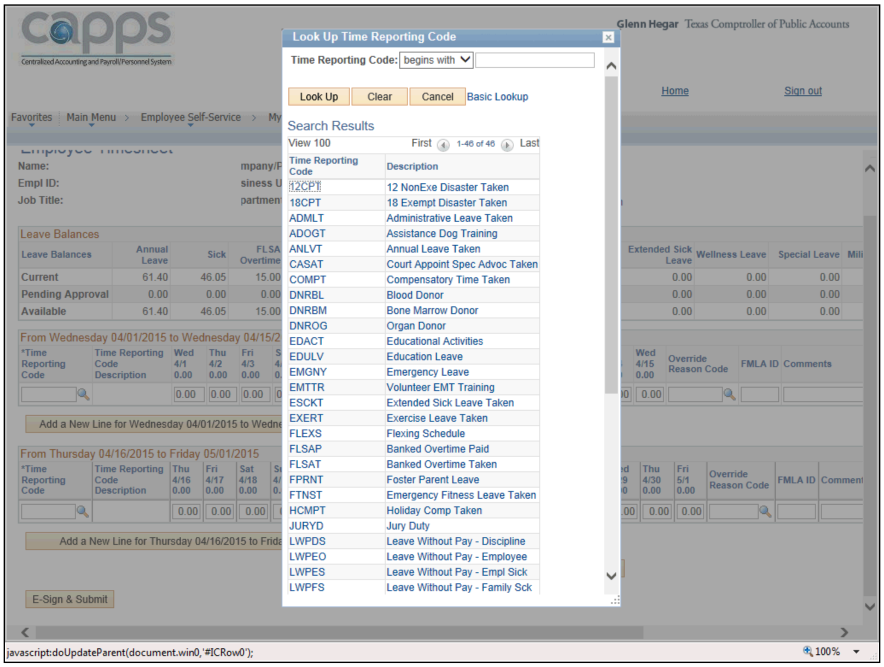


Step	Action
12.	Click the scrollbar to navigate down the list.

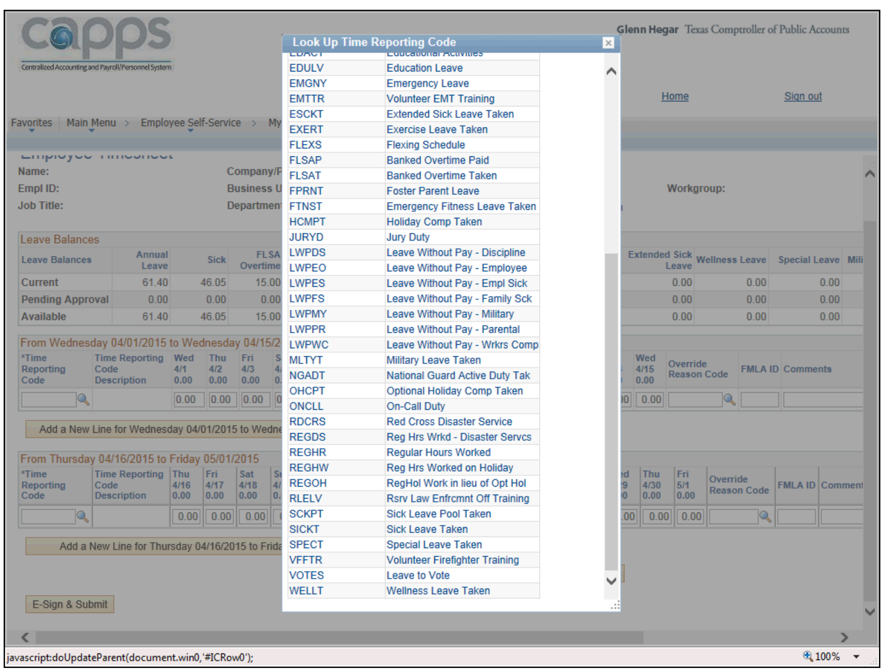


Step	Action
13.	Select the TRC for Regular Hours Worked. Click the **REGHR** link. REGHR
14.	**Step 2 -** Enter the hours worked or leave time taken. In this example you will enter (8) hours worked on Wednesday, 4/1. Enter "**8**" in the Wed 4/1 field. 0.00
15.	Enter "**8**" in the Thu 4/2 field. 0.00
16.	Enter "**8**" in the Fri 4/3 field. 0.00
17.	Enter "**8**" in the Mon 4/6 field. 0.00
18.	Enter "**8**" in the Tue 4/7 field. 0.00

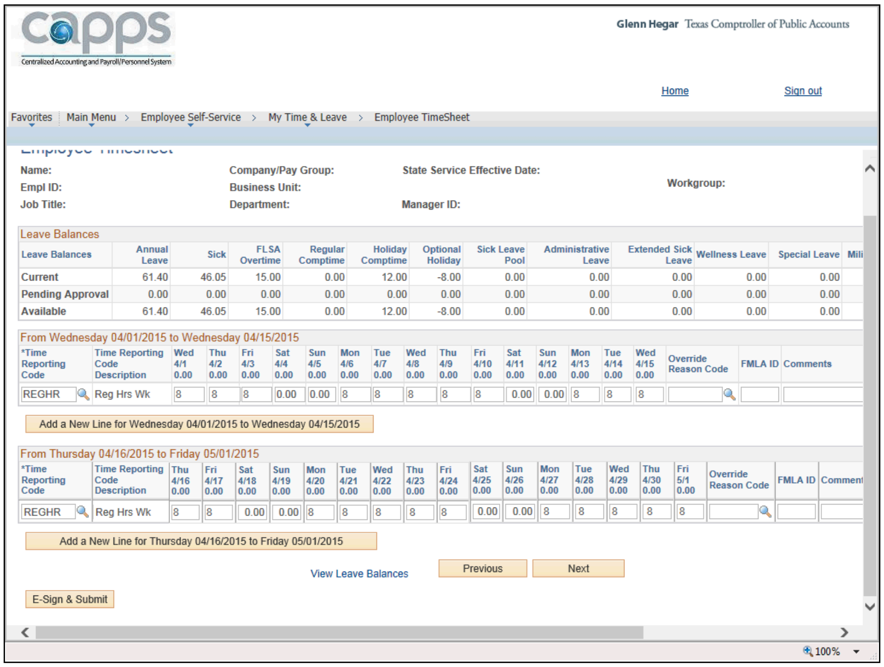
Step	Action
19.	Enter "**8**" in the Wed 4/8 field. 0.00
20.	Enter "**8**" in the Thu 4/9 field. 0.00
21.	Enter "**8**" in the Fri 4/10 field. 0.00
22.	Enter "**8**" in the Mon 4/13 field. 0.00
23.	Enter "**8**" in the Tue 4/14 field. 0.00
24.	Enter "**8**" in the Wed 4/15 field. 0.00
25.	You will enter hours worked for the second half of the month by using the **REGHR** TRC again. You can either type it in the field or select the **Look up Time Reporting Code** button.



Step	Action
26.	Click the scrollbar to navigate down the list.



Step	Action
27.	Select the TRC for Regular Hours Worked. Click the **REGHR** link. REGHR
28.	Enter "**8**" in the Thu 4/16 field. 0.00
29.	Enter "**8**" in the Fri 4/17 field. 0.00
30.	Enter "**8**" in the Mon 4/20 field. 0.00
31.	Enter "**8**" in the Tue 4/21 field. 0.00
32.	Enter "**8**" in the Wed 4/22 field. 0.00
33.	Enter "**8**" in the Thu 4/23 field. 0.00
34.	Enter "**8**" in the Fri 4/24 field. 0.00
35.	Enter "**8**" in the Mon 4/27 field. 0.00
36.	Enter "**8**" in the Tue 4/28 field. 0.00
37.	Enter "**8**" in the Wed 4/29 field. 0.00
38.	Enter "**8**" in the Thu 4/30 field. 0.00
39.	Enter "**8**" in the Fri 5/1 field. 0.00



Step	Action
40.	**Step 3** - Select the E-Sign & Submit button. When you have completed entering your time on the timesheet, click the **E-Sign & Submit** button. This will send your timesheet to your manager for approval. E-Sign & Submit
41.	Congratulations! You have completed the lesson. **End of Procedure.**

Enter Time Over 40 hours - Positive Time Reporter

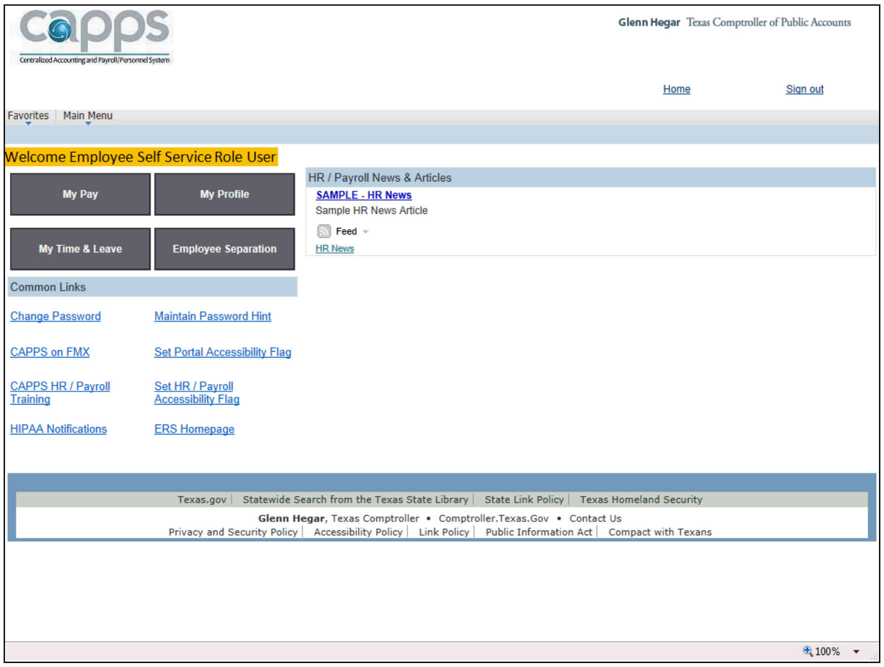
Section 1 - Lesson 3 Positive Time Reporters Exercises - Scenario 3: Enter Time Over 40 Hours

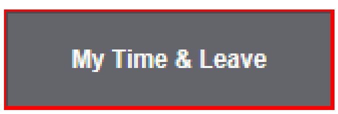
Procedure

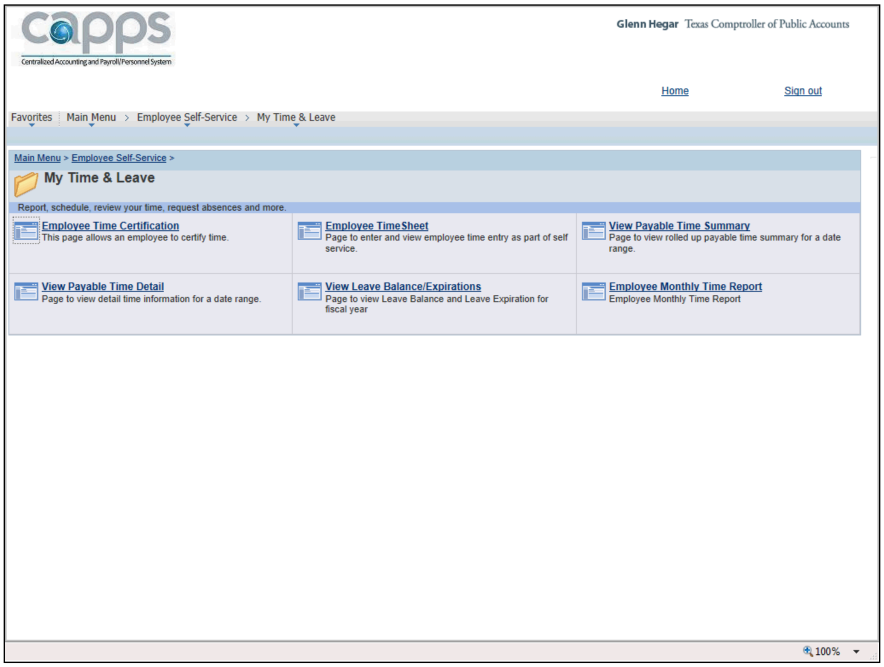
In this lesson you will learn how to enter time over 40 hours in a work week for a positive time reporter.

In this example, a Positive Time Reporter will enter all the hours he/she worked during the week of 4/6-4/10. He/she generally works Monday - Friday, eight hours per day. On Tuesday and Wednesday, he/she worked two hours of overtime.

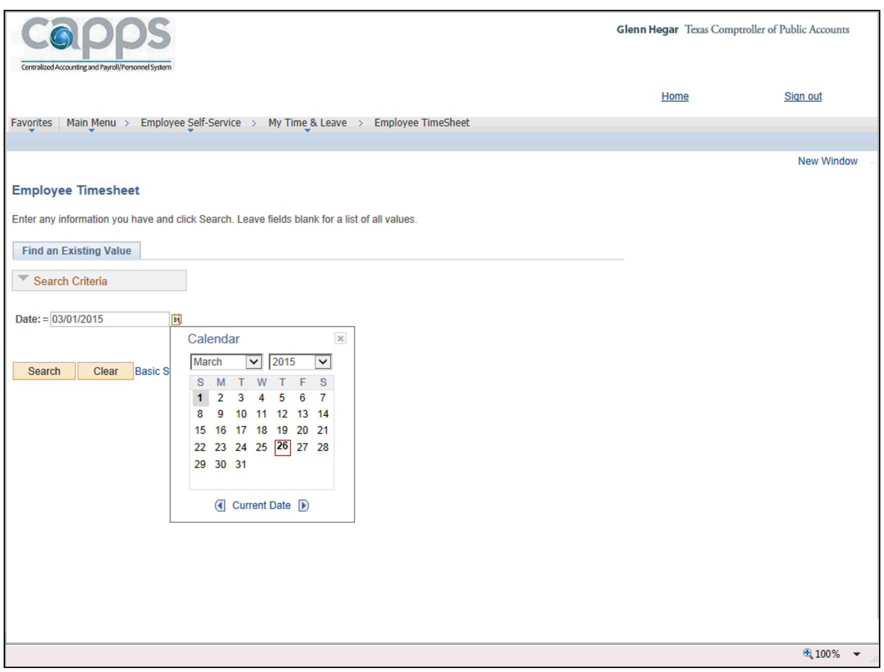
Note: This is a non-exempt employee who banks FLSA overtime for hours worked over 40.



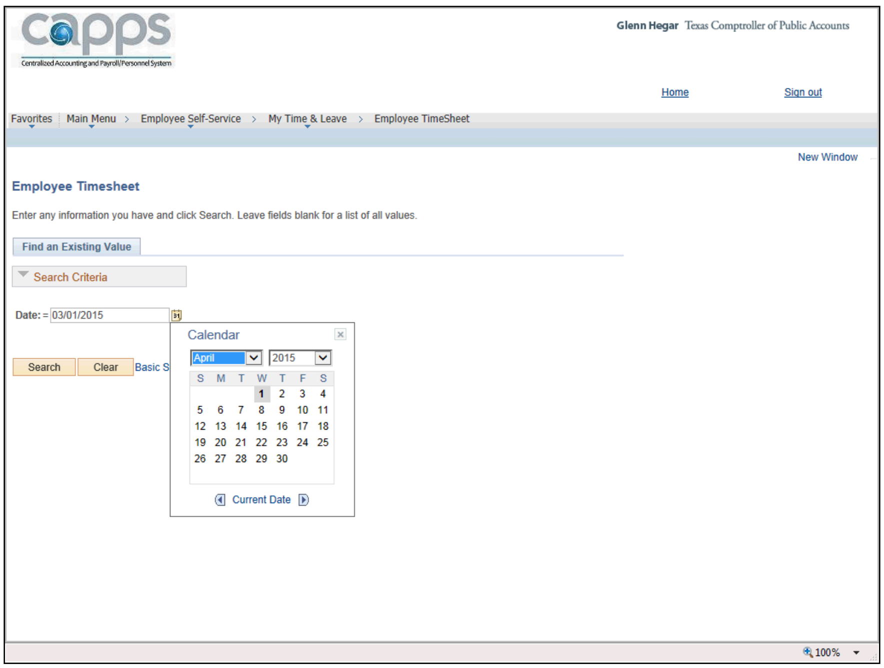
Step	Action
1.	Click the **My Time & Leave** button. 



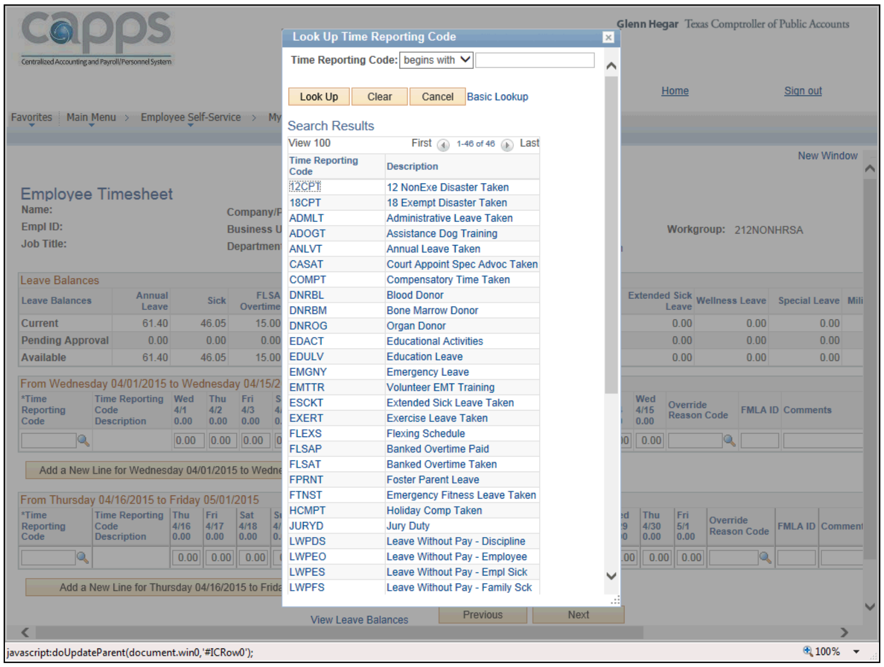
Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet



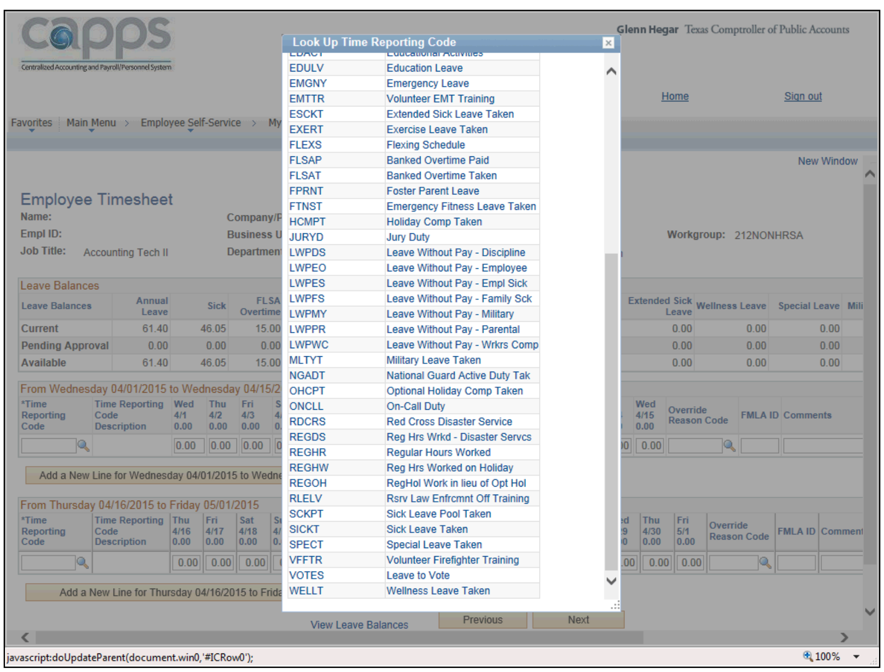
Step	Action
3.	Click the button to the right of the field.
4.	Click **April** from the menu. April



Step	Action
5.	Click the '**1**' link for the first of the month. 1
6.	Click the **Search** button. Search
7.	Click the **Look up Time Reporting Code (Alt+5)** button.



Step	Action
8.	Click the scrollbar to navigate down the selection.



Step	Action
9.	Click the **Regular Hours Worked** link. Regular Hours Worked
10.	Enter the actual hours worked into the **Mon 4/6** field. Enter "**8.00**". 0.00
11.	Enter the actual hours worked into the **Tue 4/7** field. Enter "**10.00**". 0.00
12.	Enter the actual hours worked into the **Wed 4/8** field. Enter "**10.00**". 0.00
13.	Enter the actual hours worked into the **Thu 4/9** field. Enter "**8.00**". 0.00
14.	Enter the actual hours worked into the **Fri 4/10** field. Enter "**8.00**". 0.00
15.	The employee has entered a total of 44 regular hours worked for the week of April 6 through April 10. When Time Administration processes, it will create 40 hours of regular time, and 4 hours of comp time for exempt employees or 6 hours of overtime for non-exempt employees. Click the **E-Sign & Submit** button. E-Sign & Submit
16.	Click the **OK** button. OK
17.	Congratulations! You have completed this lesson. **End of Procedure.**

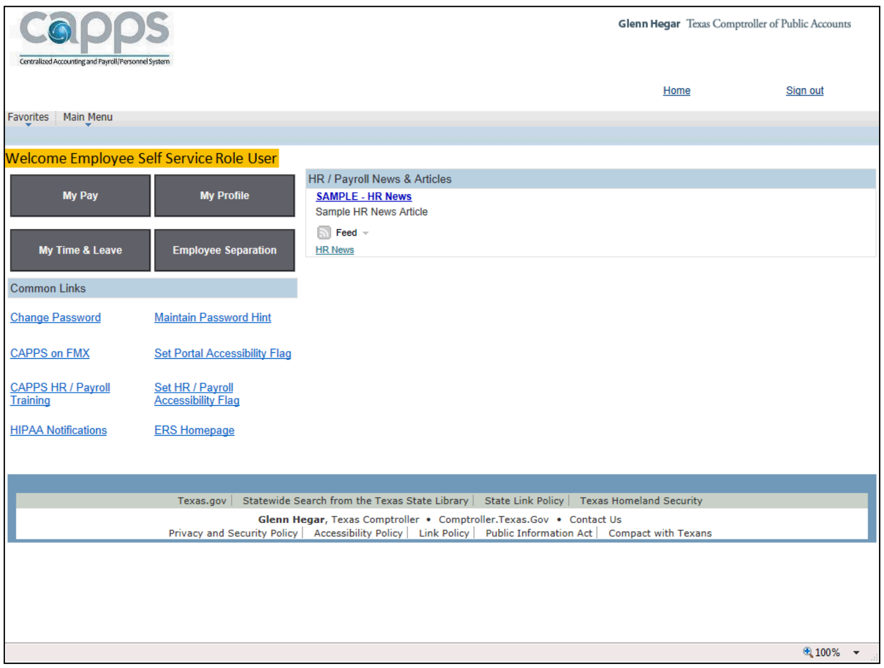
Entering Leave Time Taken - Positive Time Reporter

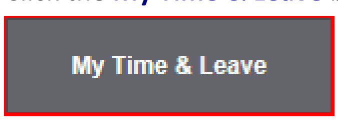
Section 1 - Lesson 3 Positive Time Reporters Exercises - Scenario 4: Entering Leave Time Taken

Procedure

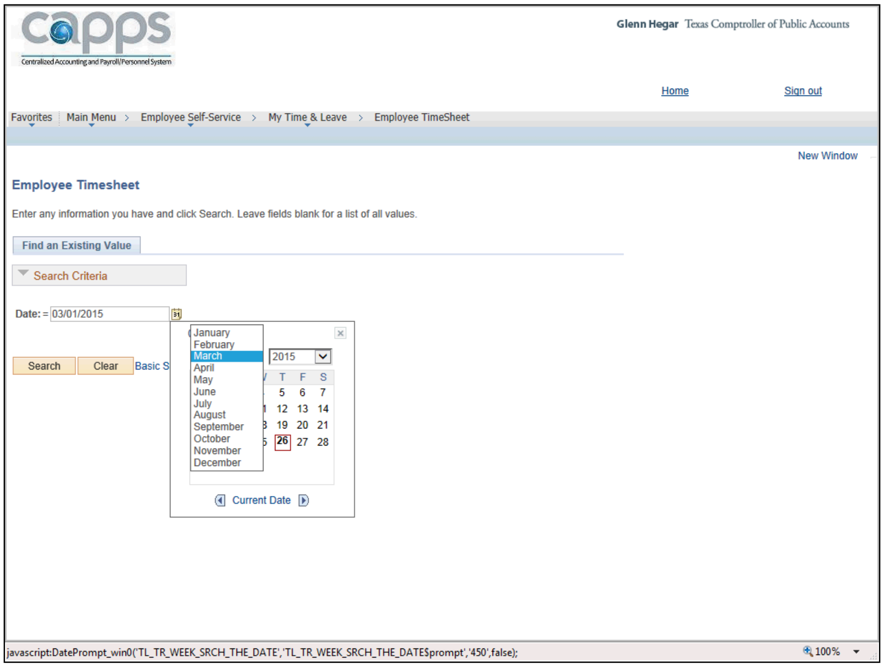
On 4/20/2015, a Positive Time Reporter, worked four hours and took four hours annual leave.

In this lesson you will learn how to enter leave time and regular time worked on the same day. However, you can also enter leave time for an entire day.

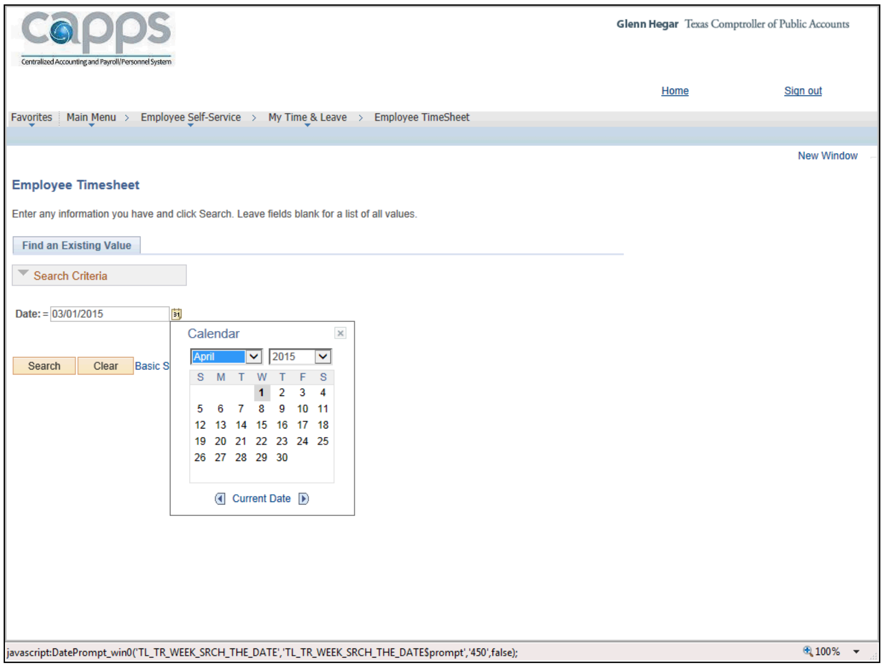


Step	Action
1.	Click the **My Time & Leave** button. 
2.	Click the **Employee TimeSheet** link. 
3.	Click the **Choose a date (Alt+5)** button. 

Step	Action
4.	Click the drop down arrow. 



Step	Action
5.	Click **April** from the list. April



Step	Action
6.	Click the '**1**' link for the first of the month. 1
7.	Click the **Search** button. Search
8.	Positive Time Reporters need to enter hours worked and leave hours taken. Click the **Look up Time Reporting Code (Alt+5)** button.
9.	Click the **Annual Leave Taken** link. Annual Leave Taken
10.	Enter the annual leave taken into the **Mon 4/20** field. In this example enter "**4.00**". 0.00

Step	Action
11.	Next, you are going to enter the four hours that he/she actually worked in this example. **It is important to note** that when you use a different **Time Reporting Code** (TRC) you must use a different line.
12.	Click the **Add a New Line for Thursday 04/16/2015 to Friday 05/01/2015** button. Add a New Line for Thursday 04/16/2015 to Friday 05/01/2015
13.	Click the **Look up Time Reporting Code (Alt+5)** button.
14.	Click the scrollbar to navigate down the list.
15.	Click the **REGHR** link. REGHR
16.	Enter the hours that were actually worked into the **Mon 4/20 0.00** field. Enter "**4.00**". 0.00
17.	Notice how two lines are now displayed. One for Annual Leave Taken, and one for Regular Hours Worked.
18.	Click the scrollbar to navigate down the page.
19.	Click the **E-Sign & Submit** button. E-Sign & Submit
20.	Click the **OK** button. OK
21.	Notice the four hours of Annual Leave in a Pending Approval status. When the manager approves the leave, the time will be ready to be processed.
22.	Congratulations! You have completed this lesson. **End of Procedure.**

Exception Time Reporters

Section 1, Lesson 3

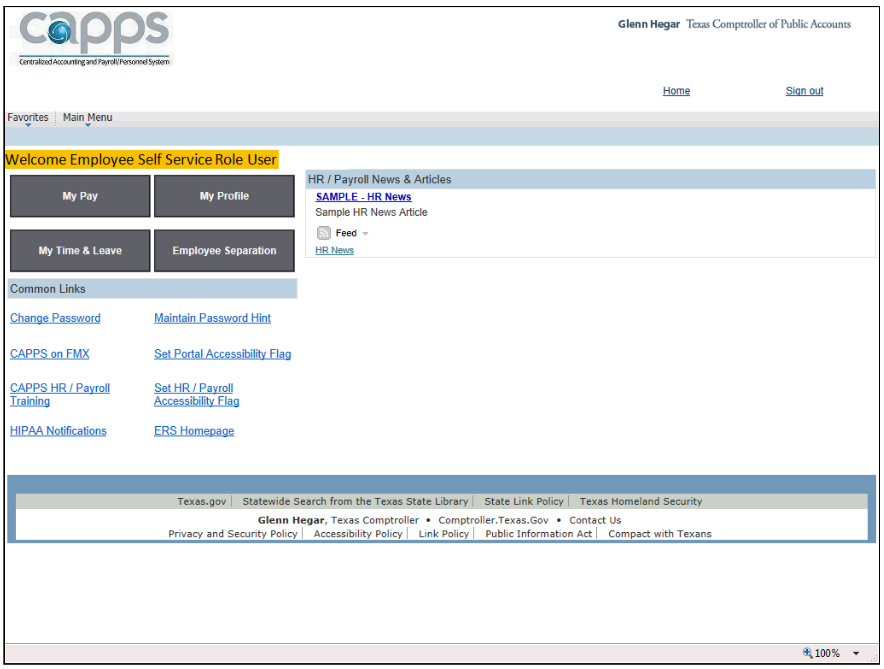
Exception Time Reporters

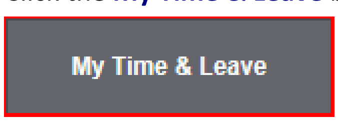
Enter Overtime/Comp Time Worked

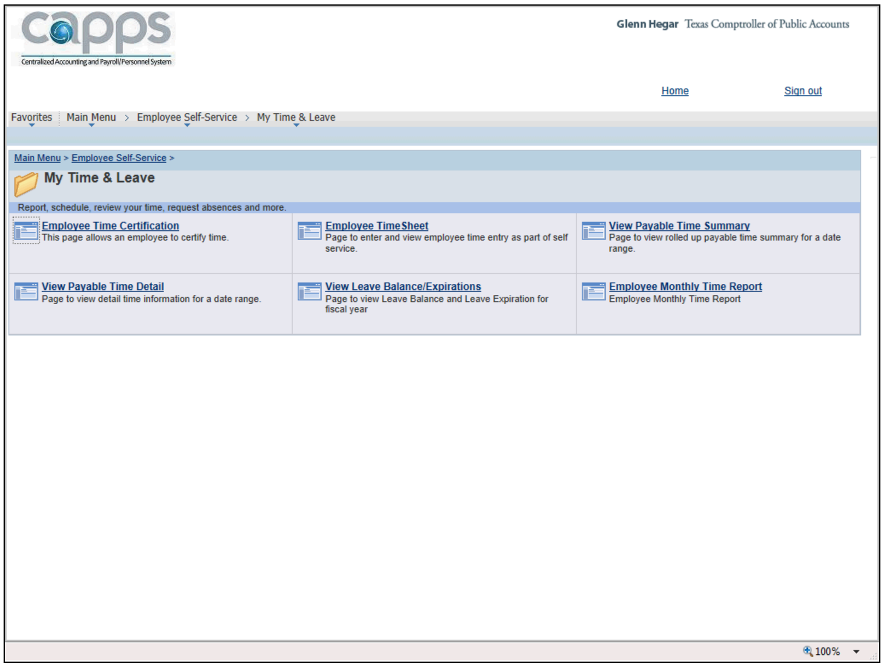
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 5: Enter Overtime/Comp Time Worked

Procedure

In this lesson you will learn how to enter additional hours worked for an Exception Time Reporter.



Step	Action
1.	Click the **My Time & Leave** button. 



Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet
3.	Make sure that you are on the correct month. If not, change the date to the first day of the correct month.
4.	Click the **Search** button. Search
5.	**VERY IMPORTANT NOTE:** **A good rule to remember:** If the Time Reporting Code (TRC) is different, you need a new line to enter time. If it is the same, you can use the same line. For example: if you took Sick Leave on Monday and Tuesday of the same week, you could enter time for both days on the same line.
6.	Click the **Add a New Line ...** button. Add a New Line for Sunday 03/01/2015 to Sunday 03/15/2015

Step	Action
7.	When adding additional time worked you need to add your scheduled hours and the additional hours worked. In this example, the scheduled hours to work is eight (8). The employee worked two (2) extra hours on Monday and Tuesday, March 9 and 10. The total **Regular Hours** worked will be eight scheduled hours plus two overtime hours for a total of 10 hours.
8.	The **Time Reporting Code** for Overtime/Comp /Time is '**REGHR**'. Exempt and Non-exempt employees will both enter additional hours worked in the same way. - Exempt employee's time will bank as Comp Time Earned. - Non-Exempt employee's time will bank FLSA Overtime. Enter the TRC "**REGHR**".
9.	Enter the hours worked into the **Mon 3/9 8.00** field. In this example you would enter "**10**". *(eight regular hours worked plus two overtime hours worked)* 0.00
10.	Enter the hours worked into the **Tue 3/10 8.00** field. Enter "**10**". 0.00
11.	The employee worked their regular scheduled hours for the remainder of the week. Therefore, no additional time entry was required.
12.	Click the scrollbar to navigate to the bottom of the page.
13.	Click the **E-Sign & Submit** button. E-Sign & Submit
14.	Click the **OK** button. OK

Step	Action
15.	After approval and Time Administration has processed, the system will automatically calculate the hours and apply them to the applicable totals (Comp Time or FLSA Overtime) based on your Exempt or Non-Exempt status.
16.	Congratulation! You have successfully completed this lesson. **End of Procedure.**

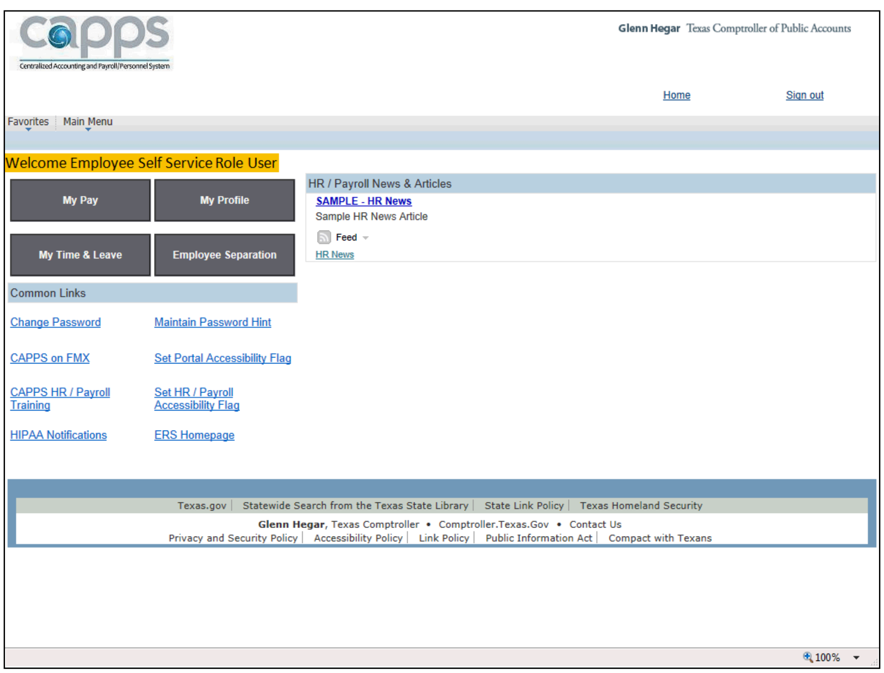
Enter Time for Flex Schedule

Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 6: Enter Time for a Flex Schedule

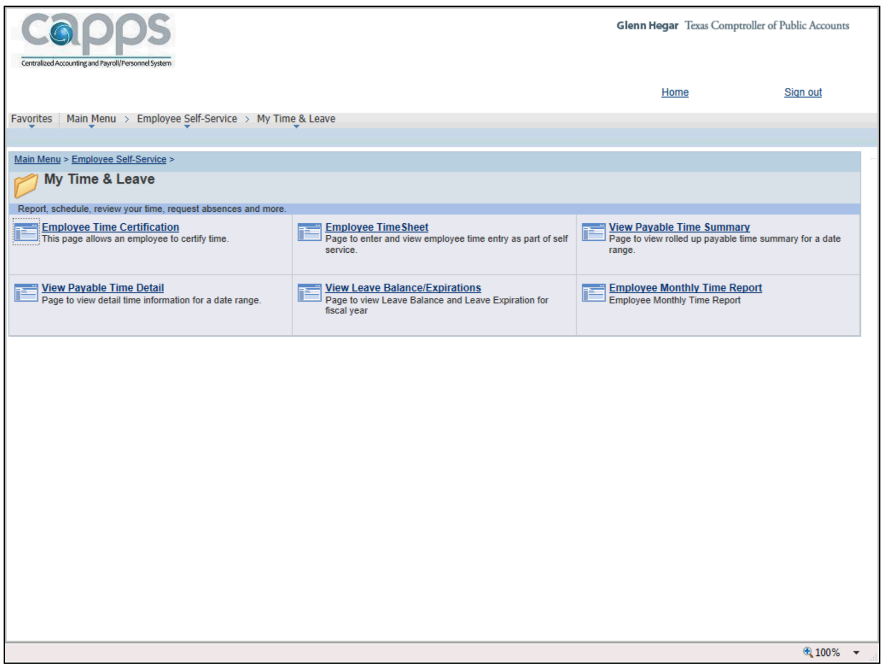
Procedure

The TRC FLEXS (Flex Schedule) enables you to flex your schedule.

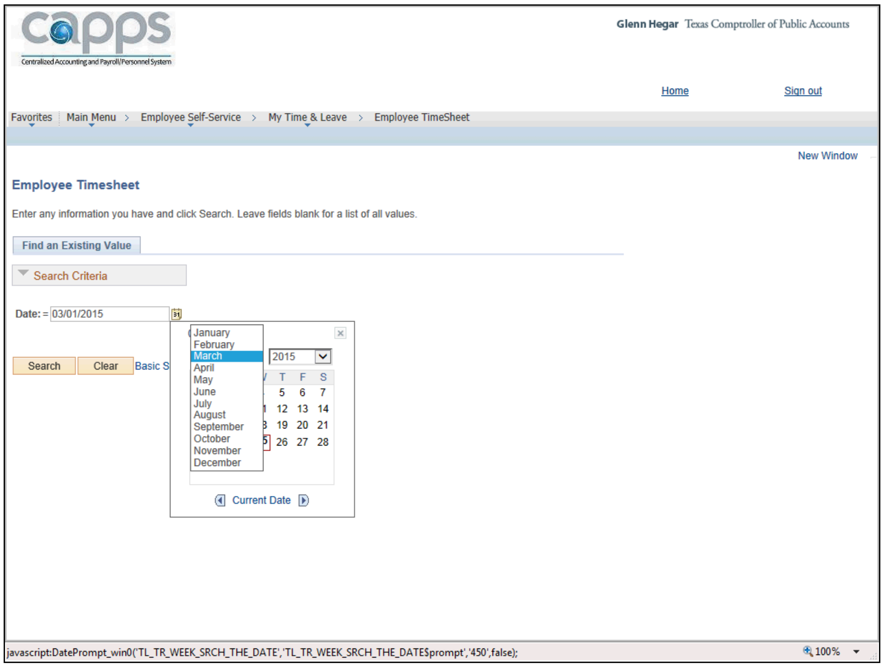
In this lesson an Exception Time Reporter was asked by their manager to work on a Saturday rather than their scheduled day. On Thursdays the employee normally works eight hours.



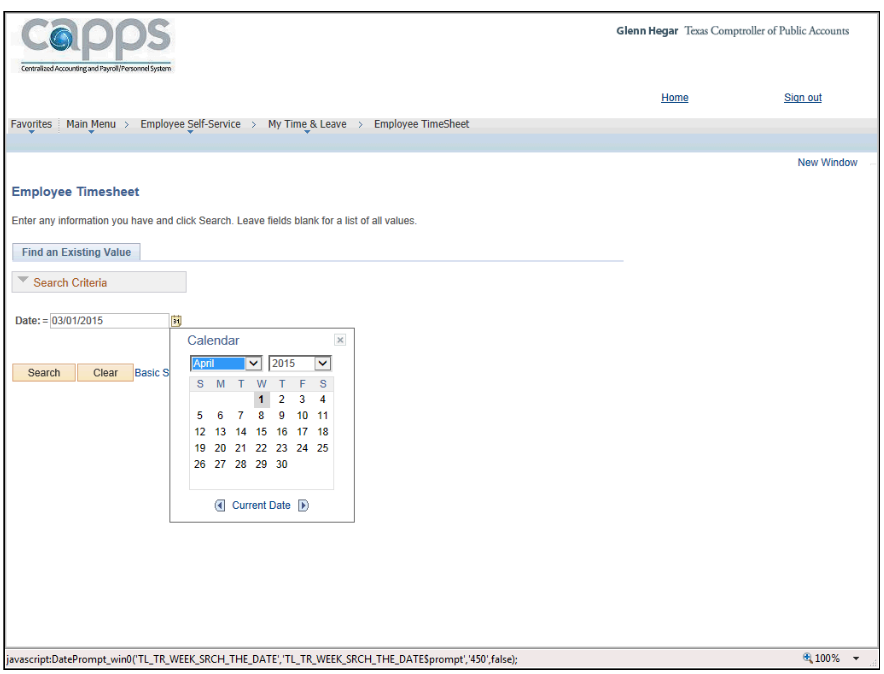
Step	Action
1.	Click the **My Time & Leave** button. 



Step	Action
2.	Click the **Employee TimeSheet** link. 
3.	Click the **Choose a date (Alt+5)** button. 
4.	Click drop down arrow. 



Step	Action
5.	Click **April** from the list. April



Step	Action
6.	Click the '**1**' link to display the whole month of April. 1
7.	Click the **Search** button. Search
8.	Remember, the Exception Time Reporter was asked by his/her manager to work on Saturday instead of Thursday. The employee is going to reflect this change on the Timesheet.
9.	It is important to note: Exception Time Reporters only need to make changes to their Timesheet when it is different from their schedule. Notice how the employee's schedule on 4/2 reflects eight hours. The employee is not going to work on Thursday. If the employee does not adjust their schedule, they will inaccurately bank comp time or overtime.
10.	When flexing your schedule use the TRC **FLEXS**. Since every different TRC needs its own unique line, the first thing the employee will need to do is add a line. Click the **Add a New Line for Wednesday 04/01/2015 to Wednesday 04/15/2015** button. Add a New Line for Wednesday 04/01/2015 to Wednesday 04/15/2015
11.	Click the **Look up Time Reporting Code (Alt+5)** button. 
12.	The employee needs to use the **FLEXS** Time Reporting Code to indicate that he is not working his scheduled time on Thursday. Click the **FLEXS** link. FLEXS
13.	The employee will enter eight hours of FLEXS time on Thursday. Enter the schedule hours into the **Thu 4/2** field. Enter "**8**". .00

Step	Action
14.	The employee needs to use the **REGHR** Time Reporting Code to indicate that he is working on Saturday. Click the **Add a New Line for Wednesday 04/01/2015 to Wednesday 04/15/2015** button. Add a New Line for Wednesday 04/01/2015 to Wednesday 04/15/2015
15.	Click the **Look up Time Reporting Code (Alt+5)** button.
16.	Click the scrollbar to navigate down the list.
17.	The time worked on the unscheduled day will be charged to regular time. Click the **REGHR** link. REGHR
18.	Enter the eight hours worked on the REGHR line in the **Sat 4/4** field. Enter "**8**". 0.00
19.	The employee's timesheet now reflects the time worked on the unscheduled day and the time not worked on the scheduled day.
20.	Click the **E-Sign & Submit** button. E-Sign & Submit
21.	Click the **OK** button. OK
22.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

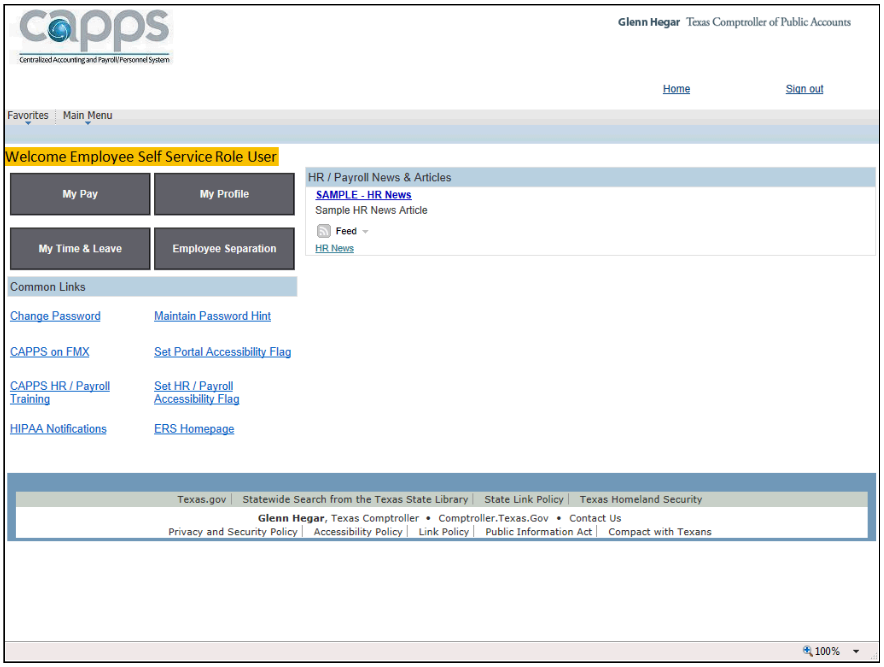
Enter Annual Leave Taken

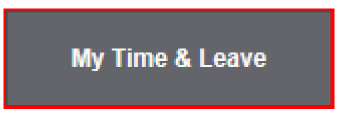
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 7: Enter Annual Leave Taken

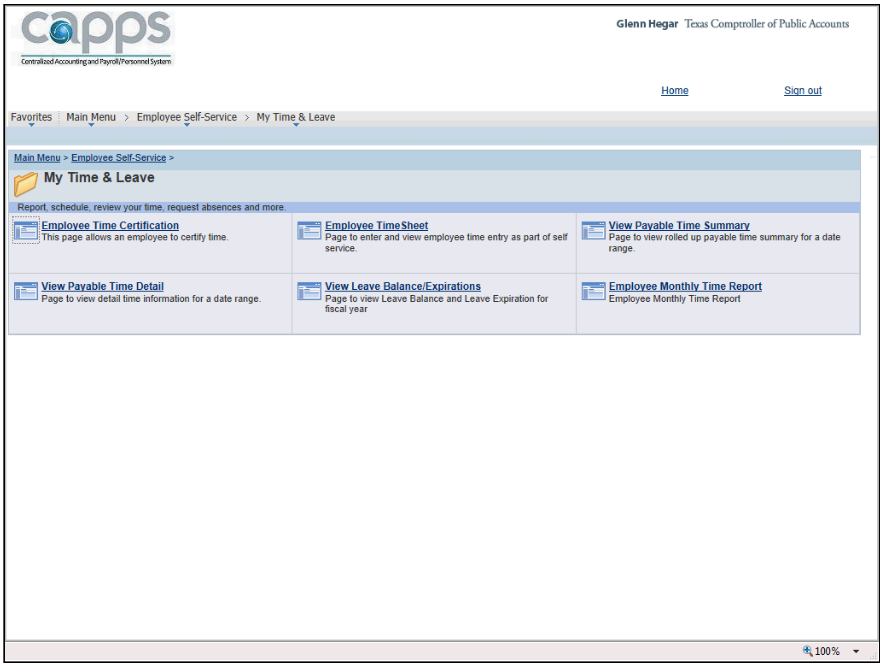
Procedure

In this lesson you will learn how to enter Annual Leave.

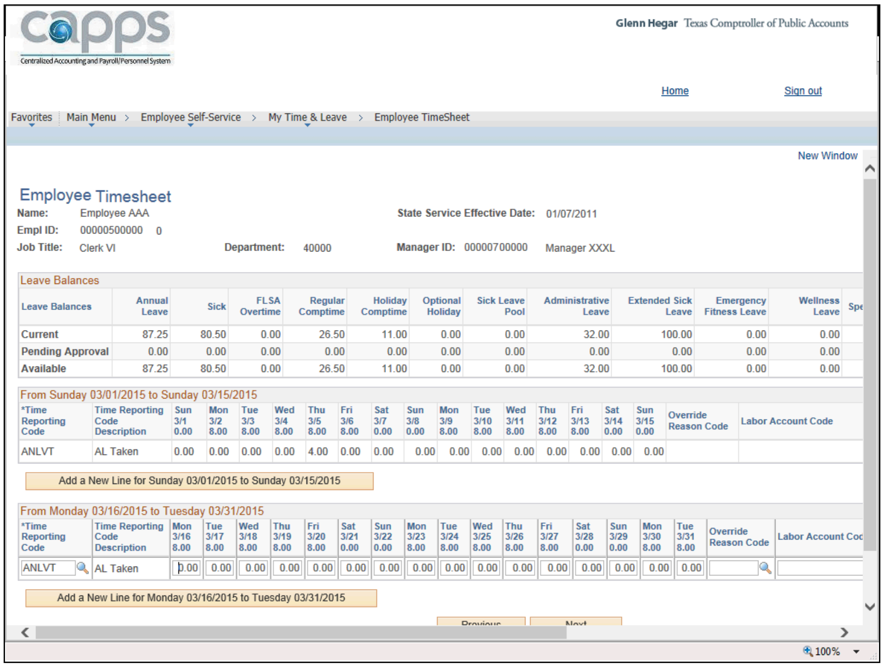
The Exception Time Reporter will enter eight hours of annual leave Monday, March 16.



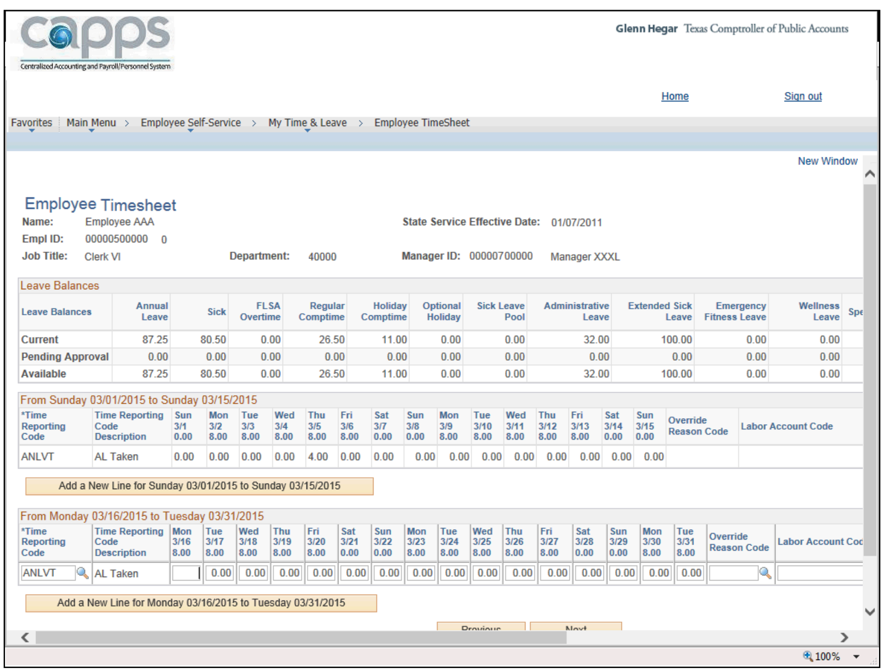
Step	Action
1.	Click the **My Time & Leave** button. 



Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet
3.	Click the **Search** button. Search
4.	Click the **Look up Time Reporting Code (Alt+5)** button. 
5.	Click the **ANLVT** link for Annual Leave Taken. ANLVT



Step	Action
6.	Click in the **3/16** field. 



Step	Action
7.	Enter the hours for Annual Leave Taken into the **Mon 3/16** field. Enter "**8.00**".
8.	Click the scrollbar to navigate down the page.
9.	Click the **E-Sign & Submit** button. E-Sign & Submit
10.	Click the **OK** button. OK
11.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

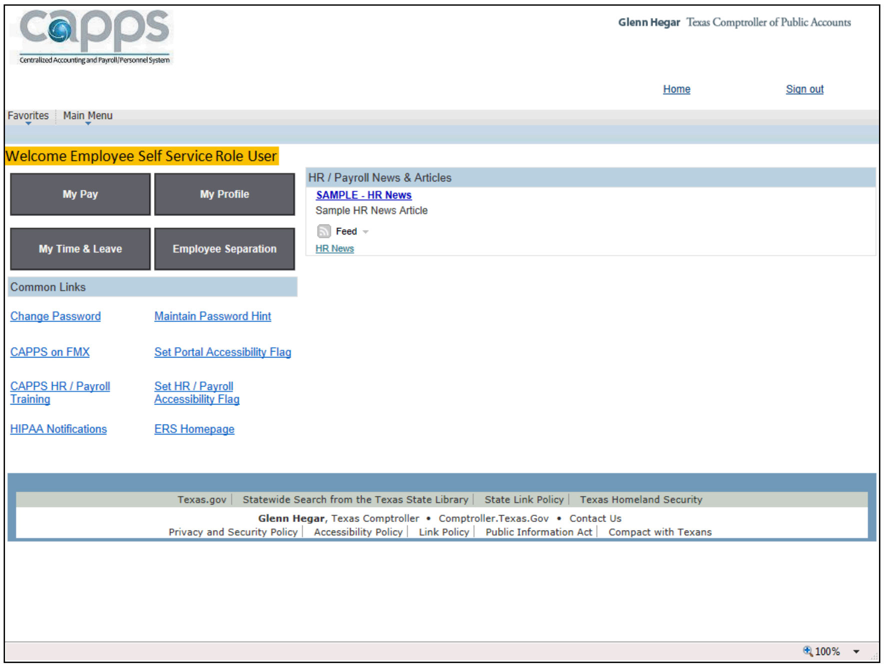
Enter Sick Time Taken

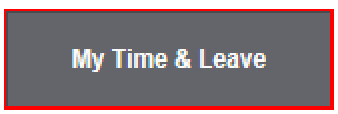
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 8: Enter Sick Time Taken

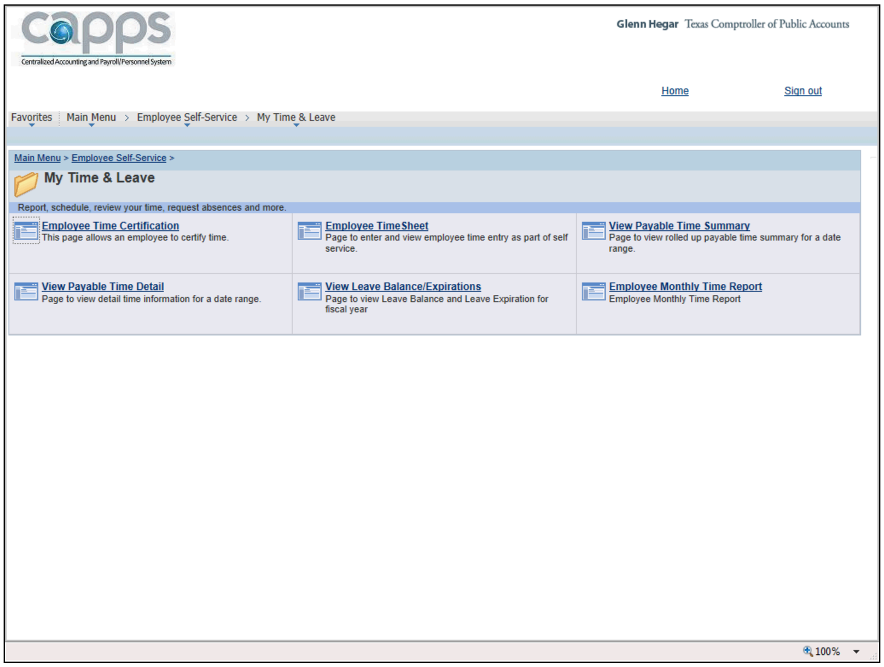
Procedure

In this lesson you will learn how to enter sick leave. The employee is scheduled to work eight hours on 4/6, however he/she becomes ill and leaves four hours early from work.

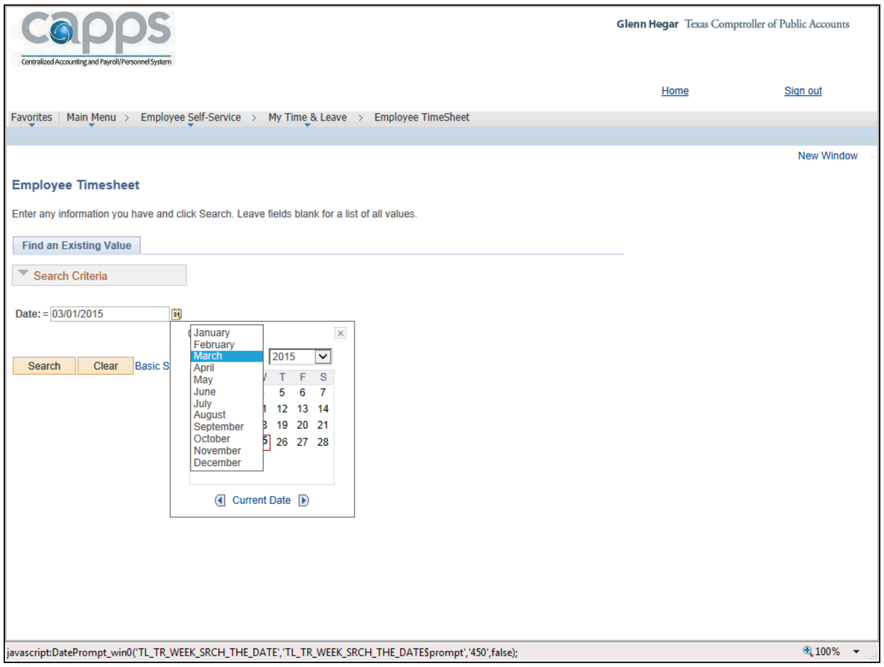
Remember: Exception Time Reporters only need to enter additional time worked or leave time taken on their timesheet.



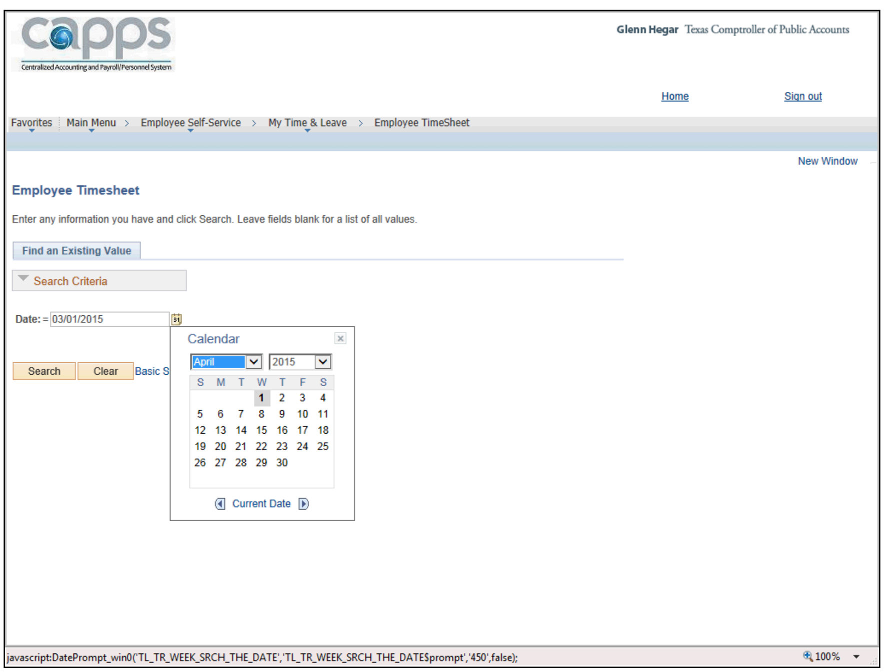
Step	Action
1.	Click the **My Time & Leave** button. 



Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet
3.	Access the Timesheet for the correct pay period. Click the **Choose a date (Alt+5)** button. 
4.	Click the drop down arrow. 



Step	Action
5.	Click **April** from the list. April



Step	Action
6.	Click the '**1**' link to view the entire month. 1
7.	Click the **Search** button. Search
8.	The Sick Time Balance displayed at the top for this employee's timesheet is 76.50 hours. To enter sick time on the timesheet the employee must use the correct TRC. Add a new row for the new Time Reporting Code SICKT. Click the **Add a New Line for Wednesday 04/01/2015 to Wednesday 04/15/2015** button. Add a New Line for Wednesday 04/01/2015 to Wednesday 04/15/2015
9.	Click the **Look up Time Reporting Code (Alt+5)** button.
10.	Scroll down to the Time Reporting Code "SICKT". Click the scrollbar.
11.	Click the **SICKT** link. SICKT
12.	Enter the sick hours taken into the **Mon 4/6** field. Enter "**4.00**".
13.	Click the **E-Sign & Submit** button. E-Sign & Submit
14.	Click the **OK** button. OK
15.	Look at the Leave Balances at the top of the timesheet. Notice that the 4 hours of sick time is pending approval and the new Available balance is displayed. Once the sick time is approved by the manager, it will be processed by Time Administration.

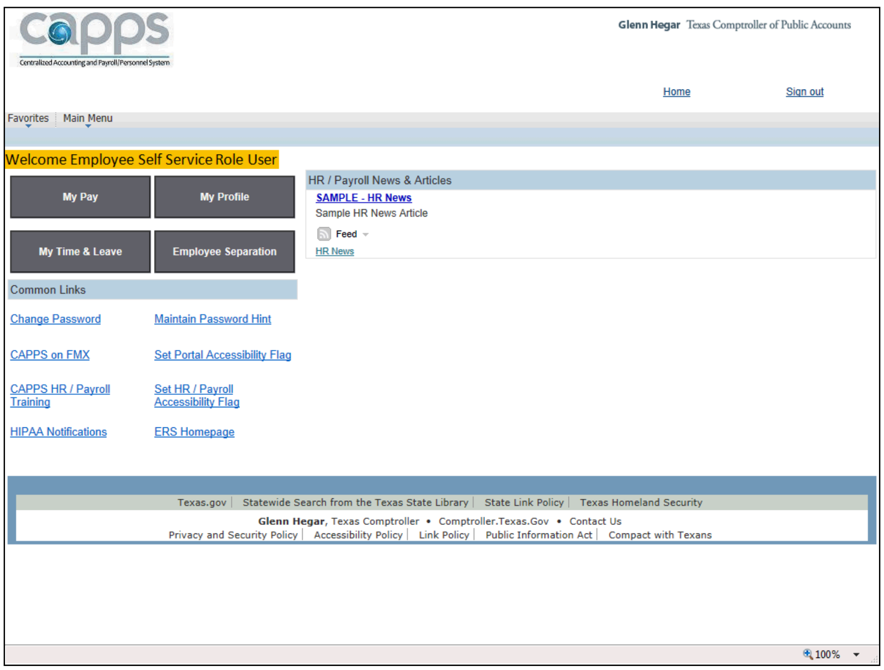
Step	Action
16.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

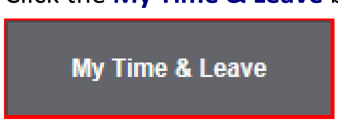
Enter Regular Comp Time Taken

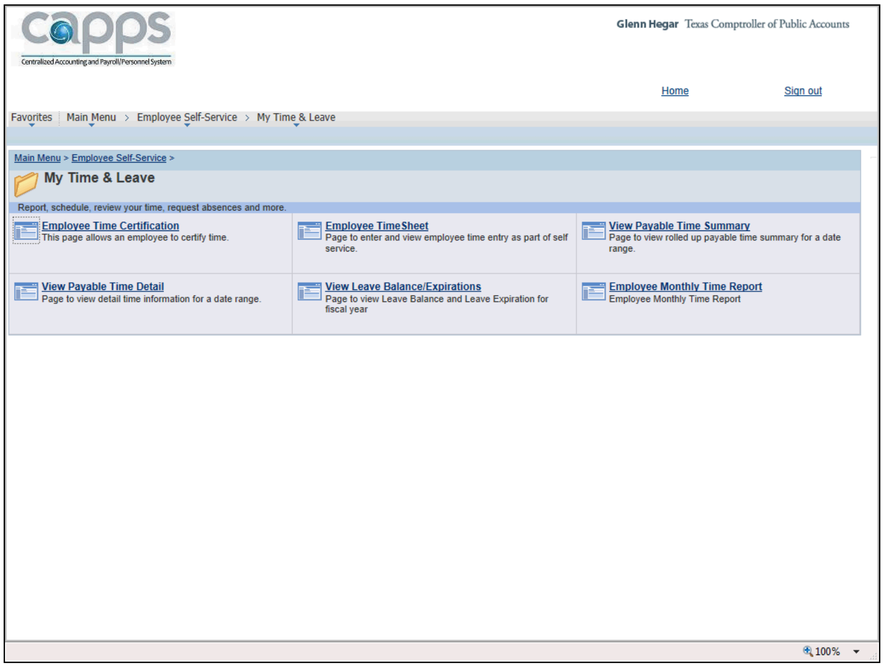
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 9: Enter Regular Comp Time Taken

Procedure

In this lesson you will learn how to enter Regular Comp Time taken. On 3/17 the employee will not work his/her scheduled hours, instead he/she is going to take eight hours of Comp Time.



Step	Action
1.	Click the **My Time & Leave** button. 



Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet
3.	Click the **Search** button. Search
4.	Click the scrollbar to navigate down the page.
5.	The TRC for Comp Time Taken is COMPT. The employee will need to add a new row to record the Time Reporting Code and hours. Click the **Add a New Line for Monday 03/16/2015 to Tuesday 03/31/2015** button. Add a New Line for Monday 03/16/2015 to Tuesday 03/31/2015
6.	Click the **Look up Time Reporting Code (Alt+5)** button.
7.	Choose the Time Reporting Code for Compensatory Time (Comp Time) Taken. Click the **COMPT** link. COMPT

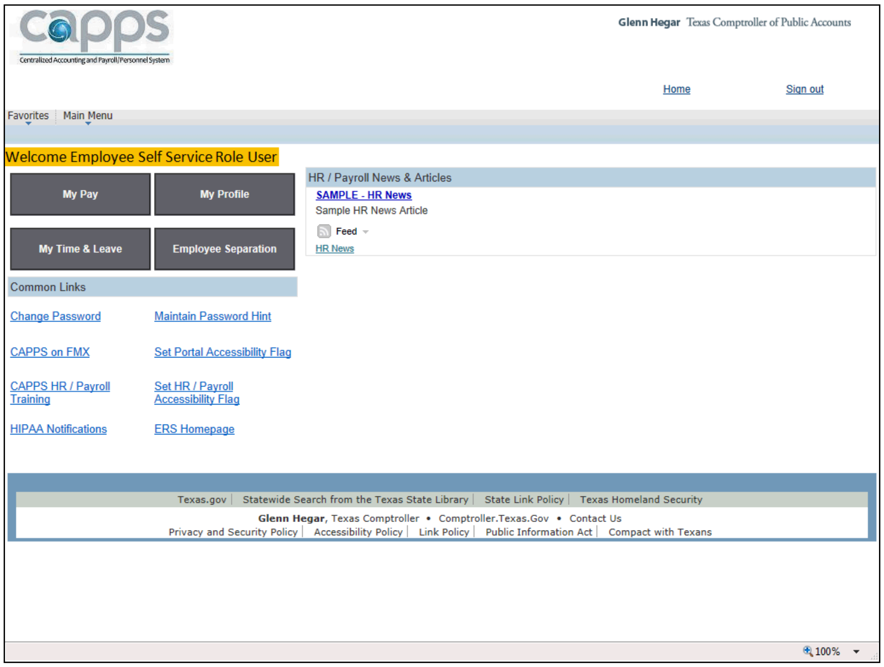
Step	Action
8.	Enter the Comp Time hours taken into the **Tue 3/17** field. Enter "**8.00**".
9.	Click the scrollbar to navigate down the page.
10.	Click the **E-Sign & Submit** button. E-Sign & Submit
11.	Click the **OK** button. OK
12.	Once the timesheet is 'E-Sign & Submitted', the eight hours of Regular Comptime will appear in the Pending Approval row of the Leave Balances section of the timesheet.
13.	The Available balance reflects the Current - the Pending Approval hours. In this example: 26.50 (Current) – 8.00 (Pending Approval) = 18.50 (Available) Once the manager approves and the Time Administration process runs, the Current and Pending Approval hours will be adjusted, accordingly.
14.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

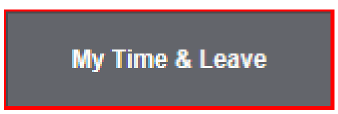
Enter FLSA Overtime Taken

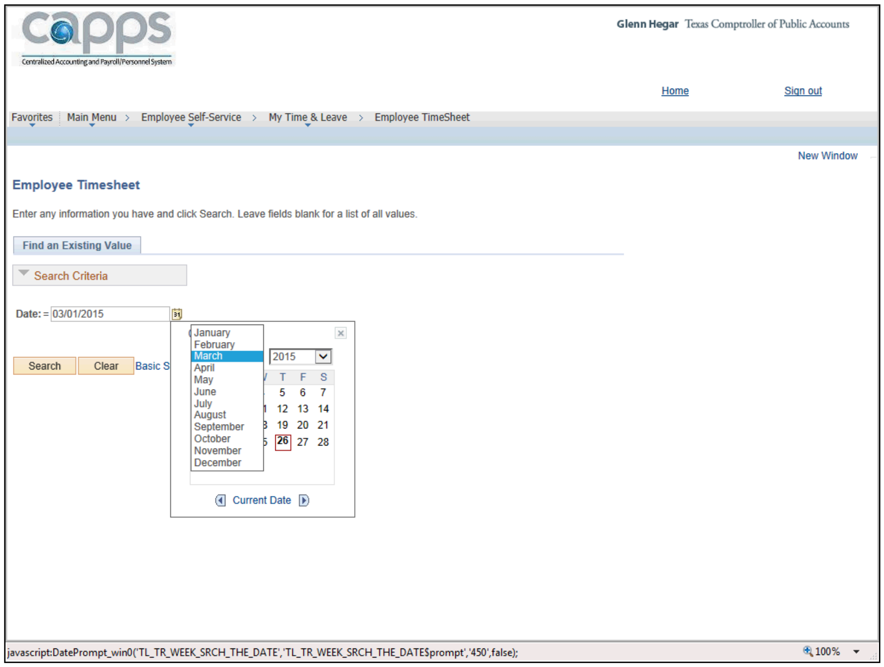
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 10: Enter FLSA Overtime Taken

Procedure

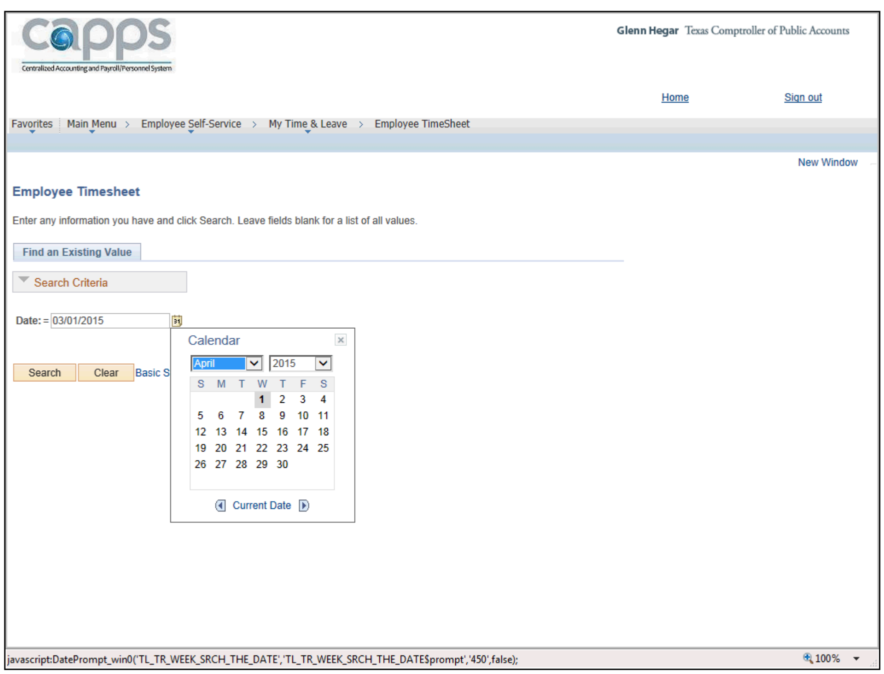
In this lesson you will learn how to take banked overtime. On 4/1 the employee will not work his/her regular hours, instead he/she will use FLSA overtime hours as their leave time.



Step	Action
1.	Click the **My Time & Leave** button. 
2.	Click the **Employee TimeSheet** link. 
3.	Click the **Choose a date (Alt+5)** button. 
4.	Click the drop down arrow. 



Step	Action
5.	Click **April** from the list. April



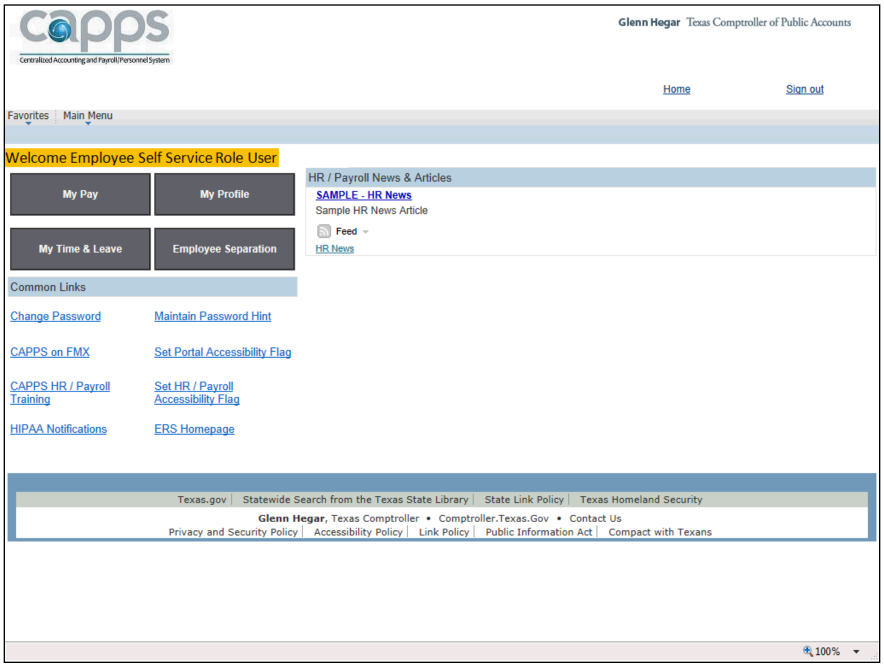
Step	Action
6.	Click the **'1'** link to view the whole month. 1
7.	Click the **Search** button. Search
8.	The employee is going to use FLSA Overtime to take a day off.
9.	Click the **Add a New Line for Wednesday 04/01/2015 to Wednesday 04/15/2015** button. Add a New Line for Wednesday 04/01/2015 to Wednesday 04/15/2015
10.	Click the **Look up Time Reporting Code (Alt+5)** button.
11.	The Time Reporting Code for Banked Overtime Taken is "FLSAT". Click the **FLSAT** link. FLSAT
12.	Enter the leave hours into the **Wed 4/1** field. Enter "**8.00**". 0.00
13.	Click the scroll bar.
14.	Click the **E-Sign & Submit** button. E-Sign & Submit
15.	Click the **OK** button. OK
16.	The eight hours the employee recorded for FLSAT leave is in a Pending Approval status. Once the time is approved by the manager the hours will be processed by Time Administration.
17.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

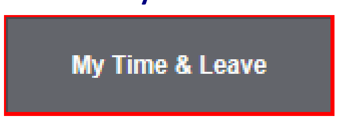
Enter Leave Without Pay

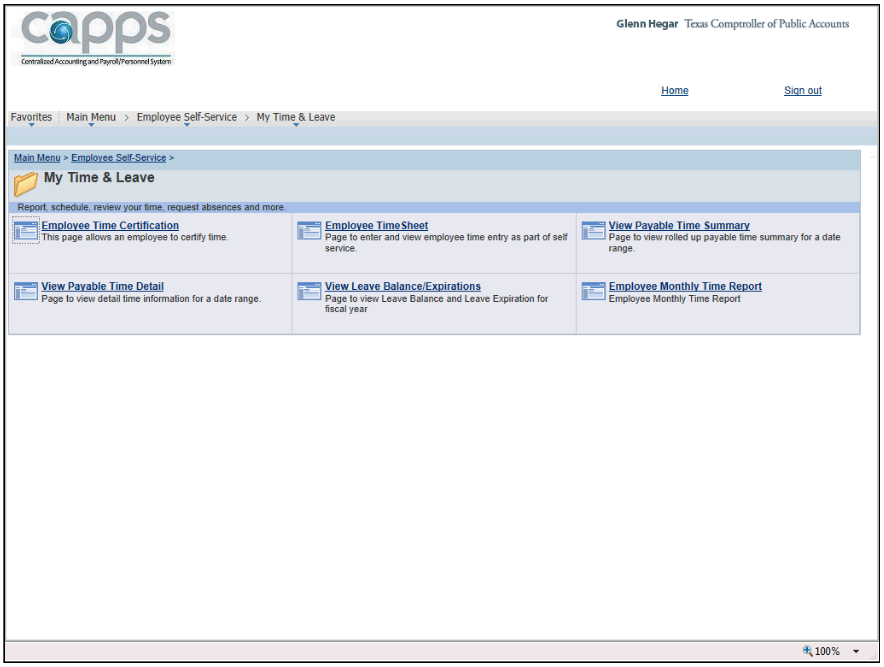
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 11: Enter Leave Without Pay

Procedure

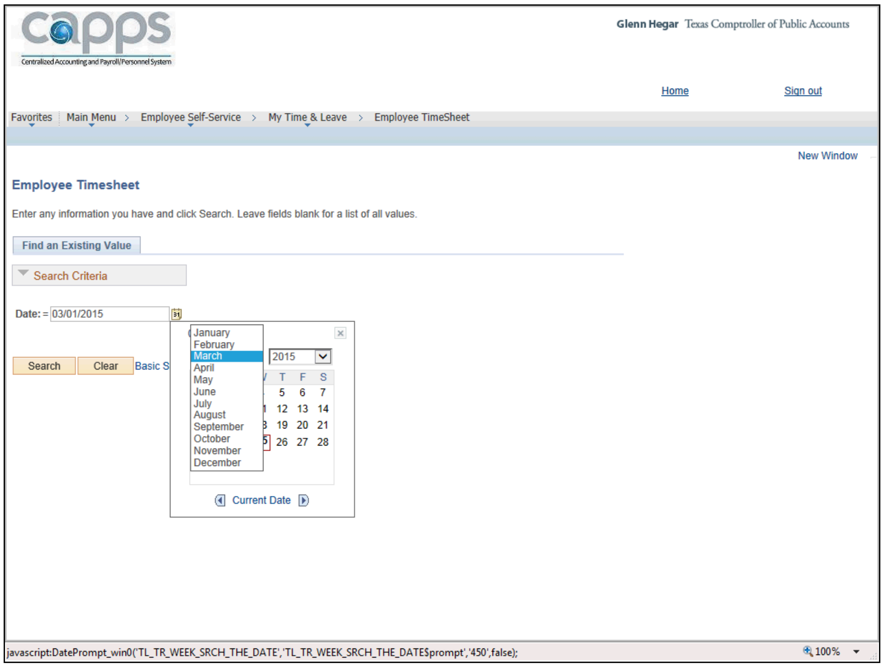
In this lesson you will learn how to enter leave without pay. The employee has no leave time available, but needs to take their scheduled days 4/16 and 4/17 off.



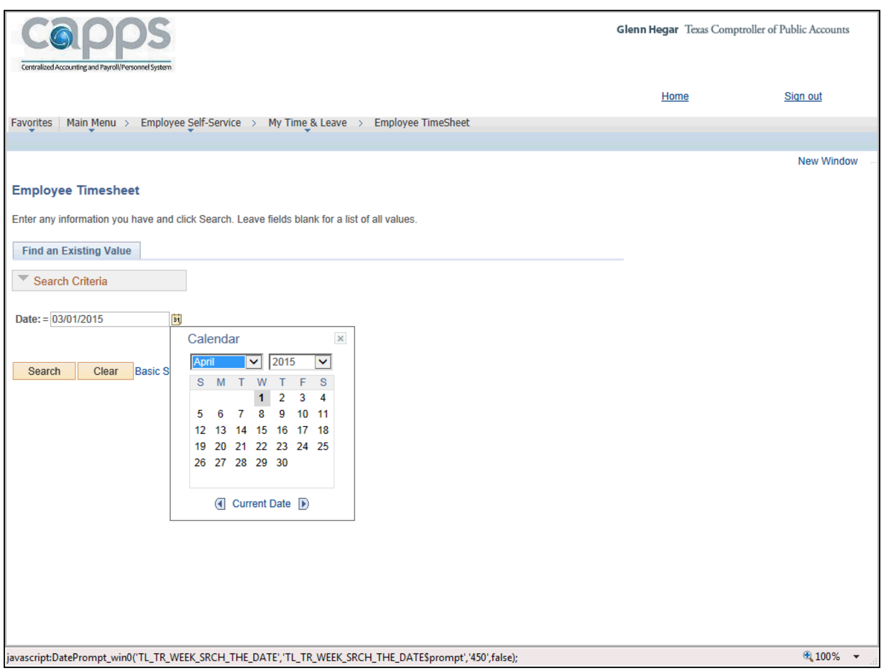
Step	Action
1.	Click the **My Time & Leave** button. 



Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet
3.	The employee was absent from work without pay for two days. The employee will enter it on the timesheet. Click the **Choose a date (Alt+5)** button. 
4.	Click the button to the right of the field. 



Step	Action
5.	Click the **April** list item. April



Step	Action
6.	Click the **1** link. 1
7.	Click the **Search** button. Search
8.	Click the scroll bar.
9.	Since the employee has exhausted all of their leave, the time must be entered as leave without pay. Click the **Add a New Line for Thursday 04/16/2015 to Friday 05/01/2015** button. Add a New Line for Thursday 04/16/2015 to Friday 05/01/2015
10.	Click the **Look up Time Reporting Code (Alt+5)** button.
11.	Various Leave Without Pay options are available. You would select the option that is applicable to your situation.
12.	In this example, we will select the Leave Without Pay - Employee (LWPEO) option. Click the **LWPEO** link. LWPEO
13.	Enter the scheduled hours not worked into the **Thu 4/16** field. Enter "**8.00**". 0.00
14.	Enter the scheduled hours not worked into the **Thu 4/17** field. Enter "**8.00**" 0.00
15.	The time has been entered on the days the employee was absent and it has been submitted for approval to the manager. Click the **E-Sign & Submit** button. E-Sign & Submit
16.	Click the **OK** button. OK

Step	Action
17.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

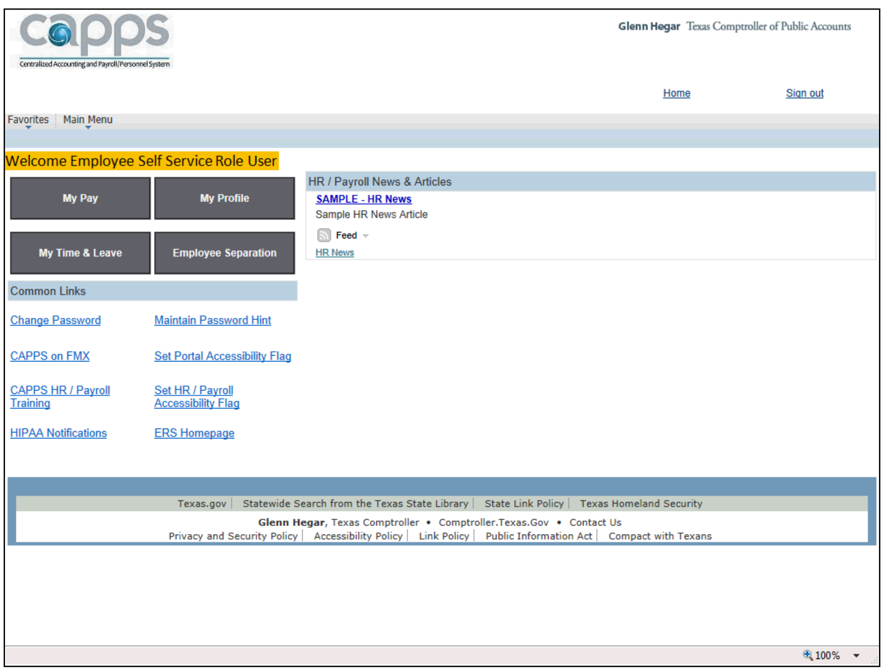
Enter Multiple Leave Types

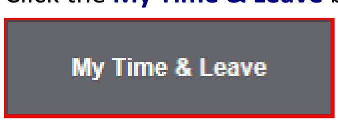
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 12: Enter Multiple Leave Types

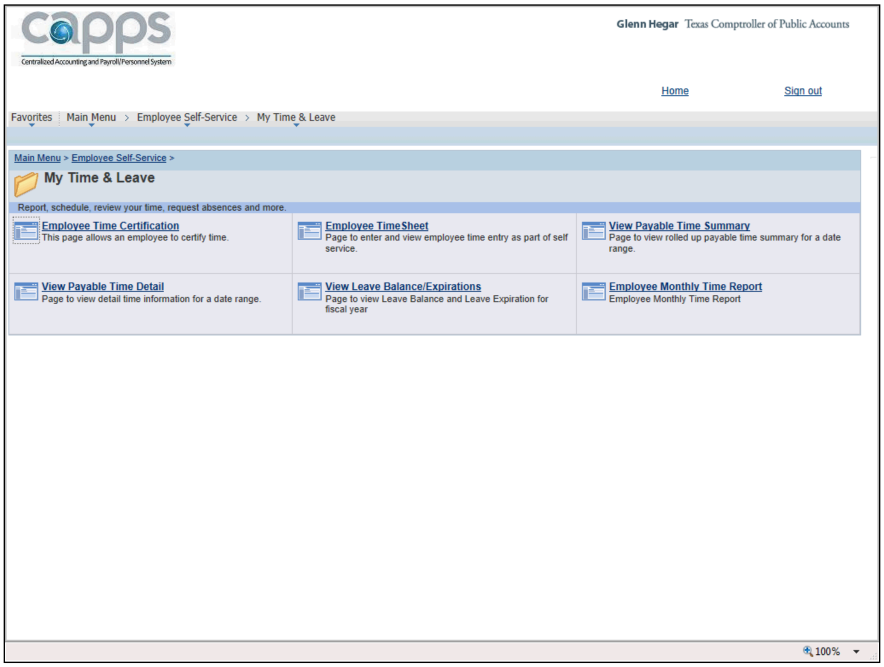
Procedure

In this lesson you will learn how to enter leave time taken for more than one type of leave.

In this example, Annual Leave has already been entered. You will be entering Sick Leave on the same week.



Step	Action
1.	Click the **My Time & Leave** button. 



Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet
3.	Click the **Search** button. Search
4.	Annual Leave taken has already been entered on the Timesheet.
5.	When entering multiple leave types, it is important to remember to insert a new line when using a different Time Reporting Code on the same grid. Click the **Add a New Line for Monday 03/16/2015 to Tuesday 03/31/2015** button. Add a New Line for Monday 03/16/2015 to Tuesday 03/31/2015
6.	The employee is going to enter Sick Time Taken, so you are adding a new line for the Time Reporting Code **SICKT.** Click the **Look up Time Reporting Code (Alt+5)** button.
7.	Click the scrollbar to navigate down the list.

Step	Action
8.	Click the **SICKT** link. SICKT
9.	Enter the sick leave hours into the **Wed 3/18** field. Enter "**4.00**".
10.	Click the scrollbar to navigate down the page.
11.	Click the **E-Sign & Submit** button. E-Sign & Submit
12.	Click the **OK** button. OK
13.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

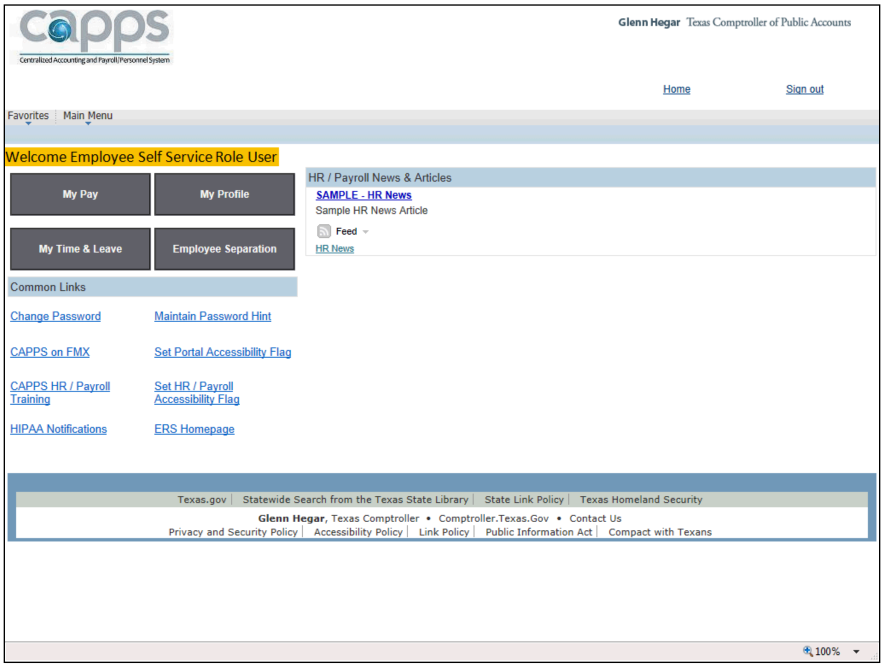
Enter Time Worked on a Scheduled Holiday

Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 13: Enter Time Worked on a Scheduled Holiday

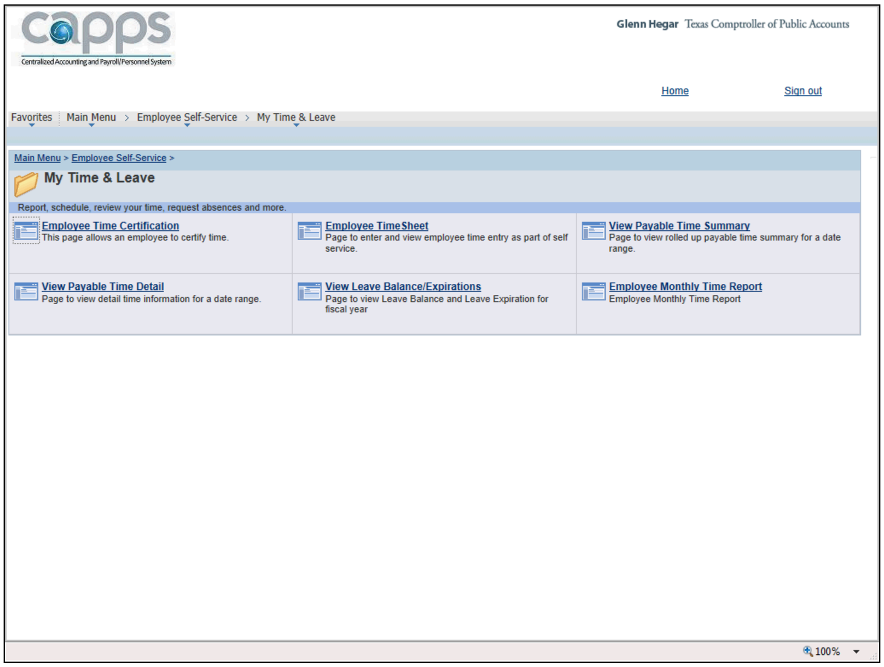
Procedure

In this lesson you will learn how to enter hours worked on a holiday.

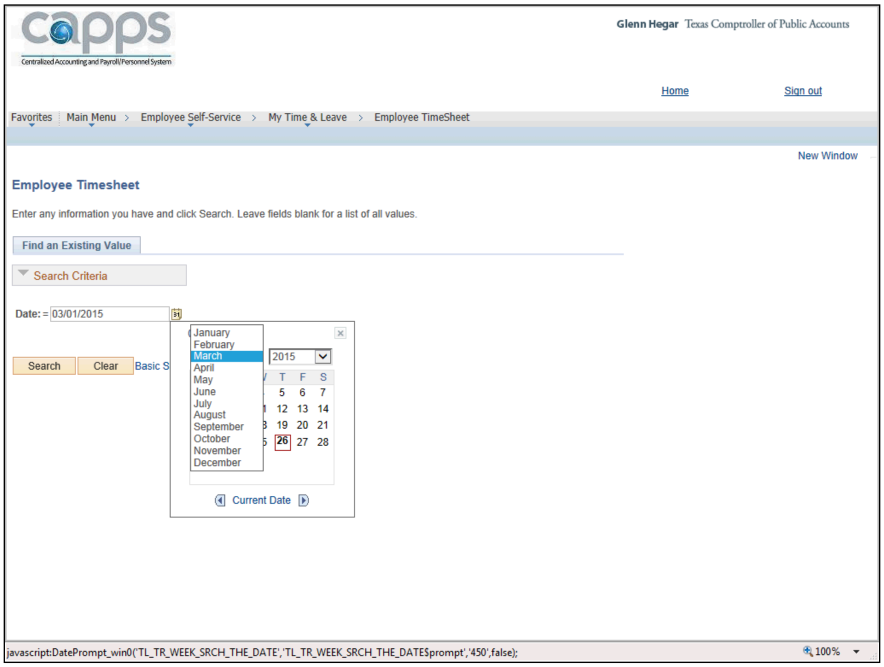
Note: If you are scheduled on a holiday and do not work on the holiday, you do not enter any hours. The system will compensate the employee according to their eligibility.



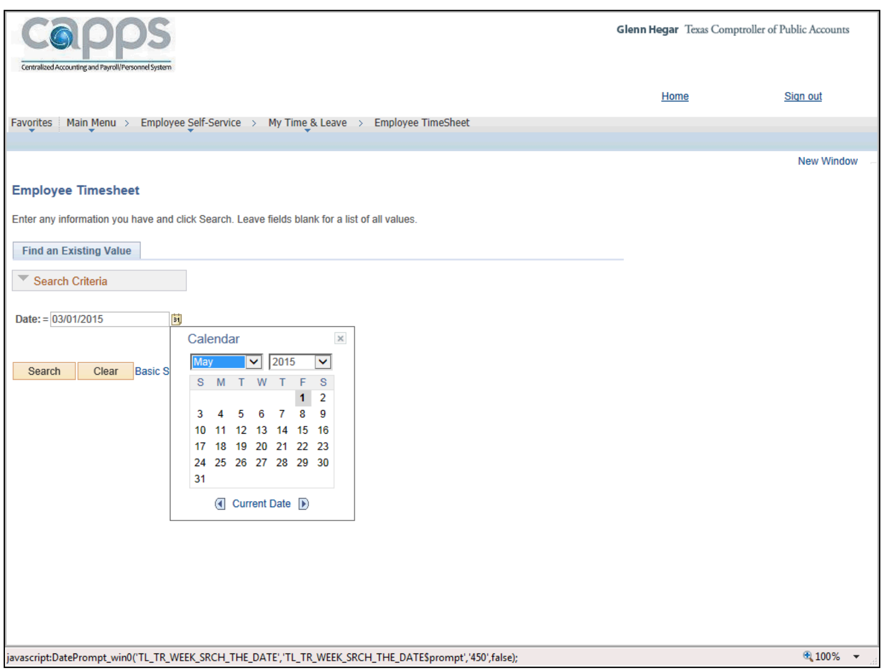
Step	Action
1.	Click the **My Time & Leave** button. 



Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet
3.	Click the **Choose a date (Alt+5)** button. 
4.	Click the drop down arrow. 



Step	Action
5.	Click **May** from the list. May



Step	Action
6.	Click the **'1'** link to display the entire month. 1
7.	Click the **Search** button. Search
8.	For an employee whose holiday falls on a regularly scheduled workday and the employee works the only timesheet entry made is REGHW for the number of hours worked for the day. In this example, the employee worked five hours on the holiday.
9.	Click the **Look up Time Reporting Code (Alt+5)** button.
10.	Click the scrollbar to navigate down the list.
11.	Click the **REGHW** link. REGHW
12.	Enter the number of hours that the employee worked on the holiday into the **Mon 5/25** field. Enter "**5.00**". 0.00
13.	Click the scrollbar to navigate down the page.
14.	Click the **E-Sign & Submit** button. E-Sign & Submit
15.	The system reminds you that this is a holiday. Click the **OK** button. OK
16.	Click the **OK** button. OK

Step	Action
17.	There are other options relating to Holiday hours: **Non-Scheduled Holiday:** If a holiday falls on a day that the employee is not scheduled and the employee physically works the holiday, then the employee enters their hours worked with the REGHR TRC. This will result in the employee banking comp time for the hours worked. The employee will also earn COMPH in their Comp Time leave balance to account for holiday hours they are eligible for. This will allow them to take the hours for the holiday on another day (Holiday Bank). **Work More Than The Authorized Hours:** If an employee is authorized for 8 hours on a holiday, but is scheduled for 10 hours and physically works 10 hours, then the employee needs to enter 8 hours REGHW and 2 hours REGHR. If this same employee does not work on the holiday, then they need to enter 2 hours of Leave on the holiday, or CAPPS will automatically deduct available leave up to 2 hours or create an exception if 2 hours of leave is not available. **(Note:** The available leave must be from one leave type.)
18.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Enter Optional Holiday Time Taken and Work a Holiday

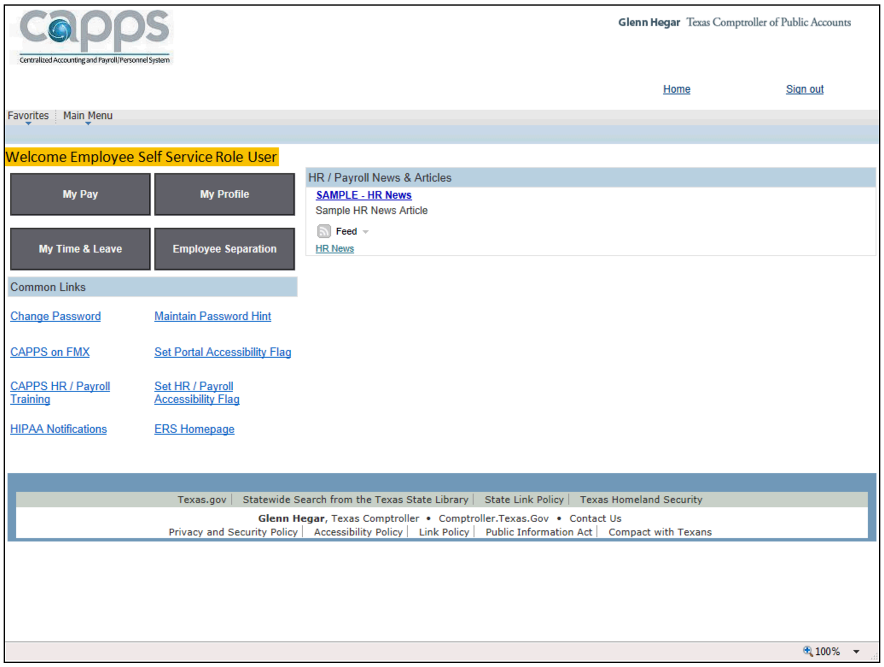
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 14: Enter Optional Holiday Time Taken and Work a Holiday

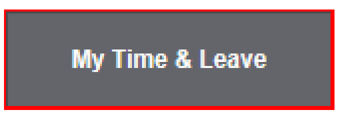
Procedure

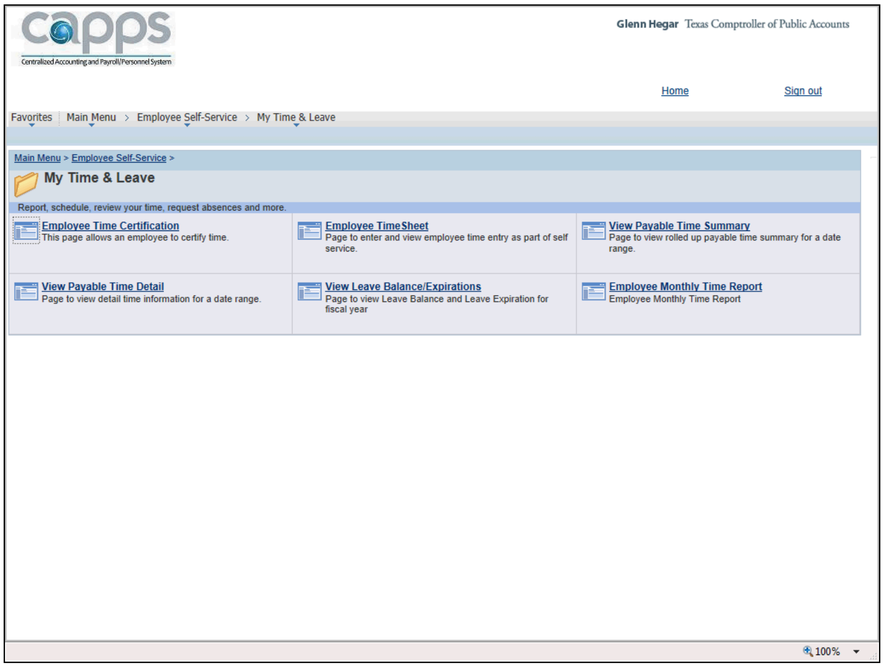
In this lesson you will learn how to take an Optional Holiday.

The employee has taken March 31, 2015, Cesar Chavez Day, as an optional holiday. The employee will enter it on the timesheet.

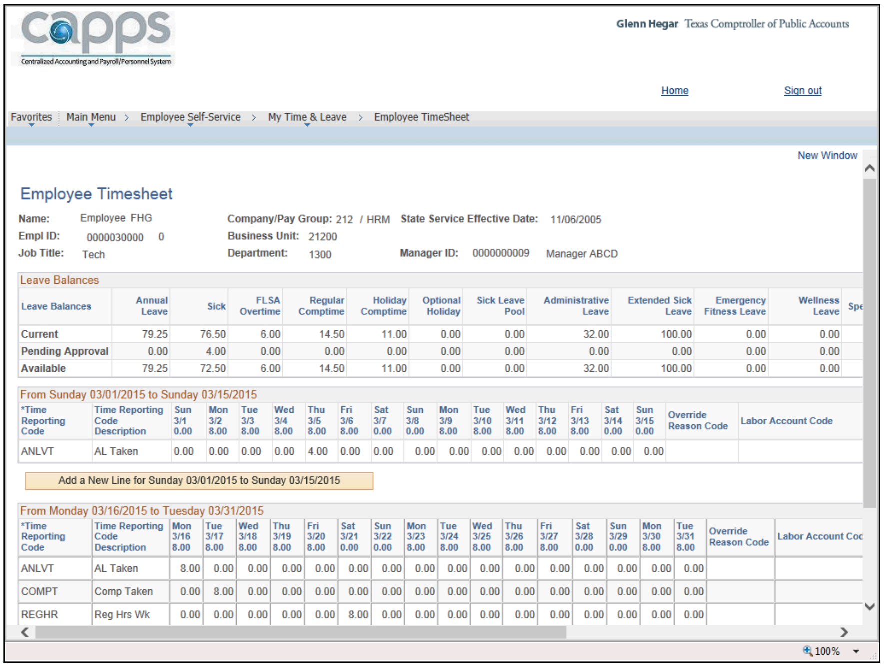
To make up the Optional Holiday the employee works on San Jacinto Day.



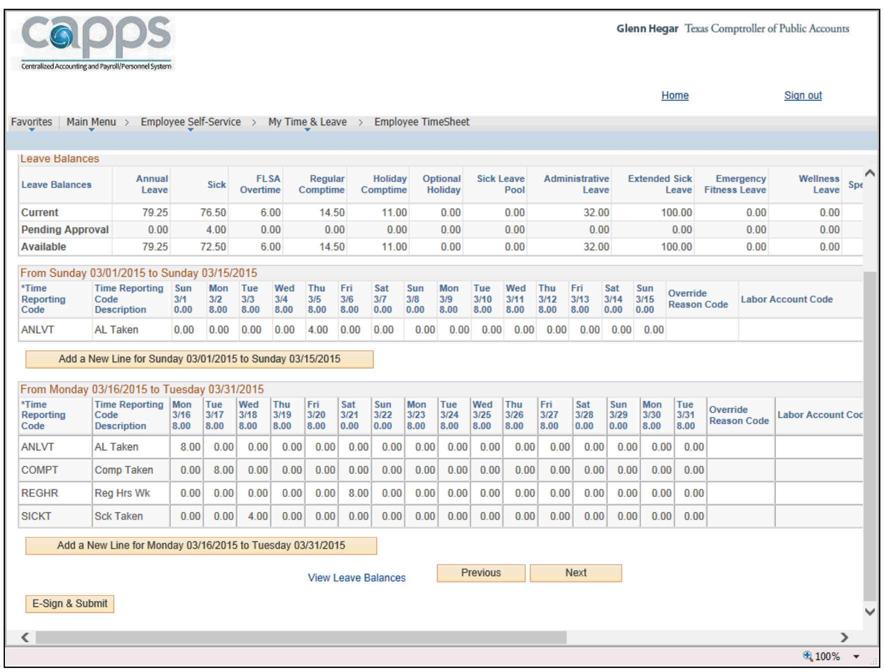
Step	Action
1.	Click the **My Time & Leave** button. 



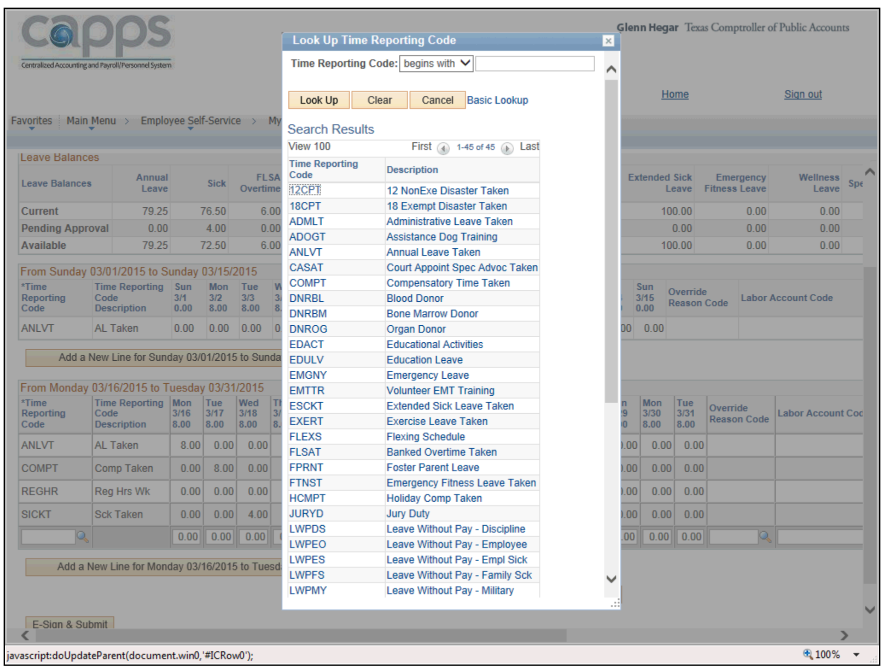
Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet
3.	Click the **Search** button. Search



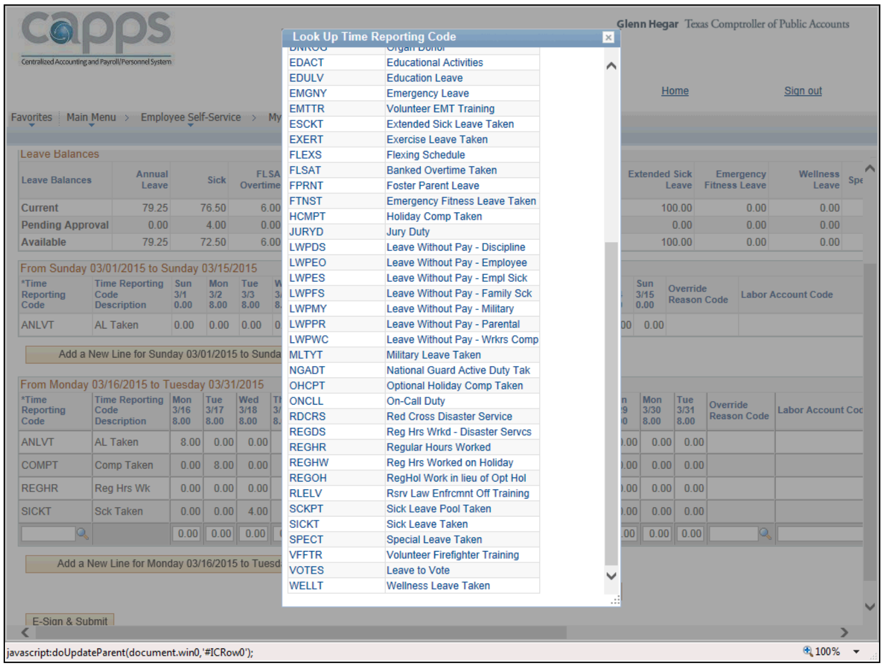
Step	Action
4.	Click the scrollbar to navigate down the page.



Step	Action
5.	The employee has to add a new line to enter the Time Reporting Code for the optional holiday. Click the **Add a New Line for Monday 03/16/2015 to Tuesday 03/31/2015** button. 
6.	Click the **Look up Time Reporting Code (Alt+5)** button. 

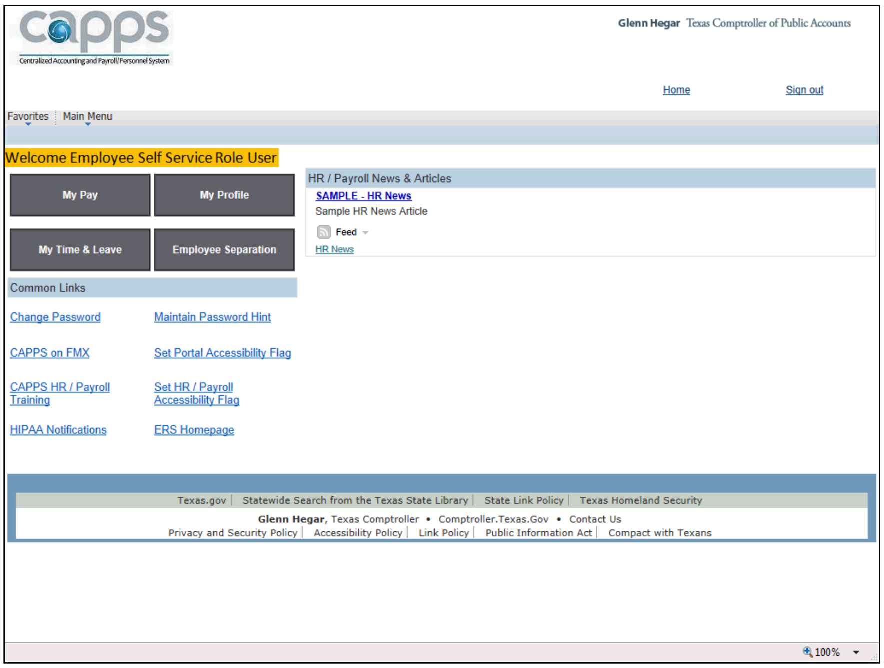


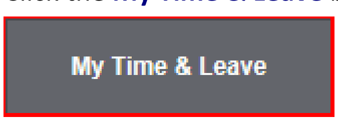
Step	Action
7.	Click the scrollbar to navigate down the list.

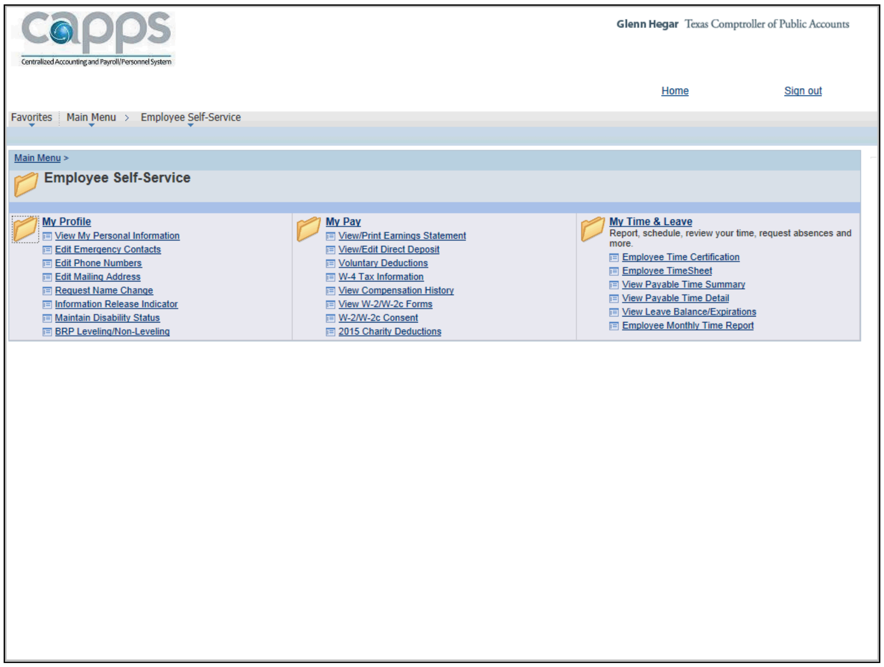


Step	Action
8.	The correct Time Reporting Code for an optional holiday is OHCPT. Click the **OHCPT** link. OHCPT
9.	Enter the hours into the **Tue 3/31** field. Enter "**8.00**". 0.00
10.	Click the **E-Sign & Submit** button. E-Sign & Submit
11.	Click the **OK** button. OK
12.	Notice the Optional Holiday information at the top of the timesheet with the Leave Balances. It shows the 8 hours of optional holiday time in a pending approval status with an available balance of -8.00 hours. Before the end of the fiscal year, the employee will have to work on a holiday to replace the time, or pay for the time taken. The optional holiday balance can only be negative until the end of the fiscal year.

Step	Action
13.	Employees also have the option to work the holiday and have a positive balance and take another optional holiday off at a later time. At the end of the fiscal year the balance must be zero. If the balance is a positive number the employee will lose the hours.



Step	Action
14.	The employee worked on San Jacinto Day so the -8 balance will move back to zero. Click the **My Time & Leave** button. 



Step	Action
15.	Click the **Employee TimeSheet** link. Employee TimeShee
16.	Click the **Search** button. Search
17.	Click the **Add a New Line for Thursday 04/16/2015 to Friday 05/01/2015** button. Add a New Line for Thursday 04/16/2015 to Friday 05/01/2015
18.	Enter the desired information into the **Time Reporting Code** field. Enter "**REGOH**".
19.	Enter the desired information into the **Tue 4/21 8.00** field. Enter "**8**". 0.00 0.00 0.00 0.00 0.00 0.00
20.	Click the **E-Sign & Submit** button. E-Sign & Submit
21.	Click the **OK** button. OK
22.	Click the **OK** button. OK

Step	Action
23.	Click the **OK** button. 
24.	After the hours have been approved by the manager and have been process through Time Administration the Optional Holiday hours show 0.
25.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Allocating Time Worked to a Labor Account Code

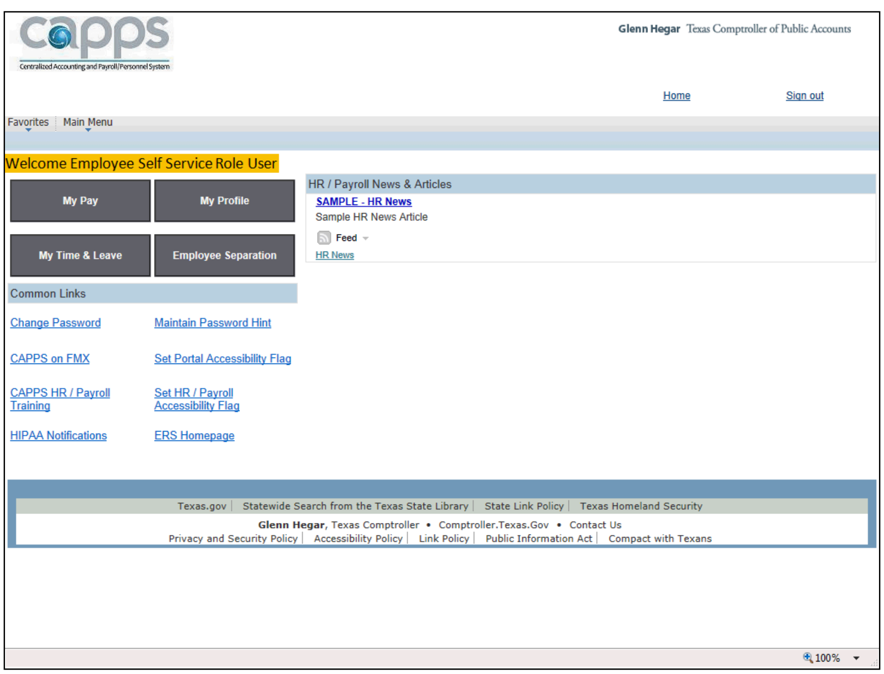
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 15: Allocating Time Worked to a Labor Account Code

Procedure

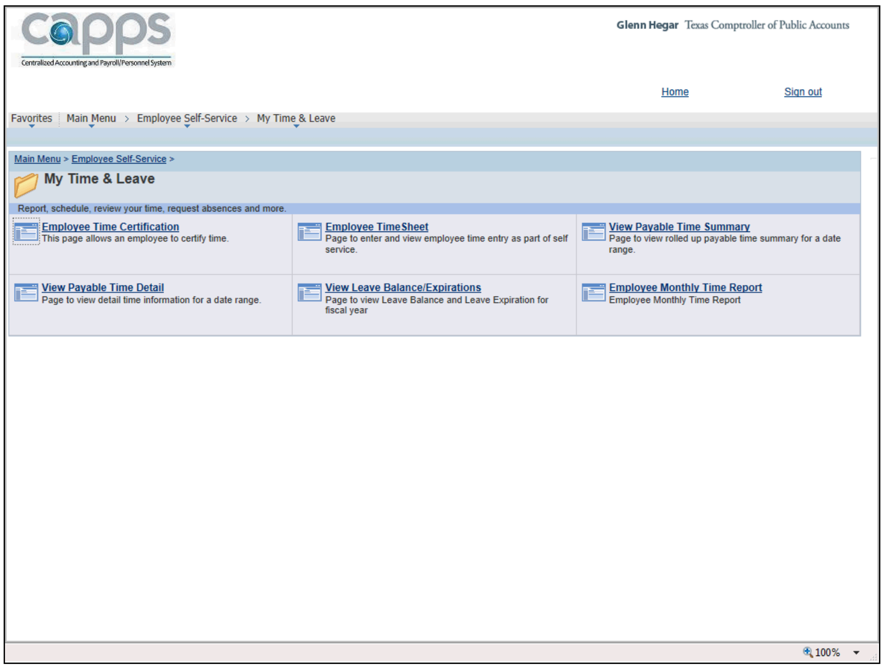
Employee AAA's manager has assigned him/her to work on two projects (Project 1 and Project 2) in the same work week and has requested that the employee use a Labor Account Code.

In this lesson you will learn how to allocate hours worked to Project 1. In the next lesson you will learn how to add the additional hours worked during the week for Project 2.

Hours worked:
4/6 & 4/7 - Project 1 (Regular Scheduled Hours)
4/8 & 4/9 - Project 2 (Regular Scheduled Hours) *Next Lesson*



Step	Action
1.	Click the **My Time & Leave** button. My Time & Leave



Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet
3.	The Timesheet defaults to the first day of the current month. It is recommended that you use the first day of the month when accessing the Timesheet. This will display the entire month on the timesheet.
4.	Click the **Search** button. Search

Step	Action
5.	**Labor Account Codes (LAC)** are used to track hours worked to a specific work assignment, such as a project. As you learned earlier in this course, every time you use a **<u>different TRC</u>** to report hours worked or leave time taken, you must use a separate line within that grid. You follow this same rule when allocating hours to a Labor Account Code. Each unique LAC will also require its own separate line on the timesheet grid.
6.	Click the **Add a New Line for ...** button. Add a New Line for Wednesday 04/01/2015 to Wednesday 04/15/2015
7.	Click the **Look up Time Reporting Code (Alt+5)** button.
8.	Click in the **Time Reporting Code** field.
9.	To shorten your search, enter the first few letters of the **Time Reporting Code** field. Enter "**reg**".
10.	Click the **Look Up** button. Look Up
11.	Click the **REGHR** link. REGHR
12.	Click in the **Mon 4/6** field. 0.00
13.	Enter the hours worked into the **Mon 4/6** field. Employee AAA worked his/her scheduled hours. Enter "**8**". 0.00
14.	Click in the **Tue 4/7** field. 0.00
15.	Enter the hours worked into the **Tue 4/7** field. Employee AAA worked his/her scheduled hours. Enter "**8**". 0.00

Step	Action
16.	Click the scrollbar to navigate across the page.
17.	Click the **Look up Labor Account Code (Alt+5)** button.
18.	**NOTE:** Applicable LAC for your agency will be listed in the search results. Your manager should provide you with the LAC information that he/she assigned you to work. If you do not know what LAC to select, do not select one, and refer to your manager for assistance. In this example, click the **Project 1** link. Project 1
19.	Click the scrollbar to navigate back across the page.
20.	Click the scrollbar to navigate down the page.
21.	Click the **E-Sign & Submit** button. E-Sign & Submit
22.	Click the **OK** button. OK
23.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Allocating Time Worked to Multiple Labor Account Codes

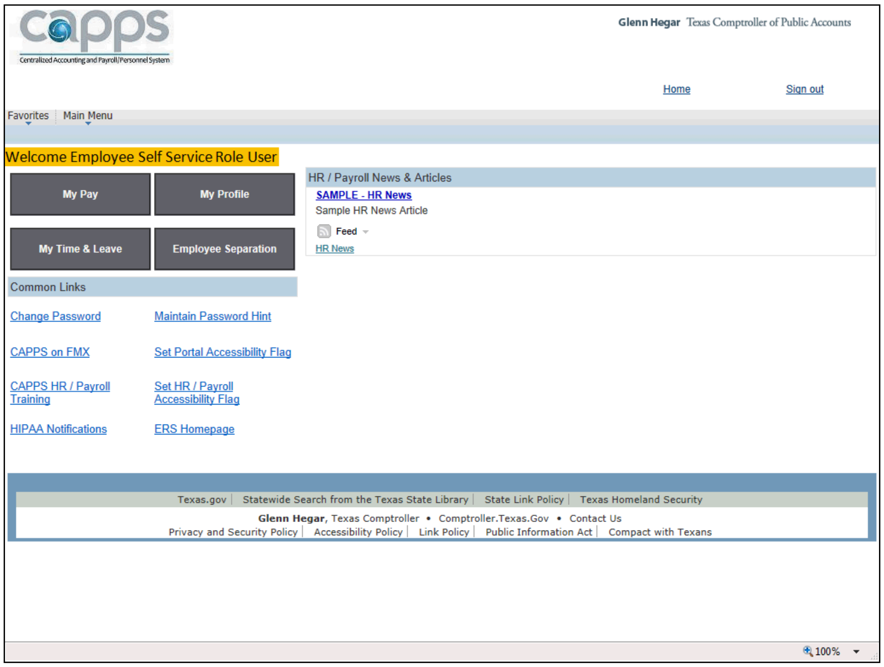
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 16: Allocating Time Worked to Multiple Labor Account Codes

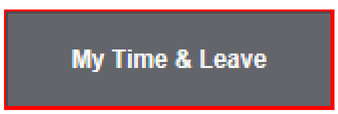
Procedure

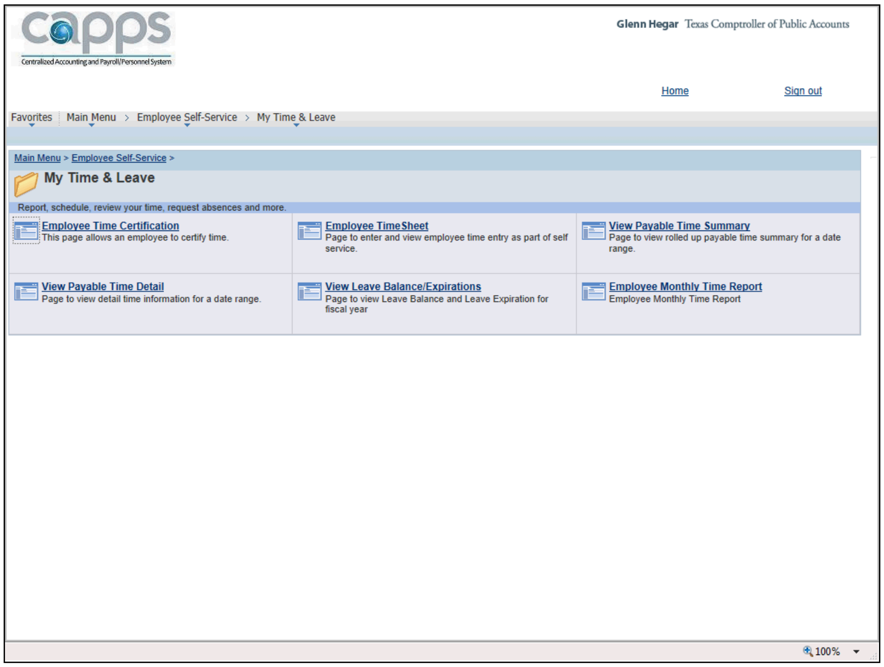
In the previous scenario you learned how to allocate hours worked to Project 1. In this lesson you learn how to add the additional hours worked during the week for Project 2.

Employee AAA's manager has assigned him/her to work on two projects (Project 1 and Project 2) in the same work week.

Hours worked:
4/6 & 4/7 - Project 1 (Regular Scheduled Hours) *Previous Lesson*
4/8 & 4/9 - Project 2 (Regular Scheduled Hours)

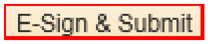


Step	Action
1.	Click the **My Time & Leave** button. 



Step	Action
2.	Click the **Employee TimeSheet** link. Employee TimeSheet
3.	Click the **Search** button. Search
4.	**Labor Account Codes (LAC)** are used to track hours worked to a specific work assignment, such as a project. As you learned earlier in this course, every time you use a **different TRC** to report hours worked or leave time taken, you must use a separate line within that grid. You follow this same rule when allocating hours to a Labor Account Code. Each unique LAC will also require its own separate line on the timesheet grid.
5.	Click the **Add a New Line for ...** button. Add a New Line for Wednesday 04/01/2015 to Wednesday 04/15/2015
6.	Click the **Look up Time Reporting Code (Alt+5)** button.
7.	Click in the **Time Reporting Code** field.

Step	Action
8.	To shorten your search, enter the first few letters of the **Time Reporting Code** field. Enter "**re**".
9.	Click the **Look Up** button. Look Up
10.	Click the **REGHR** link. REGHR
11.	Enter the total hours worked on Project 2 into the **Wed 4/8** field. In this example you worked all of your eight scheduled hours. Enter "**8**". 0.00
12.	Click in the **Thu 4/9** field. 0.00
13.	Enter the total hours worked on Project 2 into the **Thurs 4/9** field. In this example you worked all of your eight scheduled hours. Enter "**8**". 0.00
14.	Click in the scrollbar to navigate across the page.
15.	Click the **Look up Labor Account Code (Alt+5)** button.
16.	**NOTE:** Applicable LAC for your agency will be listed in the search results. Your manager should provide you with the LAC information that he/she assigned you to work. If you do not know what LAC to select, do not select one, and refer to your manager for assistance. In this example, click the **Project 2** link. Project 2
17.	Click the scrollbar to navigate back across the page.
18.	Click the scrollbar to navigate down the page.

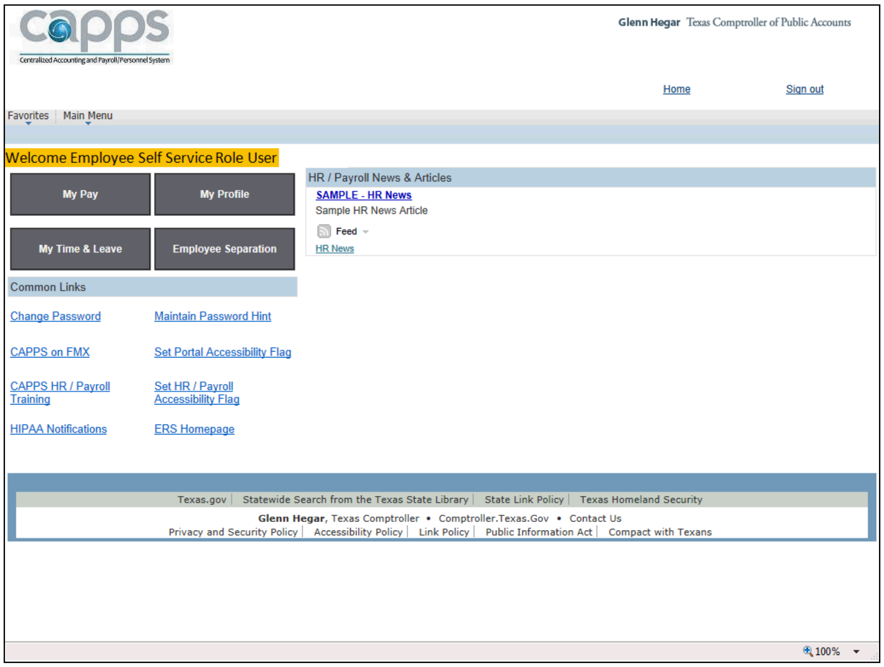
Step	Action
19.	Click the **E-Sign & Submit** button. 
20.	Click the **OK** button. 
21.	You just learned how to allocate hours worked to two separate Labor Account Codes (Project 1 and Project 2). What if you worked only partial hours toward your LAC. How would you enter your time? **For example:** Employee AAA works an 8 hour scheduled day. Only for 3 of those hours he/she worked on Project 1, the remaining 5 hours he/she worked his/her regular job which doesn't require a LAC to be entered in the system. In this case, the employee will need to enter his/her hours on two separate lines on the Timesheet grid. <u>Line 1</u>: Employee AAA will add a new line, enter the TRC REGHR, enter the 3 hours worked on the timesheet, and select the applicable LAC. <u>Line 2</u>: Employee AAA will add a new line, enter the TRC REGHR, enter the remaining 5 hours worked, and leave the LAC field blank.
22.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Employee Time Certification

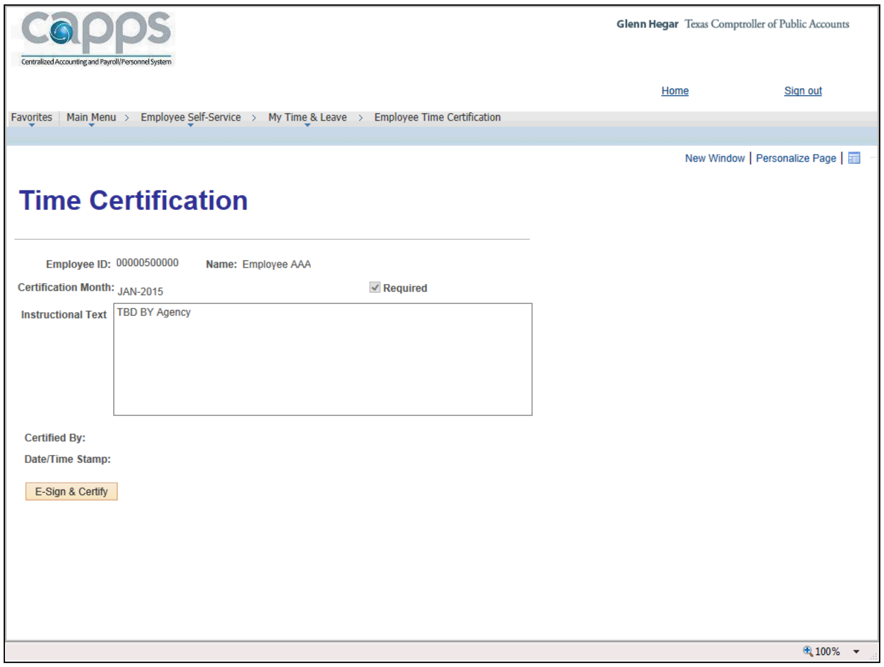
Section 1 - Lesson 3 Exception Time Reporters Exercises - Scenario 17: Employee Time Certification

Procedure

In this lesson, you will learn how to certify time using the Time Certification page.



Step	Action
1.	Click the **My Time & Leave** button. **My Time & Leave**
2.	Agencies can instruct their employees to certify their time by accessing the Time Certification page and clicking on E-Sign & Certify. Click the **Employee Time Certification** link. Employee Time Certification
3.	Information contained in the Instructional Text will vary per Agency.



Step	Action
4.	Click the **E-Sign & Certify** button. E-Sign & Certify
5.	Click the **OK** button. OK
6.	Notice how the save action marked the Time Certification with a Date/Time Stamp. **Note:** Employees can also certify their time by using the Time Certification link at the bottom of their timesheet.
7.	Congratulations, you have completed this lesson. **End of Procedure.**

Lesson 5 - View Time and Leave Balances

Section 1, Lesson 5

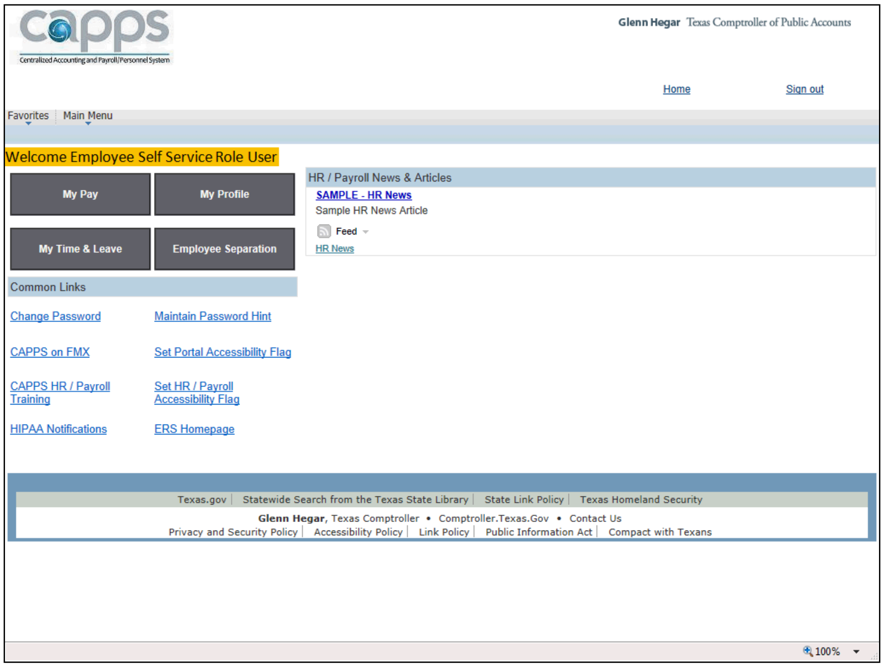
View Time and Leave Balances

View Leave Balances/Expirations

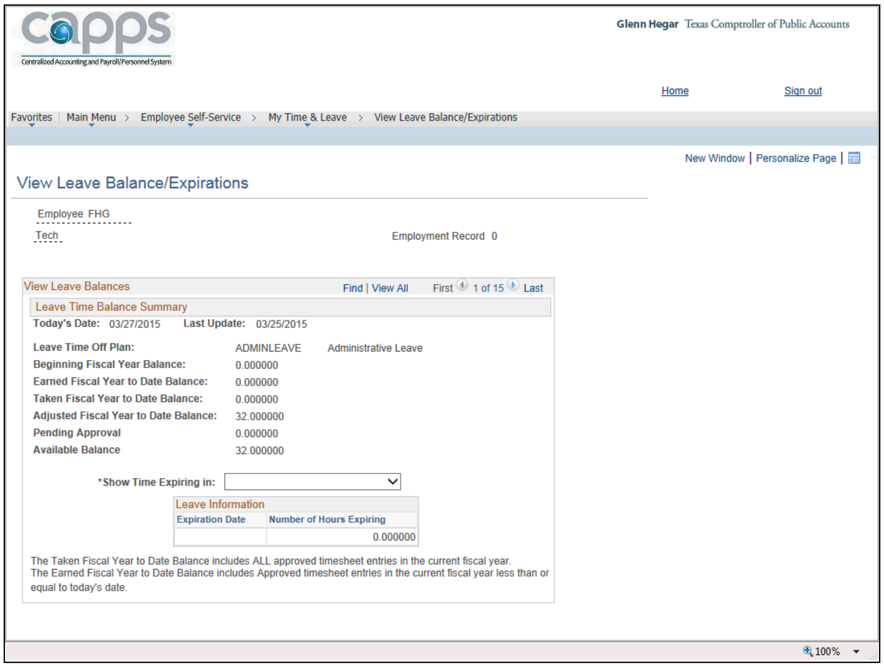
Section 1 - Lesson 5 Exercises - Scenario 1: View Leave Balances/Expirations

Procedure

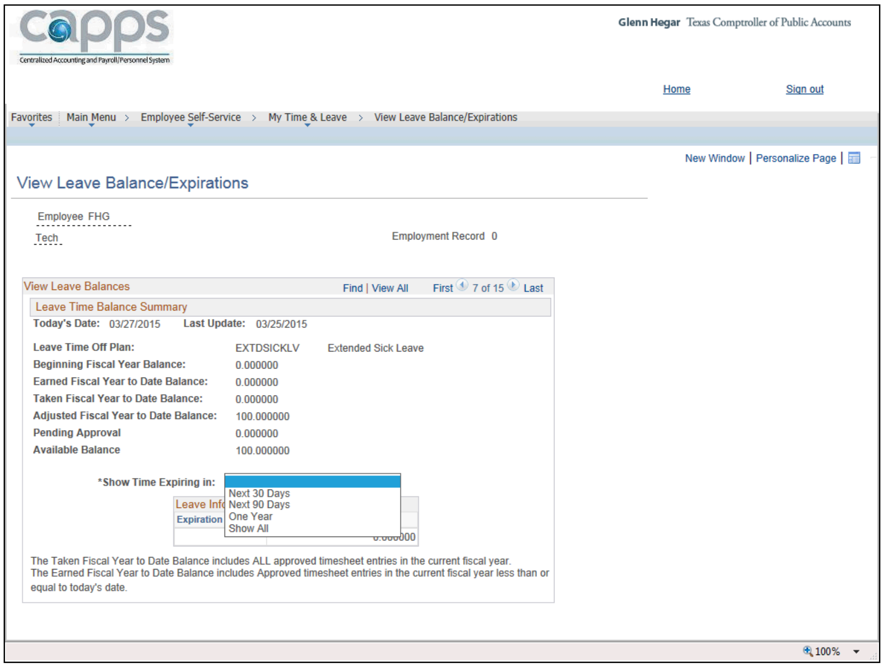
In this lesson, you will learn how to view Leave Balances and Expirations.



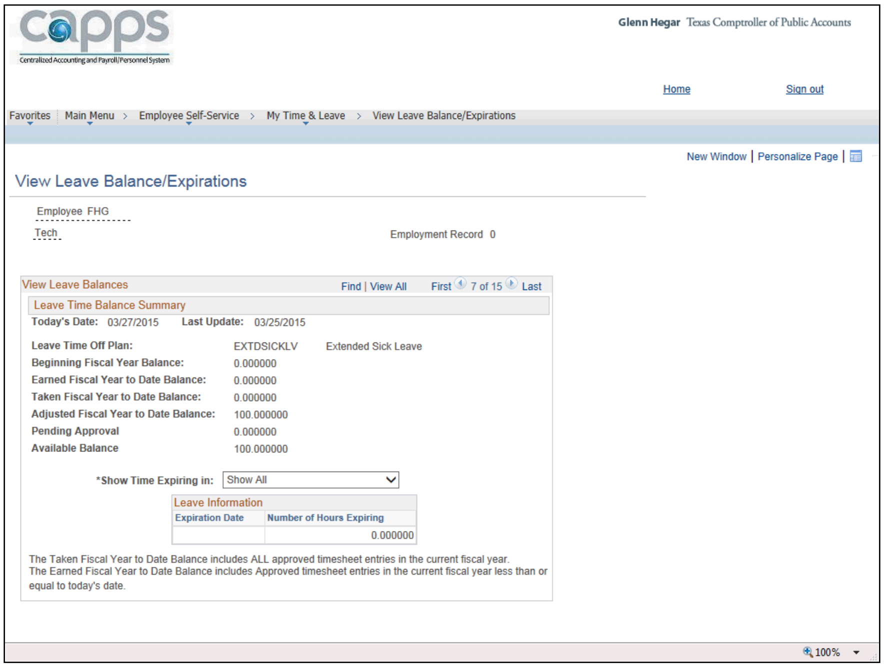
Step	Action
1.	Click the **My Time & Leave** button. 
2.	Click the **View Leave Balance/Expirations** link. 



Step	Action
3.	Click the **Show next row (Alt+.)** button.
4.	Click the **Show next row (Alt+.)** button.
5.	Click the **Show next row (Alt+.)** button.
6.	Click the **Show next row (Alt+.)** button.
7.	Click the **Show next row (Alt+.)** button.
8.	Click the **Show previous row (Alt+,)** button.
9.	Click the **Show Time Expiring in** list.



Step	Action
10.	We chose the Show All option to view all of the time that will expire for the Extended Sick Leave category. Click the **Show All** list item. Show All



Step	Action
11.	The Number of Hours Expiring for the Extended Sick Leave are zero. Click the **Show next row (Alt+.)** button. 
12.	When we look at the Holiday Comp balance, we can see below that three hours of Holiday Comp will expire on June 19, 2015 and eight hours will expire on August 27, 2015.
13.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

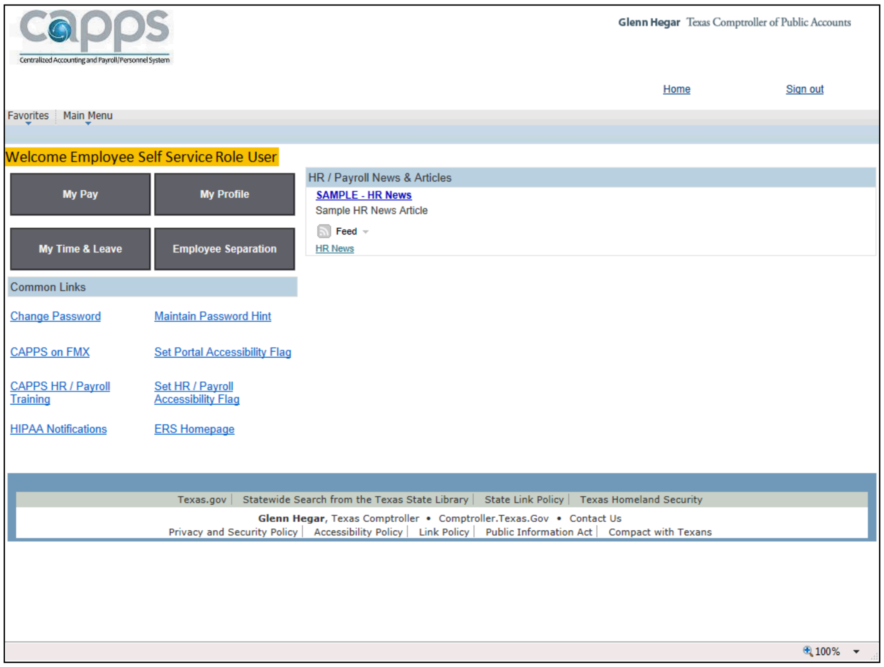
Employee Monthly Time Report

Section 1 - Lesson 5 Exercises - Scenario 2: Employee Monthly Time Report

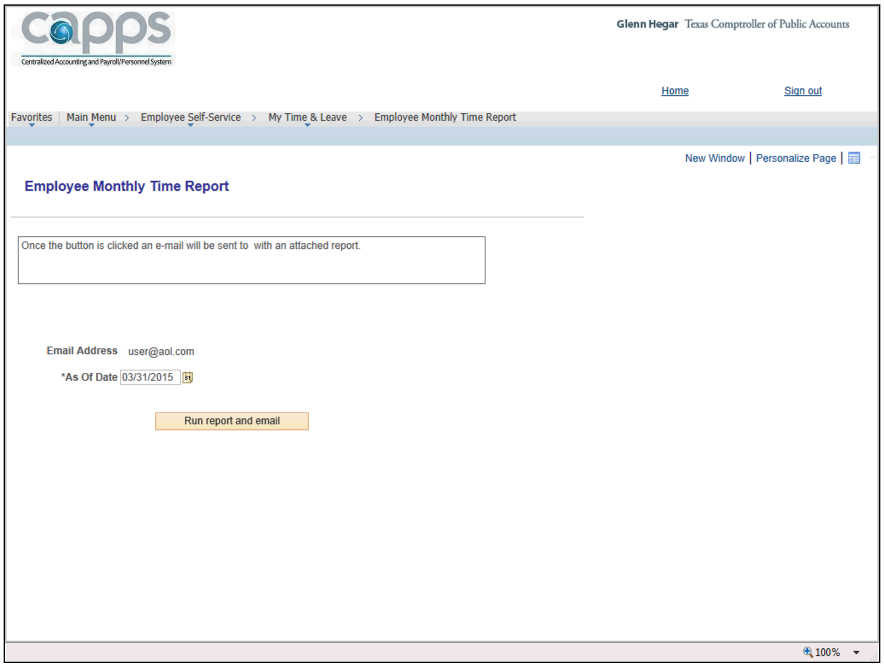
Procedure

This report will display beginning and ending balances for all types of leave.

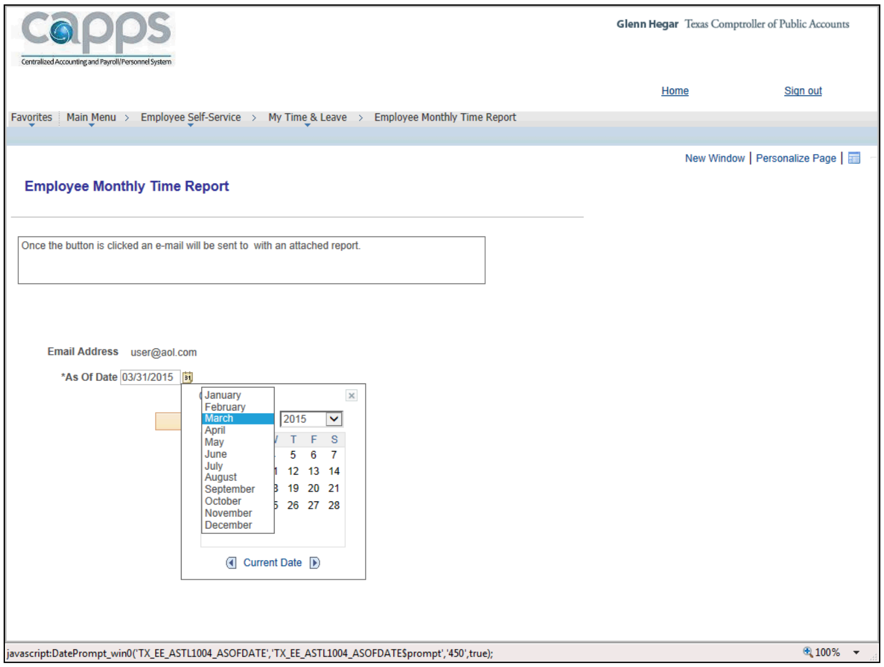
It can be run any time during the current month for the previous month's data.



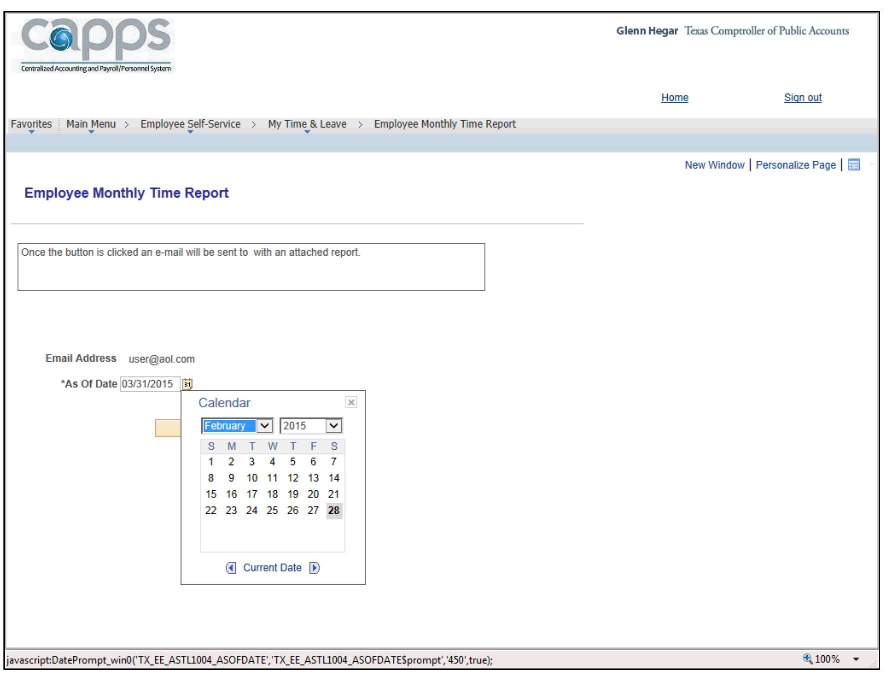
Step	Action
1.	Click the **My Time & Leave** button. My Time & Leave
2.	Click the **Employee Monthly Time Report** link. Employee Monthly Time Report



Step	Action
3.	Click the **Choose a date (Alt+5)** button. 
4.	Click the drop down list. 



Step	Action
5.	Click the **February** list item. February



Step	Action
6.	Click the **28** link. 28
7.	Click the **Run report and email** button. Run report and email
8.	Click the **OK** button. OK
9.	The report displays beginning and ending balances for all types of leave, leave accrued/earned, leave expiring within the next 3 months, current annual leave balances, projected accruals, carry over maximum and hours converting to sick leave. It can be run any time during the current month for the previous month's data.
10.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Section 2 - eProfile

Section 2 - eProfile

Section 2 - eProfile has 1 lesson:

- Lesson 1 - eProfile Human Resources

Lesson 1 - eProfile Human Resources

Section 2, Lesson 1

eProfile Human Resources

View My Personal Information

Section 2 - Lesson 1 Exercises - Scenario 1: View My Personal Information

Procedure

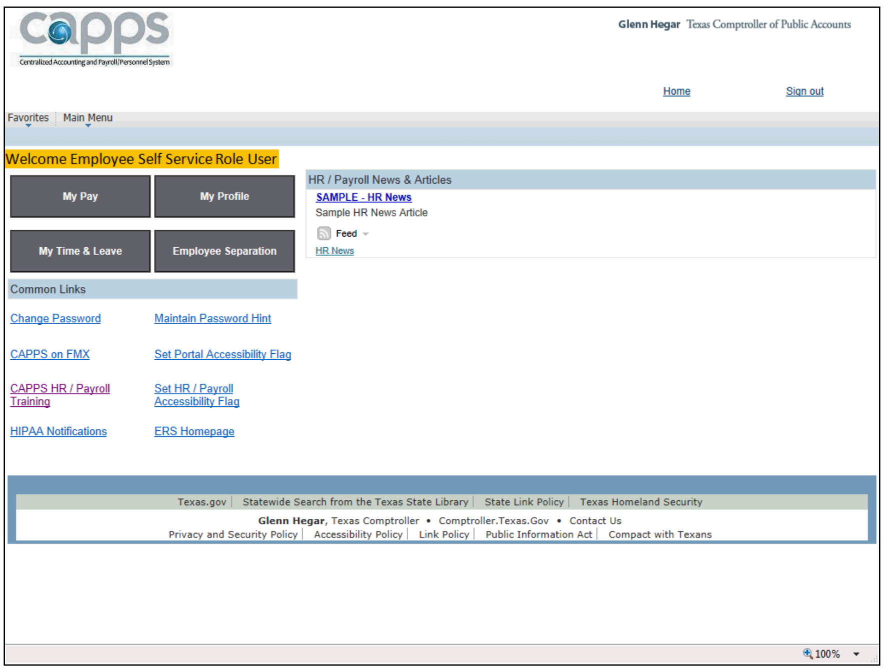
View **My Personal Information** is a central location where users can view, add, edit, and in some cases delete personal information. In this lesson, the user will learn how to complete the following tasks:

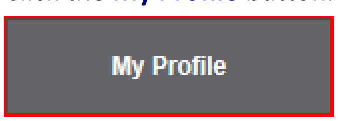
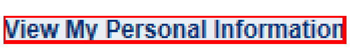
1. View your Mailing Address
2. View your Phone Number

3. View your Emergency Contact
4. View your Email Address
5. View your Information Release Indicators
6. View your Disability Indicator Status

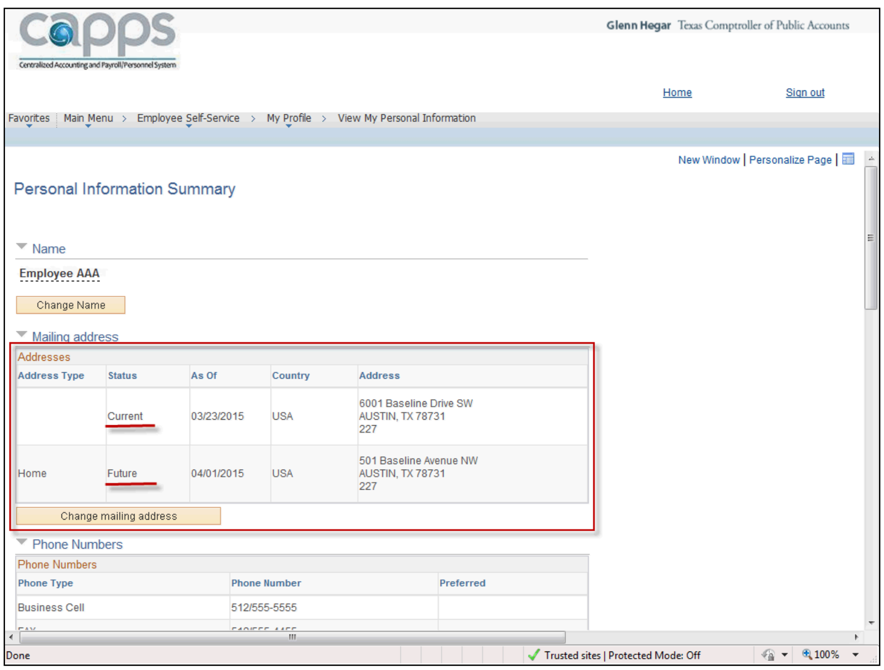
Although it is possible to add, edit, or delete personal information from the '**My Personal Information**' page, how to specifically perform each task for the areas listed above is included in the remaining topics in this section.

Note: for security purposes real names, addresses, phone numbers, and other confidential information has been changed or removed from this training lesson.



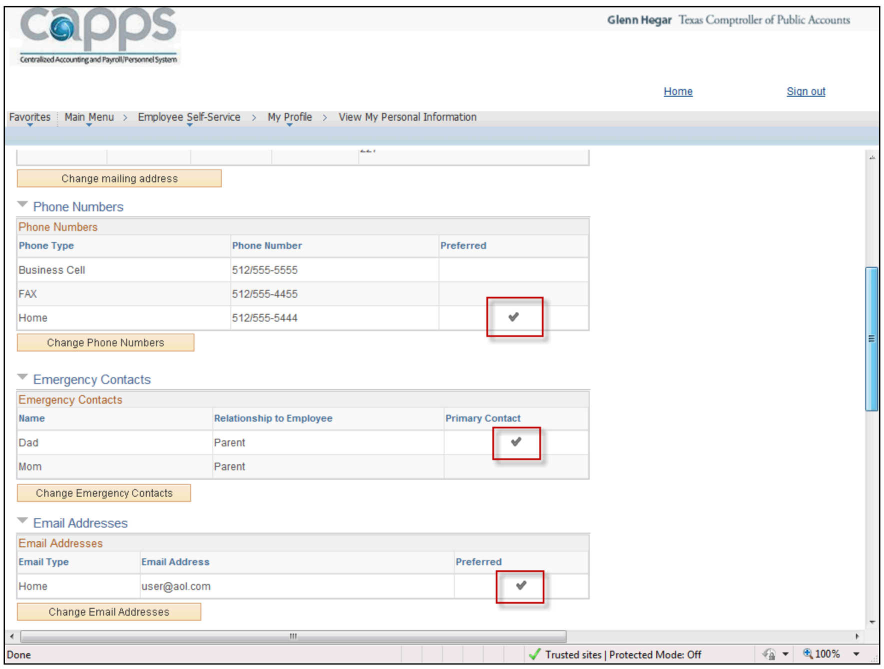
Step	Action
1.	Click the **My Profile** button. 
2.	Click the **View My Personal Information** link. 

Step	Action
3.	The top portion of the **'My Personal Information'** page displays the employee's name and address information. **Note:** Employee AAA has two addresses listed. The current address is 6001 Baseline Drive SW, Austin, TX. On April 1, 2015 the new address will be 501 Baseline Avenue NW, Austin, TX. Employee AAA knew he/she was going to move on April 1, 2015. Therefore he/she added the information to CAPPS with a future date. It was not necessary for Employee AAA to wait until he/she actually moved before processing his/her address change. To learn how to change an address, refer to Exercise, Scenario 4: Edit Mailing Address



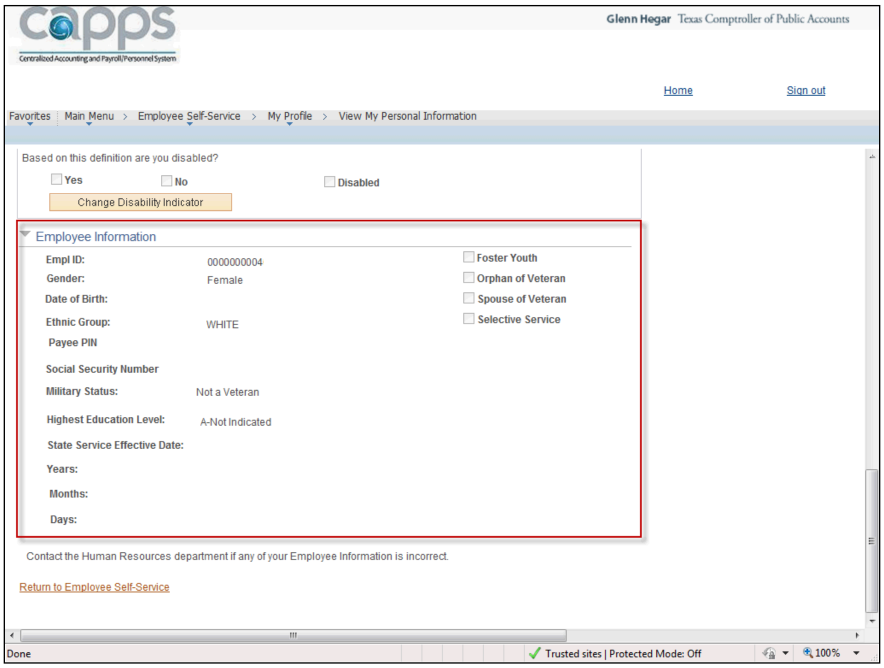
Step	Action
4.	Click the scrollbar to navigate down the page.

Step	Action
5.	Next, the **'My Personal Information'** page displays the employee's **Phone Numbers**, **Emergency Contact** information, and **Email Addresses**. Each section contains a check mark indicating what should be considered the employee's **Preferred** or **Primary** information to be used.



Step	Action
6.	Click the scrollbar to navigate down the page.
7.	Next, the **'My Personal Information'** page displays the employee's **Information Release Indicator** selections and if the employee filled out the **Disability Indicator** information. Employee AAA has opted to only release their emergency contact information to the public and not to release any disability information. **Note:** Selecting a Disability Indicator is not required. This function is completely voluntary on behalf of the employee.
8.	Click the scrollbar to navigate down the page.

Step	Action
9.	The bottom portion of the **'My Personal Information'** page displays the employee's personal information, such as: **Employee ID (Empl ID), Gender, Social Security Number,** etc. **Note:** Employee confidential information has been removed from this page.



Step	Action
10.	Click the **Return to Employee Self-Service** link. Return to Employee Self-Service
11.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Edit Emergency Contacts

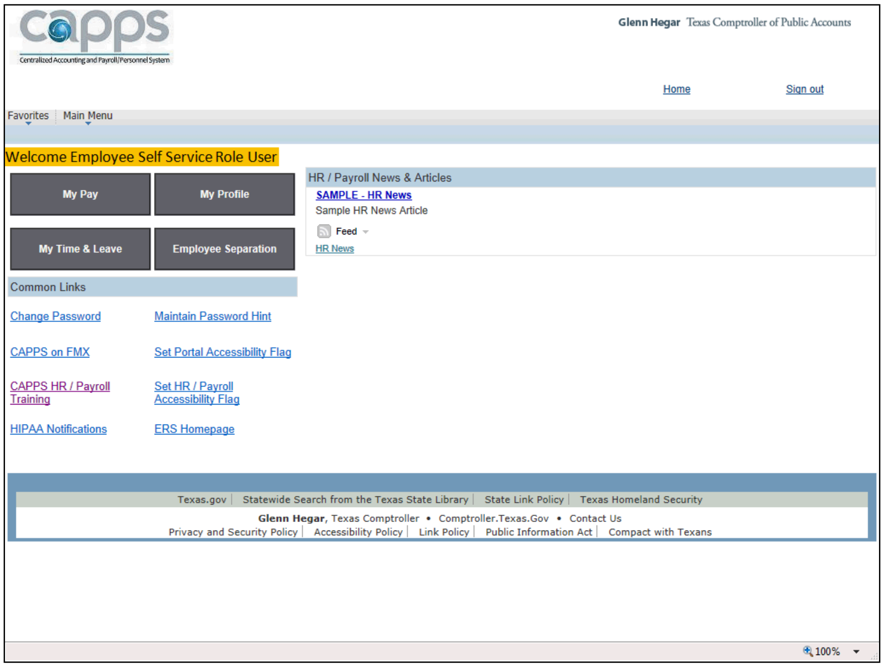
Section 2 - Lesson 1 Exercises - Scenario 2: Edit Emergency Contacts

Procedure

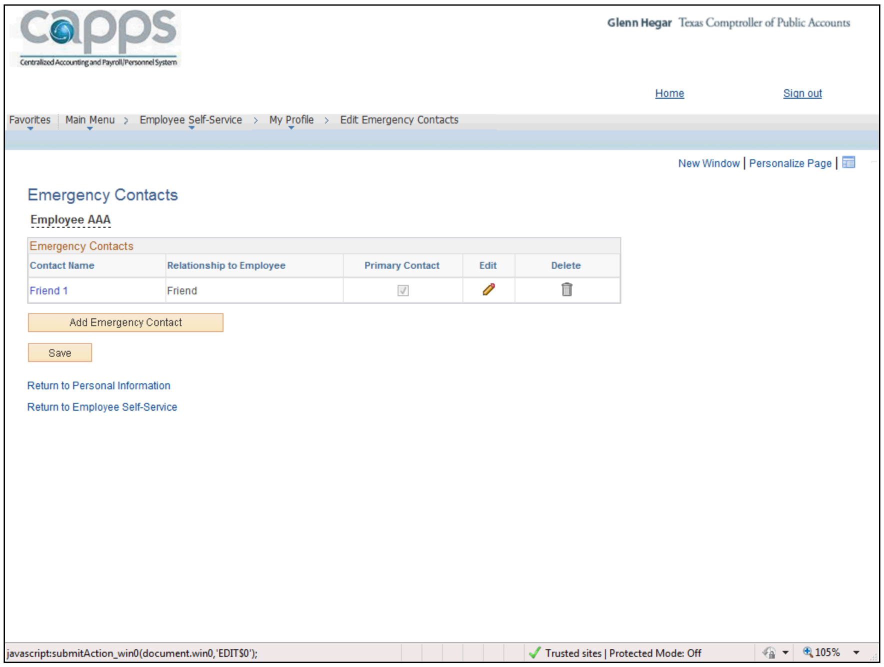
In this lesson you will learn how to:

1. Edit an existing emergency contact

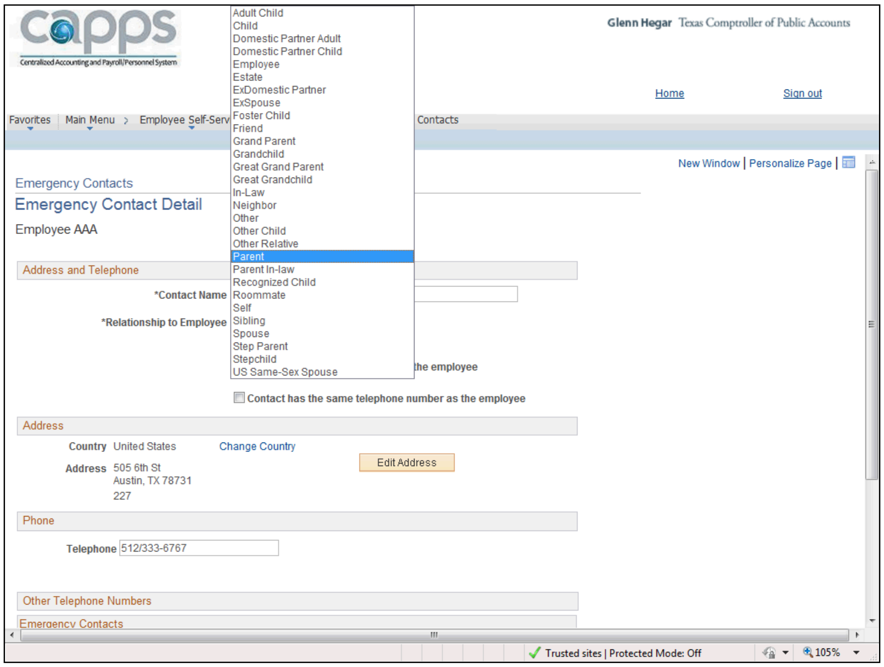
2. Add an additional emergency contact



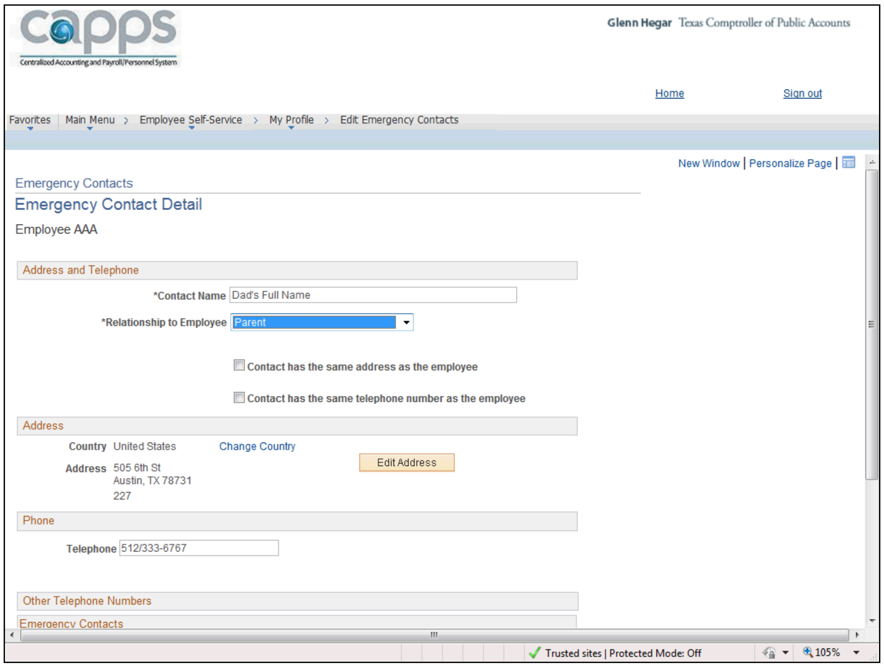
Step	Action
1.	Click the **My Profile** button. My Profile
2.	Click the **Edit Emergency Contacts** link. Edit Emergency Contacts



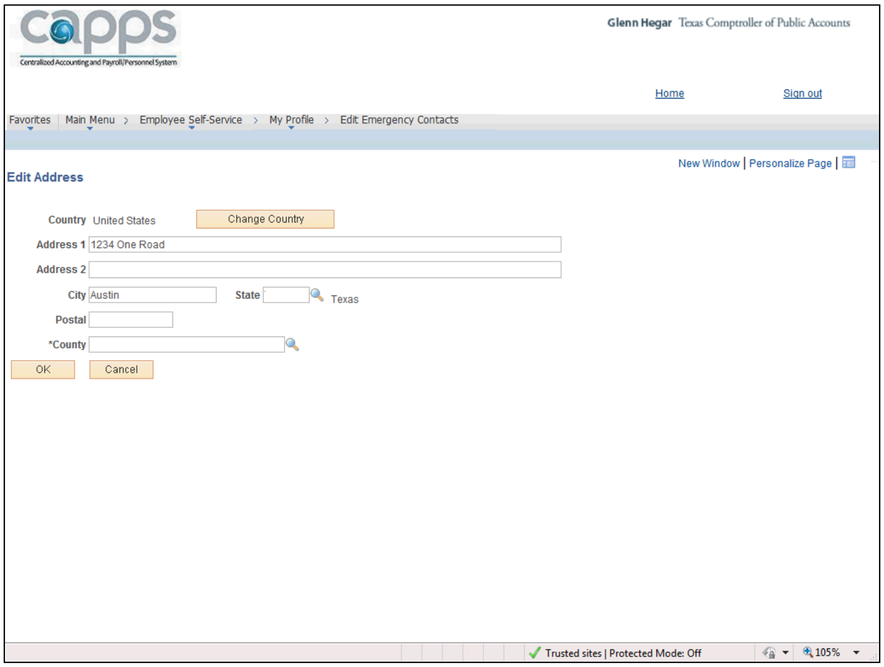
Step	Action
3.	**1. Edit an existing Emergency Contact** In this lesson you will learn how to change your existing contact information to a new emergency contact person. (Changing Friend 1 to Dad) Click the **Edit** button. 
4.	Click in the **Contact Name** field. Friend 1
5.	Press **[Delete]**.
6.	Enter the desired information into the **Contact Name** field. Enter "**Dad's Full Name**".
7.	Click the **Relationship to Employee** list. Friend



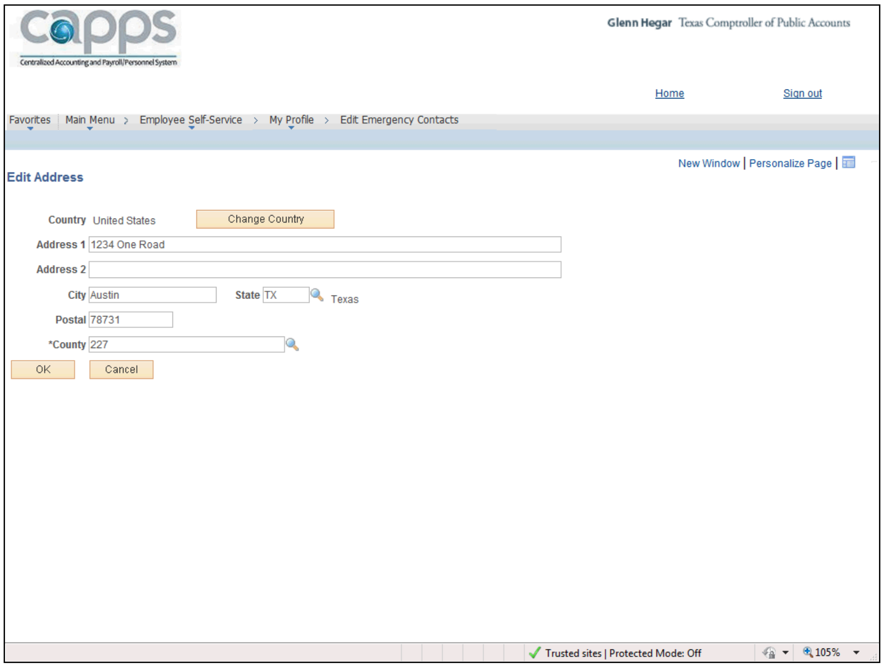
Step	Action
8.	Click the **Parent** list item. 
9.	Check the applicable box if the information is the same as the users. This will duplicate the information for the emergency contact.



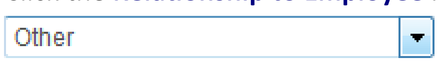
Step	Action
10.	If the information is different it will have to be entered manually. Click the **Edit Address** button. 
11.	Click in the **Address 1** field.
12.	Enter the applicable information into the **Address 1** field. In this example use 1234 One Road. Enter "**1234 One Road**".

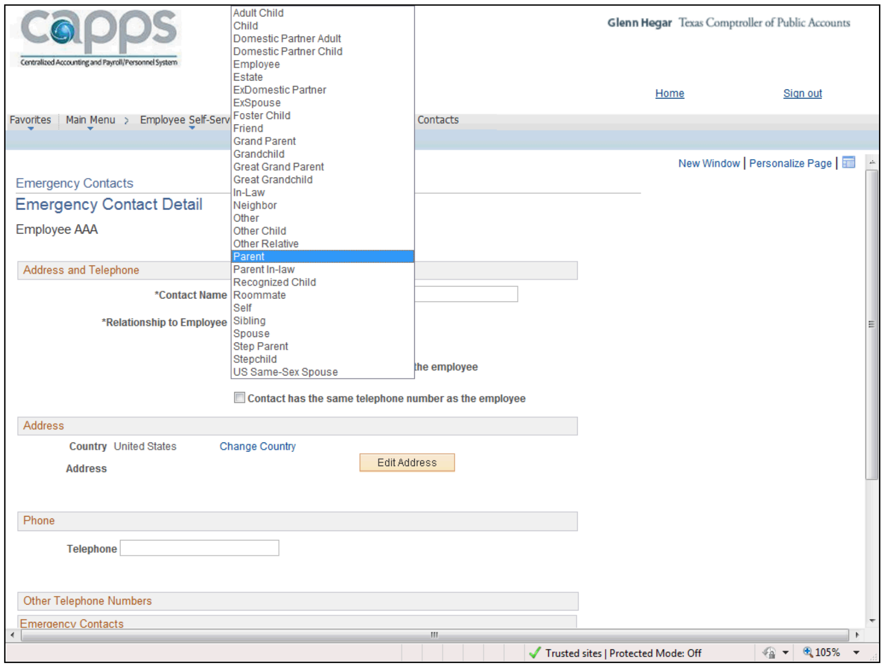


Step	Action
13.	Enter the applicable information into the **City** field. In this example use Austin. Enter "**Austin**". OK
14.	Enter the applicable information into the **State** field. In this example use Texas. Enter "**TX**". OK
15.	Enter the applicable information into the **Postal** field. In this example use 78731. Enter "**78731**". OK
16.	Enter the applicable information into the **County** field. In this example use 227 for Travis County. Enter "**227**". OK

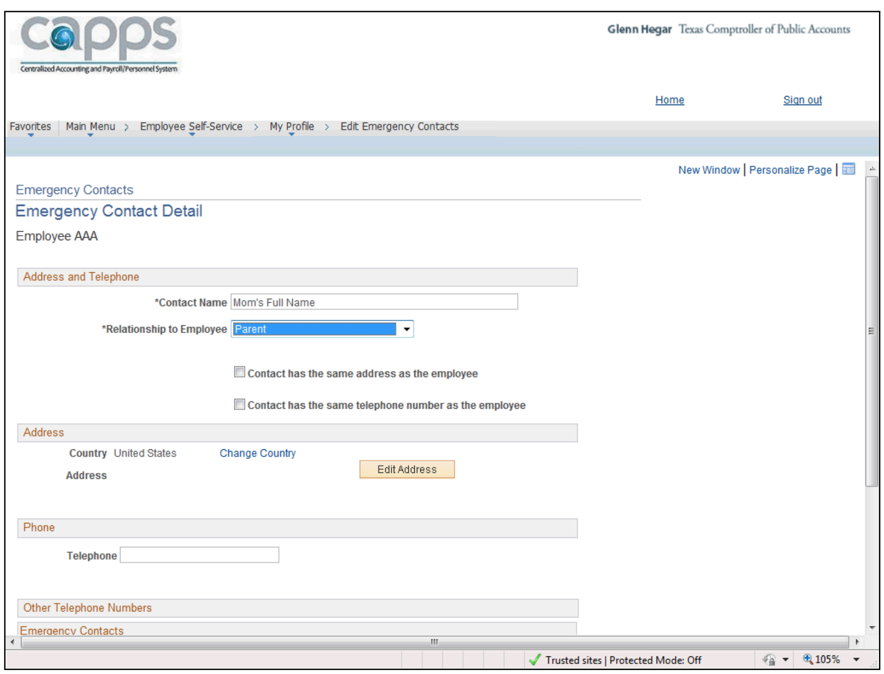


Step	Action
17.	Click the **OK** button. OK
18.	Click the scrollbar to navigate down the page.
19.	Click in the **Telephone** field. 512/333-6767
20.	Press **[Delete]**.
21.	Enter the desired information into the **Telephone** field. Enter "**512/555-1111**". Telephone
22.	Click the scrollbar to navigate down the page.
23.	Remember to click the **Save** button before navigating to a different page. If you do NOT click the Save button the information will be lost. Click the **Save** button. Save
24.	The system will confirm the information was saved successfully. Click the **OK** button. OK

Step	Action
25.	Notice how the system saved Dad's information as the Primary Contact. This is because he is the only contact listed. When there is more than one contact listed you may select the person who will be your primary contact. For future changes to this emergency contact select the edit pencil icon. To delete this emergency contact select the garbage can.
26.	**2. Add an additional Emergency Contact** In this lesson you will learn how to add a second emergency contact. (Adding Mom) Click the **Add Emergency Contact** button. 
27.	Click in the **Contact Name** field. 
28.	Enter the desired information into the **Contact Name** field. Enter "**Mom's Full Name**".
29.	Click the **Relationship to Employee** list. 



Step	Action
30.	Click the **Parent** list item. Parent



Step	Action
31.	Click the **Edit Address** button. 
32.	Click in the **Address 1** field.
33.	Enter the applicable address information into the **Address 1** field. Enter "**4321 Second Street**".
34.	Click in the **City** field. 
35.	Enter the applicable city information into the **City** field. Enter "**Austin**".
36.	Press **[Tab]**.
37.	Enter the applicable State information the **State** field. Enter "**TX**" for Texas.
38.	Press **[Tab]**.
39.	Enter the applicable Zip Code information into the **Postal** field. Enter "**78742**".
40.	Press **[Tab]**.
41.	The County field does not accept County names. Use the Look up glass to determine the applicable County number. Click the **Look up County** button. 
42.	Click the scrollbar to move down the page.
43.	Click the **227** link for Travis County. 
44.	Click the **OK** button. 
45.	Click the scrollbar to navigate down the page.

Step	Action
46.	Remember to click the **Save** button before navigating to a different page. If you do NOT click the Save button the information will be lost. Click the **Save** button. 
47.	The system will confirm the information was saved successfully. Click the **OK** button. 
48.	Congratulations! You have successfully complete this lesson. **End of Procedure.**

Edit Phone Number

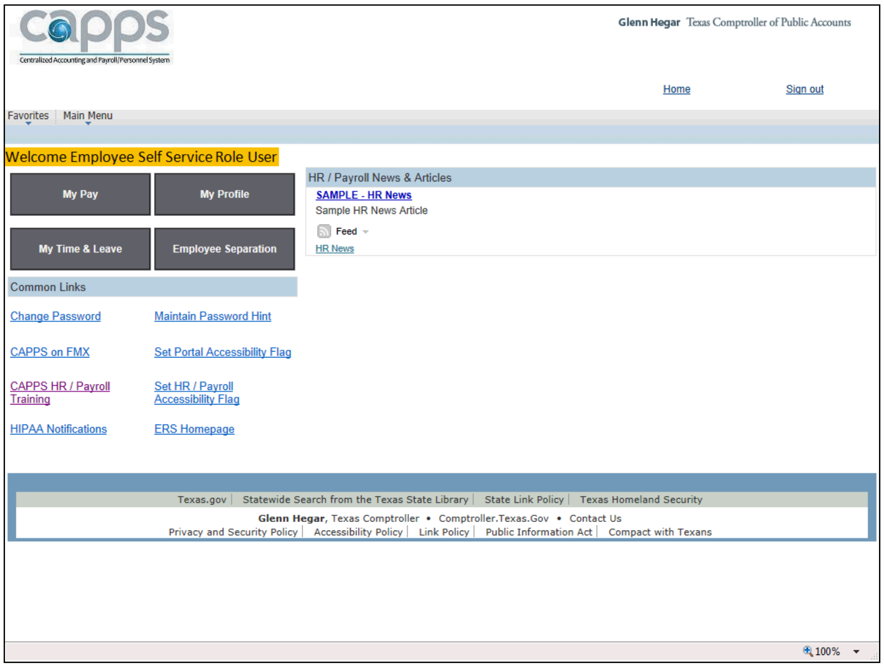
Section 2 - Lesson 1 Exercises - Scenario 3: Edit Phone Number

Procedure

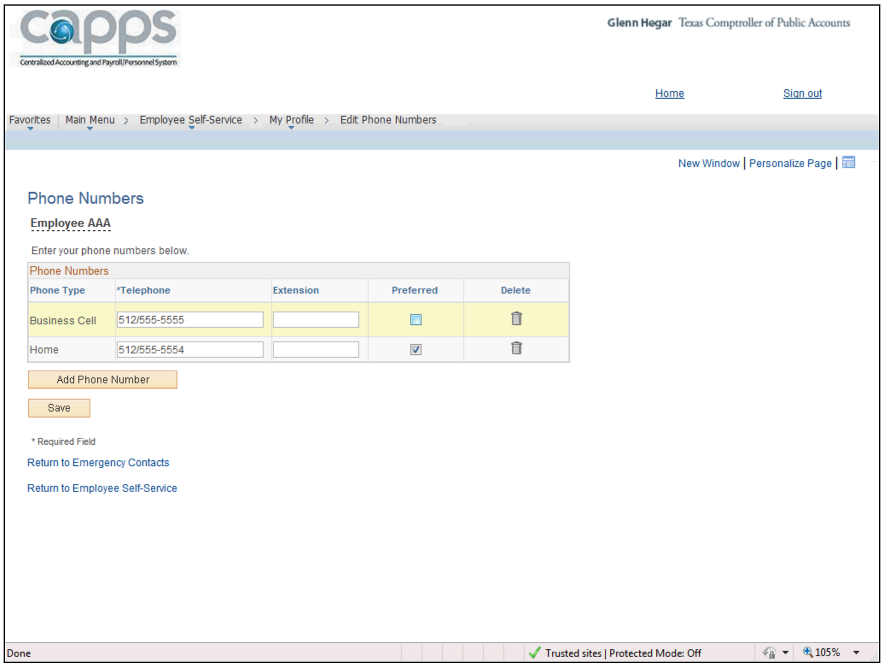
The **Edit Phone Numbers** page enables users to modify their personal phone number information. As a user, you now have the ability to ensure that your information is always up-to-date. In this lesson, the user will learn how to complete the following tasks:

1. Designate preferred contact number
2. Delete an old phone number
3. Add a new phone number
4. Add a fax number

Note: for security purposes real names, addresses, and phone numbers have not been used.

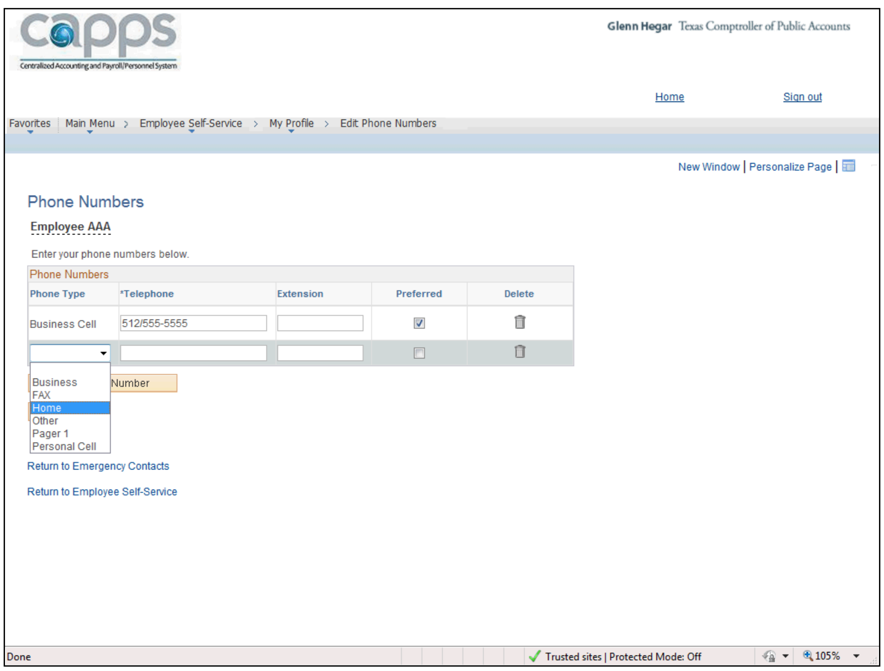


Step	Action
1.	Click the **My Profile** button. My Profile
2.	Click the **Edit Phone Numbers** link. Edit Phone Numbers

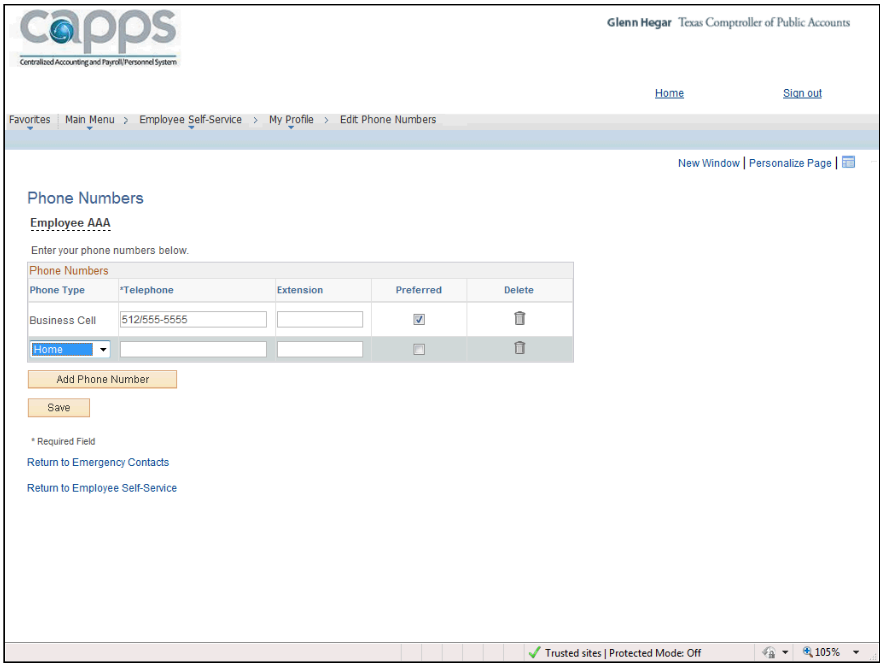


Step	Action
3.	We will designate a Preferred Contact Number. CAPPS only allows one contact number as the designated preferred number, or the number where you prefer to be reached. It is designated by a check box under the Preferred option. In this example, you will change the preferred designation from the Home phone number to the Business Cell phone number. Click the **Preferred** option for Business Cell.
4.	The Business Cell number is now the designated phone number to be used.
5.	Now, we will delete an Old Phone Number. Notice how there is no 'Edit Pencil' icon here. For this reason, you will need to delete the old phone number and add the new phone number to make the change. Click the **Delete** button to remove the old phone number.

Step	Action
6.	The system will prompt you for deleting the number to make sure that is the task that you want to perform. Click the **Yes - Delete** button. Yes - Delete
7.	To add the new phone number, click the **Add Phone Number** button. Add Phone Number
8.	Click the **Phone Type** list.

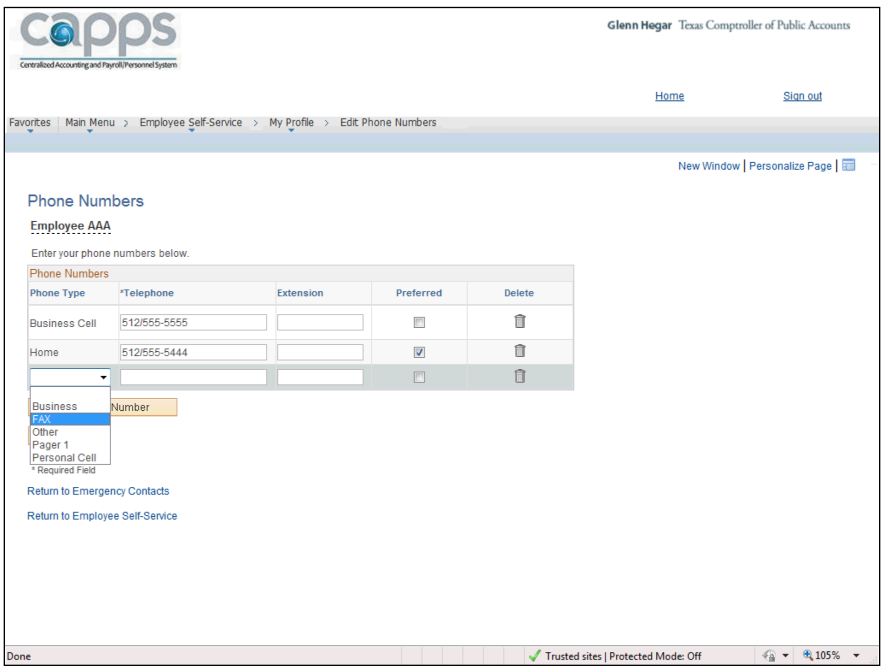


Step	Action
9.	Click the **Home** list item. Home

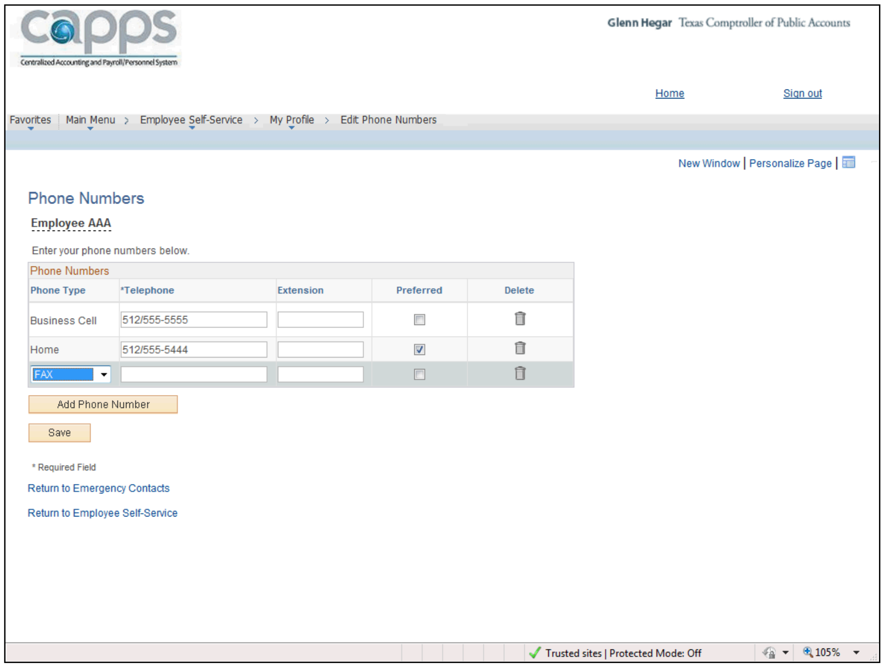


Step	Action
10.	Click in the **Telephone** field.
11.	Enter the new phone number into the **Telephone** field. Enter "**512/555-5444**".
12.	To change your perferred phone number back to your home phone, click the **Preferred** option box.
13.	Remember to click the **Save** button before navigating to a different page. If you do NOT click the Save button the information will be lost. Click the **Save** button. Save
14.	The system will confirm the information was saved successfully. Click the **OK** button. OK

Step	Action
15.	Now, we will add a fax number. Click the **Add Phone Number** button. 
16.	Click the **Phone Type** list. 



Step	Action
17.	Click the **FAX** list item. 



Step	Action
18.	Click in the **Telephone** field.
19.	Enter the fax number into the **Telephone** field. Enter "**512/555-4455**".
20.	Remember to click the **Save** button before navigating to a different page. If you do NOT click the Save button the information will be lost. Click the **Save** button. Save
21.	The system will confirm the information was saved successfully. Click the **OK** button. OK
22.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

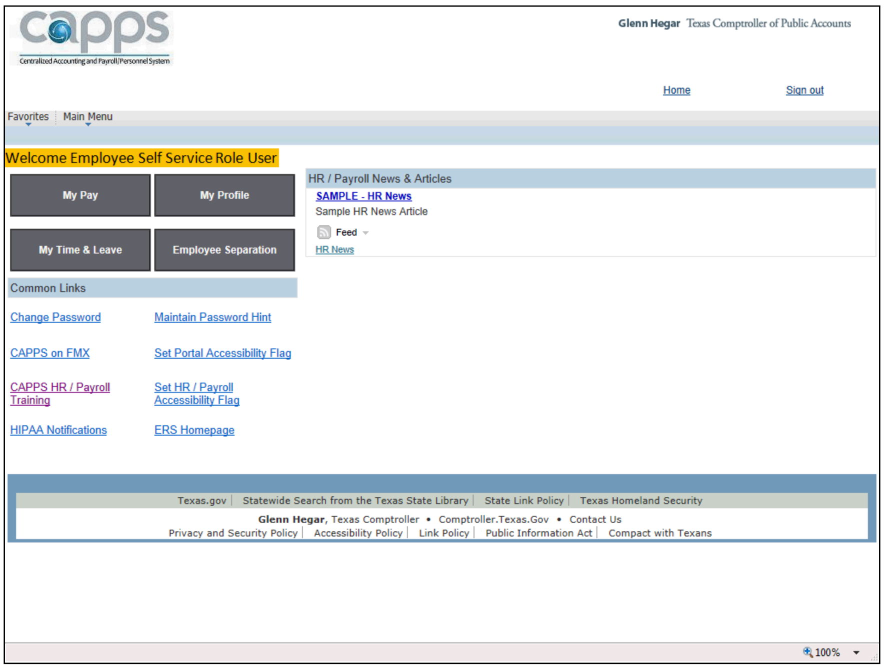
Edit Mailing Addresses

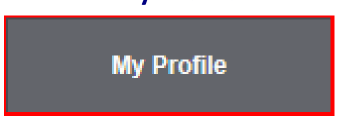
Section 2 - Lesson 1 Exercises - Scenario 4: Edit Mailing Addresses

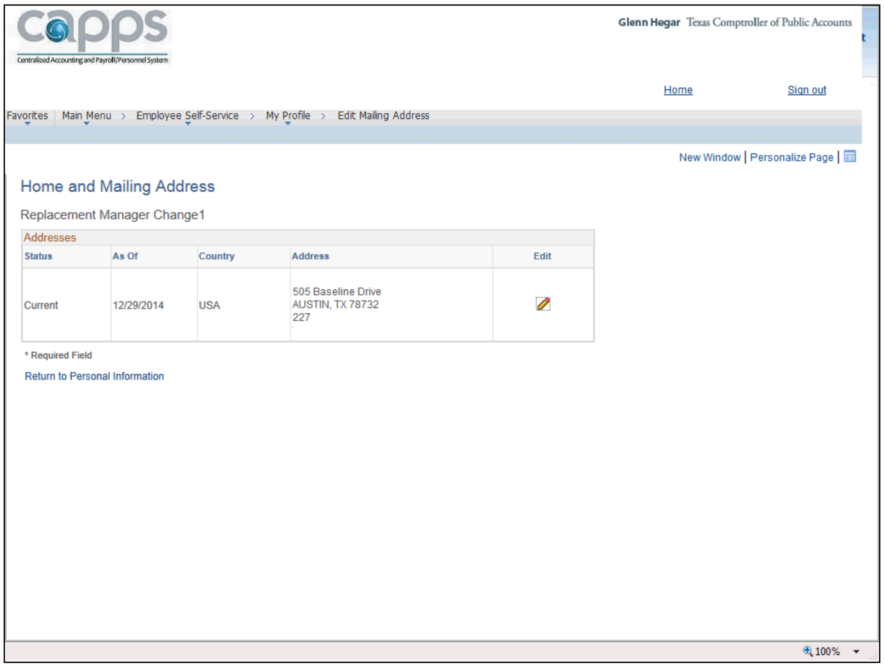
Procedure

Addresses are effective dated meaning you can change an address as of a specific date. In this lesson, the user will learn how to change a mailing address and make it effective as of April 1, 2015.

Note: for security purposes real names, addresses, and phone numbers have not been used.



Step	Action
1.	Click the **My Profile** button. 
2.	Click the **Edit Mailing Address** link. 



Step	Action
3.	Click the **Edit** pencil icon.
4.	The **'Change As Of'** date is the date you want the new address to take effect. In this example the new address will take effect on April 1, 2015. Click the **Choose a date** button. 31
5.	Click the dropdown arrow to select the month **April.**
6.	Click **April** from the list. April
7.	Click the number **'1'** for the date. **Note:** you can pick any day of the year. 1
8.	Click in the **Address 1** field. Address 1 505 Baseline Drive
9.	Press **[Delete]**.

Step	Action
10.	Enter the new address information into the **Address 1** field. Enter "**6001 Baseline Drive SW**". Address 1
11.	**Note:** Since the City and State did not change, you can skip over the fields. Click in the **Postal** field. Postal 78732
12.	Press **[Backspace]**.
13.	Enter the new Zip Code into the **Postal** field. Enter "**78731**". Postal 7873
14.	Remember to click the **Save** button before navigating to a different page. If you do NOT click the Save button the information will be lost. Click the **Save** button. Save
15.	The system will confirm the information was saved successfully. Click the **OK** button. OK
16.	Notice how the new address has the status of "Future". This is because it is a future dated row. On April 1, 2015 the status will change to"'Current".
17.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Request Name Change

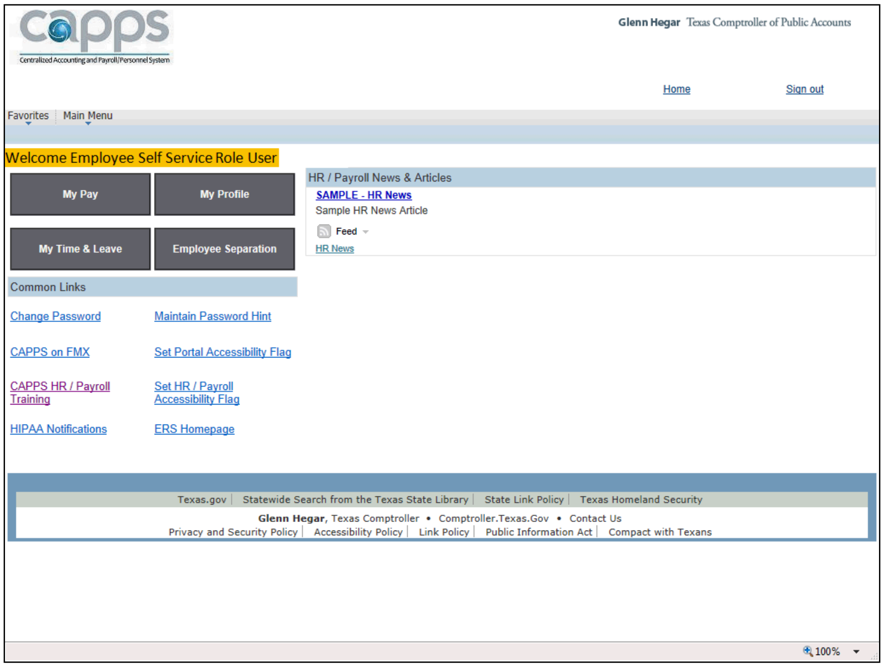
Section 2 - Lesson 1 Exercises - Scenario 5: Request Name Change

Note: This functionality is not available to users in agencies which selected Manager Self Sevice (MSS) Lite.

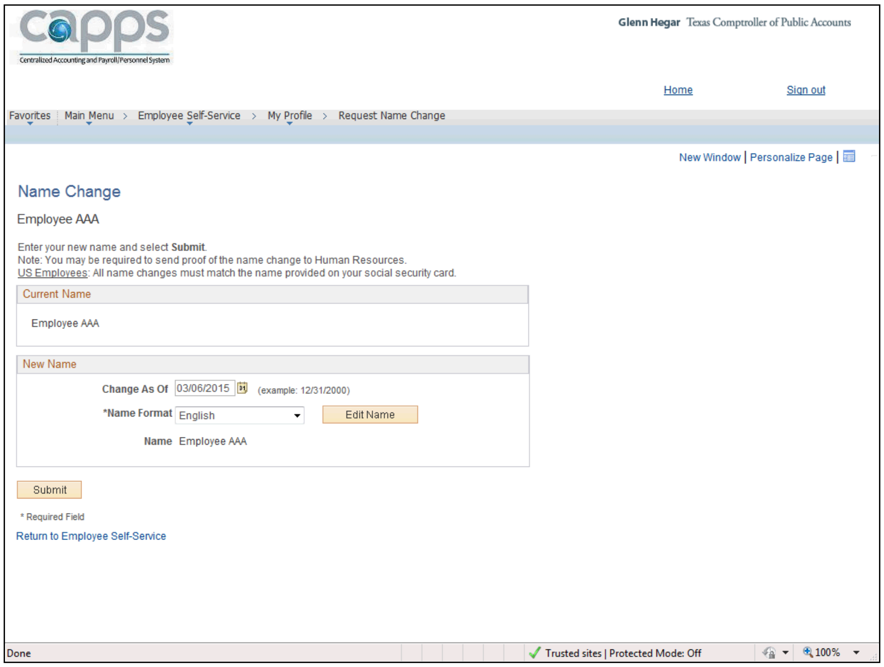
Procedure

In this lesson you will learn how to change your name in CAPPS. This is generally due to a marriage, divorce, adoption, or another type of a legal name change.

Note: for security purposes real names, addresses, and phone numbers have not been used.



Step	Action
1.	Click the **My Profile** button. My Profile
2.	Click the **Request Name Change** link. Request Name Change
3.	**NOTE:** The '**Change As Of'** date is the date the name change will take effect in the system. This date may be changed if needed.



Step	Action
4.	Click the **Edit Name** button. Edit Name
5.	Click in the **Last Name** field. AAA
6.	Enter the new **Last Name**. In this example, enter "**BBB**".
7.	Click the **Refresh Name** button to update the information. Refresh Name
8.	Notice how the update information is now reflected on the page.
9.	Click the **OK** button to accept the change. OK
10.	Please be sure to provide the required information to your Human Resources representative.

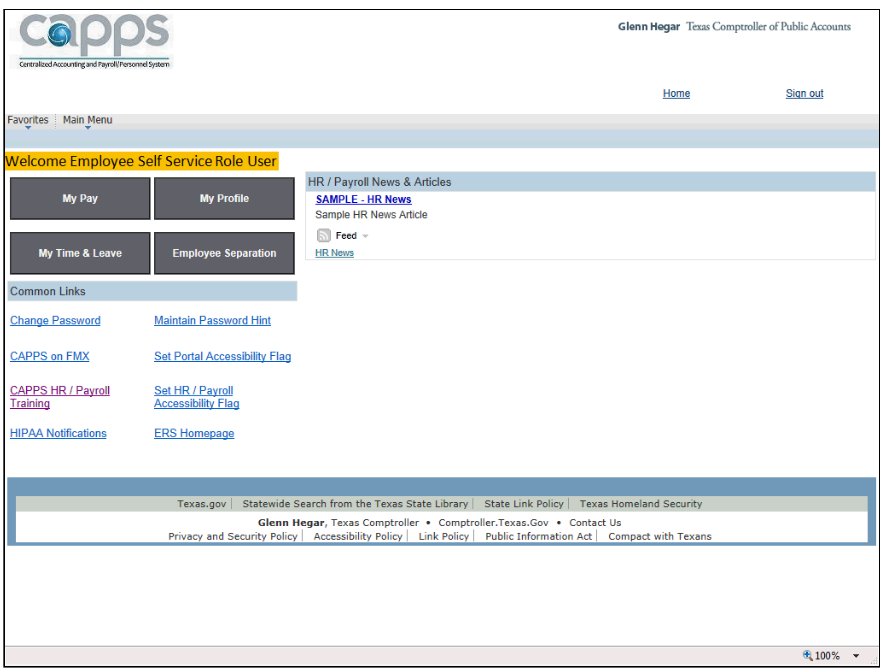
Step	Action
11.	Click the **Submit** button. After clicking the **Submit** button, this information is then forwarded to your manager for approval. 
12.	Click the **OK** button to continue. 
13.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Information Release Indicator

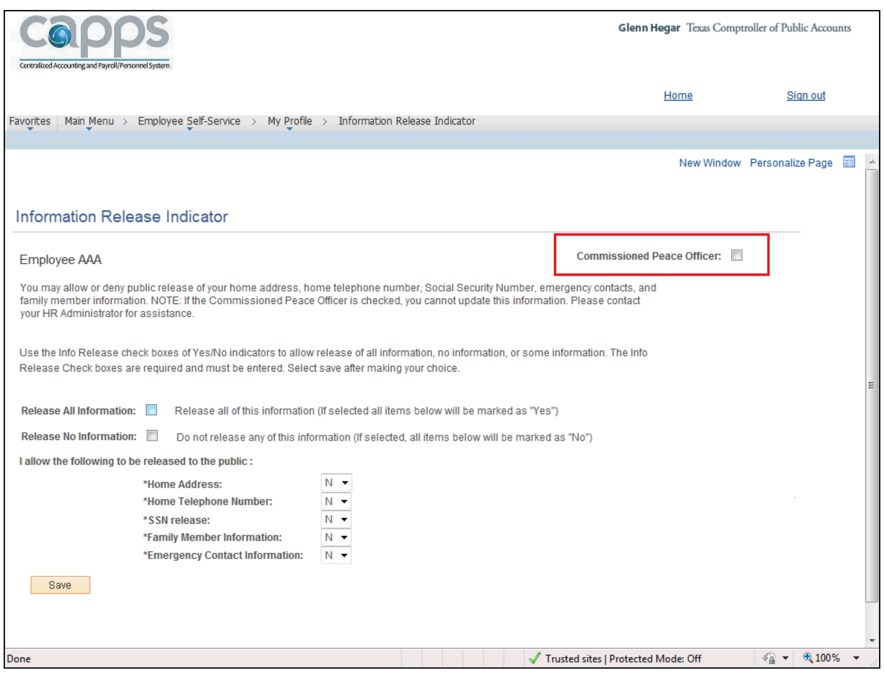
Section 2 - Lesson 1 Exercises - Scenario 6: Information Release Indicator

Procedure

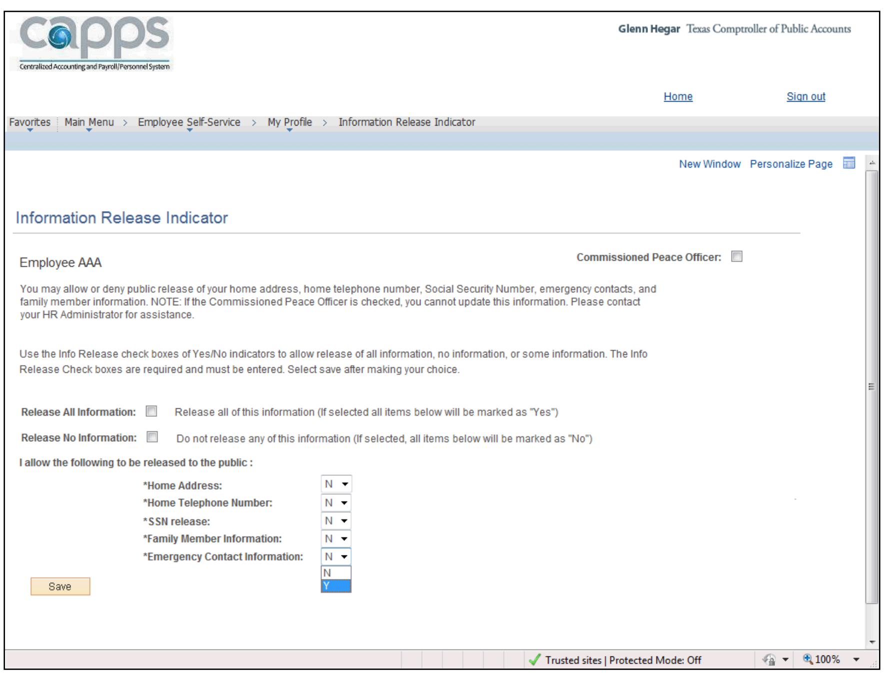
In this section, you will learn how to designate if your personal information is released or not released to the public.



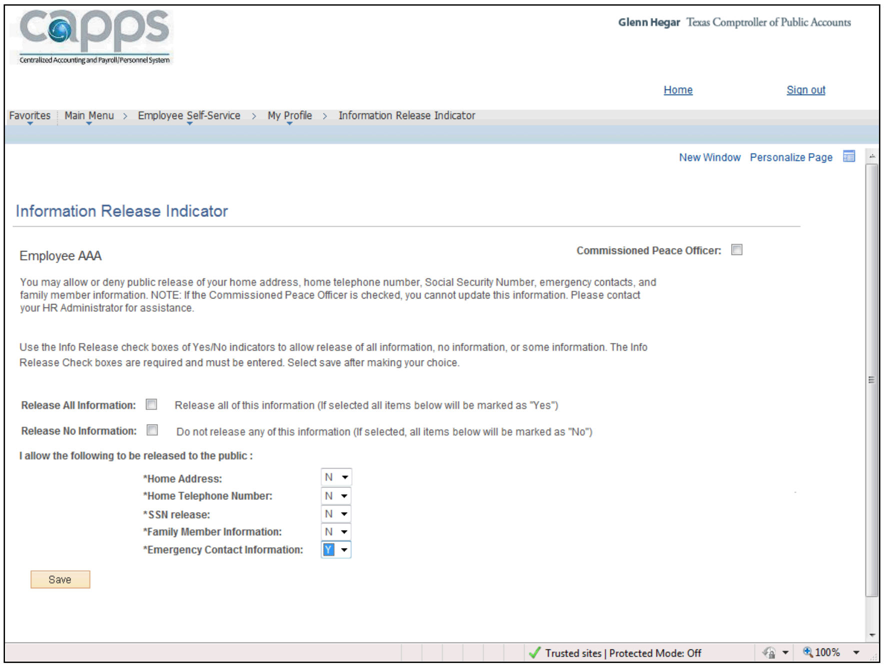
Step	Action
1.	Click the **My Profile** button. My Profile
2.	Click the **Information Release Indicator** link. Information Release Indicator
3.	**NOTE:** It is important that you read and understand the statements on this page before selecting an indicator. If you need assistance before completing this page, contact your Human Resources Representative.
4.	It is important to note that if you are a **Commissioned Peace Officer** you must select the applicable box. When this box is selected all values are automatically defaulted to **'N'** for no release of information.



Step	Action
5.	Click the 'Release All Information' box to authorize release of all the information listed below. **Note:** It is not recommended by CAPPS that you release personal confidential information, (e.g.Social Security Number). Click the **Release All Information** option. Release All Information:
6.	Click the **Release No Information** check box. Notice how all the values below changed to an **'N'** for No Release. Release No Information:
7.	If you do not select either box above, you can select each box individually to indicate whether or not you would like the information released. In this example, click the **Emergency Contact Information** dropdown arrow to change the value to a 'Y' indicating a Yes to release the information. *Emergency Contact Information: N



Step	Action
8.	Click the **'Y'** list item. 



Step	Action
9.	Remember to click the **Save** button before navigating to a different page. If you do NOT click the Save button the information will be lost. Click the **Save** button. 
10.	The system will confirm the information was saved successfully. Click the **OK** button. 
11.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Maintain Disability Status

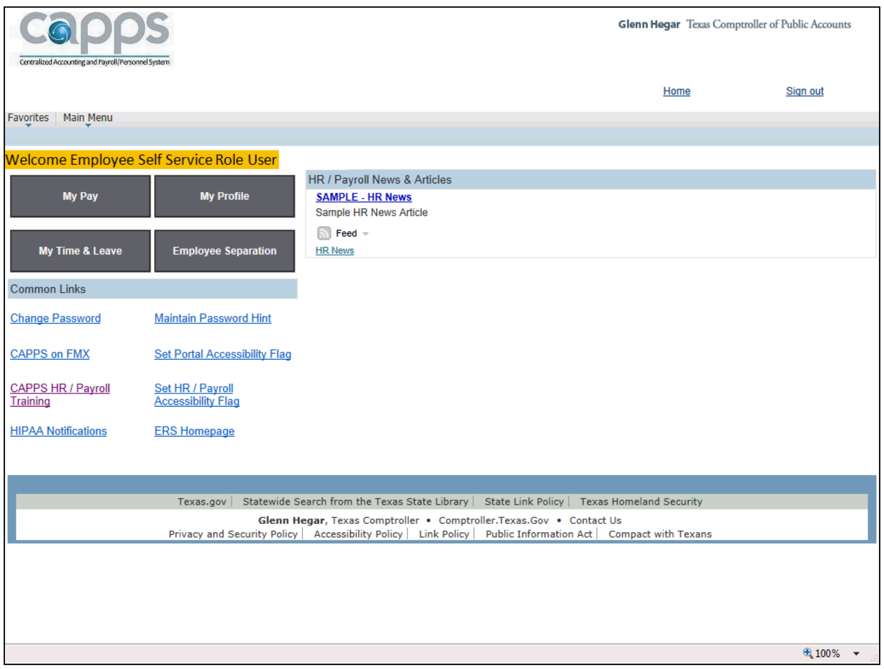
Section 2 - Lesson 1 Exercises - Scenario 7: Maintain Disability Status

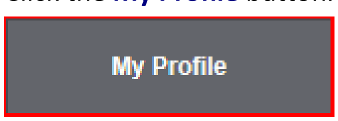
Procedure

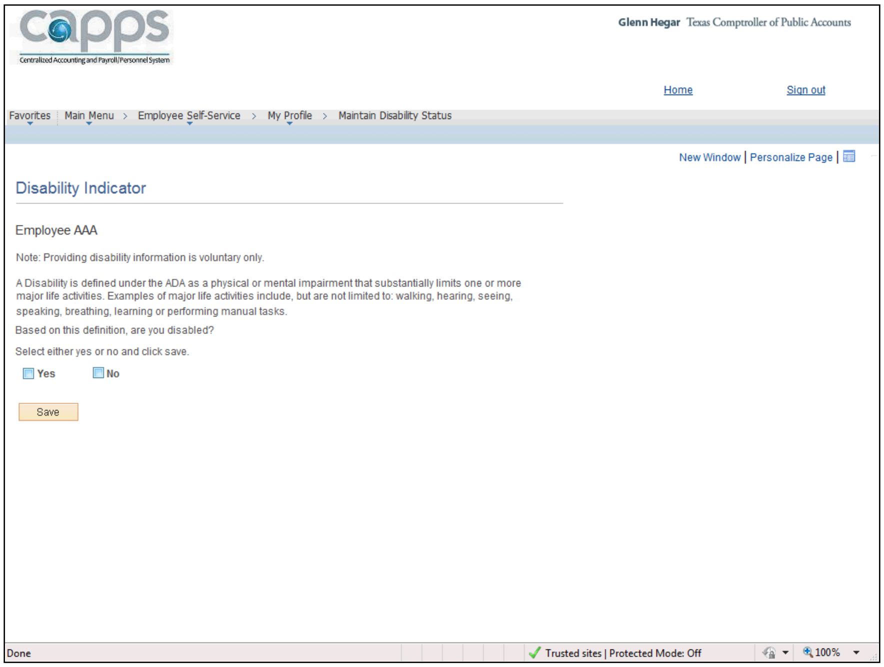
There may be an occasion when an employee may want to provide disability information to their employer.

In this lesson you will learn how to indicate whether or not a disability exists. Information specific to the type of disability will not be requested.

Completing this page is completely voluntary. Employees are not required to disclose any information as to whether or not a disability exists.



Step	Action
1.	Click the **My Profile** button. 
2.	Click the **Maintain Disability Status** link. 
3.	When filling out this page, be sure to first read the ADA disability definition.



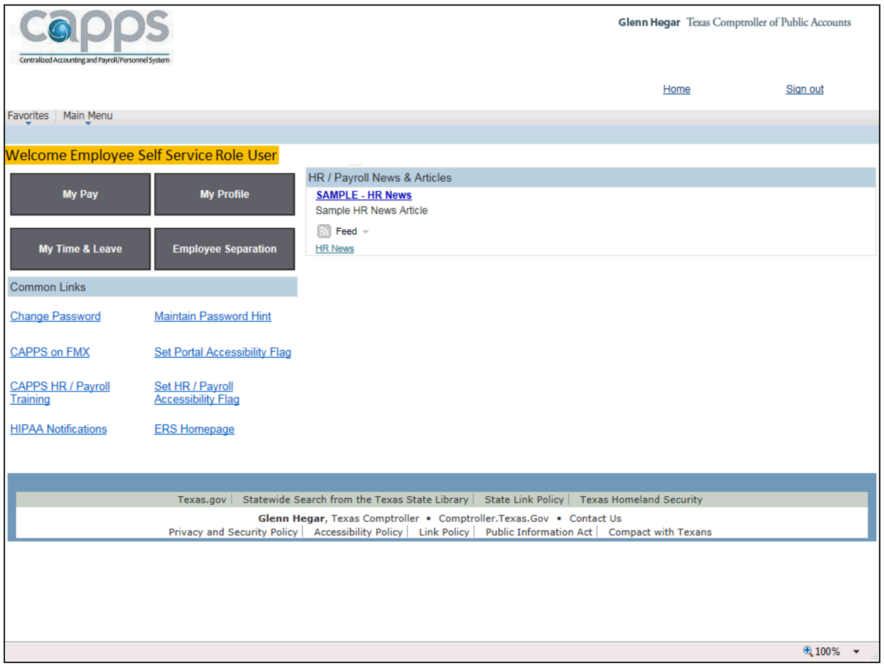
Step	Action
4.	In this example, click the '**No**' check box. 
5.	Remember to click the **Save** button before navigating to a different page. If you do NOT click the Save button the information will be lost. Click the **Save** button. 
6.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

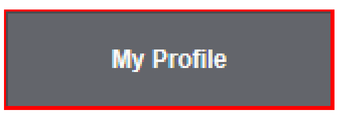
BRP Leveling / Non-Leveling

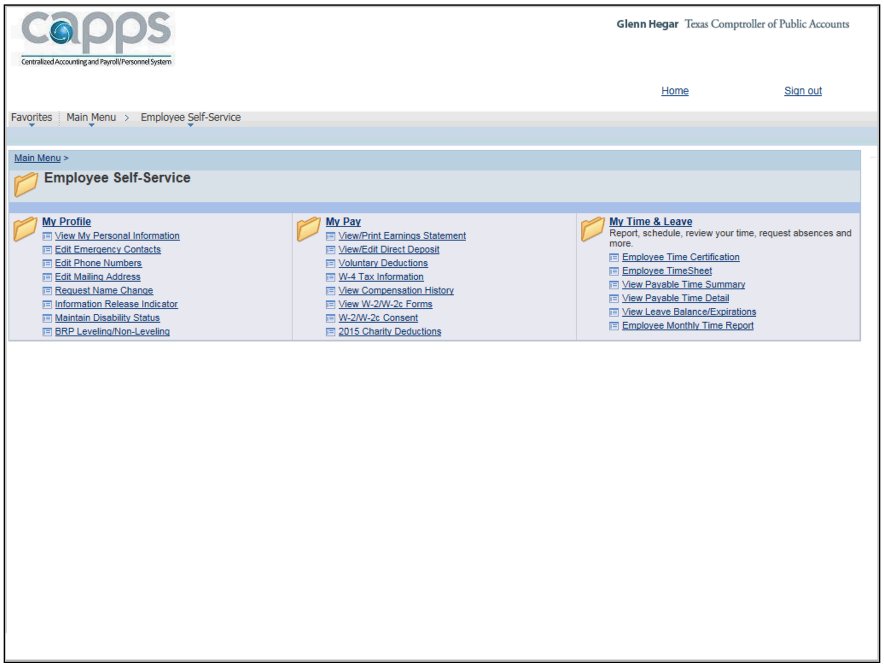
Section 2 - Lesson 1 Exercises - Scenario 8: BRP Leveling / Non-Leveling

Procedure

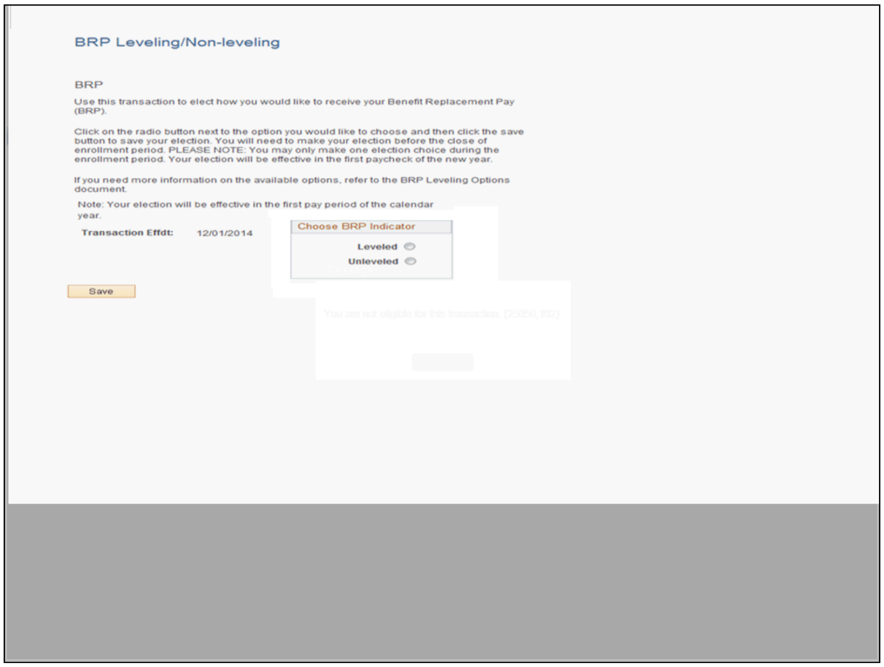
In this lesson you will learn how to designate your Benefits Replacement Pay (BRP) option.



Step	Action
1.	Click the **My Profile** button. 



Step	Action
2.	Click the **BRP Leveling/Non-Leveling** link. BRP Leveling/Non-Leveling
3.	On this page you will select how you would like to receive your **Benefit Replacement Pay** (BRP). **Leveled** - allows you to receive the same BRP payment amount each month of the year. **Unleveled -** BRP payment amounts will vary each month of the year.



Step	Action
4.	Remember to click the **Save** button before navigating to a different page. If you do NOT click the Save button the information will be lost. Click the **Save** button to continue. Save
5.	The system will confirm the information was saved successfully.
6.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Section 3 - ePay

Section 3 - ePay

Section 3 - ePay has 4 lessons:

- Lesson 1 - Earnings
- Lesson 2 - Direct Deposit
- Lesson 3 - Deductions
- Lesson 4 - Tax

Lesson 1 - Earnings

Section 3, Lesson 1

View and Print Earnings Statement

View/Print Earnings Statement

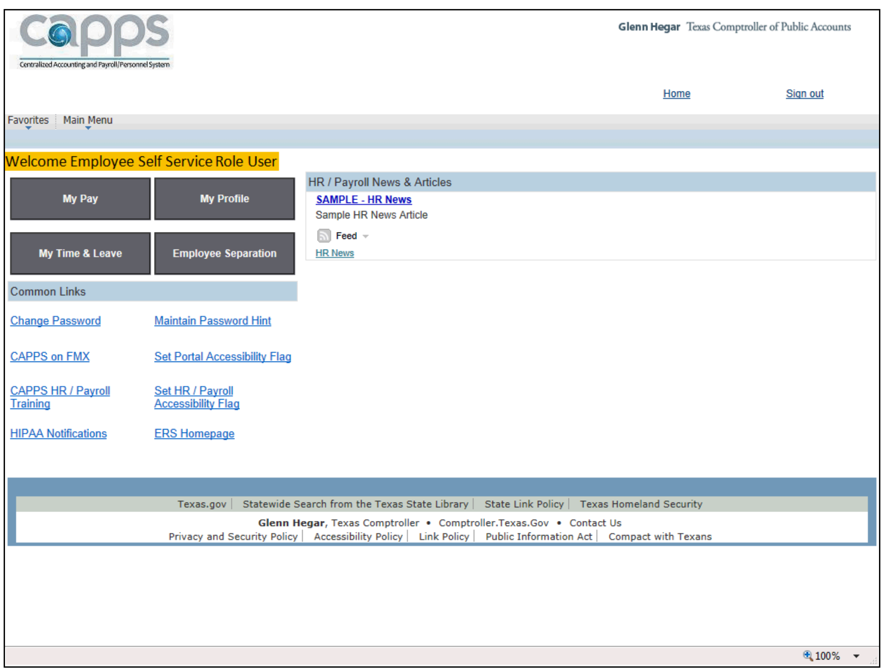
Section 3 - Lesson 1 Exercises - Scenario 1: View/Print Earnings Statement

Procedure

Your **Earnings Statement** is your paycheck. In this lesson you will learn how to complete the following:

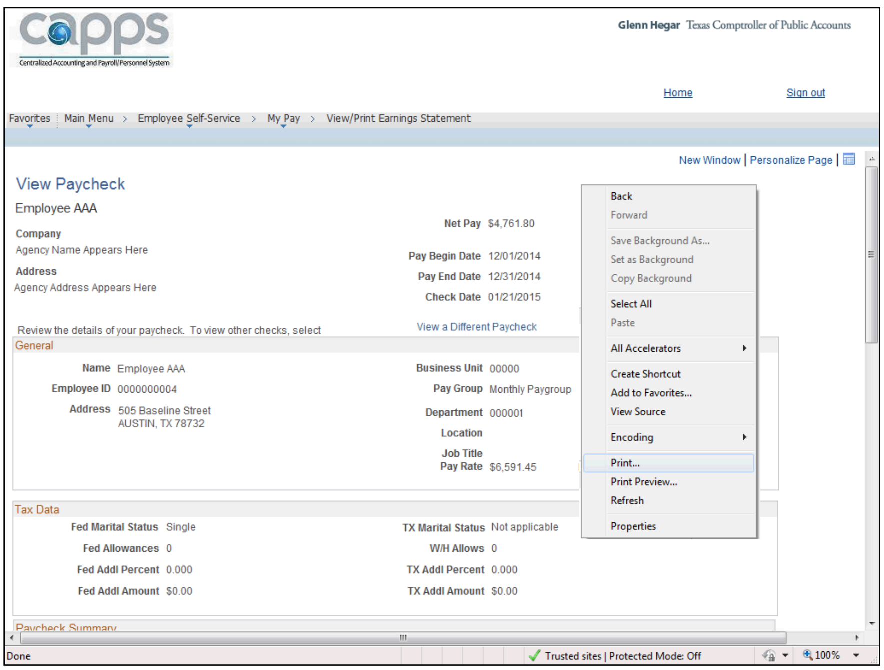
1. View your earnings statement
2. Print your earnings statement

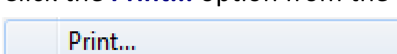
Note: For security purposes information within this lesson has been changed.



Step	Action
1.	First, we will view your earnings statement. Click the **My Pay** button. My Pay
2.	Click the **View/Print Earnings Statement** link. View/Print Earnings Statement
3.	**Note:** Only Earning Statements generated in CAPPS will appear on this page. As time progresses, additional Earning Statements will be available. Use the **'View All'** link to display additional Earning Statements.
4.	In this instance there is only one Earnings Statement available to view. The system is displaying one record, and there is only one record for this employee.
5.	Click the date of the Earnings Statement that you want to view. In this example, click the **01/21/2015** link. 01/21/2015
6.	The Earnings Statement for the date you selected will automatically appear. The top portion of the Earnings Statement contains **General** and **Tax Withholding** information. Click the scroll bar to navigate down the page.
7.	The middle portion of the Earnings Statement contains your **Paycheck Summary, Earnings,** and **Tax** withholding information. Click the scroll bar to navigate down the page.
8.	The bottom portion of the Earnings Statement contains **Before** and **After Tax Deduction**, and **Employer Paid Benefits.** The **Net Pay Distribution** box contains banking information. Click the scroll bar to navigate to the top of the page.

Step	Action
9.	Now, we will print an earnings statement Begin by right-clicking in any open space with your mouse. **Note:** You can also use the print icon at the top of the page.



Step	Action
10.	Click the **Print...** option from the menu. 
11.	Select the applicable printer at the top of the pop-up window. Click the **Print** button. 
12.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

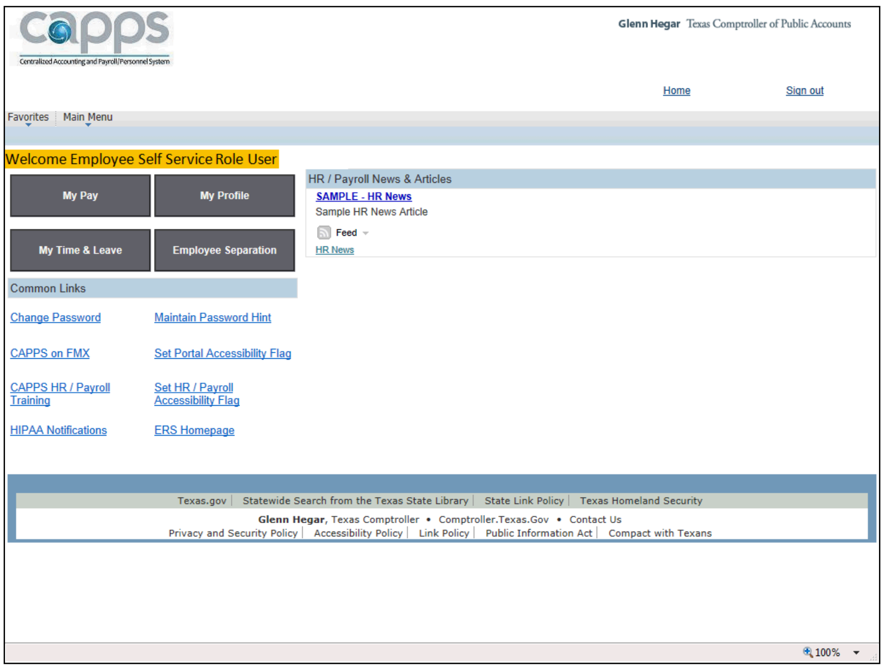
View Compensation History

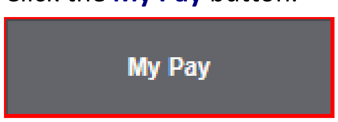
Section 3 - Lesson 1 Exercises - Scenario 2: View Compensation History

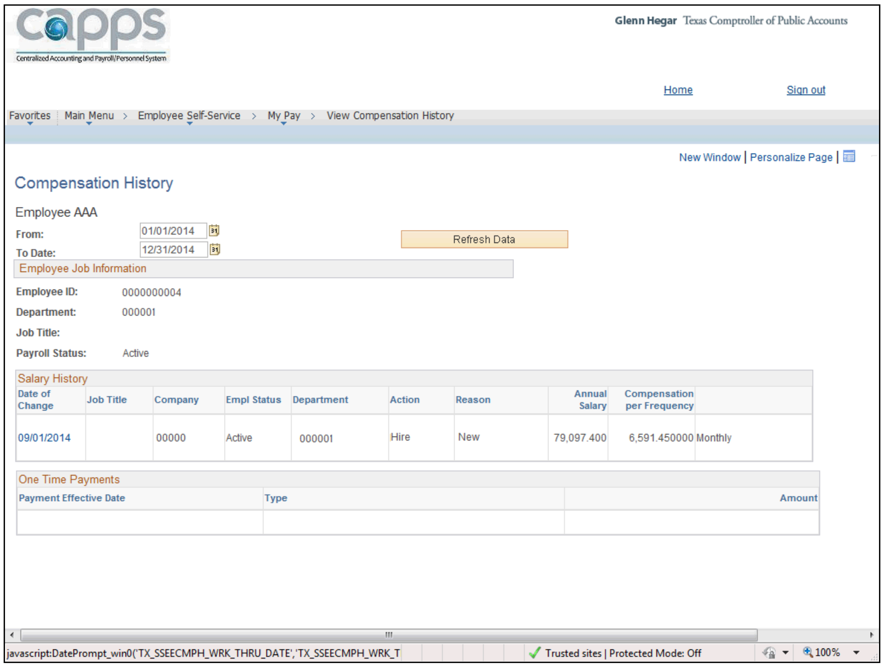
Procedure

The Compensation History page allows you to view promotion, data, and pay rate changes.

In this lesson you will learn how to view a promotion with an increase in pay.



Step	Action
1.	Click the **My Pay** button. 
2.	Click the **View Compensation History** link. View Compensation History
3.	Employee AAA was hired 9/1/2014. Notice how the '**From**' and '**To Date**' fields reflect the range of 01/01/2014 through 12/31/2014. In 2015, Employee AAA received a promotion. Next, you will change the '**From**' and '**To Date**' dates in order to view the promotion details.



Step	Action
4.	Click the **Choose a date** button.
5.	Click the drop down arrow to change the month.
6.	Click the month of March. March
7.	Click the drop down arrow to select the year.
8.	Click the year 2015. 2015
9.	Click the last day of the month. **Note:** you can select any applicable date. 31

Step	Action
10.	Click the **Refresh Data** button. This will retrieve any new information for the dates you selected. 
11.	Notice how Employee AAA's promotion is now displayed. The promotion was dated 02/15/2015. In order for it to appear in the results window, the applicable date range needed to be entered,
12.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Lesson 2 - Direct Deposit

Section 3, Lesson 2

Add or Change Direct Deposit Information

View/Edit Direct Deposit

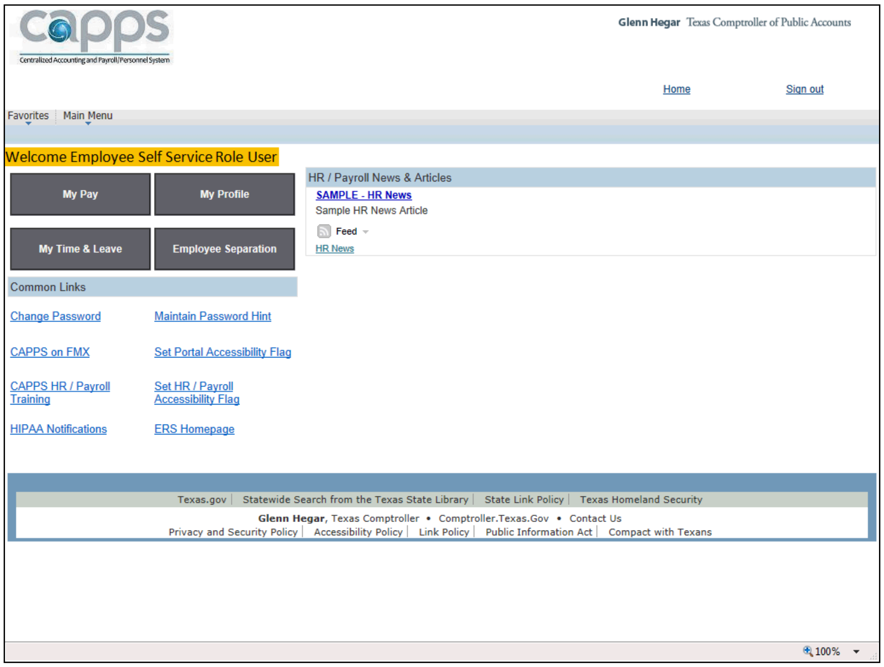
Section 3 - Lesson 2 Exercises - Scenario 1: View/Edit Direct Deposit

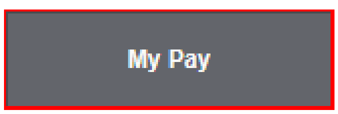
Procedure

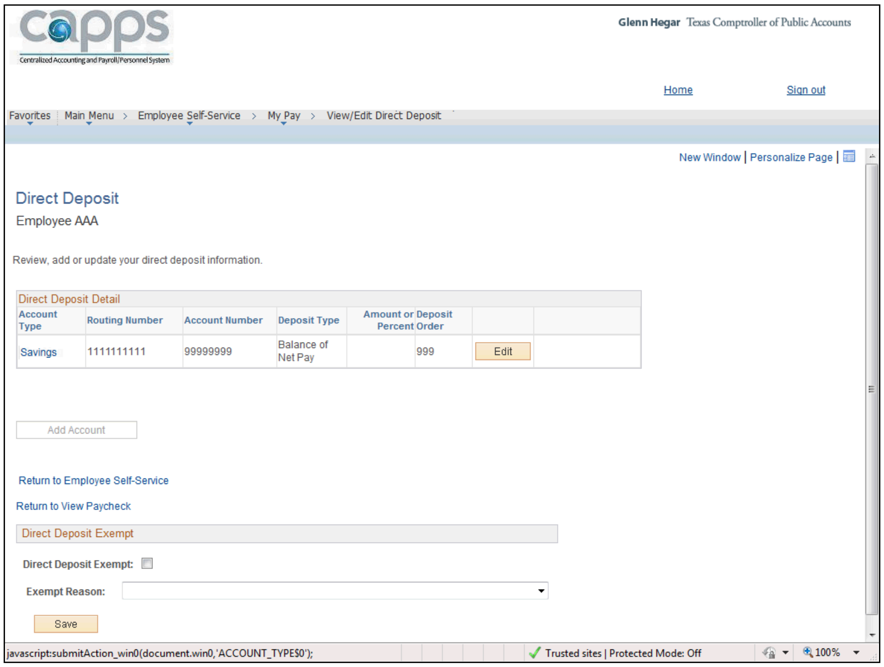
In this lesson you will learn the following:

1. How to view your direct deposit information.

2. How to edit your direct deposit information.

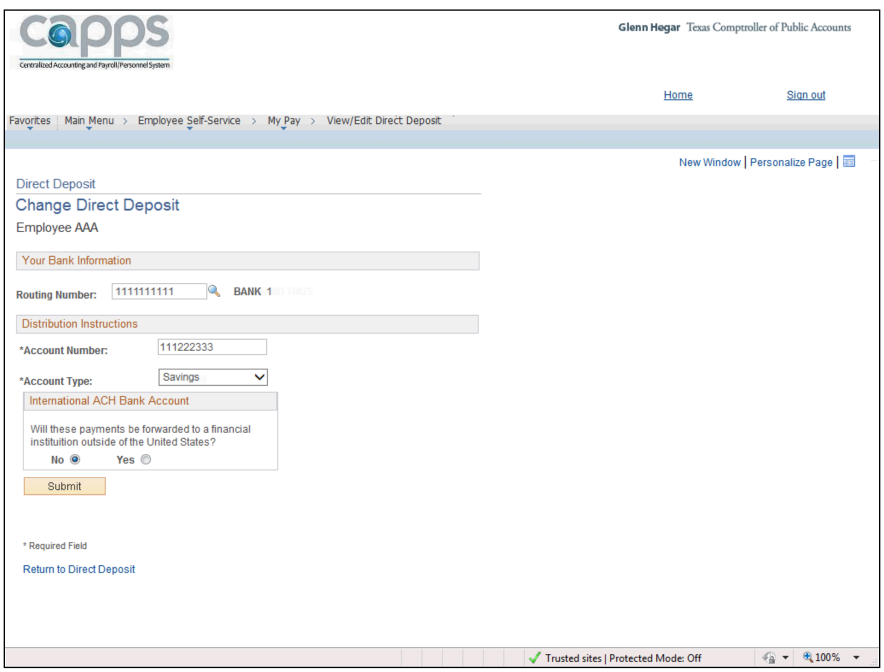


Step	Action
1.	Click the **My Pay** button. 
2.	Click the **View/Edit Direct Deposit** link. 
3.	The current **Direct Deposit** information is displayed. It is important to note that in CAPPS there can only be one account set up for direct deposit.



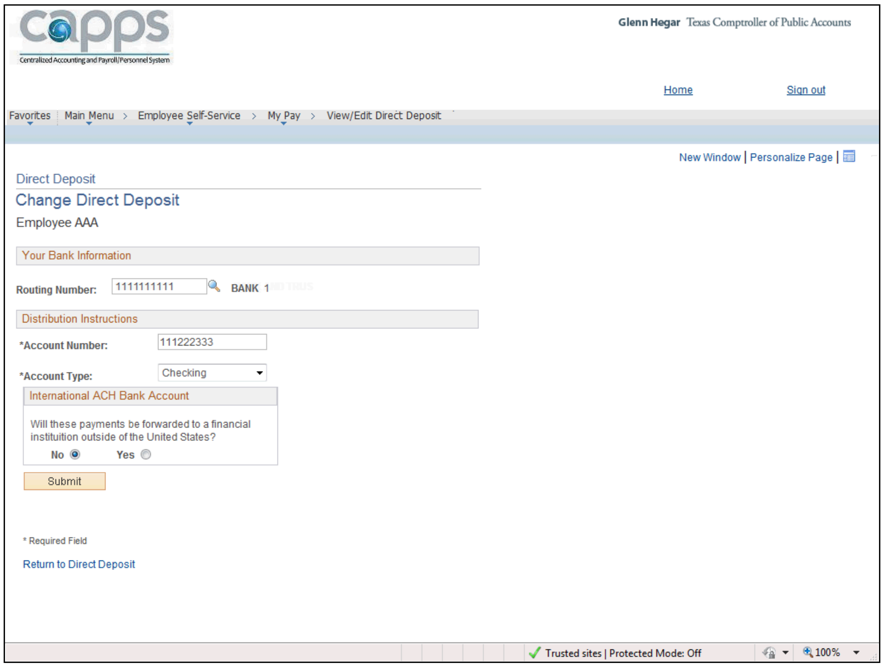
Step	Action
4.	To view **Direct Deposit** details, click the **Savings** link. Savings
5.	The **Direct Deposit Detail** page automatically displays. This page contains banking detail information. Click the **Return to Direct Deposit** link. Return to Direct Deposit
6.	Now, we will edit your direct deposit information. Employee AAA is changing his/her direct deposit from his/her savings account to his/her checking account. Both accounts are at the same bank. To begin click the **Edit** button. Edit

Step	Action
7.	If you know the **Routing Number** you can type it directly in the box. If you do not know the **Routing Number**, you can use the **Look Up Glass** to locate your bank's Routing Number. Employee AAA is changing the type of account at the same bank, therefore the routing number will not change.
8.	Click in the **Account Number** field. 99999999
9.	Enter the new **Bank Account Number** into the **Account Number** field. Employee AAA Bank checking account number is 111222333. Enter "**111222333**".



Step	Action
10.	Click on the drop down arrow to select **'Checking'**.

Step	Action
11.	Click the **Account Type** option **'Checking'**. Checking



Step	Action
12.	To accept the change, click the **Submit** button. Submit
13.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Lesson 3 - Deductions

Section 3, Lesson 3

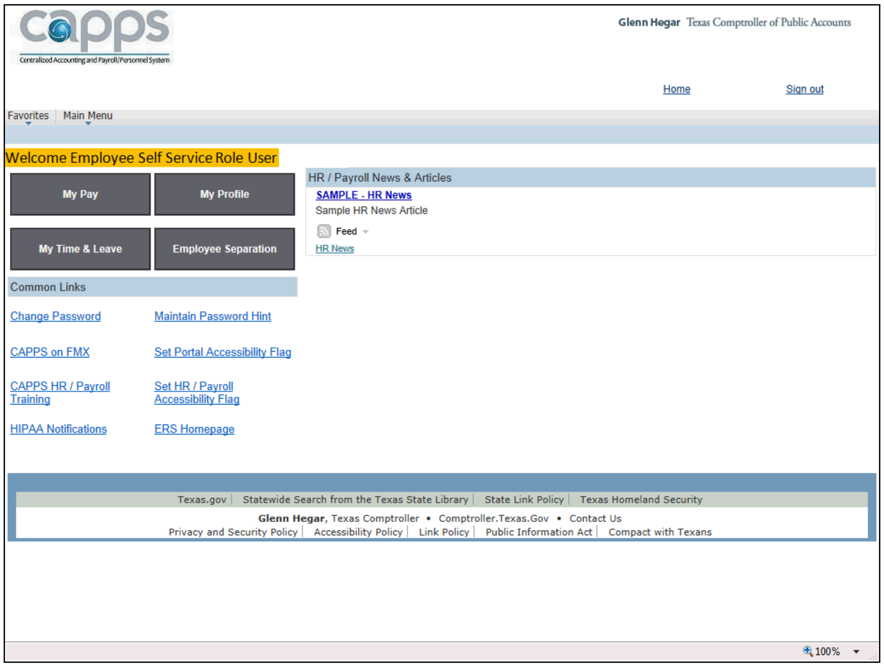
View, Add, or Update Voluntary or Charitable Deductions

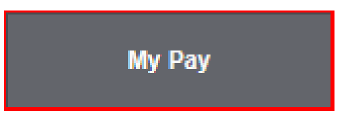
Voluntary Deductions

Section 3 - Lesson 3 Exercises - Scenario 1: Voluntary Deductions

Procedure

In this lesson you will learn how to add a voluntary deduction with a specific stop date.



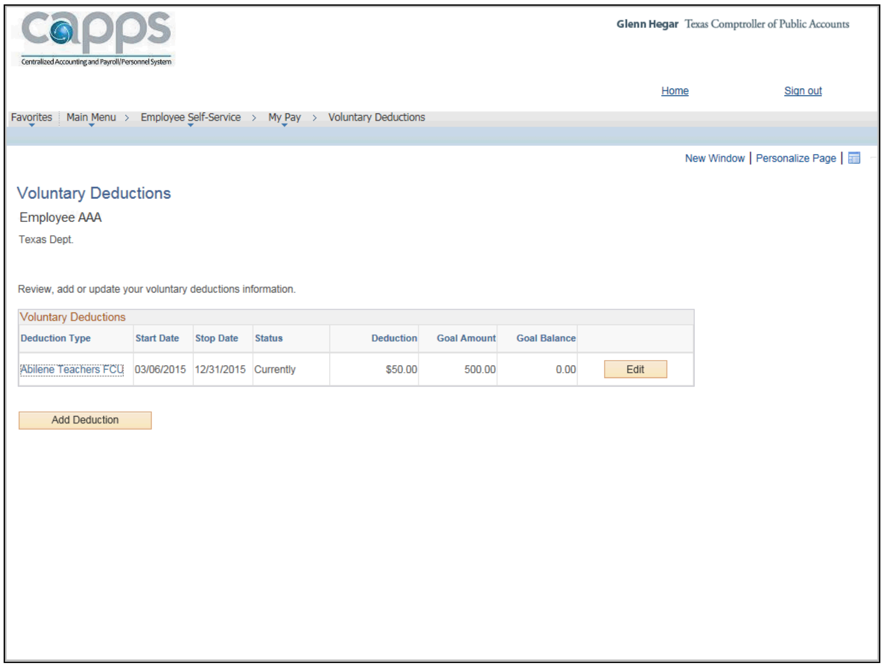
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Click the My Pay button.

</td></tr>
<tr><td>2.</td><td>Click the Voluntary Deductions link.

</td></tr>
<tr><td>3.</td><td>Notice how Employee AAA has an existing voluntary deduction to Abilene Teachers FCU.

The Deduction field identifies the amount being deducted per pay cycle.

The Goal Amount represents the total amount to be deducted. When this amount is reached the deductions will stop.

The Goal Balance field represents the total amount deducted to date.</td></tr>
</table>



Step	Action
4.	Click the **Add Deduction** button. Add Deduction
5.	Click the **Look up *Type of Deduction** button.
6.	Click the scrollbar to navigate down the selection list.
7.	Click the **United Heritage Credit Union** link. United Heritage Credit Union
8.	Click in the **Enter Amount to be deducted** field. *Enter Amount to be deducted. 0.00
9.	Enter the amount to be deducted into the **Enter Amount to be deducted** field. In this example enter "**150.00**". *Enter Amount to be deducted.

Step	Action
10.	**Option 1** - **Goal Amount** is used to set the total amount to be deducted. **Option 2** - **Deduction Stop Date** is used when you want your deductions to stop on a specific date. Select either Option 1 or Option 2 when entering your Voluntary Deduction.
11.	**Note:** If you selected **Option 1** when setting up your voluntary deduction and need to stop your deduction you can add a **Deduction Stop Date.**
12.	**Note:** This lesson is how to add a voluntary deduction with a specific stop date. Click in the **Option 2: Enter Deduction Stop Date** field. Option 2: Enter Deduction Stop Date (MM/DD/YYYY)
13.	Enter the date you want the deduction to stop in the **Option 2: Enter Deduction Stop Date** field. In this example, enter "**12/01/2015**". Option 2: Enter Deduction Stop Date (MM/DD/YYYY)
14.	Click the **Submit** button. Submit
15.	Click the **OK** button. OK
16.	**Note:** Should you need to change an existing voluntary deduction use the **Edit** button.
17.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

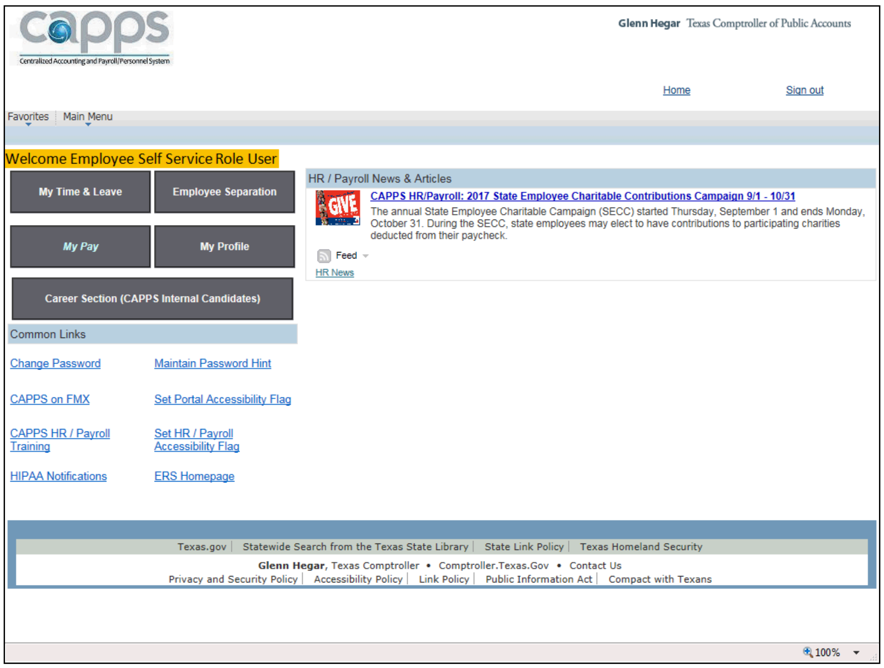
Charitable Deductions

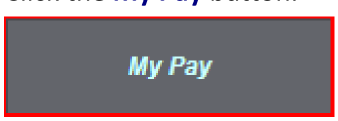
Section 3 - Lesson 3 Exercises - Scenario 2: Charitable Deductions

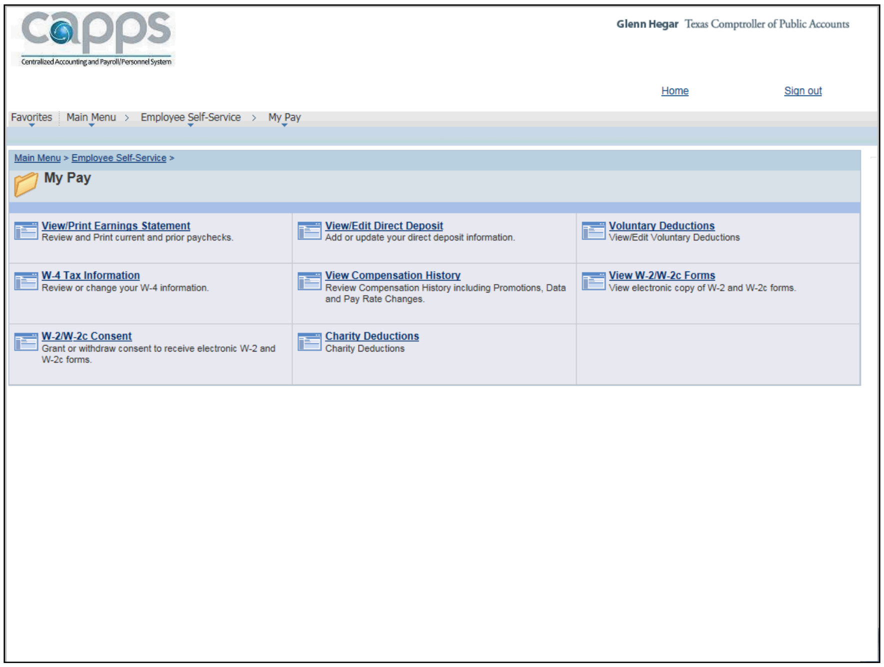
Procedure

In this lesson you will learn how to add/edit and delete a Charitable Deduction.

Step	Action
1.	During the **Open Enrollment** period for **Charitable Contributions (Sept. 1 - Oct 31)**, you will see an option to select the link for State Employee Charitable Contributions (SECC) under **HR/Payroll News & Articles**. You are also able to select the **My Pay** button to the left if you choose to use to navigate instead.

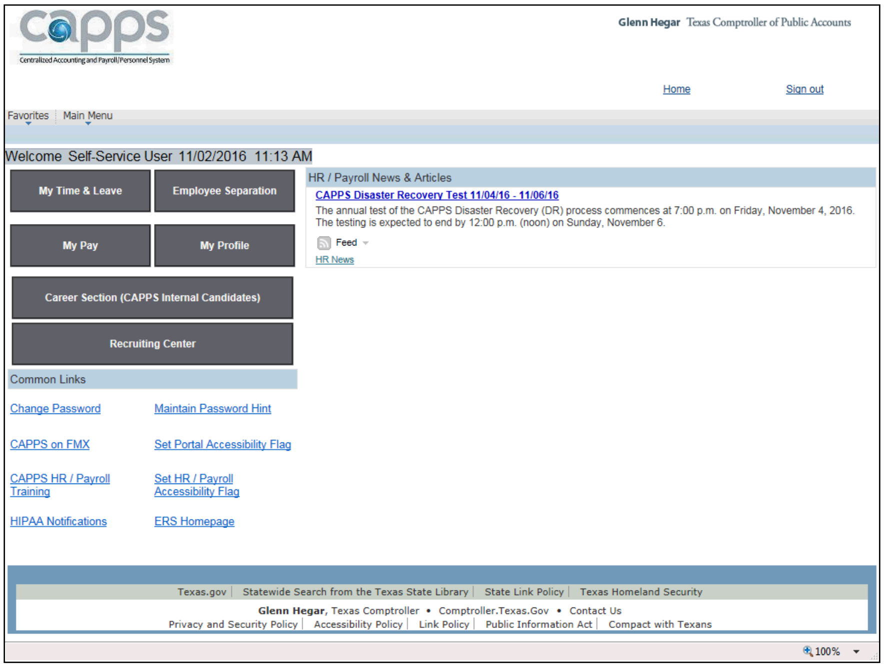


Step	Action
2.	Click the **My Pay** button. 



Step	Action
3.	Click the **Charity Deductions** link. Charity Deductions
4.	**Note:** Charitable Deductions are taken **once a year**. A maximum of **three, (3)** deductions may be selected. You will be directed to a (**State Employee Charitable Campaign**) site that interfaces with **CAPPS.** Click the **https://www.secctexasgiving.org/** link. https://www.secctexasgiving.org/
5.	This screen lists the **Campaign Areas.** The names are in alphabetical order. You will select the **Campaign Area** of your choice and will be taken to the **Register** and/or **Login** page. Click the **CAPITAL AREA SECC** link. CAPITAL AREA SECC

Step	Action
6.	If this is your first time Making a Pledge, you will select the **Register** button. If not, select the **Login** button. **You will then continue through the Campaign site following the detailed instructions. Those details are not captured in this training.** Click the **REGISTER** button. **REGISTER**
7.	***After the enrollment period is over***, you have the option to edit or delete an existing Charitable Deduction. The next steps will show you how to edit and delete your deduction.



Step	Action
8.	Click the **My Pay** button. My Pay
9.	Click the **Charity Deductions** link. Charity Deductions
10.	After the election period has closed, you can edit or delete your elections throughout the year. Please review the second paragraph in regards to being a new hire, rehire or transfer.
11.	To change the amount of your election, Click the **Edit** button. Edit

Step	Action
12.	The Charitable campaign election(s) will be listed. Edit the monthly amount being deducted. Don't forget to Save your changes! In this exercise, we won't be Saving but will move on to Deleting a deduction.
13.	In order to delete a Charitable election, Click the **Delete** button. 
14.	Review and respond to the message accordingly. This is an opportunity for you to confirm the Delete. You will not be able to re-add after this point. In this exercise, you will select Cancel. Click the **Cancel** button. 
15.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Lesson 4 - Tax

Section 3, Lesson 4

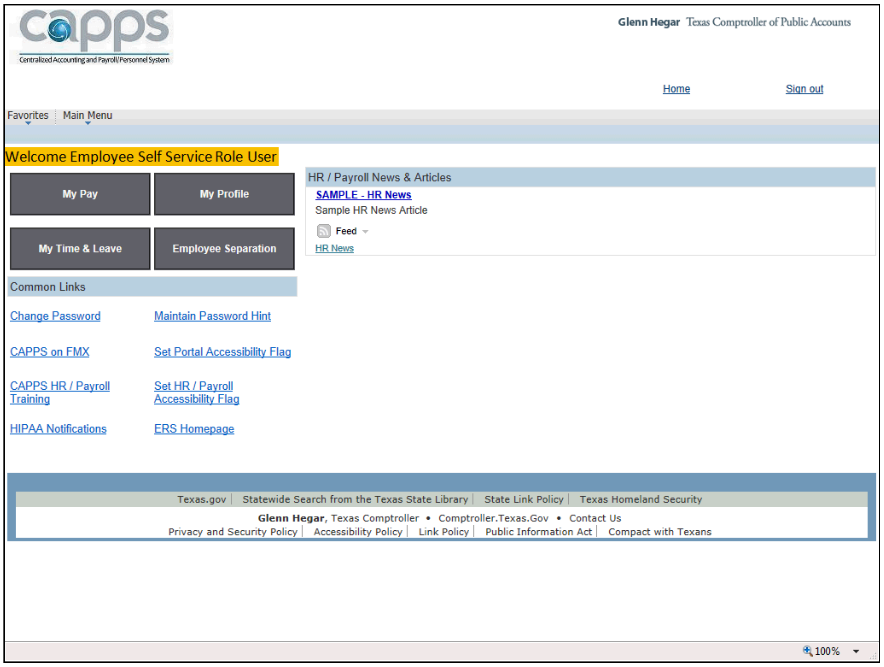
View Tax Information

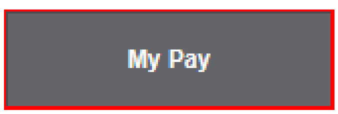
W-4 Tax Information

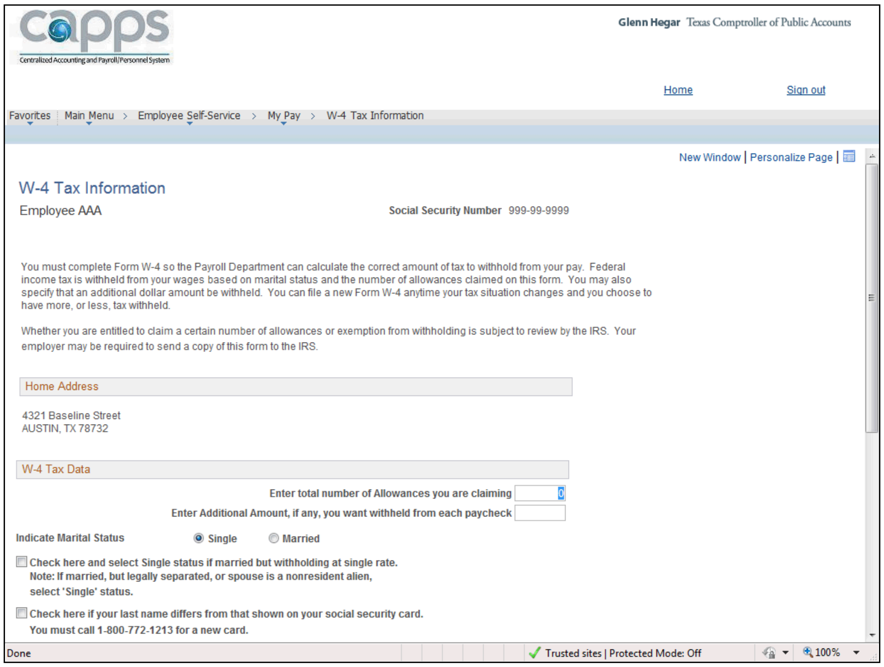
Section 3 - Lesson 4 Exercises - Scenario 1: W-4 Tax Information

Procedure

In this lesson you will learn how to enter your W-4 tax information in CAPPS.



Step	Action
1.	Click the **My Pay** button. 
2.	Click the **W-4 Tax Information** link. 
3.	Before entering your W-4 tax information you should always validate that your name, social security number, and address information is correct. If your social security number is incorrect, contact your Human Resources office. If your address is incorrect, you can correct (edit) the information in Employee Self Service by navigating to: Self Service > Personal Information > Home & Mailing Address. Use the edit feature (pencil icon) to update your information.



Step	Action
4.	Click in the field and enter the total number of Allowances **you are claiming** in the field. In this example: Enter "**1**". Enter total number of Allowances you are claiming 0
5.	Click in the field and enter the additional amount, if any, **you want withheld from each paycheck** in the field. In this example: enter "**50.00**". **Note:** This field is optional. Enter Additional Amount, if any, you want withheld from each paycheck
6.	The radio buttons here allow you to select either **Single** or **Married** status. In this example **Single** is being used.

Step	Action
7.	Select the check box for **'Check here and select Single status if married but withholding at single rate.'** if this is applicable for your tax withholding status. In this example, select the box. ☐ Check here and select Single status if married but withholding at single rate
8.	Click the scrollbar.
9.	For exempt status, read the conditions listed and check the box if applicable.
10.	When you have completed filling out the W-4 tax data, click the **Submit** button. Submit
11.	You will be asked to enter your password in the **Password** field. This should be your own unique password. Use the same password that you used to sign-in. In this example: enter "**P@$$w0rd**".
12.	Click the **Continue** button. Continue
13.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

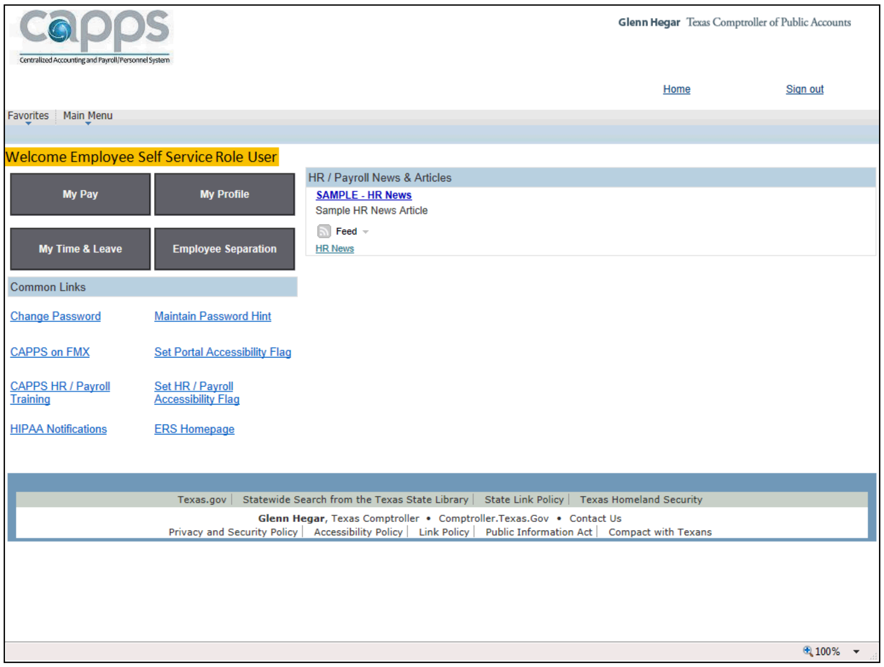
View/Print W-2 and W-2c Information

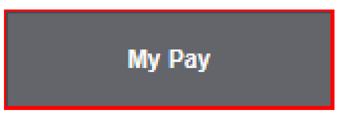
Section 3 - Lesson 4 Exercises - Scenario 2: View/Print W-2 and W-2c Information

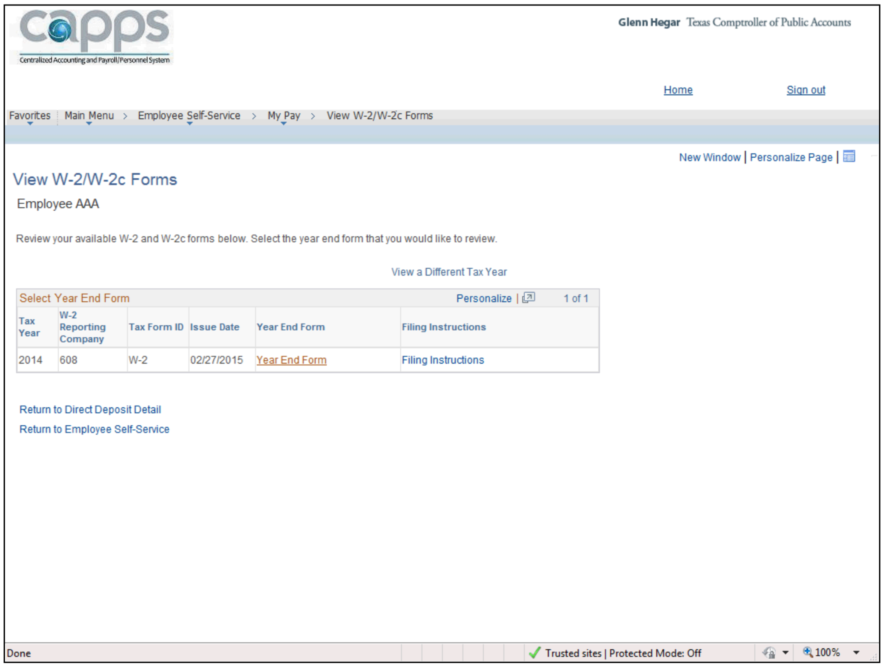
Procedure

In this lesson you will learn the following:

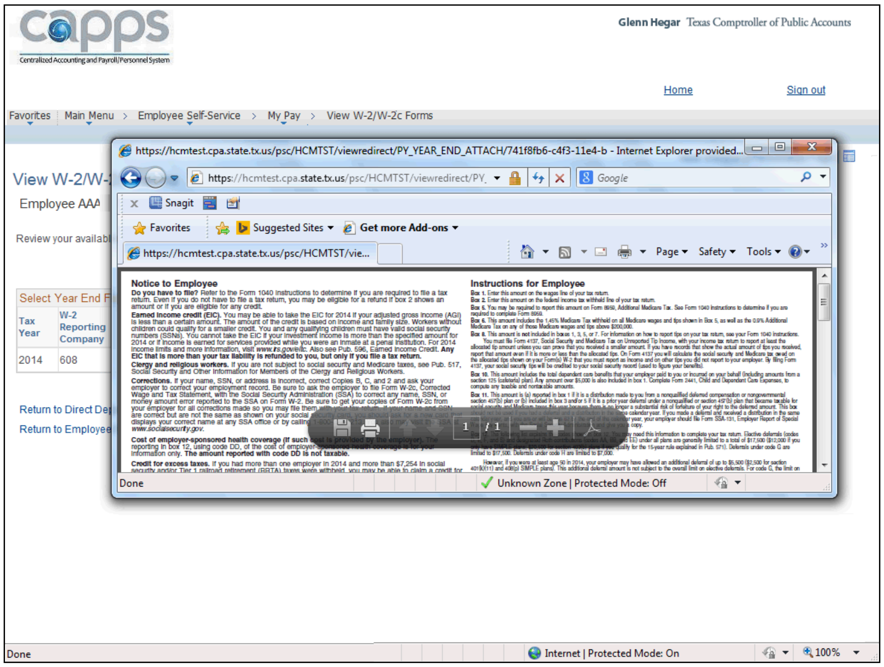
1. How to print a copy of your W-2.
2. How to view filing instructions.



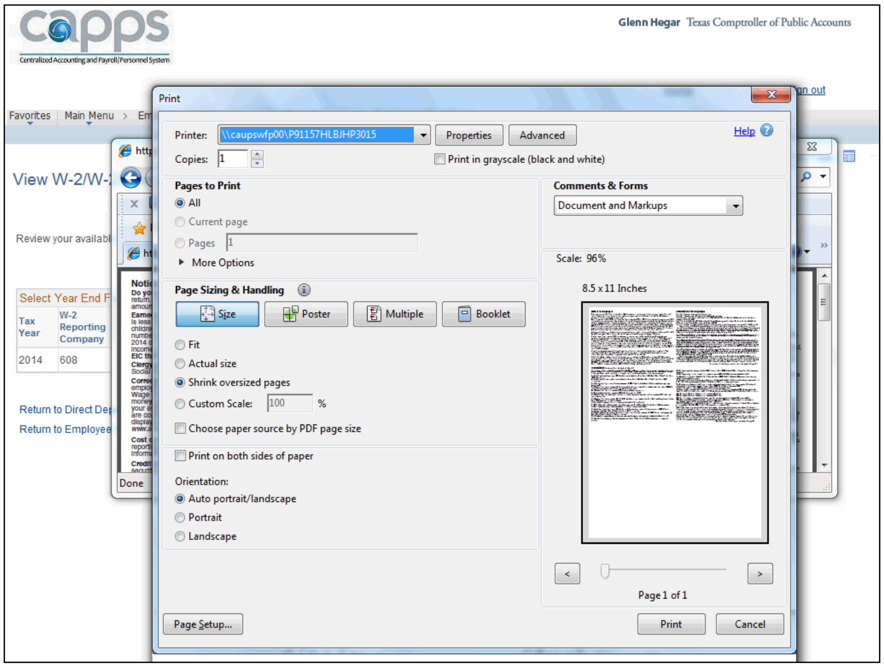
Step	Action
1.	Click the **My Pay** button. 
2.	First, we will print a copy of your W-2. Click the **View W-2/W-2c Forms** link. View W-2/W-2c Forms

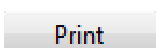


Step	Action
3.	Click the **Year End Form** link. Year End Form
4.	Your W-2 Form will appear. **Note:** For security purposes confidential information has been removed.
5.	Click the **Print** button. 
6.	Now, we will view filing instructions. Click the **Filing Instructions** link. Filing Instructions
7.	The Filing Instructions document will appear.



Step	Action
8.	To obtain a copy, click the **Print** icon. 



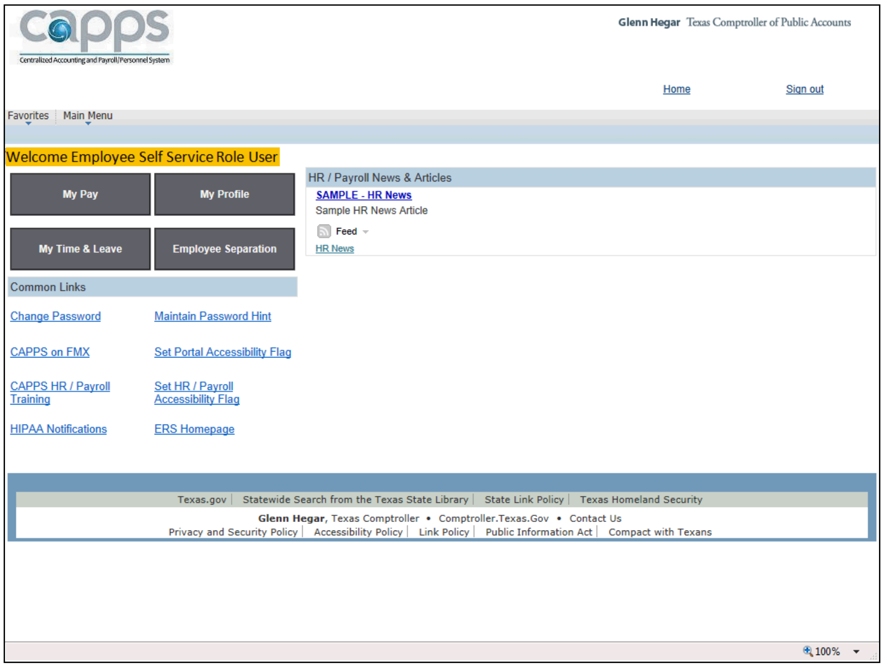
Step	Action
9.	Check to make sure you are printing to the applicable printer, then click the **Print** icon to continue. 
10.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

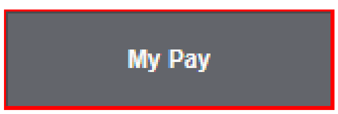
W-2 and W-2c Consent

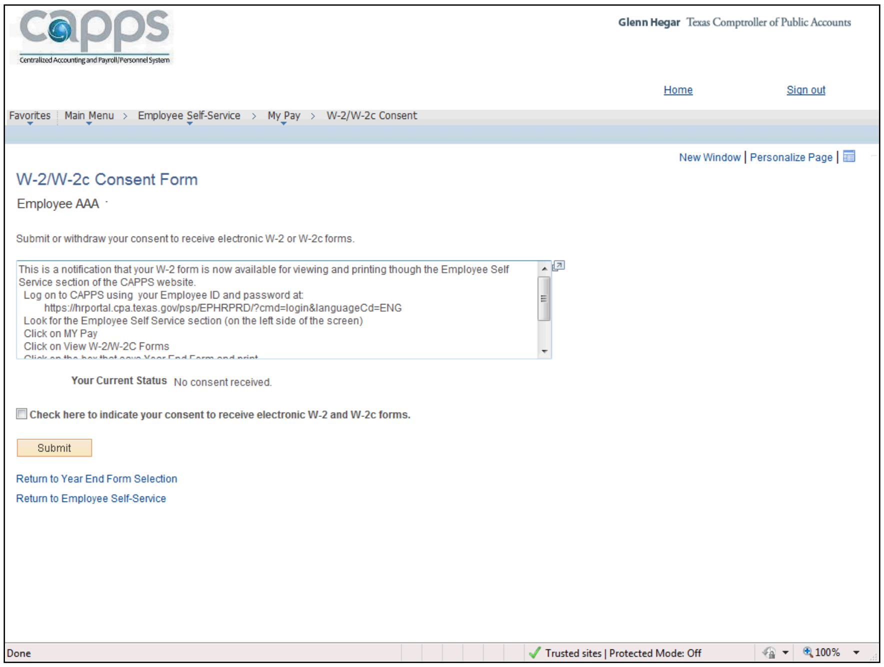
Section 3 - Lesson 4 Exercises - Scenario 3: W-2 and W-2c Consent

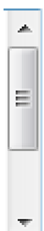
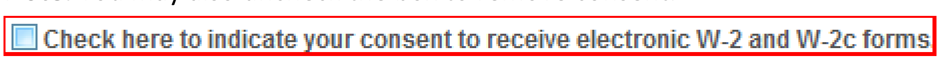
Procedure

In this lesson you will learn how to provide consent to receive an electronic W-2 or W-2c Form.



Step	Action
1.	Click the **My Pay** button. 
2.	Click the **W-2/W-2c Consent** link. 



Step	Action
3.	Click the scrollbar to view all the content within the description box. 
4.	To receive your W-2 electronically, click the checkbox '**Check here to indicate your consent to receive electronic W-2 and W-2c forms**'. **Note:** You may also uncheck the box to remove consent. 
5.	Click the **Submit** button. 
6.	Click in the **Password** field. 

Step	Action
7.	Enter your password (the same password that you logged in with) into the **Password** field. In this example enter "**P@$$w0rd**".
8.	Click the **Continue** button. 
9.	Congratulations! You have successfully completed this lesson. **End of Procedure.**

Glossary

ESS

ESS stands for Employee Self Service.

MSS

MSS stands for Manager Self Service.

SetID

SetID is a core value for each agency; it identifies the data-set for that particular agency. A SetID always begins with the letters "TX" followed by the Agency Number (*e.g.*, TX304).

Worklist

A Worklist is an organized list of items which require your attention (*e.g.*, approval of one-time merit pay). The system automatically routes an item to the appropriate manager's (or supervisor's) worklist.