











AM001.02.03: Verifying Time Reporter Set Up

Step	Action
1.	On the Manager Self Service page, click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the Time and Labor menu. 
4.	Click the Enroll Time Reporters menu. 
5.	Click the Maintain Time Reporter Data menu. 
6.	Populate the Empl ID field. Empl ID <input type="text" value="begins with"/> <input type="text"/>
7.	Then, click the Search button. 
8.	Select the desired employee from the listing. 



Step	Action
9.	<p>Review the Workgroup assigned to the employee.</p> <p>NOTE: The Workgroup value reflects the following smartcoding: Digits 1-2: Institution Code Digits 3-4: Employee Type (EX = Exempt; HR = Hourly; EH = Exception Hourly) Digit 5: Reg/Temp (R or T); Digits 6-8: Category (10F = 10 Month Exempt Faculty; 10S = 10 Month Exempt Staff; 12M Exempt employee; OVT = Overtime Only; CMP = CompTime and Overtime;)</p>
10.	<p>Validate the Time Reporter Type assigned to the employee.</p> <p>Time Reporter Type Elapsed Time Reporter ▼</p>
11.	<p>Based on the 3rd & 4th digits of the Workgroup (EX), the Time Reporter Type setting (Elapsed Time Reporter) is correct for the new employee.</p> <p>NOTE: Elapsed Time Reporter Type applies to the EX Employee Type; Punch Time Reporter Type applies to the HR and EH Employee Types.</p> <p>Elapsed Time Reporter</p>
12.	<p>If changes are made during the review, remember to click the Save button.</p> <p> Save</p>
13.	<p>You have successfully completed the Verifying Time Reporter Data Set Up topic.</p> <p>End of Procedure.</p>