











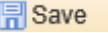
### TL002.01: Verifying Time Reporter Set Up

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



Step	Action
9.	<p>Validate the <b>Workgroup</b> assigned to the employee and make any needed updates.</p> <p><b>NOTE:</b> The Workgroup value reflects the following smartcoding:  <b>Digits 1-2:</b> Institution Code  <b>Digits 3-4:</b> Employee Type (EX = Exempt; HR = Hourly; EH = Exception Hourly)  <b>Digit 5:</b> Reg/Temp (R or T);  <b>Digits 6-8:</b> 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 <b>Time Reporter Type</b> assigned to the employee and make any needed updates.</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>Time Reporter Type <input type="text" value="Elapsed Time Reporter"/></p>
11.	<p>Validate the <b>Time Template</b> fields are populated and make any needed updates.</p> <p>NOTE: Although the employee will only use one of the defined time templates (elapsed or punch), <u>both</u> fields should be populated for all employees.</p> <p>Elapsed Time Template <input type="text" value="00EE_ELPSD"/></p> <p>Punch Time Template <input type="text" value="00EE_PUNCH"/></p>
12.	<p>Validate the <b>Taskgroup</b> field is populated and make any needed updates.</p> <p>*Taskgroup <input type="text" value="PSNONCATSK"/></p>
13.	<p>Validate the <b>Time &amp; Absence Approver</b> information and make any needed updates.</p> <p>Time &amp; Absence Approver <input type="text" value="0091043"/></p>
14.	<p>Validate the <b>Send to Payroll</b> checkbox is enabled and make any needed updates.</p> <p>Payroll <input type="text"/></p> <p><input checked="" type="checkbox"/> Send Time to Payroll</p>



Step	Action
15.	Validate the <b>Commitment Accounting</b> checkboxes are enabled and make any needed updates. 
16.	If changes are made during the review, remember to click the <b>Save</b> button. 
17.	You have successfully completed the <b>Verifying Time Reporter Set Up</b> topic. <b>End of Procedure.</b>