

**Training materials**  
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## Training materials

### Training materials

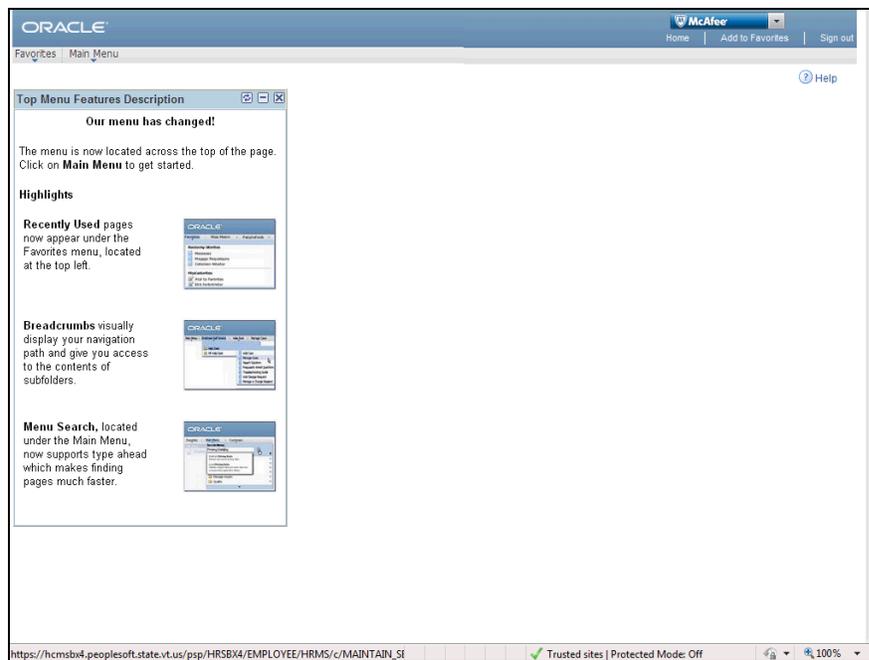
#### Time Entry

#### ESS - Time Sheet Overview

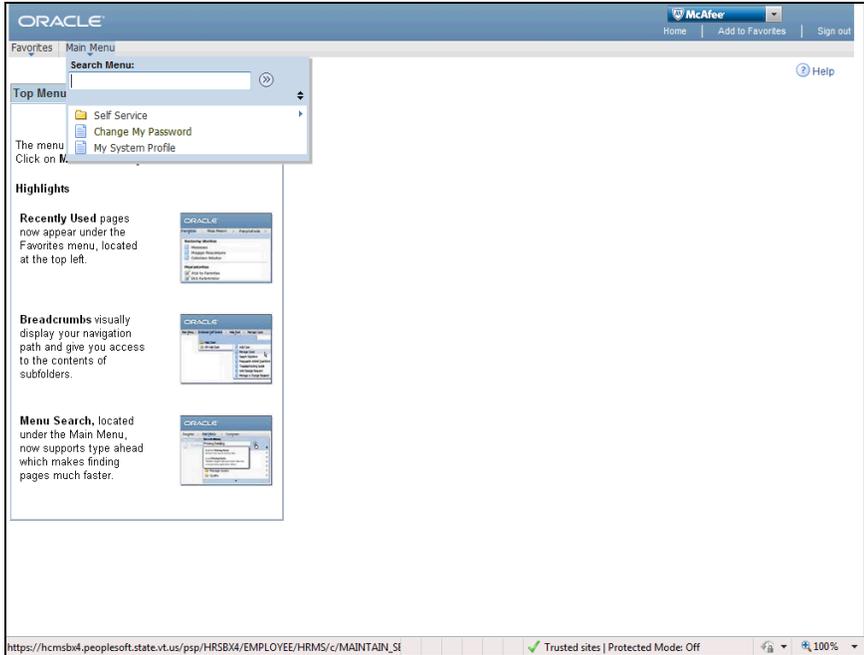
#### Procedure

This tutorial will show how to navigate your timesheet.

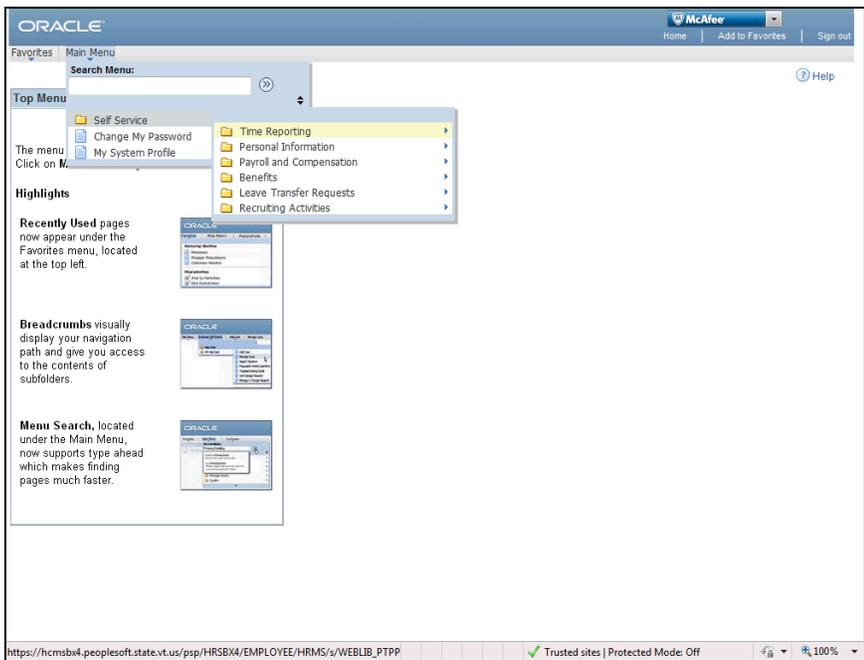
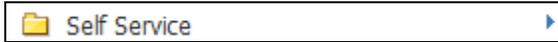
Approximate time to complete topic: **Less than 5 minutes**

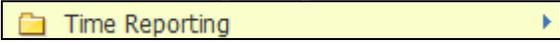


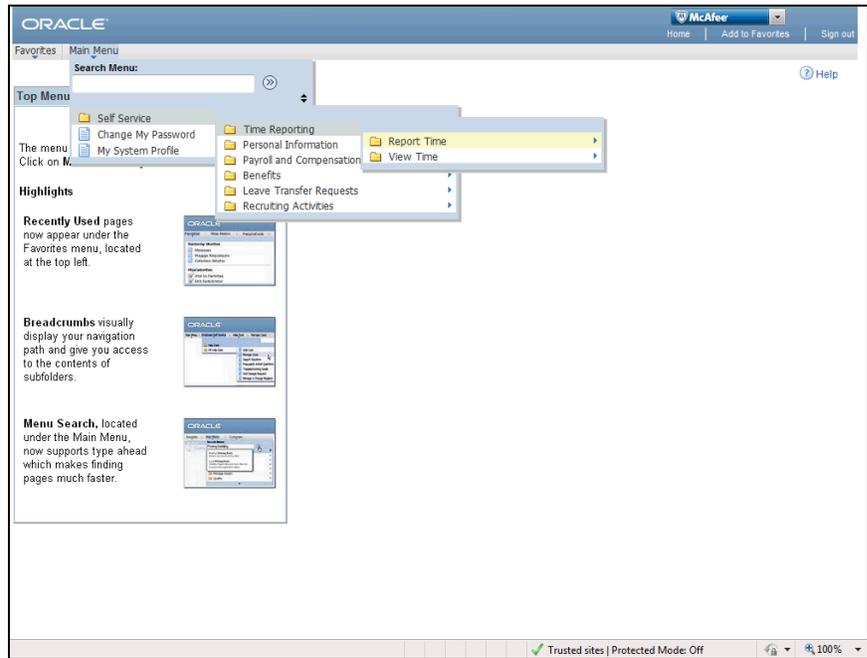
Step	Action
1.	Click the <b>Main Menu</b> button. 



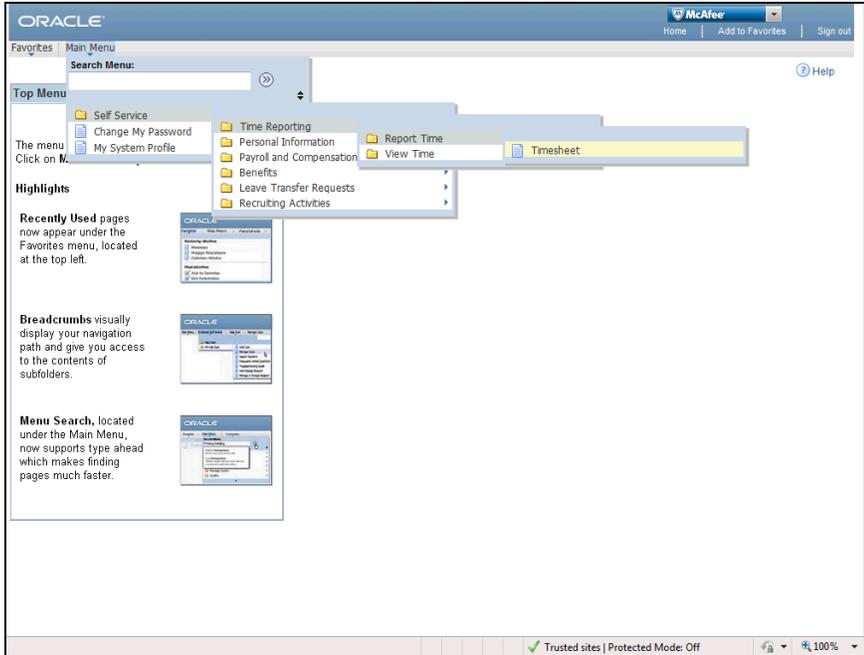
Step	Action
2.	Click the <b>Self Service</b> menu.



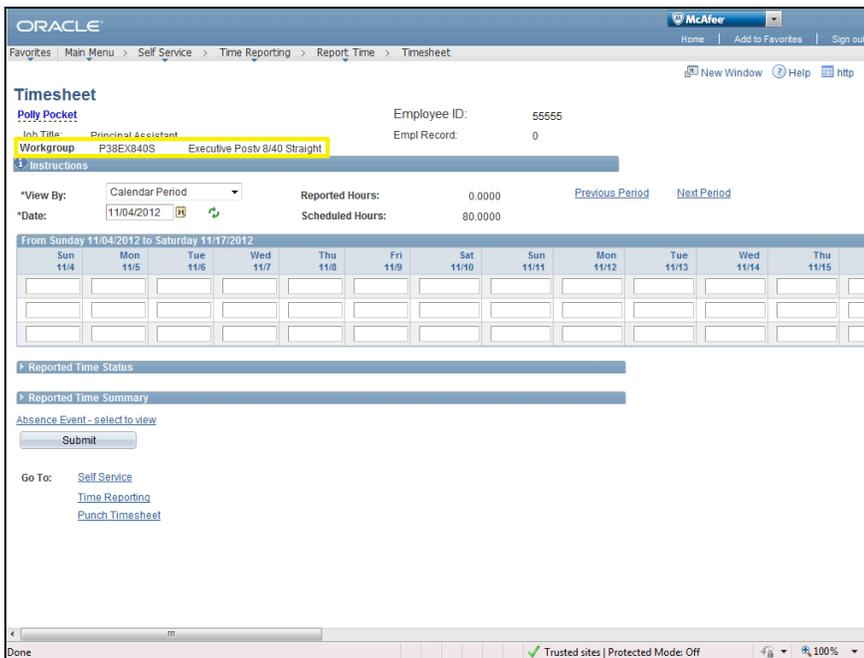
Step	Action
3.	Click the <b>Time Reporting</b> menu. 



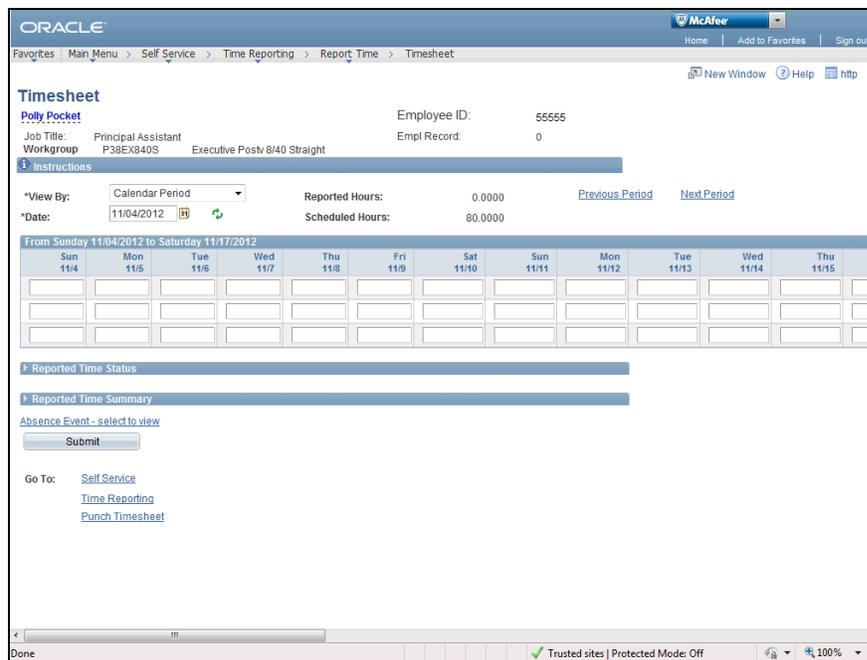
Step	Action
4.	Click the <b>Report Time</b> menu. 



Step	Action
5.	Click the <b>Timesheet</b> menu. 



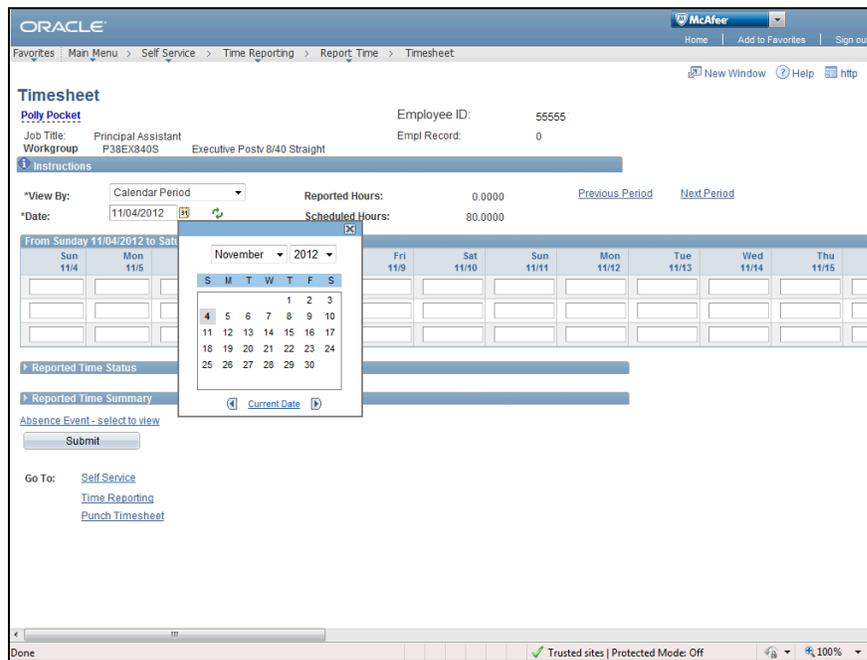
Step	Action
6.	<p>Your workgroup will be displayed on your time sheet.</p> <p><b>Workgroup Example P11EX840P</b></p> <p>P = Positive Reporter E-Exception Reporter            11 = Overtime category (see applicable Collective Bargaining Agreement (<a href="http://humanresources.vermont.gov/services/labor/collective_bargaining_agreements">http://humanresources.vermont.gov/services/labor/collective_bargaining_agreements</a>))            EX = Executive Branch (Department)            8 = Daily limit (0, 10)            40 = Weekly limit, 80 = Biweekly limit            P = Premium overtime (1.5), S = Straight-time</p>



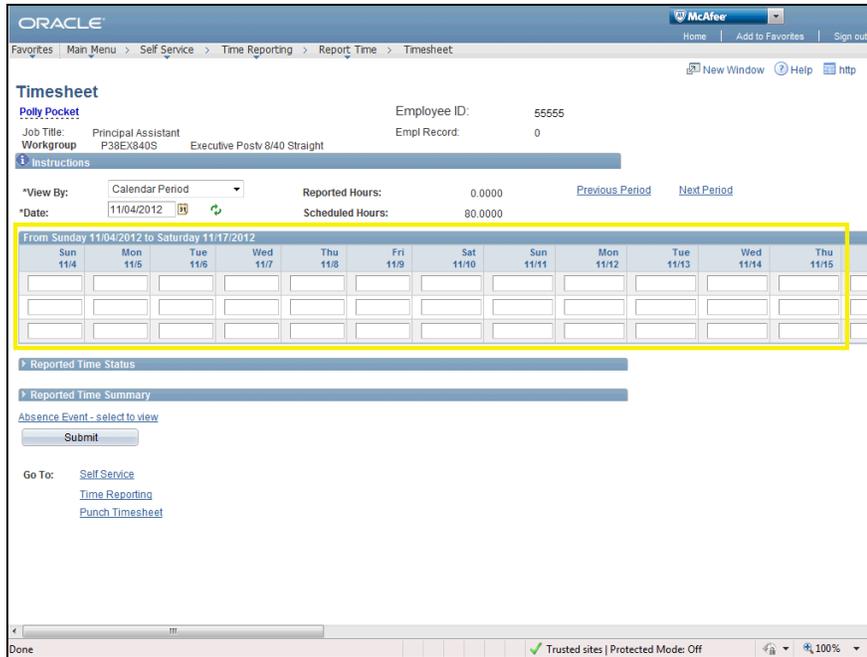
Step	Action
7.	<p>The default view of your timesheet will show the current two week pay period.</p> <p>Click the <b>View By</b> list if you want to select something other than the current two weeks.</p> <p><input type="button" value="▼"/></p>

Step	Action
8.	Click the <b>Calendar Period</b> list item. <input type="text" value="Calendar Period"/>

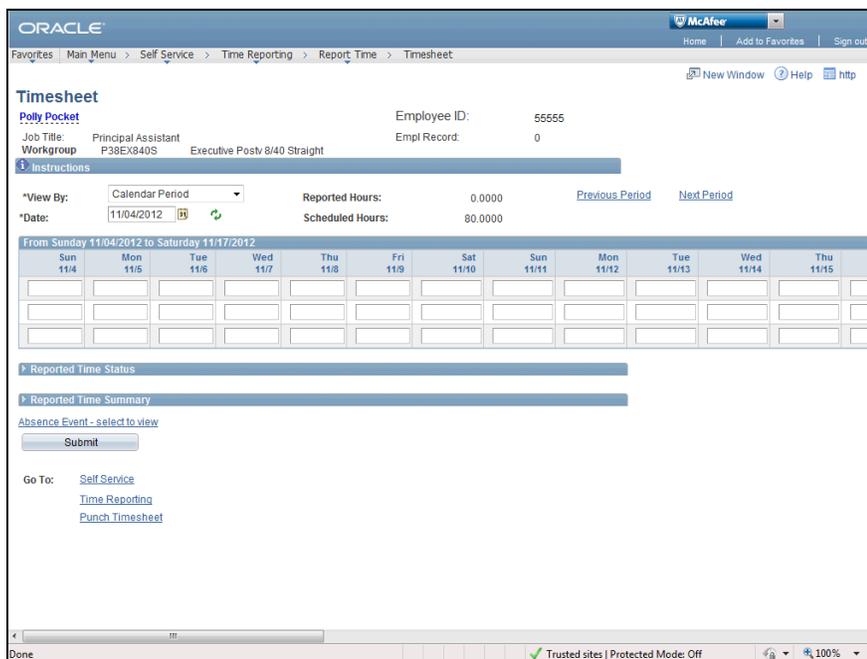
Step	Action
9.	The default date is for the current pay period. If you want a different date, click on the <b>Date</b> button. 



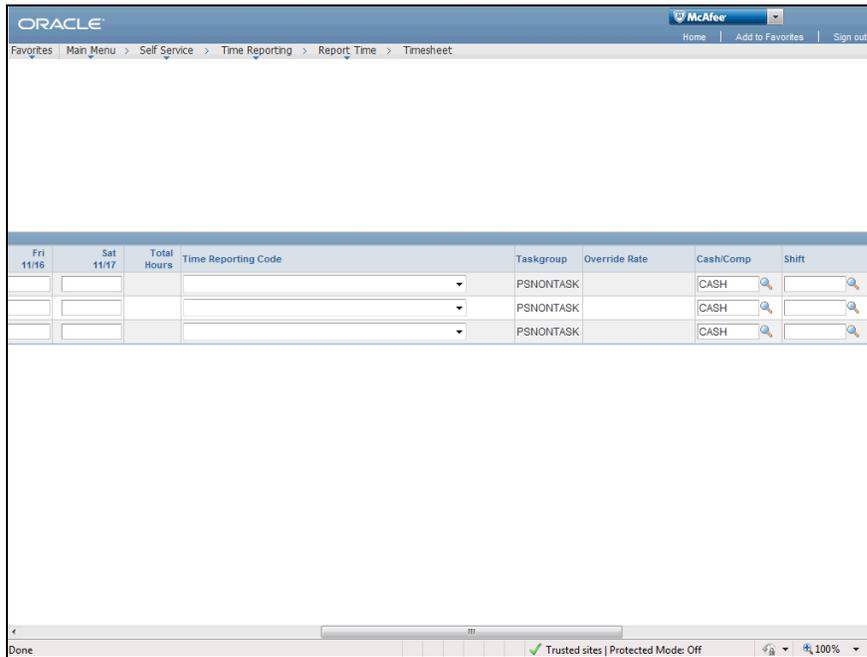
Step	Action
10.	Click the desired date if other than current. 



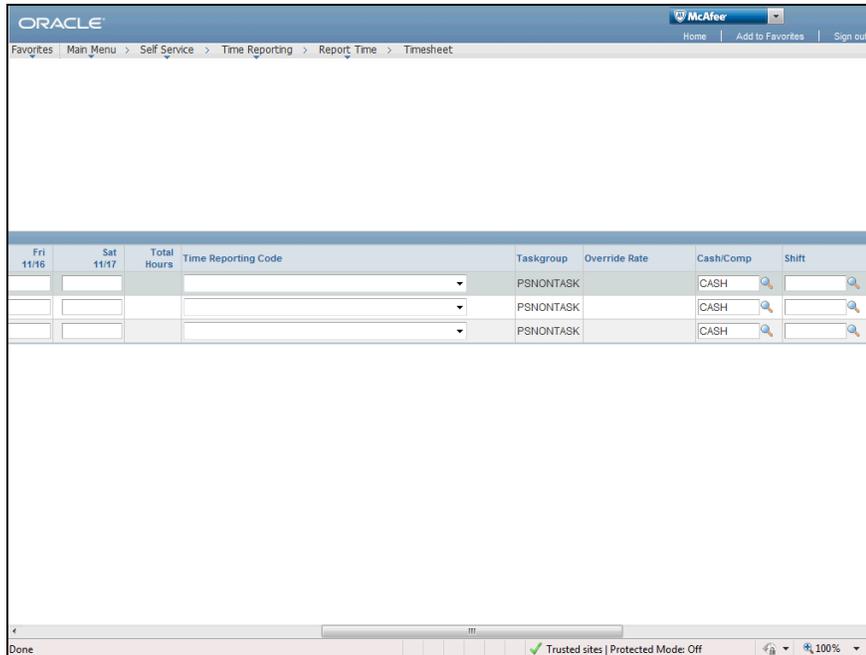
Step	Action
11.	These are the time boxes where you will enter your hours. It works and looks a lot like an Excel spreadsheet.



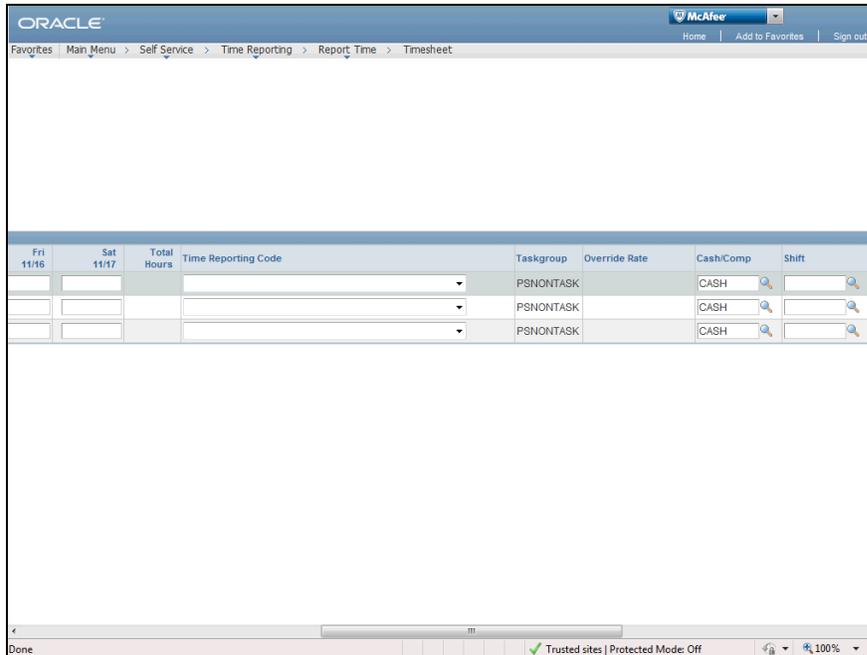
Step	Action
12.	Move right to continue.  Click the scrollbar.



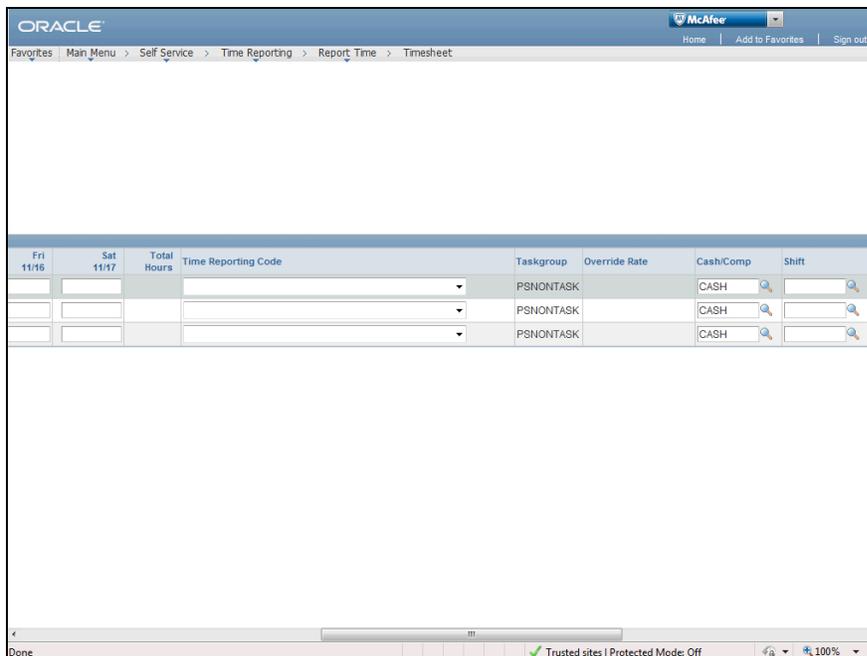
Step	Action
13.	You will use Time Reporting Codes (TRC) to enter your time instead of Time Report Earnings Codes.  Refer to the "Time Entry Using TRC" tutorial for more details.



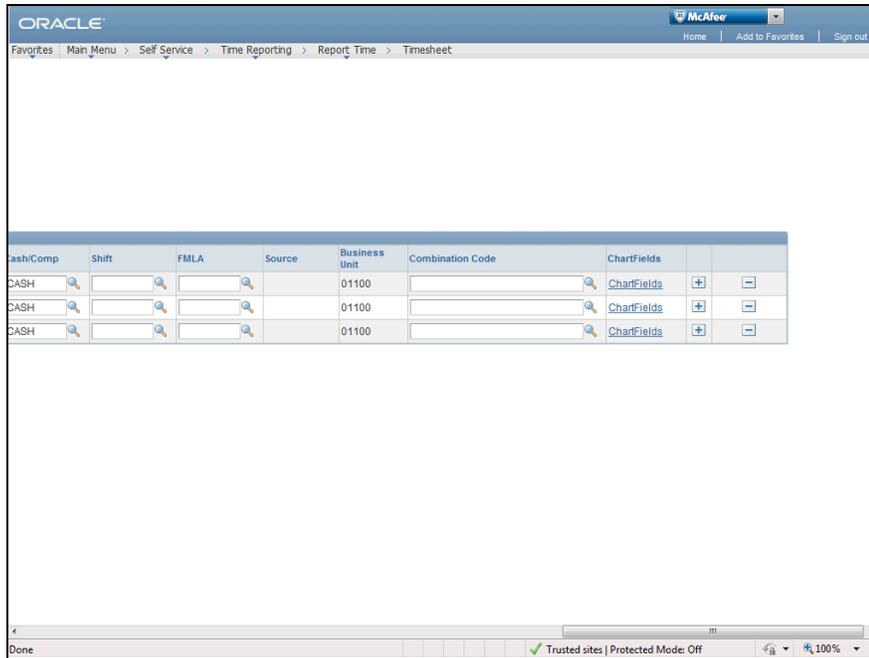
Step	Action
14.	<p>If you work overtime, you need to specify whether you will receive cash or compensatory time for your overtime hours.</p> <p>CASH is the system default.</p> <p>Refer to the "Time Entry Using Cash/Compensatory" tutorial for more details.</p>



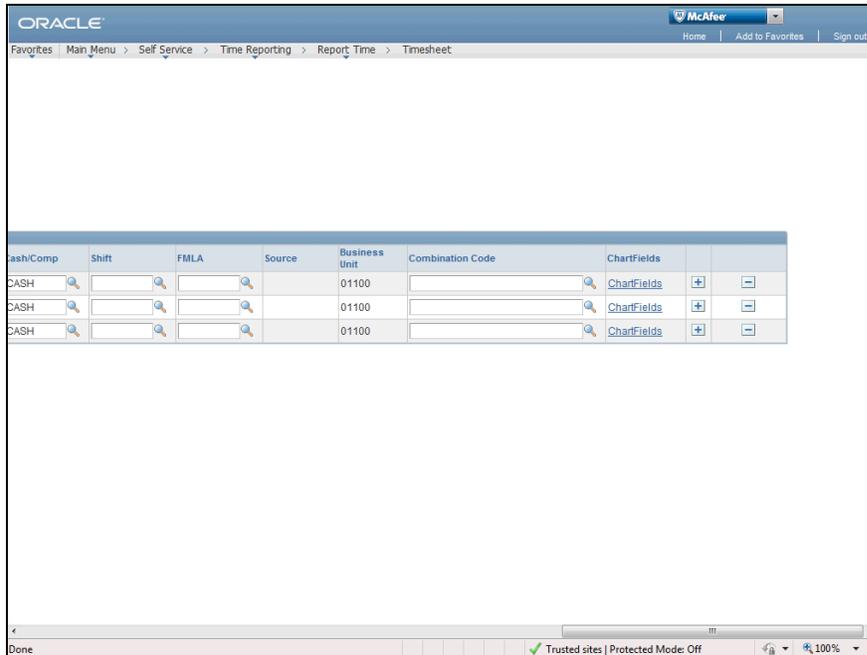
Step	Action
15.	<p><u>Shift</u> is where you specify the shift you worked.</p> <p>The system defaults to <b>'First shift, Weekdays'</b> which is shown as a blank field.</p> <p>Refer to the "Time Entry Using Shift" tutorial for more details.</p>



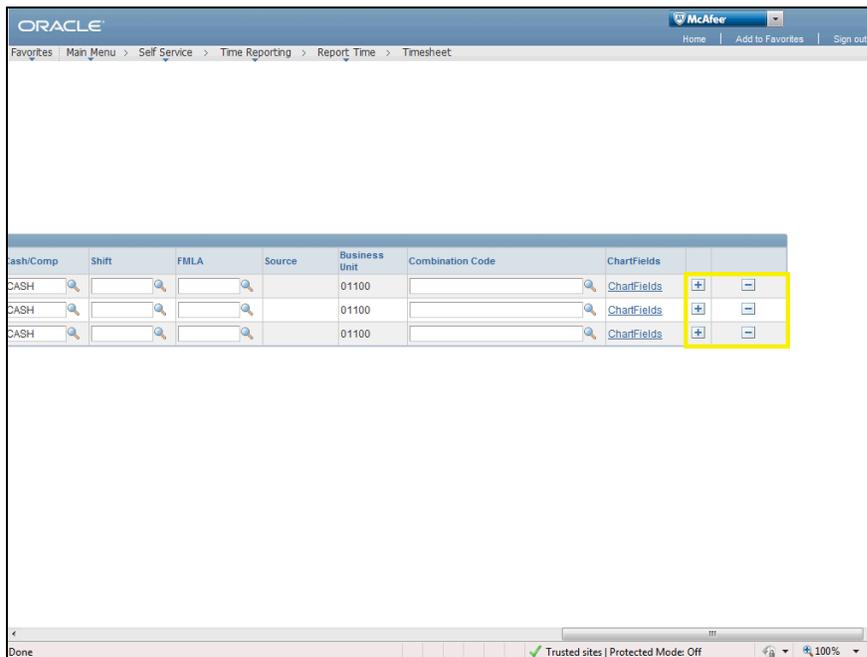
Step	Action
16.	<p>Move right to continue.</p> <p>Click the scrollbar.</p> 



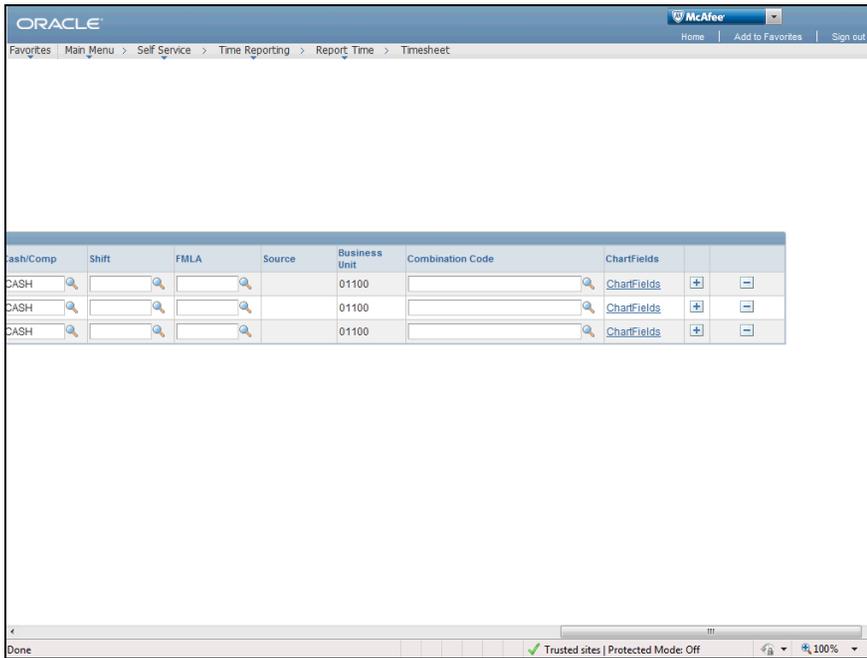
Step	Action
17.	<p>Here you may enter a Combination Code, if applicable, to charge your time to a funding source.</p> <p>Refer to the "Time Entry Using Combination Codes" tutorial for more details.</p>



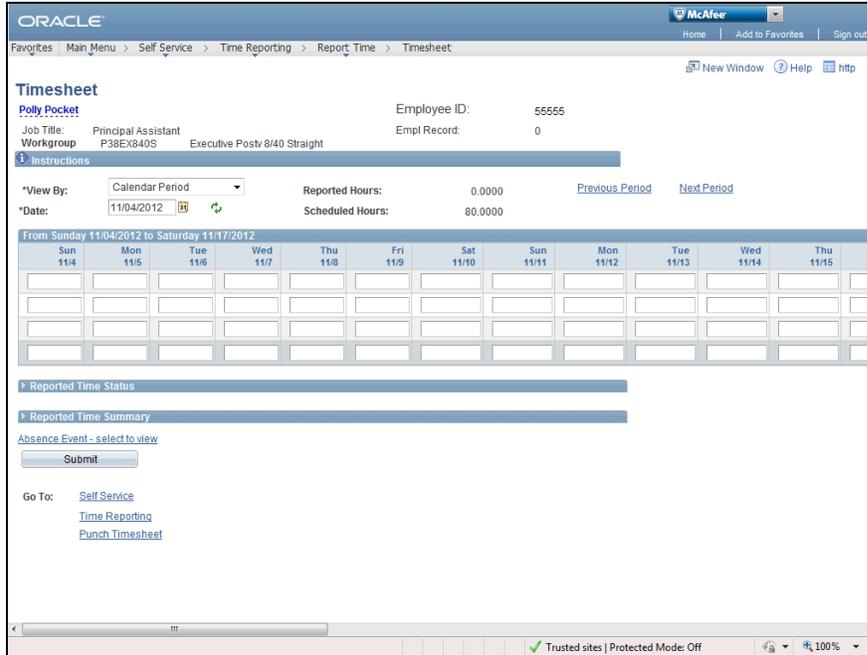
Step	Action
18.	Here you can look up a Combination Code using ChartField information. Refer to the "Time Entry Using ChartFields" tutorial for more details.



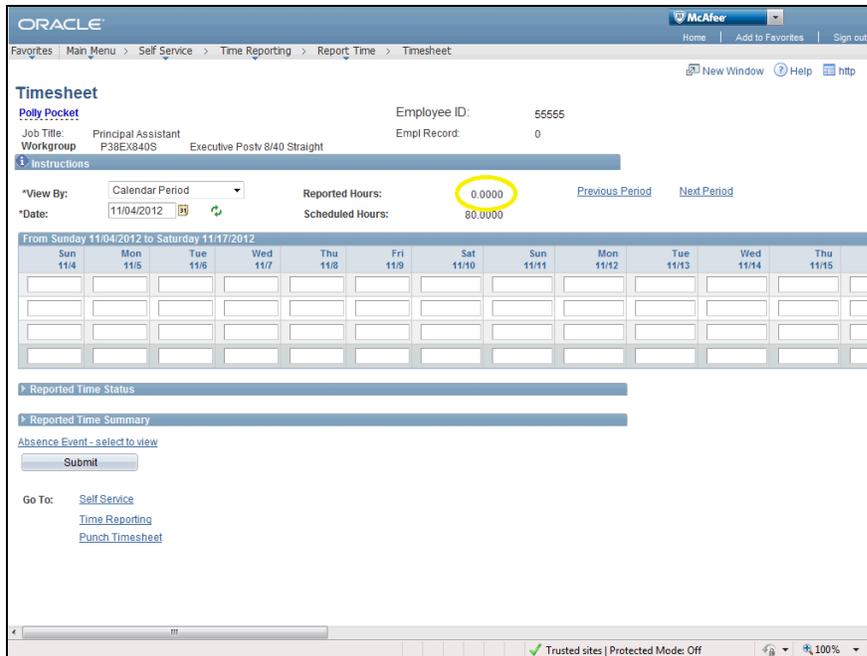
Step	Action
19.	Timesheets automatically provide 3 rows for time entry. You can add or delete as follows: <b>ADD</b> a row, click the "+" sign. <b>DELETE</b> a row, click the "-" sign.



Step	Action
20.	Click the "+" box to ADD a new row.  VTHR will automatically take you all the way back to the left of the Timesheet. 



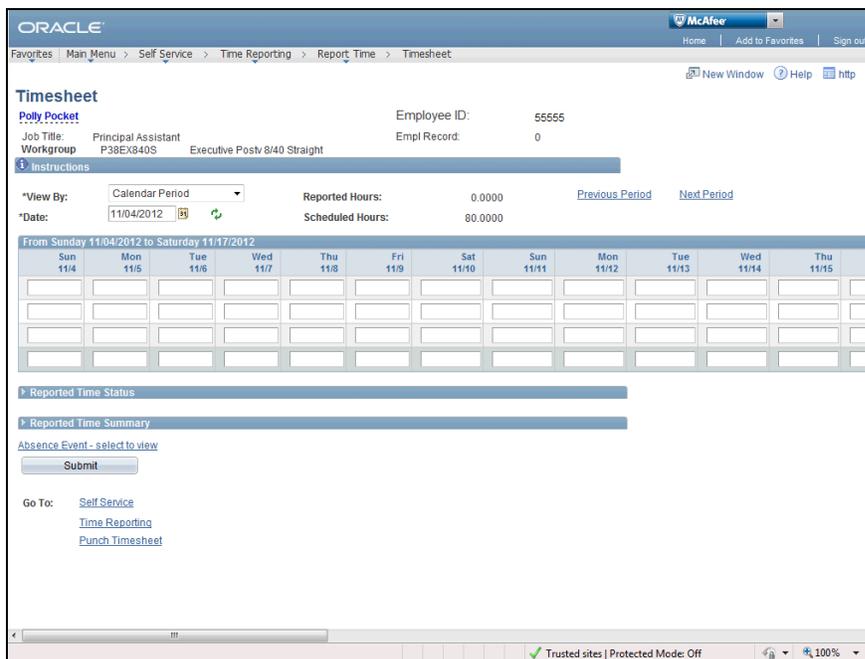
Step	Action
21.	As you can see, there are now 4 rows.



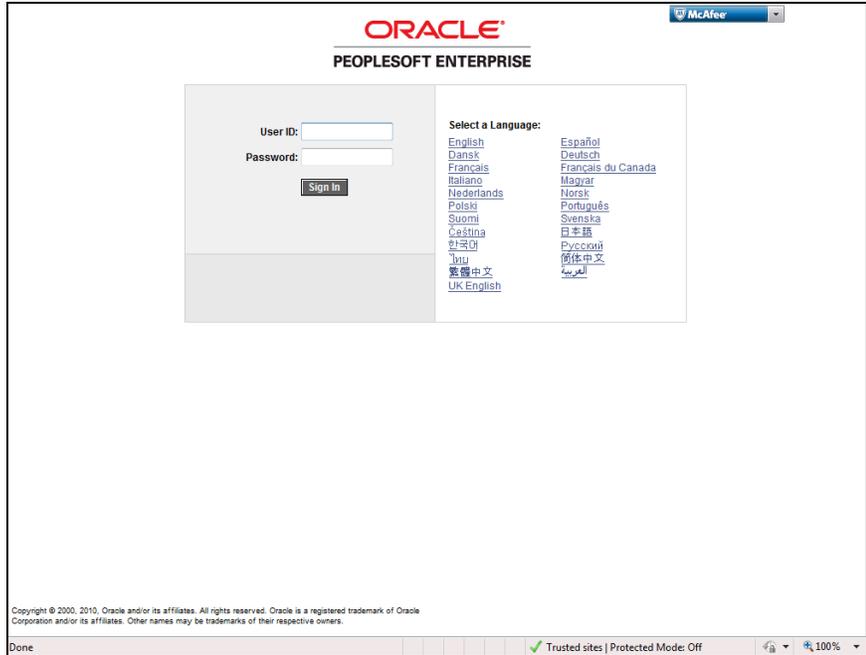
Step	Action
22.	Your total hours that you entered will display. This is a good way to check that you entered enough hours.

Step	Action
23.	You can review other timesheets.

Step	Action
24.	<p>The submit button is a "submit your timesheet" and also "save your timesheet" button.</p> <p>Your department will communicate best practices for entering your time. The system will allow you to submit your time each day before the time entry deadline for payroll processing. You can also make changes to your time sheet any time before the deadline for time entry.</p> <p>If you <b>do not</b> submit your time and sign out of VTHR your timesheet will not be saved.</p>



Step	Action
25.	<p>When you have completed your transaction, you can select the VTHR "Main Menu" for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the <b>Sign out</b> link.</p> <p><b>Sign out</b></p>



Step	Action
26.	You know now how to navigate your timesheet <b>End of Procedure.</b>

### **ESS - Chart Fields**

Use the **Timesheet** page to report time and task details for a day, week, or time period for either punch or elapsed time reporters. Also use this page to view all employees' time whether they need approval or not.

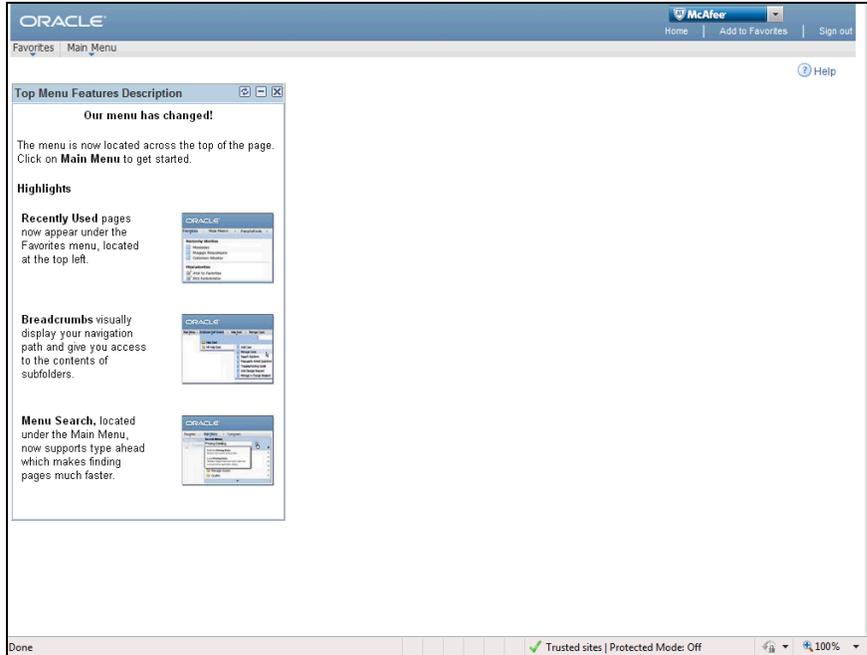
In this topic, you are going to enter time for two employees. One requires a punch time entry for a single day in the week, and the other requires an elapsed time entry for the entire week.

#### **Procedure**

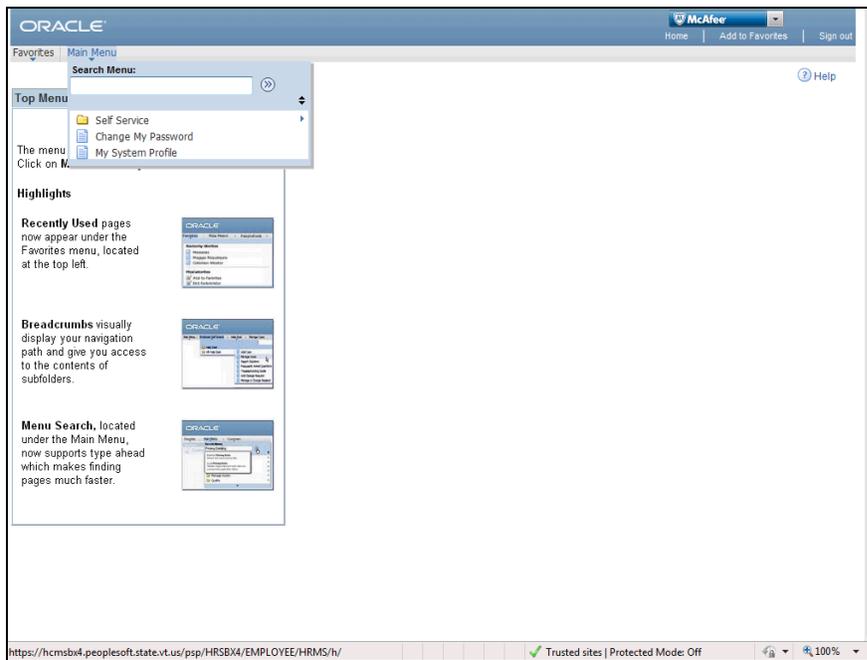
This tutorial will show how to enter hours using Chart Fields to look up combination codes.

Combination Codes are used to charge time to specific funding sources. If you are required to use such codes, you will be provided with the details of the applicable codes and purposes by your Department's business office.

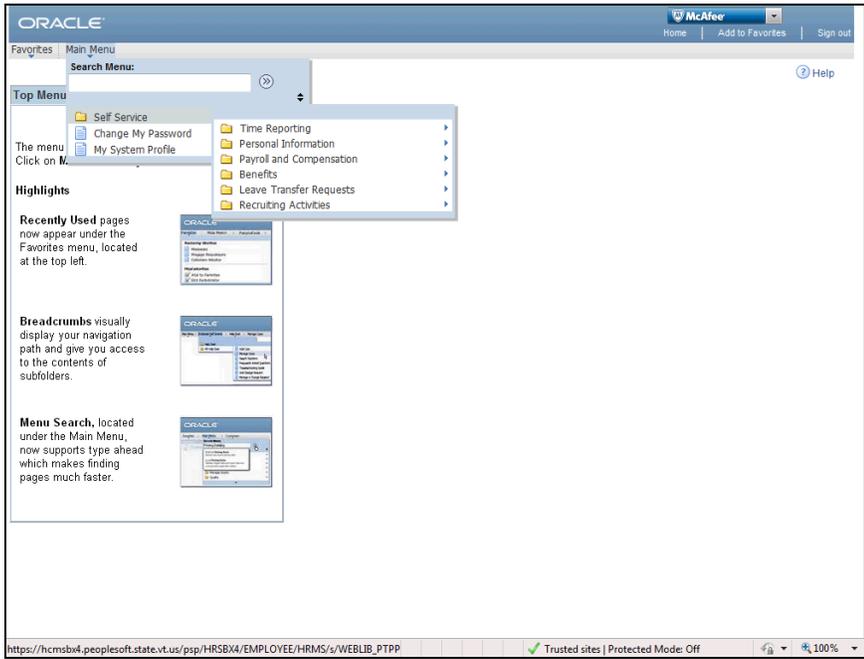
Approximate time to complete topic: **5-10 minutes**



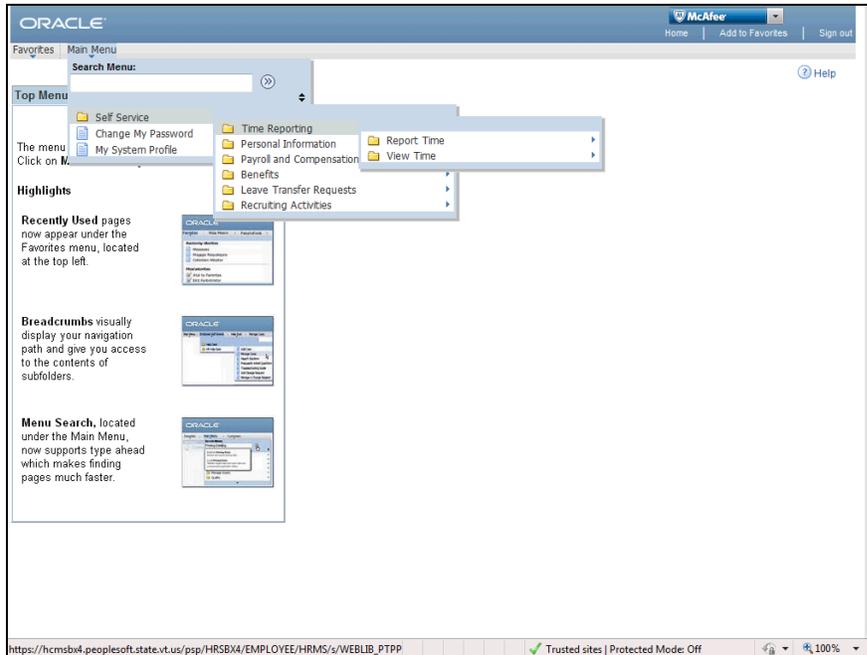
Step	Action
1.	Click the <b>Main Menu</b> button. 

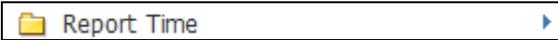


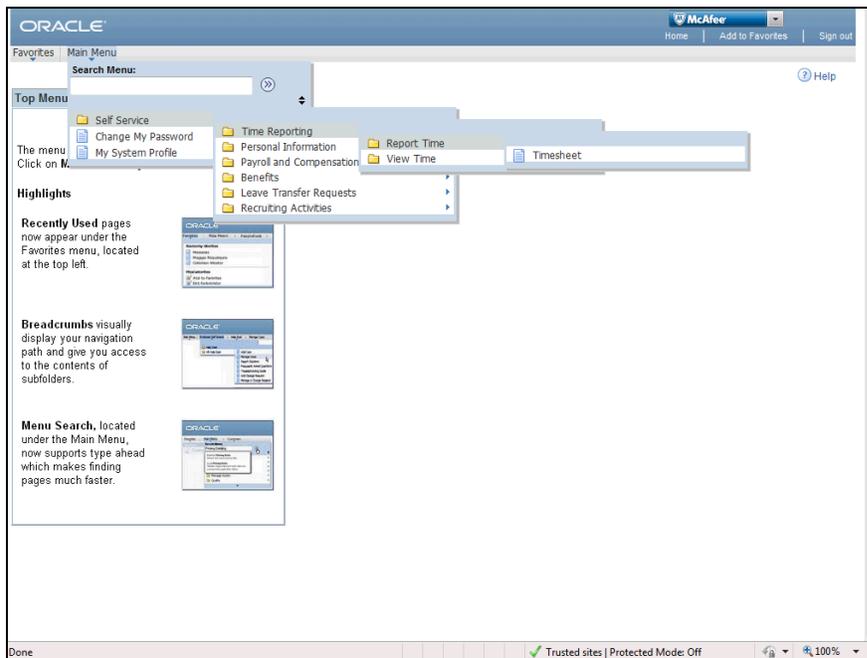
Step	Action
2.	Click the <b>Self Service</b> menu. 

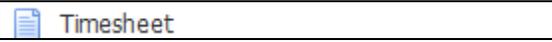


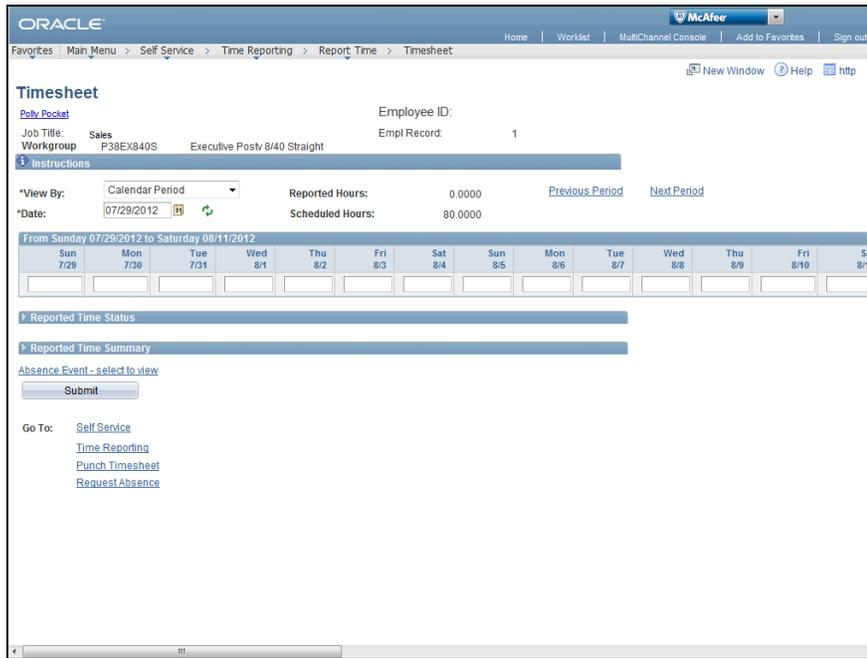
Step	Action
3.	Click the <b>Time Reporting</b> menu. 



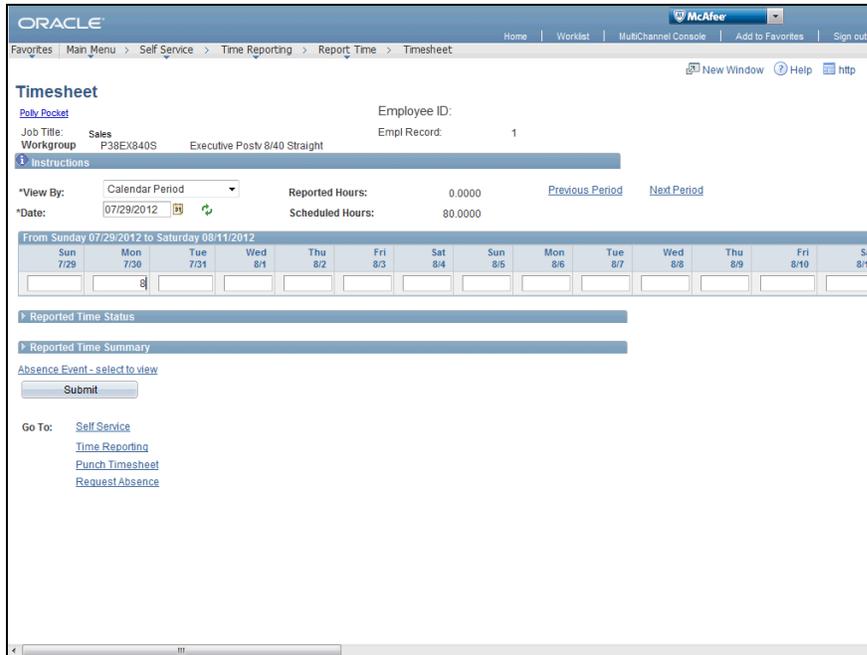
Step	Action
4.	Click the <b>Report Time</b> menu. 



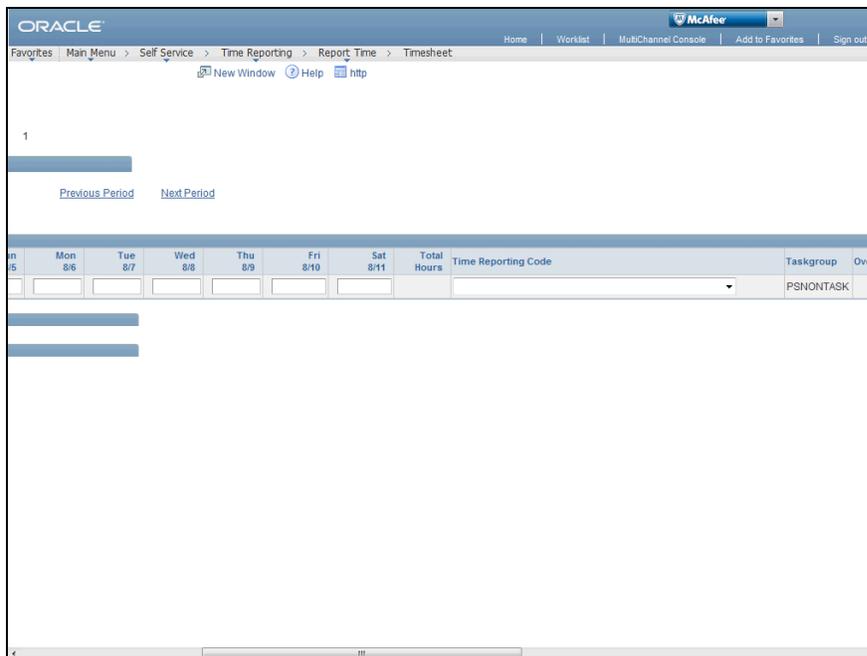
Step	Action
5.	Click the <b>Timesheet</b> menu. 



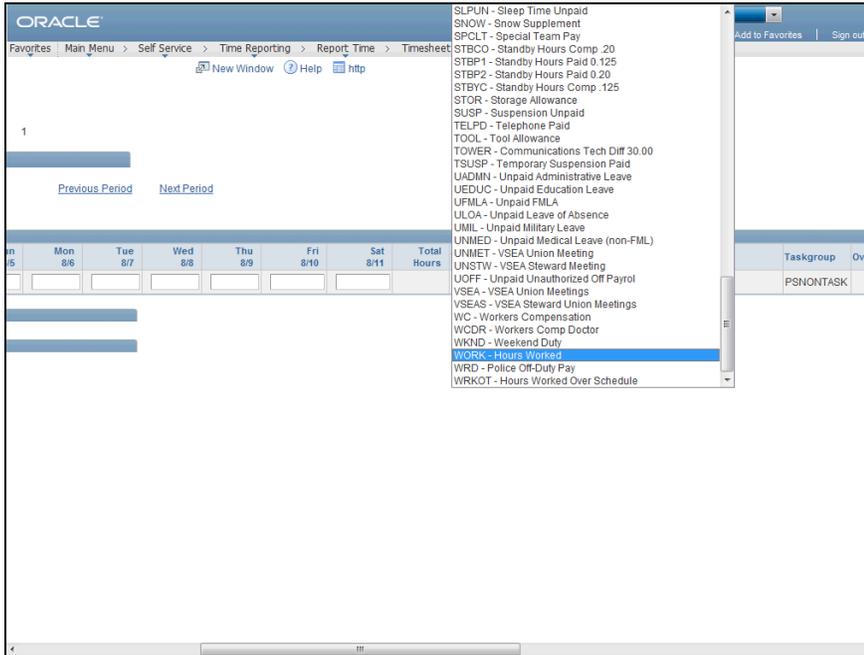
Step	Action
6.	Enter the desired information into the <b>Mon 7/30</b> field. Enter a value of " <b>8</b> ".



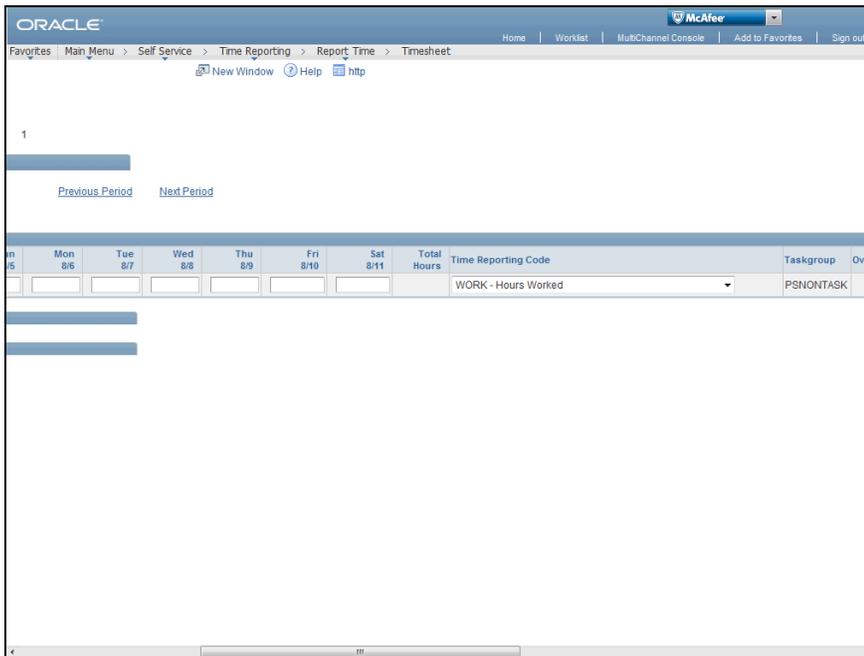
Step	Action
7.	Click the scrollbar.



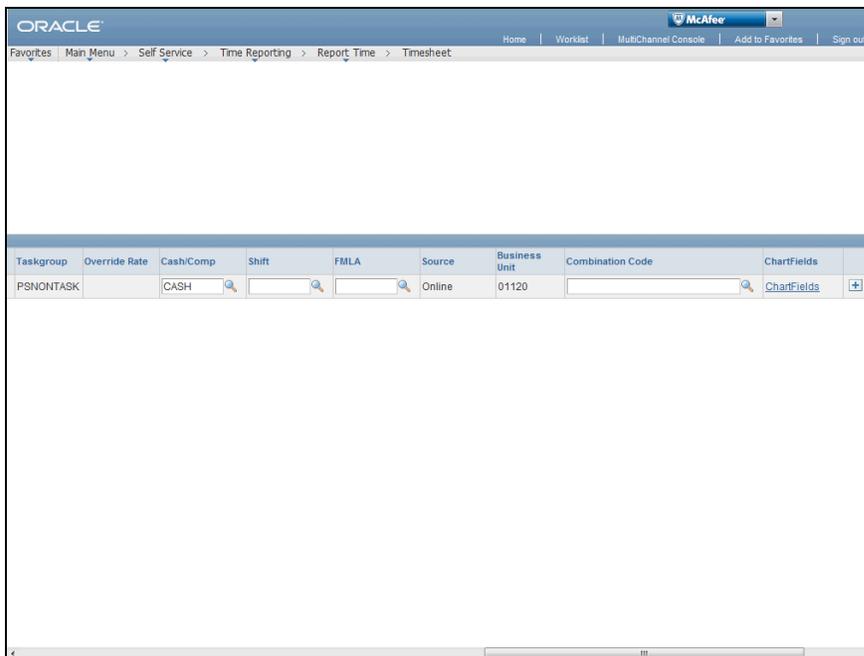
Step	Action
8.	Click the <b>Time Reporting Code</b> list. 



Step	Action
9.	Select the <b>WORK- Hours Worked</b> list item. <div style="border: 1px solid black; background-color: #0070C0; color: white; padding: 2px; display: inline-block;">WORK - Hours Worked</div>



Step	Action
10.	Click the scrollbar.



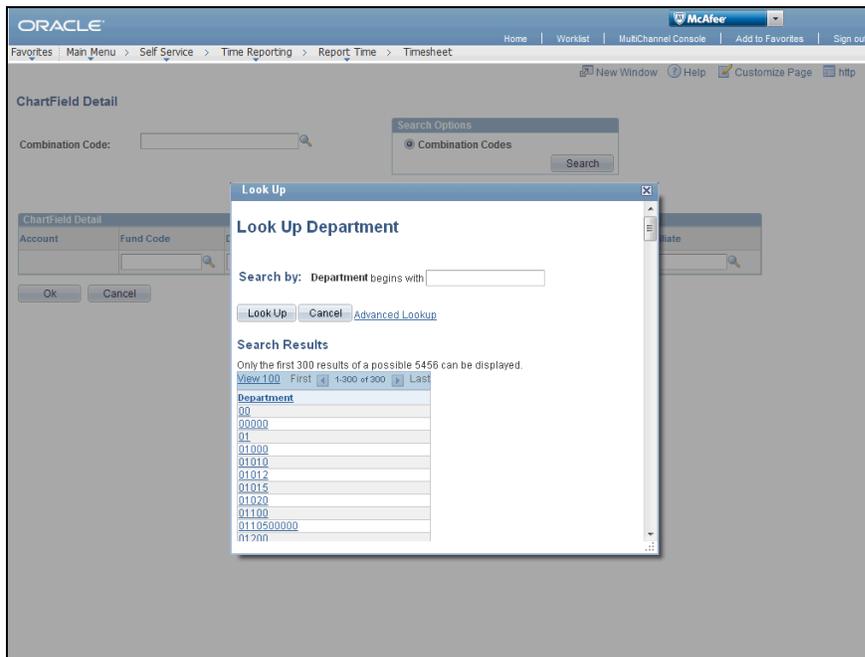
Step	Action
11.	<p>We are going to search using ChartFields.</p> <p>Click the <b>ChartFields</b> link.</p> <p><a href="#">ChartFields</a></p>

The screenshot shows the Oracle ChartField Detail search interface. At the top, there is a navigation bar with 'ORACLE' and 'McAfee' logos, and a breadcrumb trail: 'Home > Worklist > MultiChannel Console > Add to Favorites > Sign out'. Below this is a 'Favorites' bar with 'Main Menu > Self Service > Time Reporting > Report Time > Timesheet'. The main content area is titled 'ChartField Detail' and contains a 'Combination Code:' input field with a search icon. To the right is a 'Search Options' dialog box with a radio button selected for 'Combination Codes' and a 'Search' button. Below this is a table with columns: 'Account', 'Fund Code', 'Department', 'Program Code', 'Class Field', 'Project/Grant', and 'Affiliate'. Each column has a search icon. The 'Fund Code' column is highlighted with a yellow border. At the bottom are 'Ok' and 'Cancel' buttons.

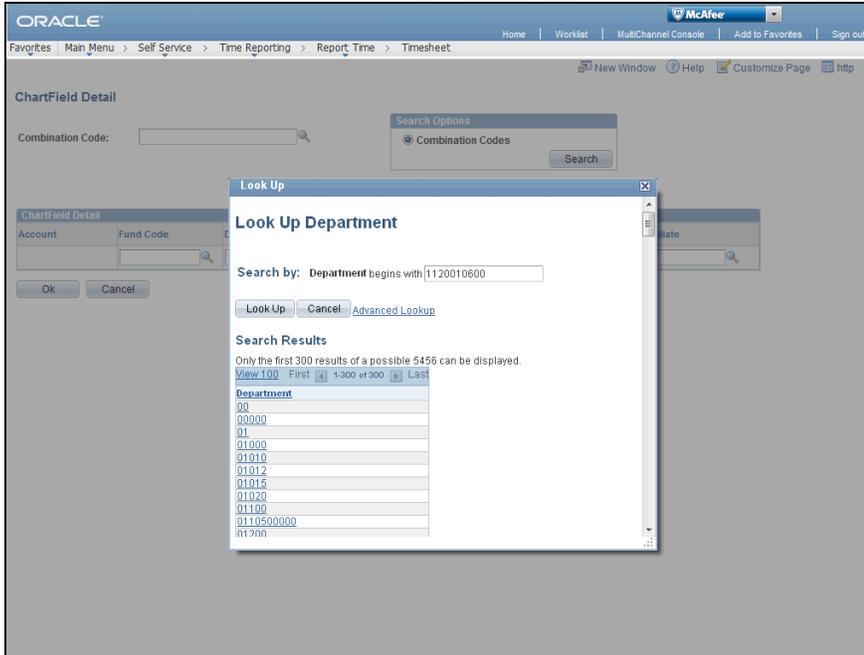
Step	Action
12.	You can search using any of these fields to get the a combination code that contains those elements.

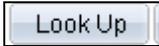
This screenshot is identical to the one above, showing the Oracle ChartField Detail search interface. It includes the same navigation bars, 'ChartField Detail' title, 'Combination Code:' input field, 'Search Options' dialog box (with 'Combination Codes' selected), and the search table with columns: 'Account', 'Fund Code', 'Department', 'Program Code', 'Class Field', 'Project/Grant', and 'Affiliate'. Each column has a search icon. At the bottom are 'Ok' and 'Cancel' buttons.

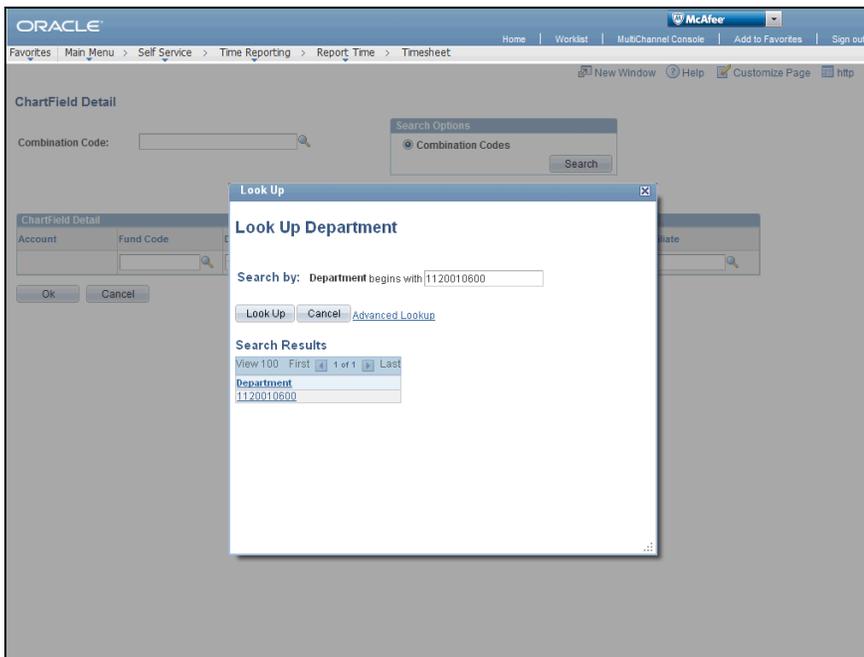
Step	Action
13.	<p>In this example we know what the department is.</p> <p>Click the <b>Department</b> button.</p> 



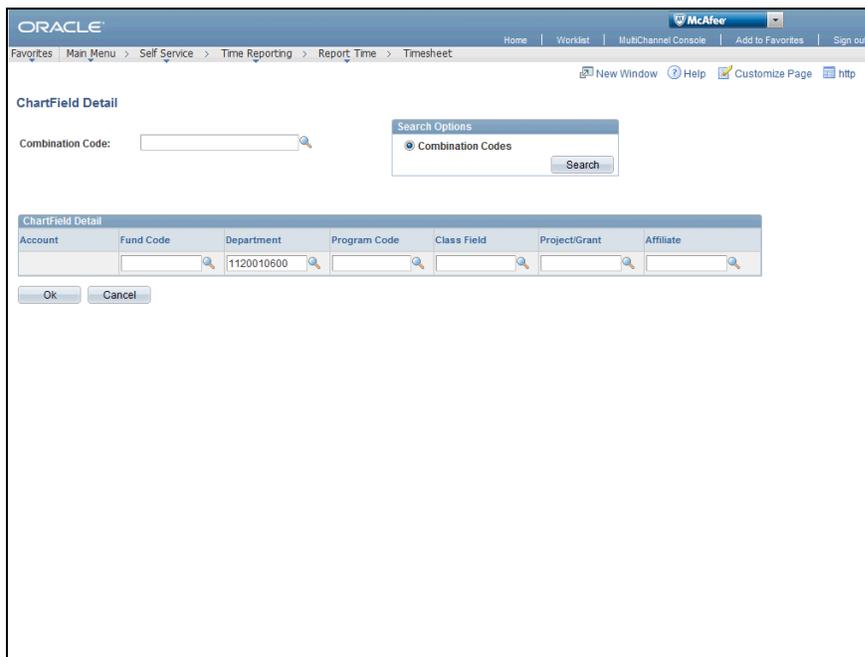
Step	Action
14.	<p>In this example we know the department number.</p> <p>Enter the desired information into the <b>Submit</b> field. Enter "<b>1120010600</b>".</p>

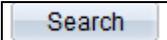


Step	Action
15.	Click the <b>Look Up</b> button. 



Step	Action
16.	Click the <b>1120010600</b> link. 



Step	Action
17.	Click the <b>Search</b> button. 

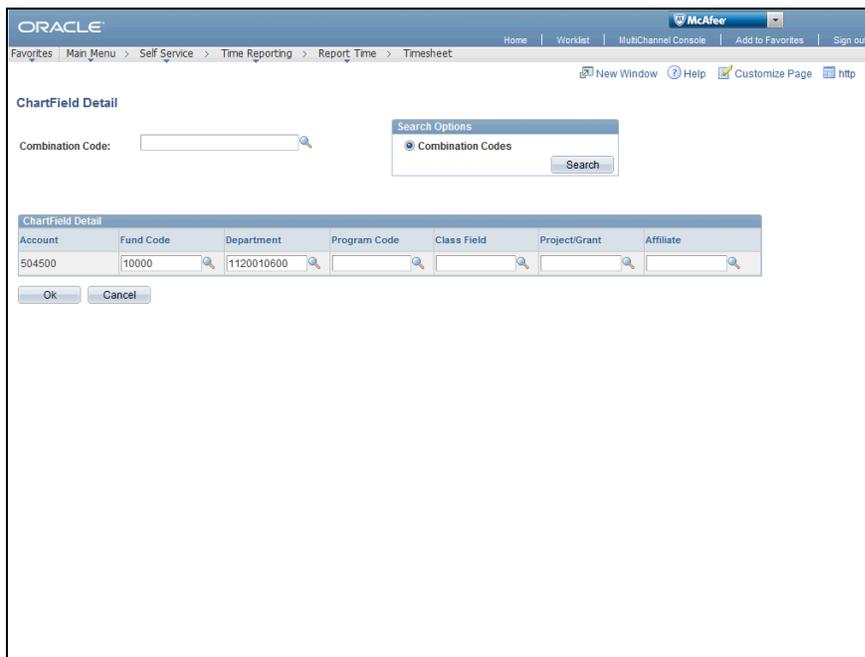
The screenshot shows the Oracle Timesheet application interface. At the top, there is a navigation bar with 'Home', 'Worklat', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet'. The main content area is titled 'Search Combination Codes'. It features a search form with a 'Combination Code' field and a search icon. Below the search form is a section titled 'Search by ChartFields' with several input fields: 'Account', 'Fund Code', 'Department' (containing '1120010600'), 'Program Code', 'Class Field', 'Project/Grant', and 'Affiliate'. Each field has a search icon. Below the search form are 'Search', 'Clear', and 'Cancel' buttons. The search results are displayed in a table with the following data:

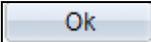
	Select	Combo Code	Account	Department	Project/Grant	Fund Code	Program Code	Class Field	Aff
1	Select	000022568	504500	1120010600		10000			
2	Select	000028092	500000	1120010600		10000			
3	Select	000030993	504000	1120010600		10000			
4	Select	000050018	502000	1120010600		10000			
5	Select	000106659	504510	1120010600		10000			
6	Select	000109938	504590	1120010600		10000			
7	Select	000112440	500060	1120010600		10000			
8	Select	000177460	500070	1120010600		10000			
9	Select	000185231	200002	1120010600		10000			

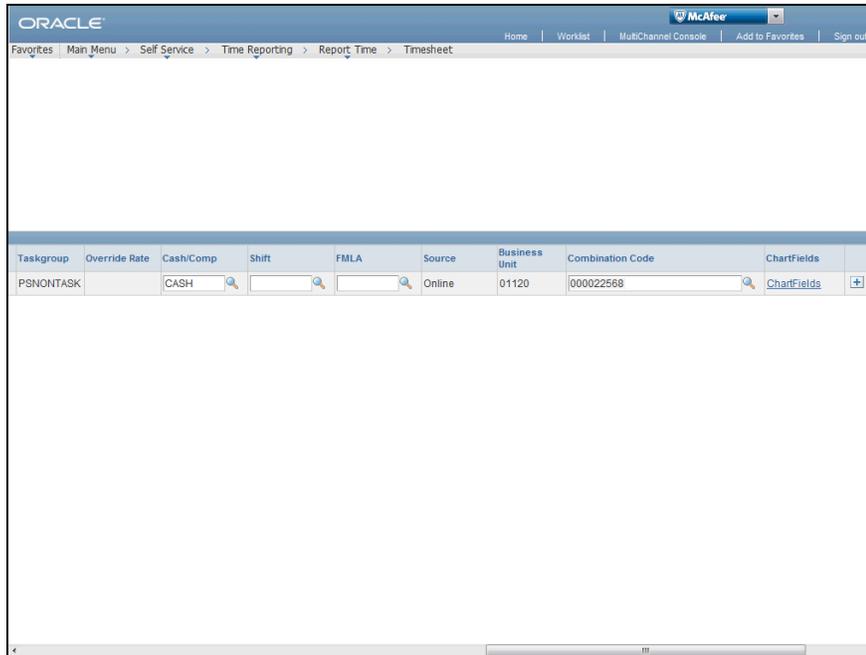
Step	Action
18.	This search has returned all combination codes that have the department number of 1120010600 in them.

This is a duplicate of the screenshot above, showing the Oracle Timesheet application interface with the same search results for combination codes where the Department is 1120010600.

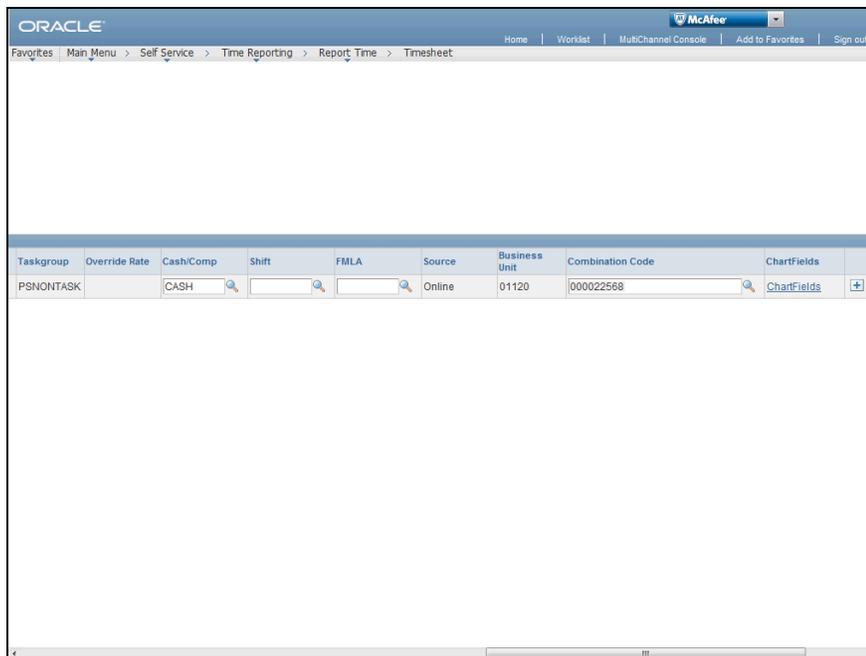
Step	Action
19.	Click the <b>Select</b> button. 



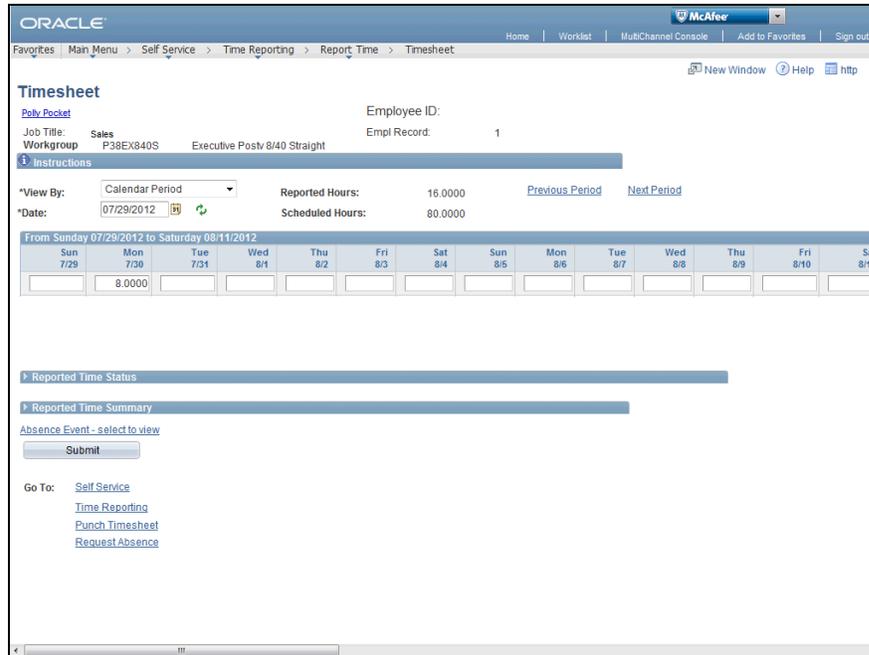
Step	Action
20.	Click the <b>Ok</b> button. 



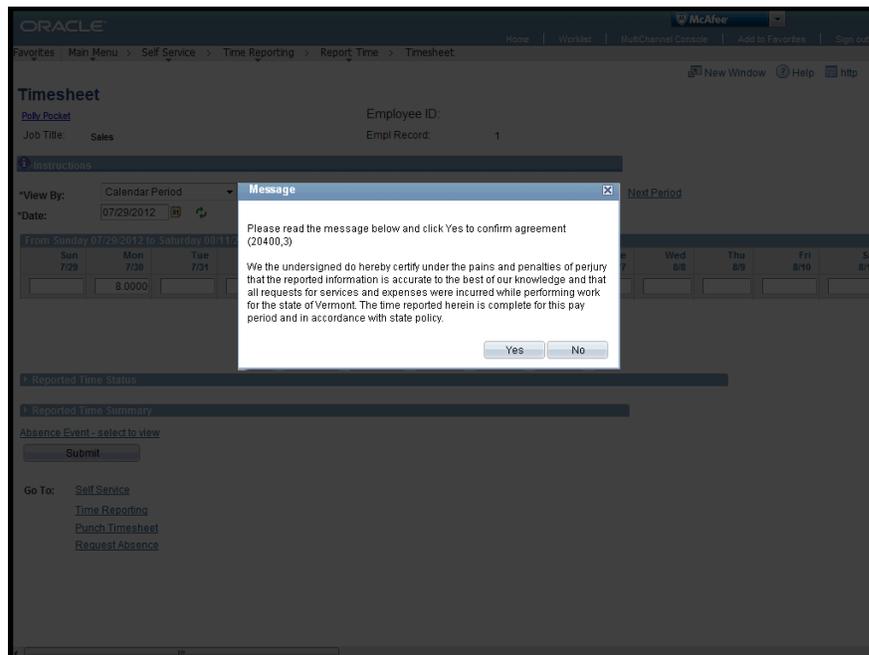
Step	Action
21.	We now have a combination code.



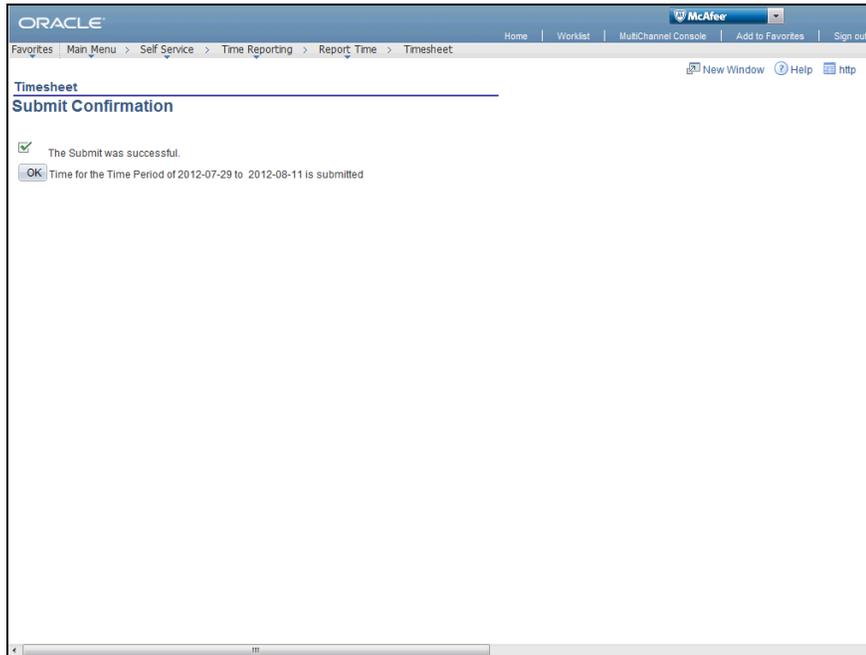
Step	Action
22.	Click the scrollbar box.



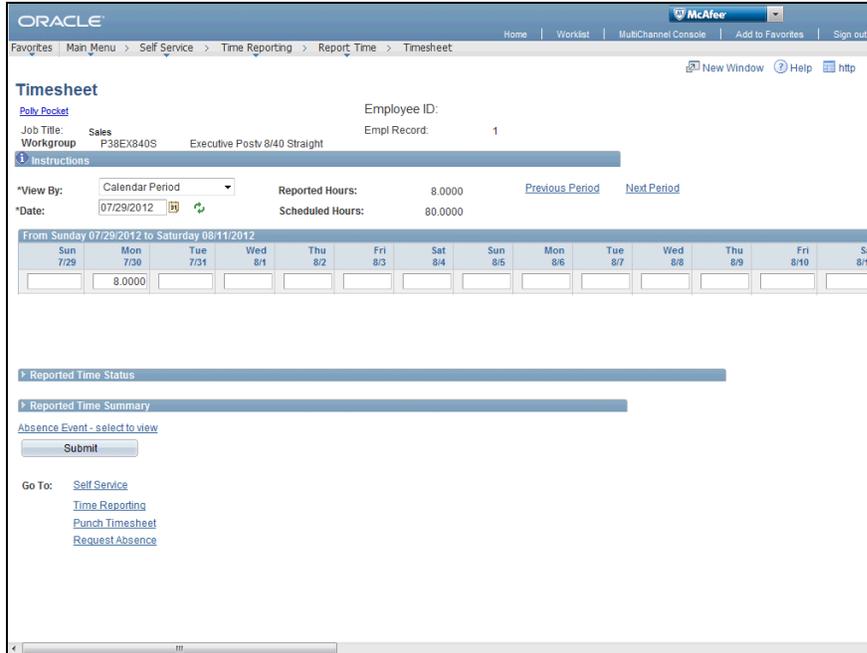
Step	Action
23.	Click the <b>Submit</b> button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Submit</div>



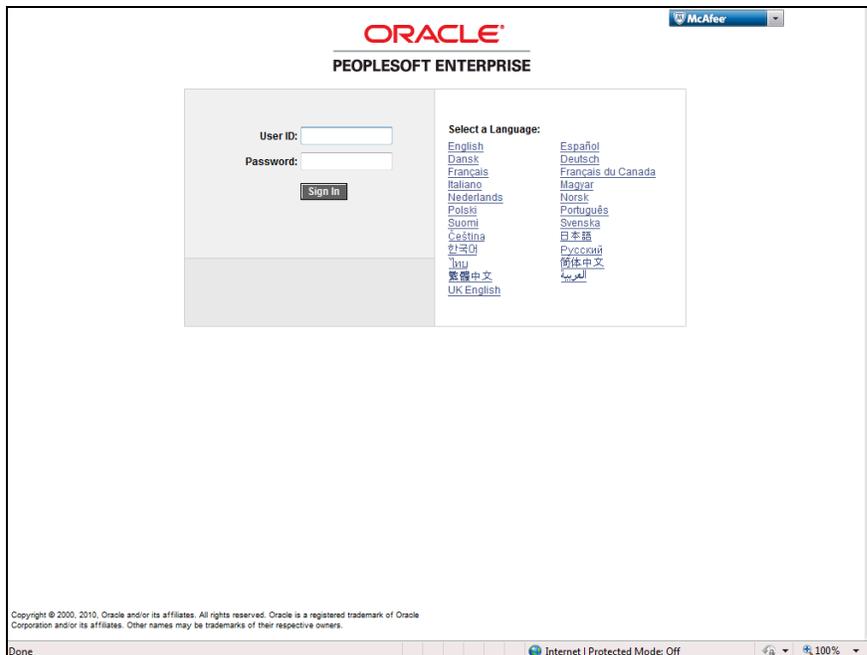
Step	Action
24.	Click the <b>Yes</b> button. 



Step	Action
25.	Click the <b>OK</b> button. 



Step	Action
26.	<p>When you have completed your transaction, you can select the VTHR “Main Menu” for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the <b>Sign out</b> link.</p> 



Step	Action
27.	You now know how to enter hours using Chart Fields to look up combination codes. <b>End of Procedure.</b>

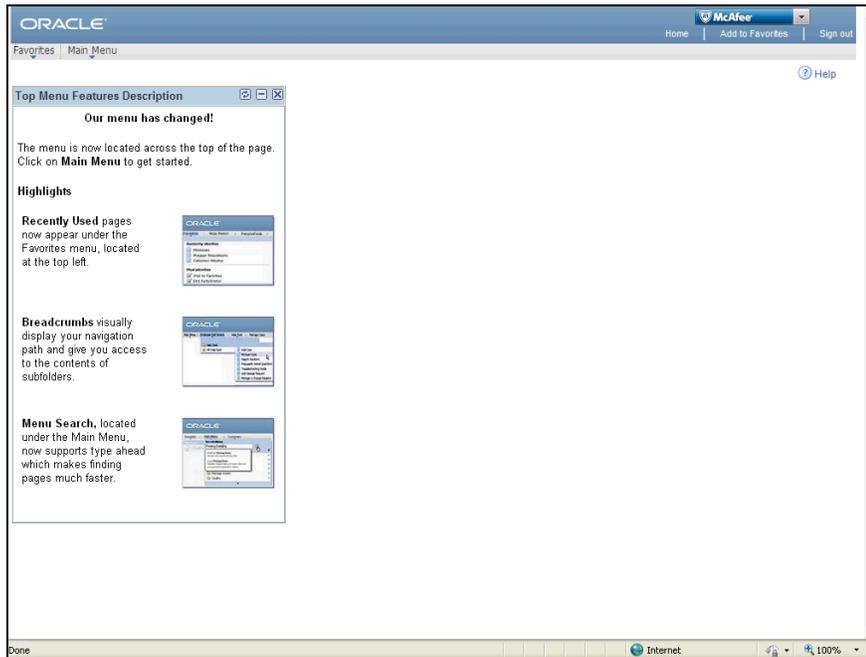
## ESS - Combination Codes

### Procedure

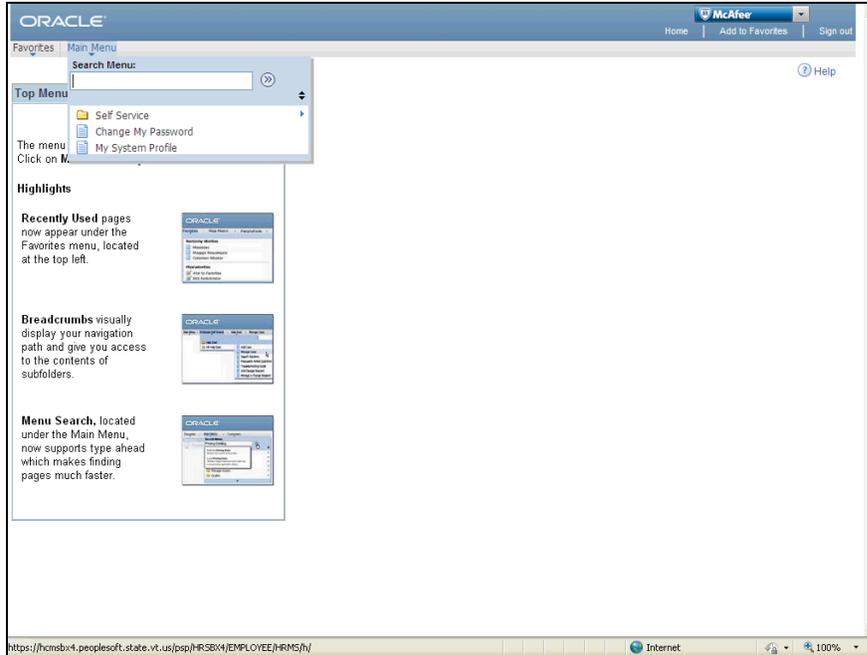
This tutorial will show how to enter hours using different Combination Codes.

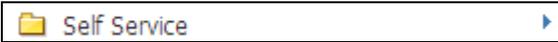
Combination Codes are used to charge time to specific funding sources. If you are required to use such codes, you will be provided with the details of the applicable codes and purposes by your Department's business office.

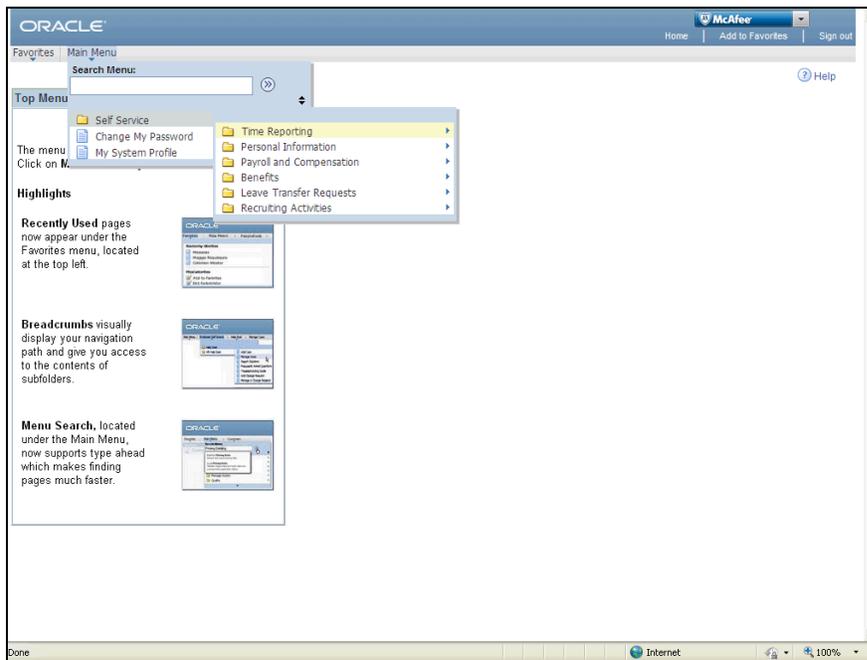
Approximate time to complete topic: **5-10 minutes**

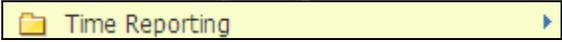


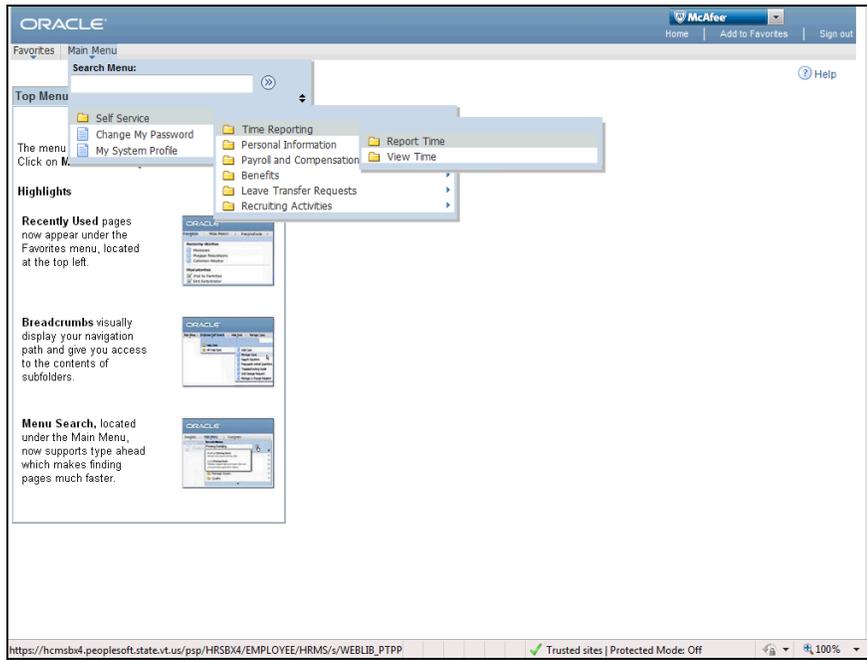
Step	Action
1.	Click the <b>Main Menu</b> button. 



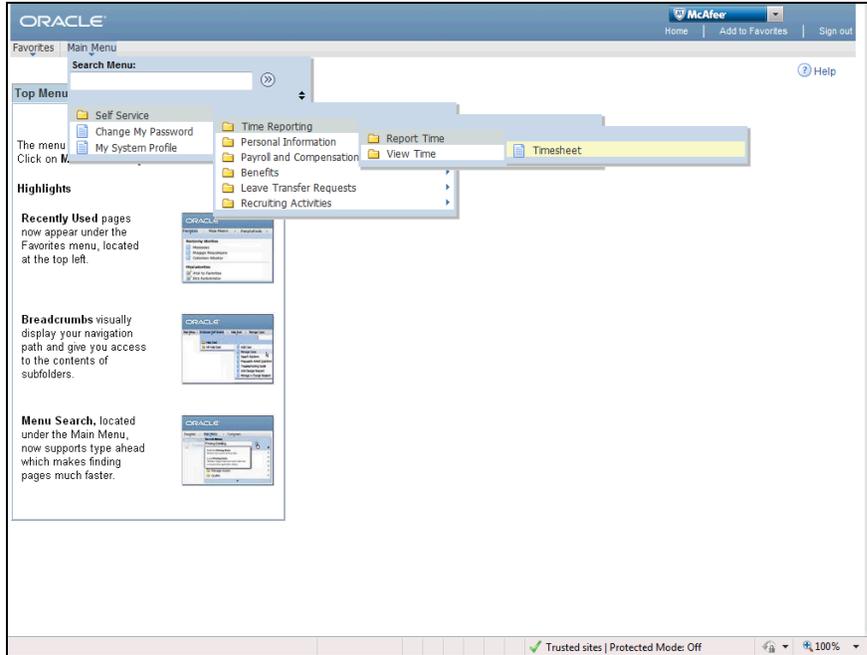
Step	Action
2.	Click the <b>Self Service</b> menu. 



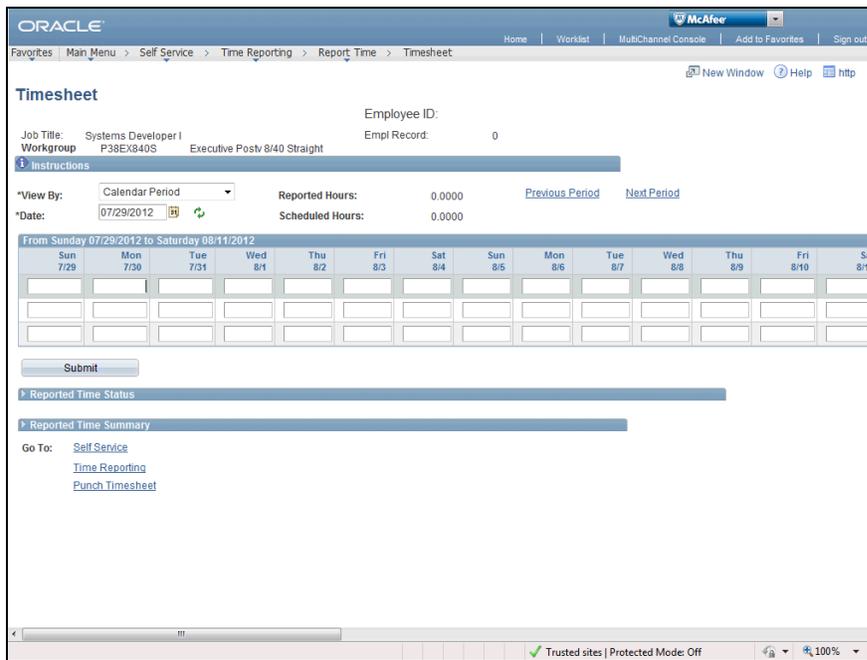
Step	Action
3.	Click the <b>Time Reporting</b> menu. 



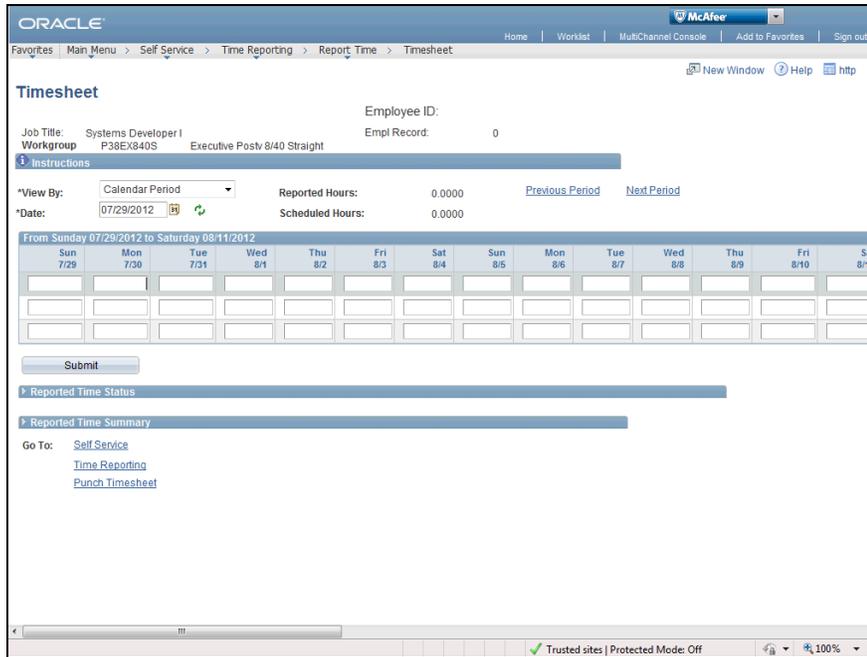
Step	Action
4.	Click the <b>Report Time</b> menu. 



Step	Action
5.	Click the <b>Timesheet</b> menu.  <b>Timesheet</b>



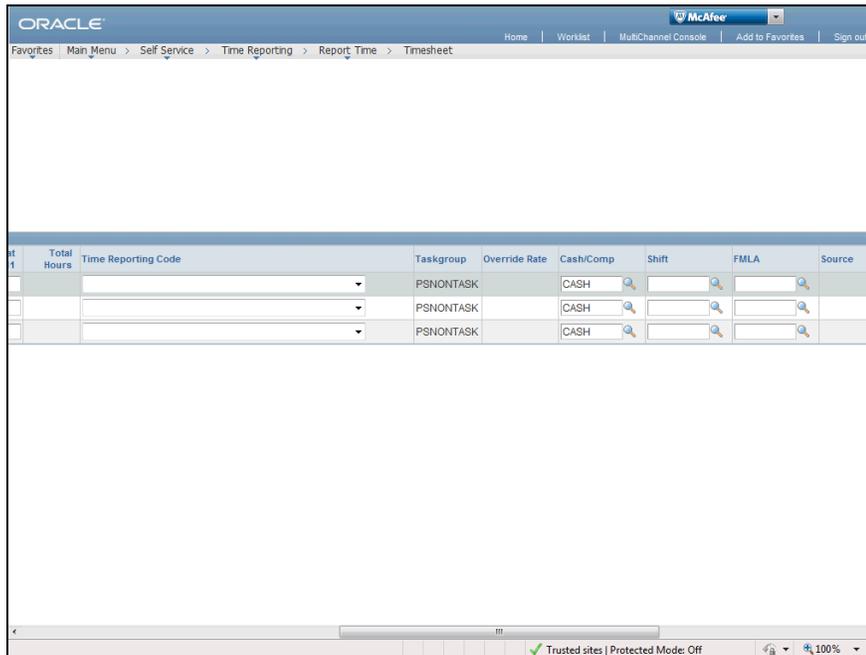
Step	Action
6.	<p>In this example, you will enter 8 hours worked Monday - Friday.</p> <p>For Monday and Tuesday you will charge to one funding source.                      For Wednesday, Thursday and Friday you will charge to another funding source.</p>



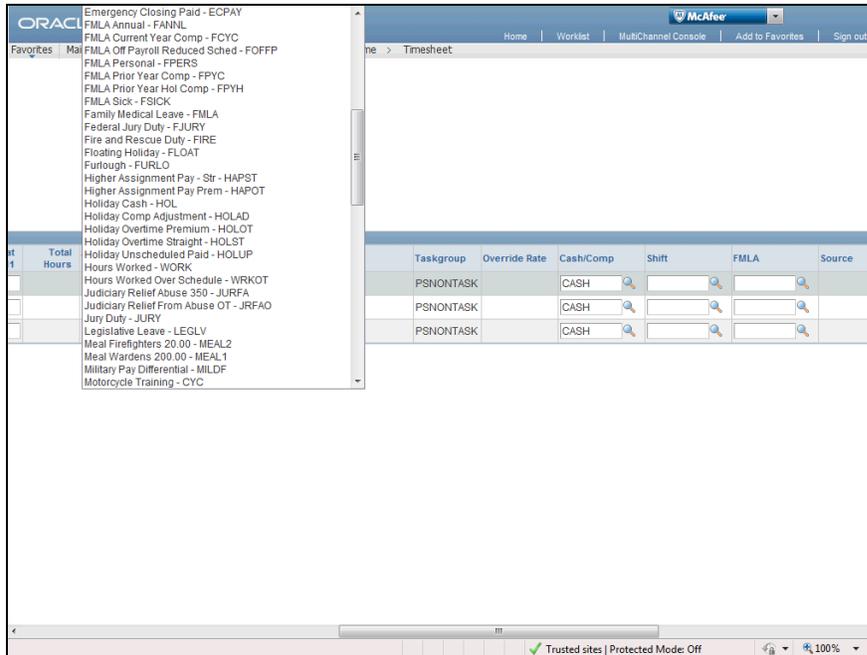
Step	Action
7.	<p>Enter the desired information into the <b>Mon</b> field.</p> <p>Enter <b>"8"</b>.</p>

Step	Action
8.	Enter the desired information into the <b>Tue</b> field.  Enter "8".

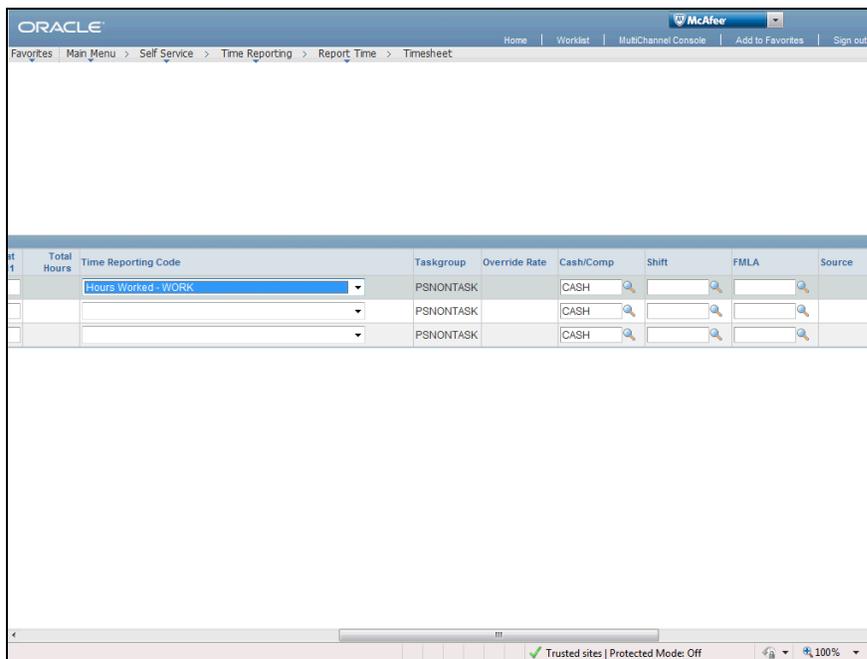
Step	Action
9.	Move right to continue.  Click the <b>Scrollbar</b> .



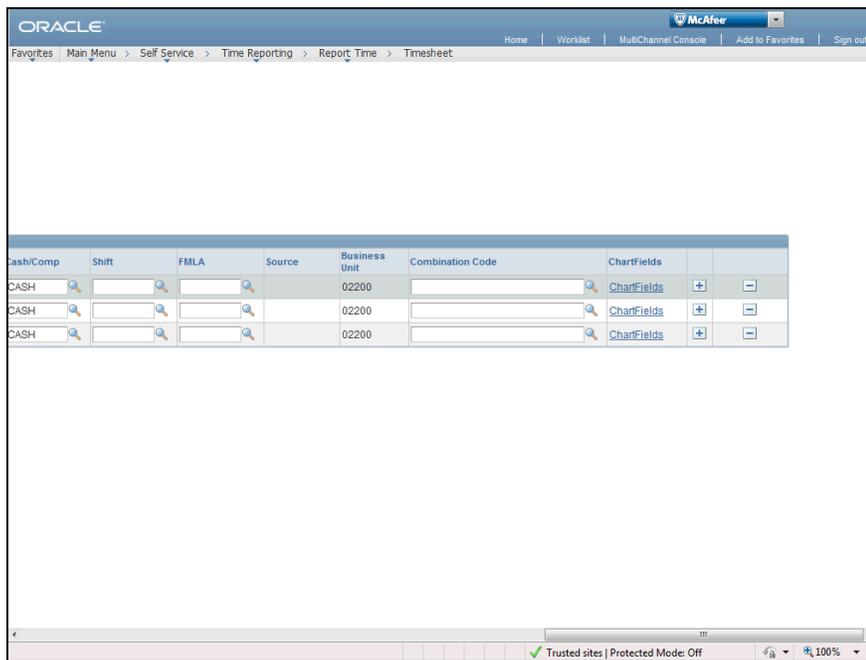
Step	Action
10.	Click the <b>Time Reporting Code</b> list. <input type="button" value="▼"/>



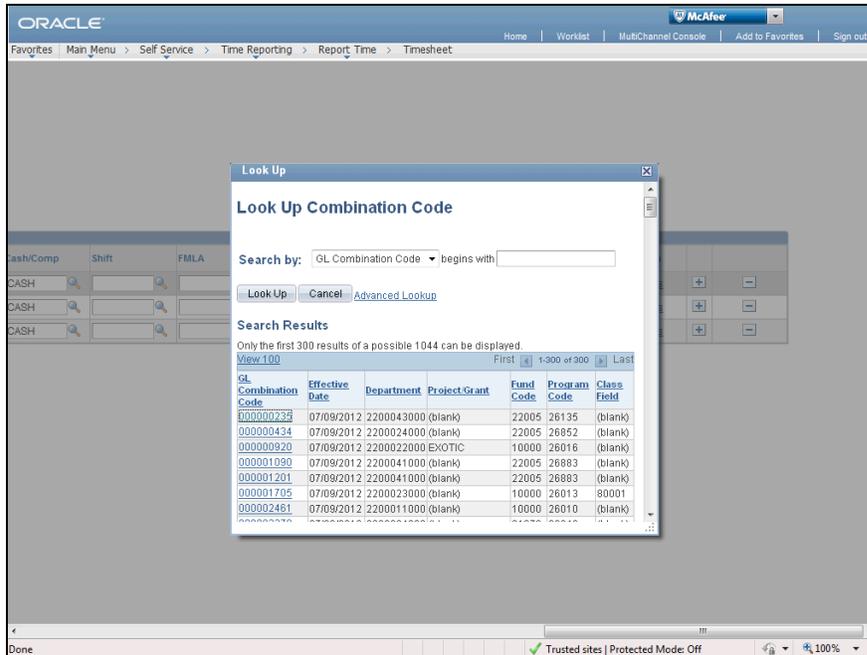
Step	Action
11.	Click the <b>Hours Worked - WORK</b> list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Hours Worked - WORK</div>



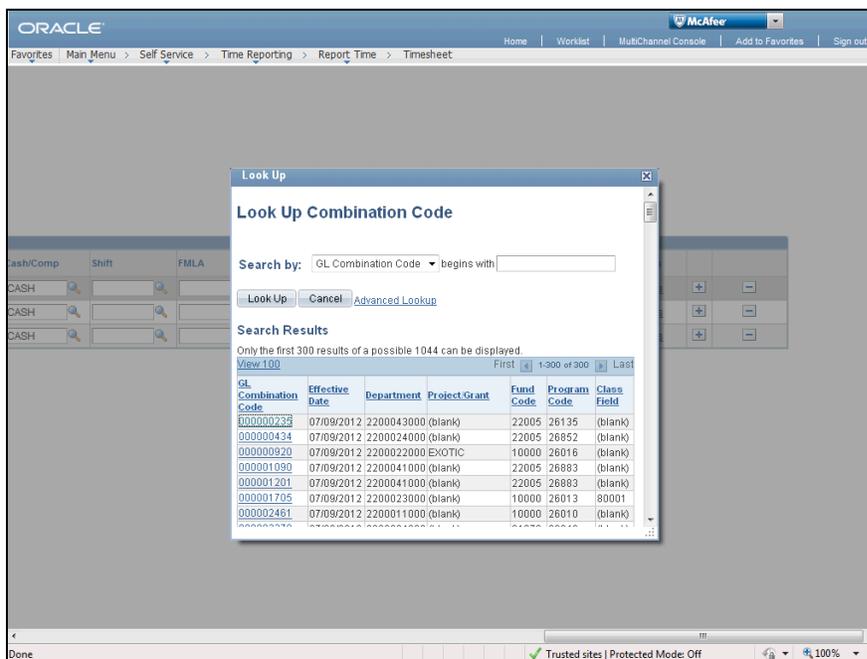
Step	Action
12.	<p>Move right to continue.</p> <p>Click the <b>Scrollbar</b>.</p> 



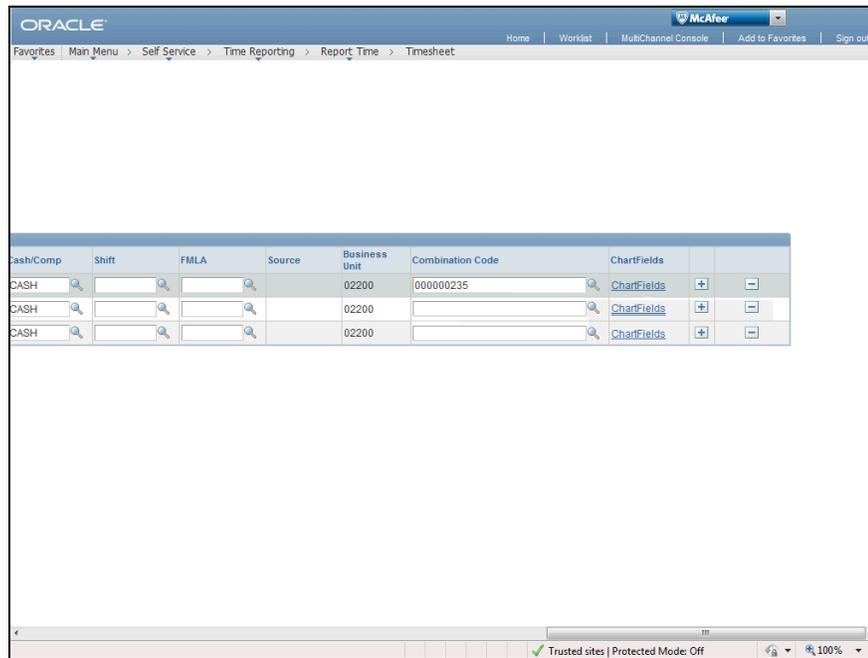
Step	Action
13.	<p>You will find the applicable code in the drop down list.</p> <p>Click the <b>Combination Code</b> look up button.</p> 



Step	Action
14.	The list of Combination Codes provided here will include all codes available to employees in your Business Unit.



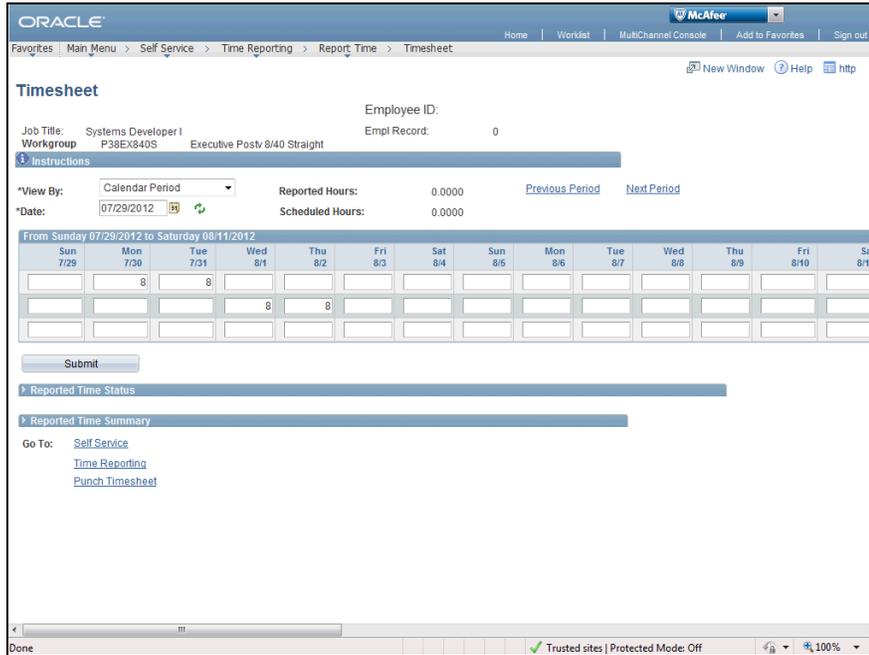
Step	Action
15.	For this example, click the <b>00000235</b> link. 



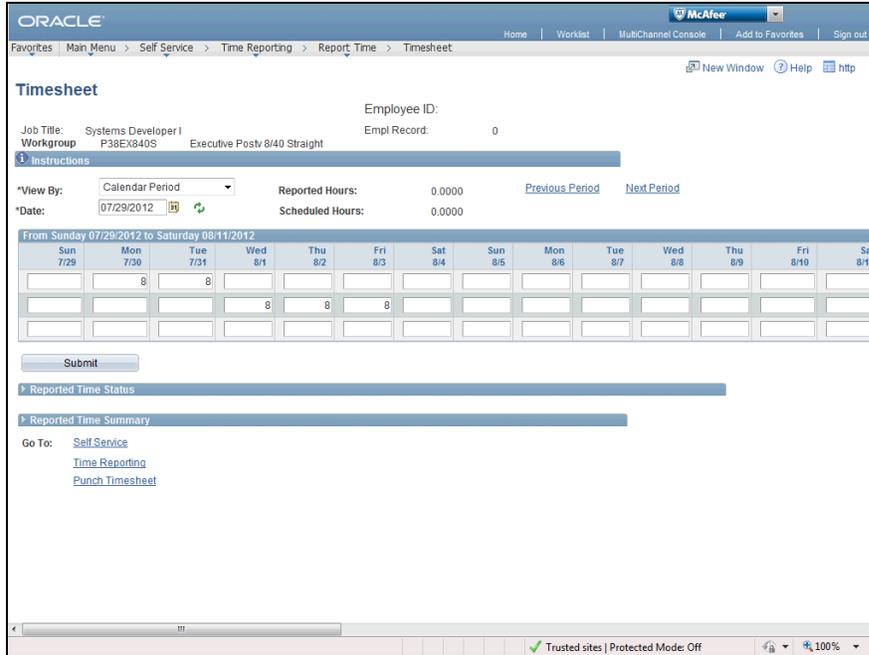
Step	Action
16.	Move left to continue.  Click the <b>Scrollbar</b> .

Step	Action
17.	Enter the desired information into the <b>Wed</b> field.  Enter "8".

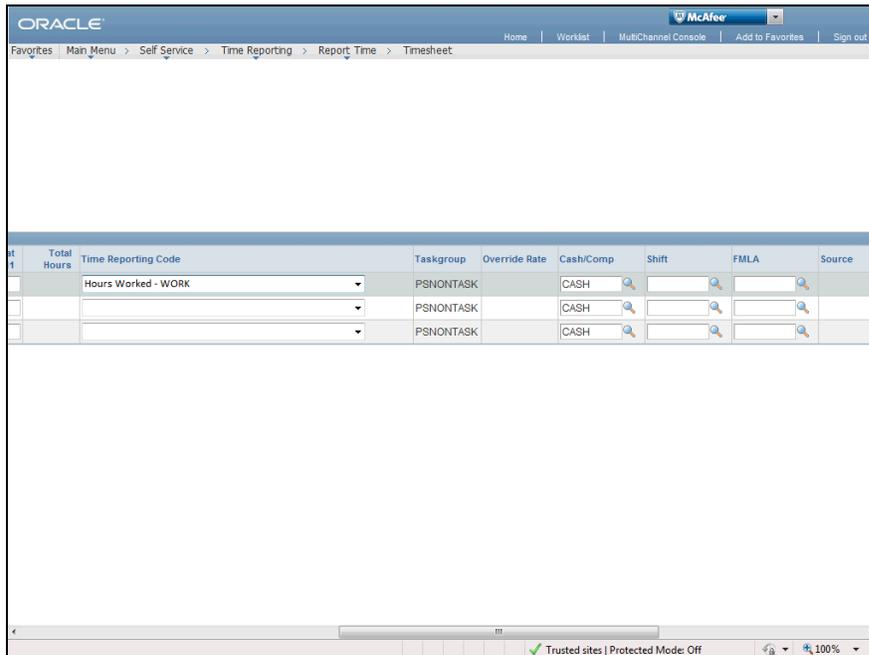
Step	Action
18.	Enter the desired information into the <b>Thu</b> field.  Enter "8".



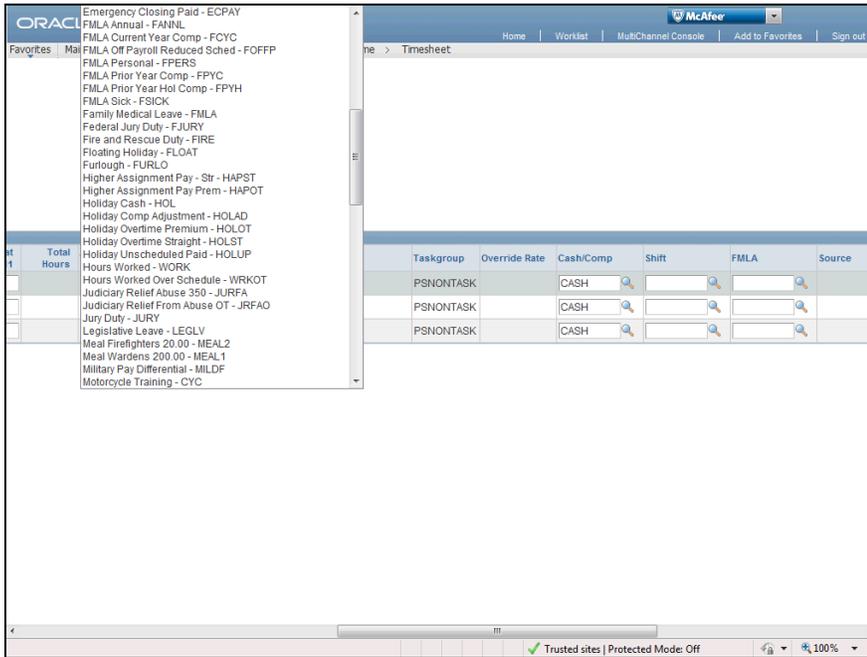
Step	Action
19.	Enter the desired information into the <b>Fri</b> field.  Enter "8".



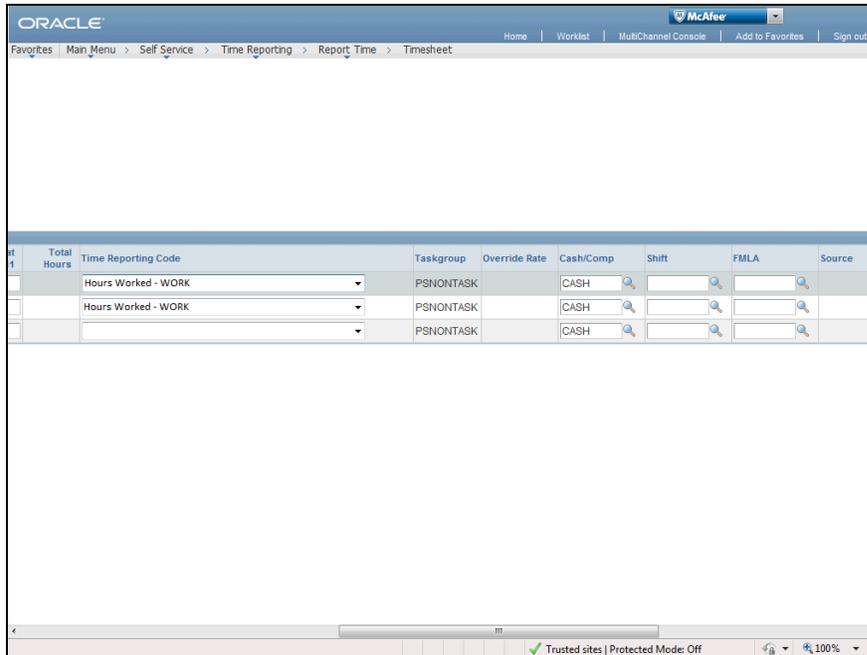
Step	Action
20.	Move right to continue. Click the <b>Scrollbar</b> .

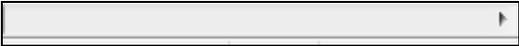


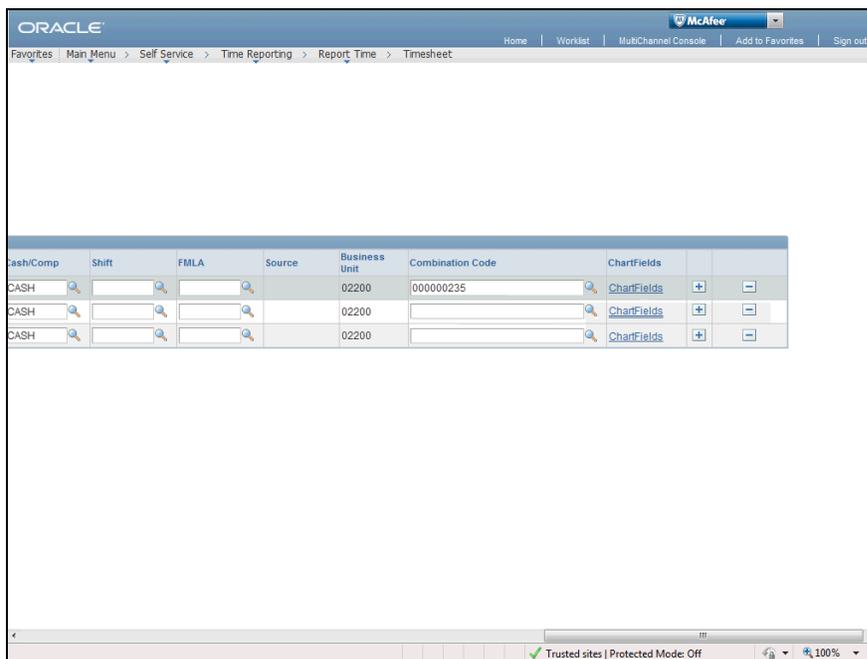
Step	Action
21.	Click the <b>Time Reporting Code</b> list. 



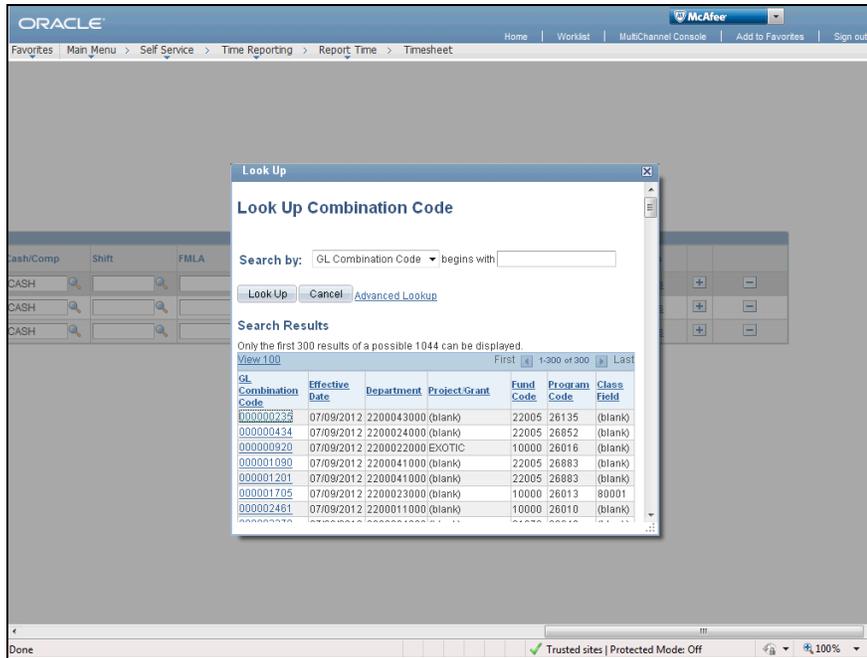
Step	Action
22.	Click the <b>Hours Worked - WORK</b> list item. <input type="text" value="Hours Worked - WORK"/>



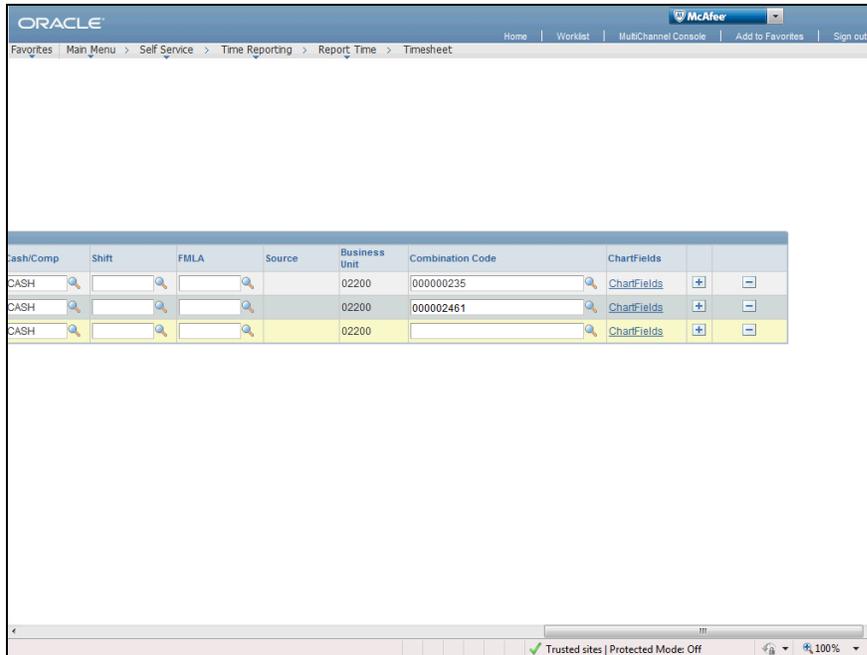
Step	Action
23.	<p>Move right to continue.</p> <p>Click the <b>Scrollbar</b>.</p> 



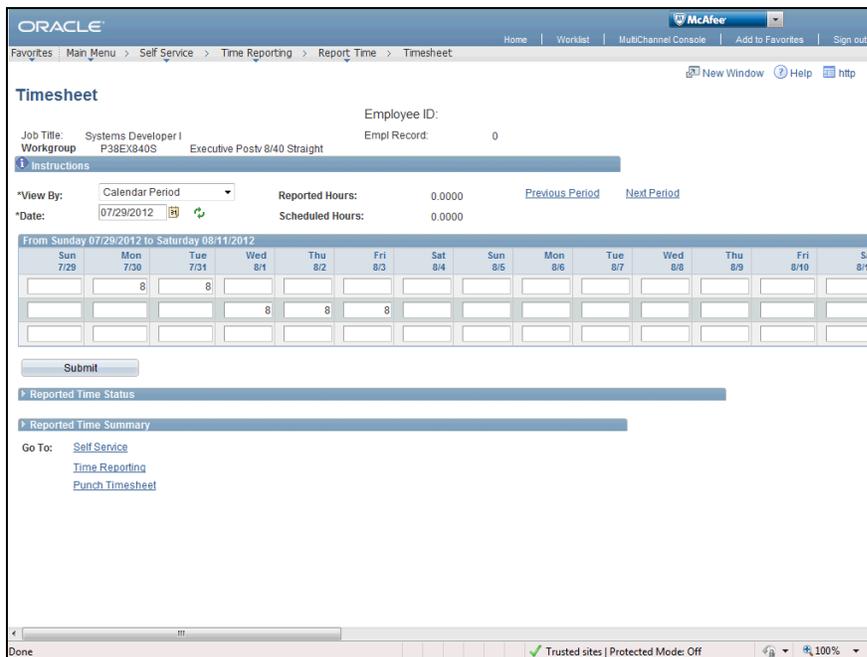
Step	Action
24.	<p>Click the scrollbar. You will find the applicable code in the drop down list.</p> <p>Click the <b>Combination Code</b> look up button.</p> 

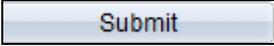


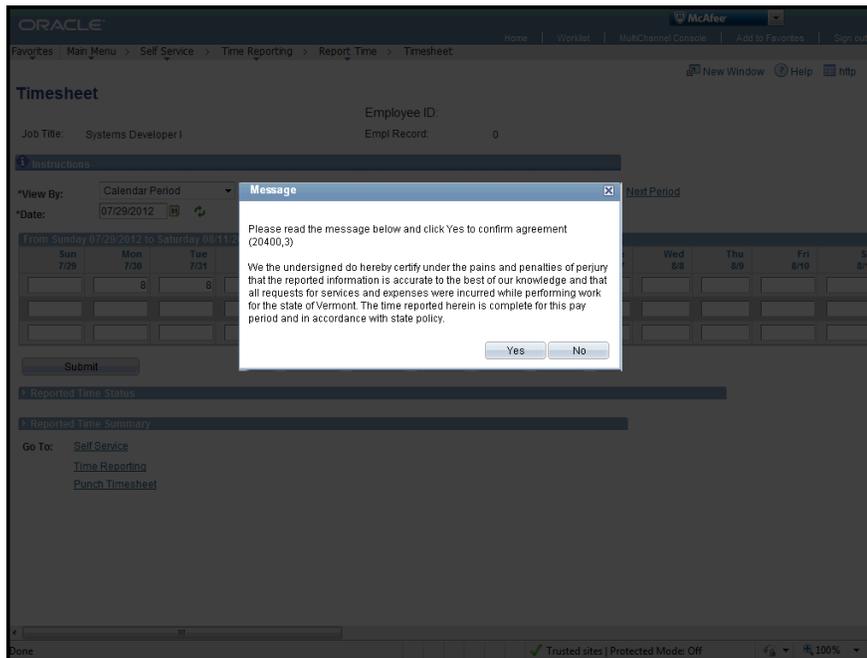
Step	Action
25.	<p>Click the <b>000002461</b> link.</p> <p><a href="#">000002461</a></p>

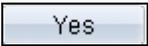


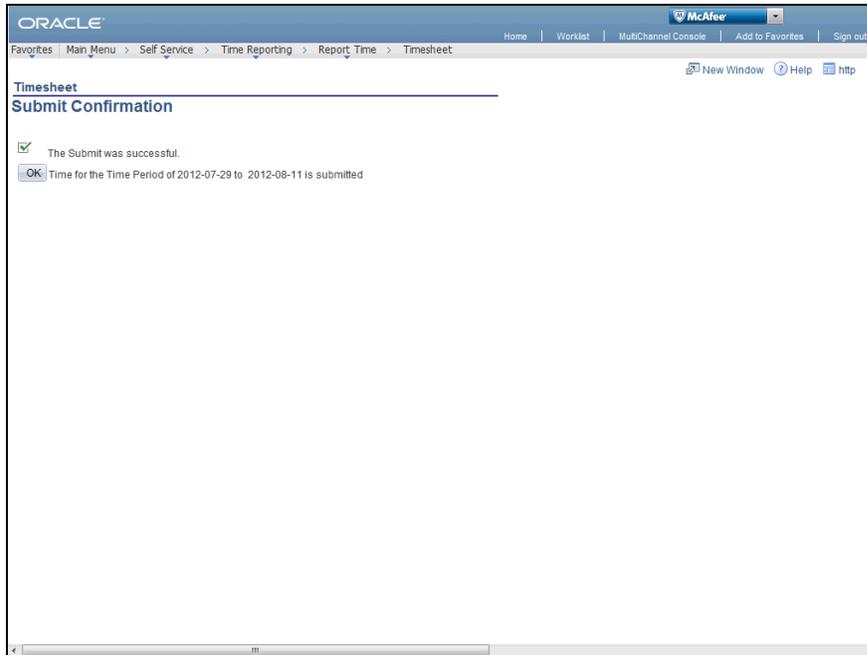
Step	Action
26.	<p>Now you are ready to submit the reported time.</p> <p>Move left to continue.</p> <p>Click the <b>Scrollbar</b>.</p>



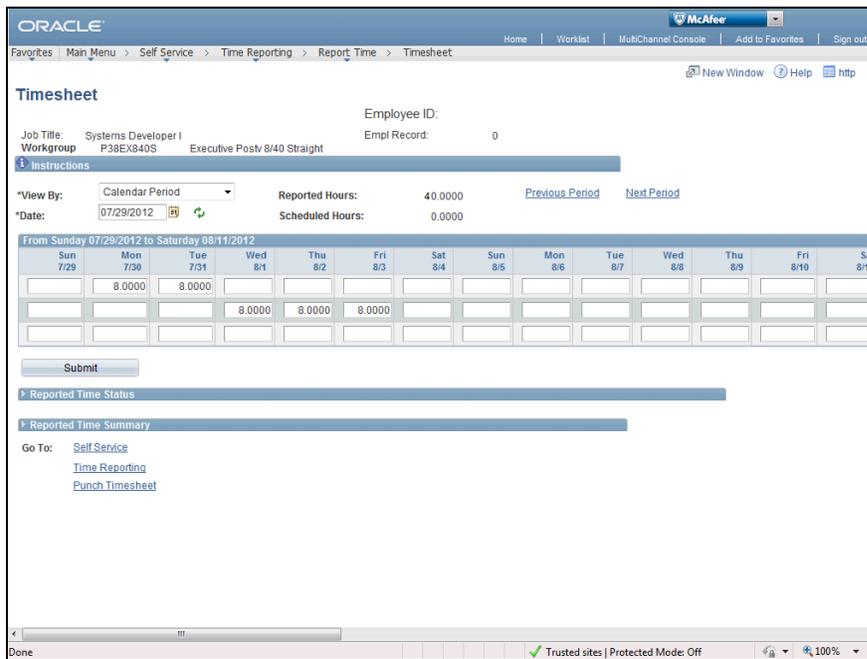
Step	Action
27.	<p>When you submit your timesheet, your entries are saved and submitted for approval. You may change or enter additional information within the deadlines of the pay period. Any changes will need to be re-approved.</p> <p>If you do not submit, the hours you filled in will be lost.</p> <p>Click the <b>Submit</b> button.</p> 



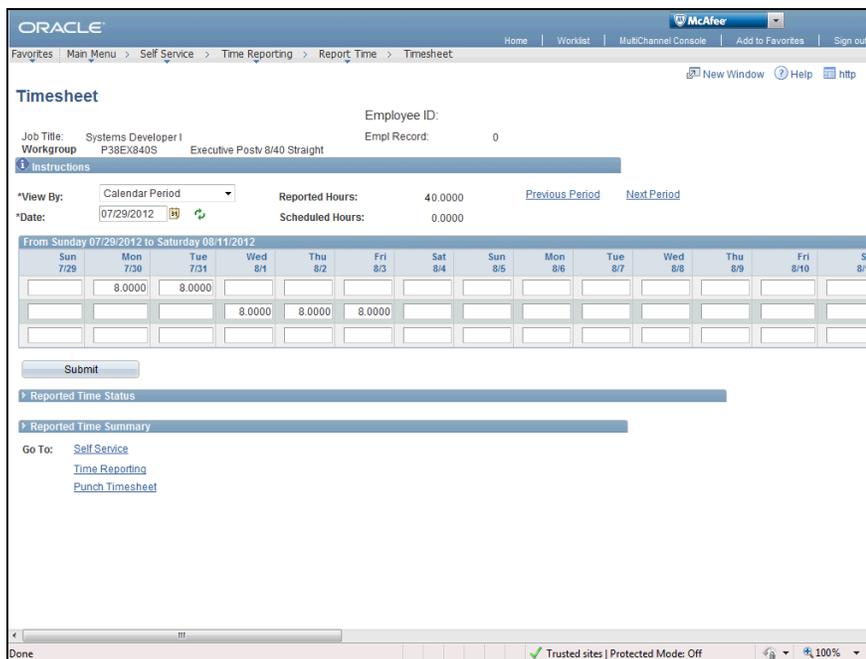
Step	Action
28.	<p>This is will act as your signature for your timesheet.</p> <p>Click the <b>Yes</b> button.</p> 



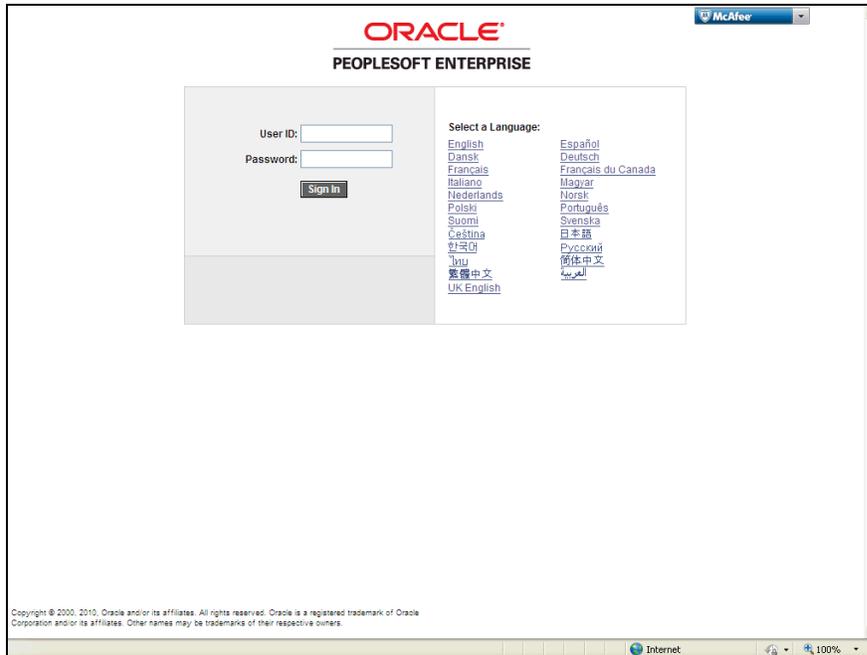
Step	Action
29.	Click the <b>OK</b> button. 



Step	Action
30.	<p>Once you submit your timesheet VTHR will sort your reported time rows alphabetically by the TRC.</p> <p>VTHR will combine rows if they have the same TRC, SHIFT, COMBO CODE, TASKPROFILE.</p> <p>As an example, if you have 2 lines that are Hours Worked charged to the same funding source, they would be combined into one line.</p> <p>As a result, your timesheet may look different from what you entered.</p>



Step	Action
31.	<p>When you have completed your transaction, you can select the VTHR “Main Menu” for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the <b>Sign Out</b> link.</p> <div style="text-align: center; margin-top: 10px;">  </div>



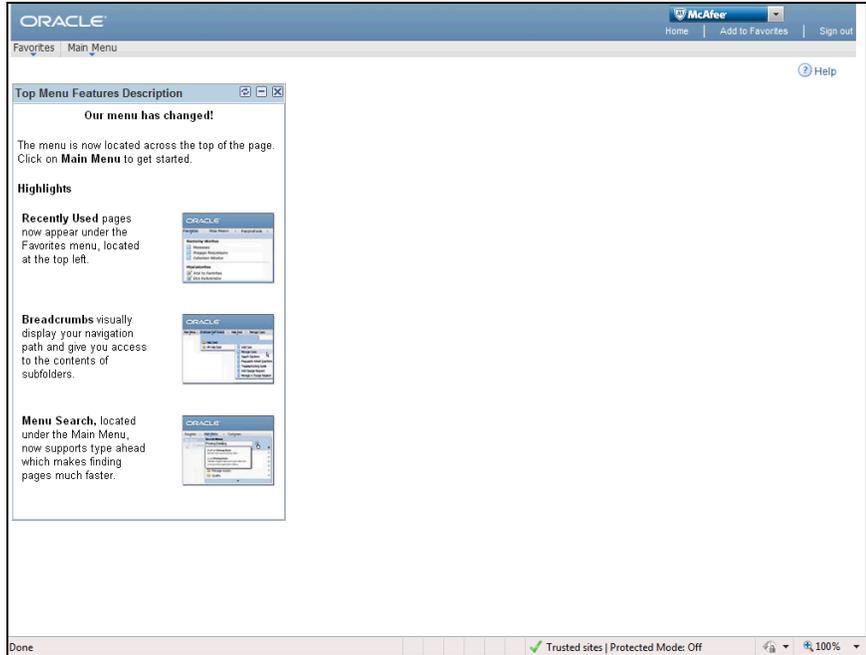
Step	Action
32.	You now know how to enter hours using different Combination Codes. <b>End of Procedure.</b>

## ESS - Comments

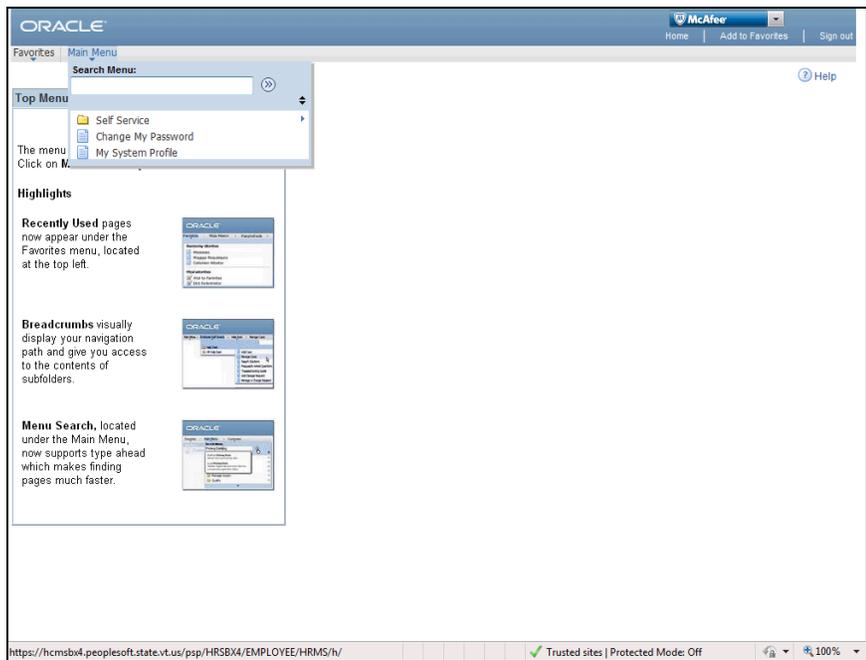
### Procedure

This tutorial will show how to view and add comments to your timesheet.

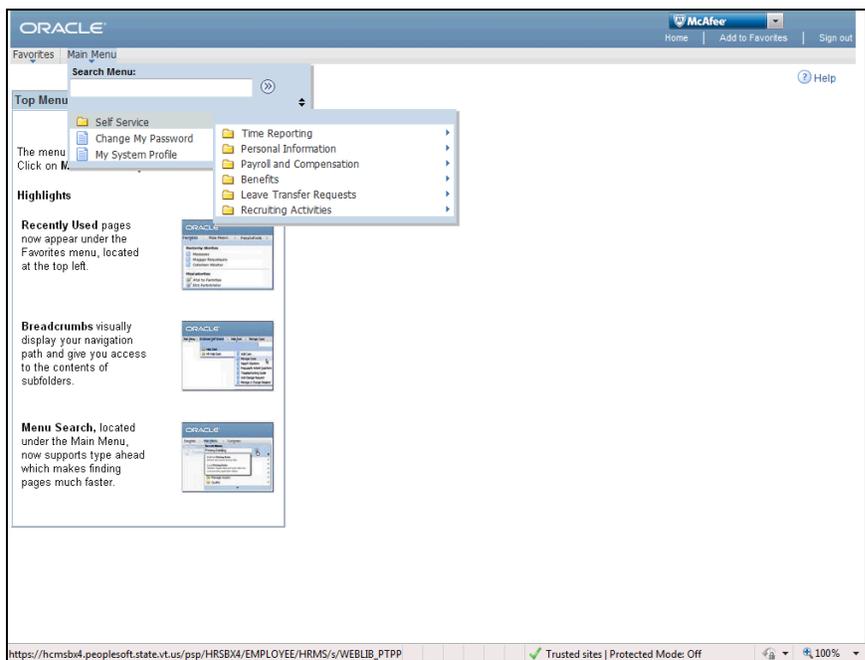
Approximate time to complete topic: **About 5 - 10 minutes**



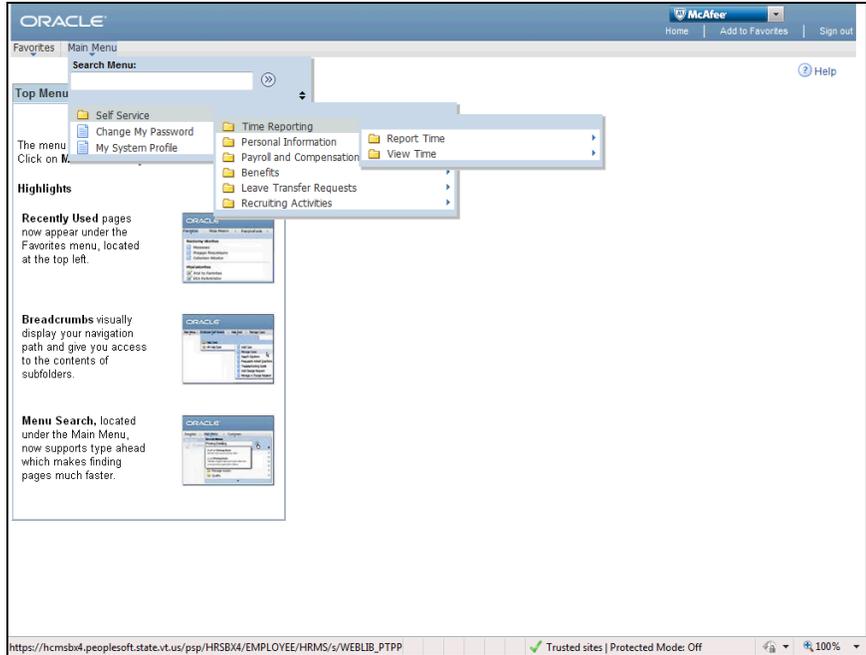
Step	Action
1.	Click the <b>Main Menu</b> button. 



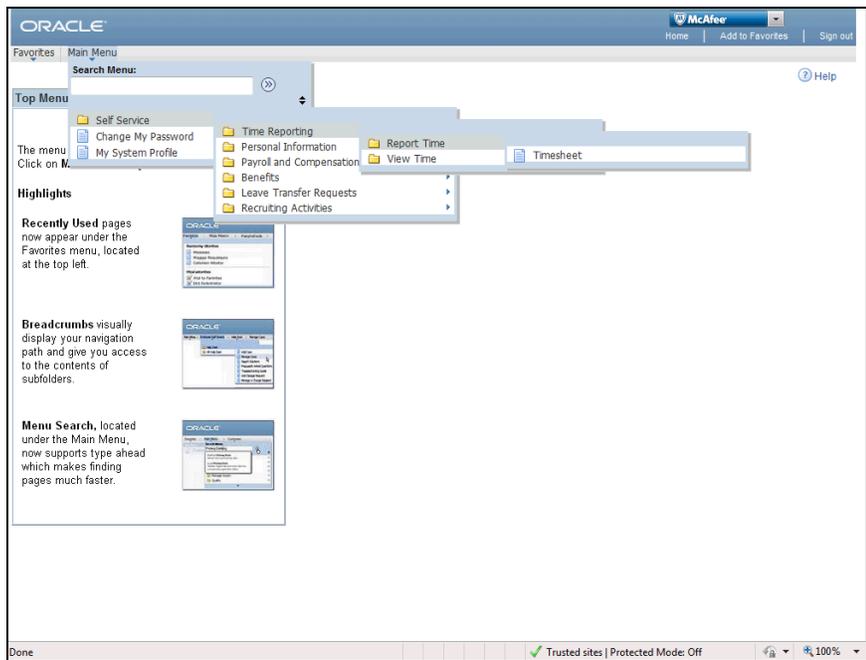
Step	Action
2.	Click the <b>Self Service</b> menu. 



Step	Action
3.	Click the <b>Time Reporting</b> menu. 



Step	Action
4.	Click the <b>Report Time</b> menu. 



Step	Action
5.	Click the <b>Timesheet</b> menu.  Timesheet

Step	Action
6.	To enter comments on your timesheet you will first need to enter hours. In this example we already have hours entered.

The screenshot shows the Oracle Timesheet interface. At the top, there's a navigation bar with 'Home', 'Workstat', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below that, a breadcrumb trail reads 'Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet'. The main header includes 'McAfee' and 'New Window', 'Help', and 'http' icons.

The page title is 'Timesheet'. Below it, user information is displayed: 'Polly Pocket', 'Employee ID: 0', 'Job Title: State of Vermont Employee', 'Workgroup: P38EX840S', and 'Executive Postv 8/40 Straight'. There are also fields for 'Empl Record: 0' and 'Instructions'.

The 'View By' dropdown menu is open, showing options: 'Calendar Period' (selected), 'Calendar Period', 'Day', and 'Week'. The 'Date' is set to '08/12/2012'. The 'Reported Hours' are 19.0000 and 'Scheduled Hours' are 0.0000. There are links for 'Previous Period' and 'Next Period'.

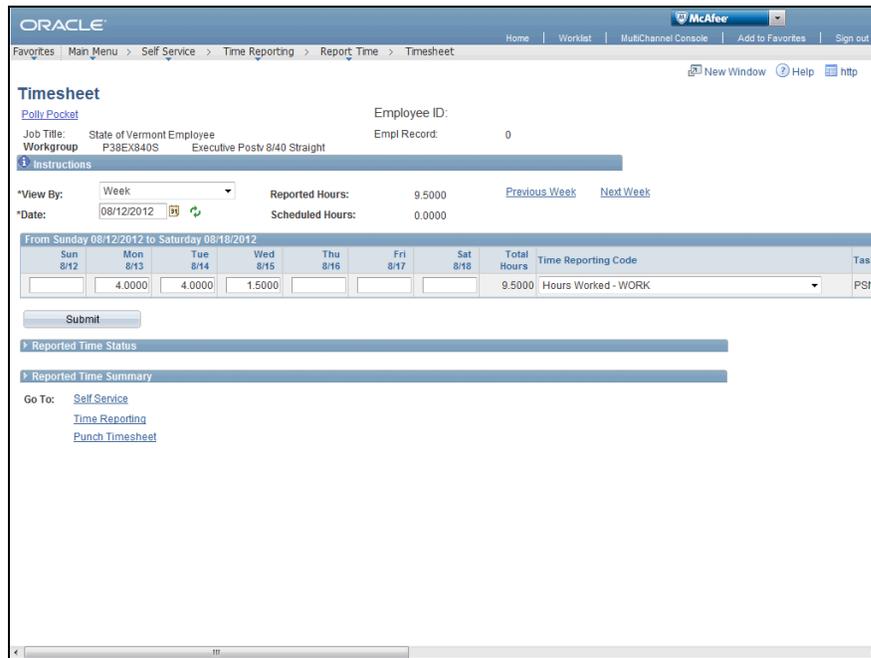
A table shows the time reporting period from Sunday 08/12/2012 to Saturday 08/25/2012. The table has columns for each day of the week and input fields for hours. The data shown is: Sun 8/12 (empty), Mon 8/13 (4.0000), Tue 8/14 (4.0000), Wed 8/15 (1.5000), Thu 8/16 (empty), Fri 8/17 (empty), Sat 8/18 (empty), Sun 8/19 (empty), Mon 8/20 (4.0000), Tue 8/21 (4.0000), Wed 8/22 (1.5000), Thu 8/23 (empty), Fri 8/24 (empty).

Below the table is a 'Submit' button. Further down, there are sections for 'Reported Time Status' and 'Reported Time Summary'. At the bottom, there are links: 'Go To: Self Service', 'Time Reporting', and 'Punch Timesheet'.

Step	Action
7.	<p>We are going to switch the view so the page is easier to see.</p> <p>Click the <b>View By:</b> menu.</p> <p><input type="text" value="Calendar Period"/></p>

This screenshot is identical to the one above, but the 'View By' dropdown menu is now closed, and 'Calendar Period' is the selected option. The rest of the interface, including the table and navigation elements, remains the same.

Step	Action
8.	Click the <b>Week</b> list item. <input type="text" value="Week"/>



Step	Action
9.	To view the comments you will need to expand the "Reported Time Status" section. Click the <b>Expand section</b> button. 

**Timesheet**  
Polly Pocket  
Job Title: State Vermont Employee  
Workgroup: P38EX840S Executive Postv 8/40 Straight  
Employee ID: 0  
Empl Record: 0

View By: Week  
Date: 08/12/2012  
Reported Hours: 9.5000  
Scheduled Hours: 0.0000

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total Hours	Time Reporting Code	Task
	4.0000	4.0000	1.5000				9.5000	Hours Worked - WORK	PSNC

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
08/13/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	☺
08/14/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	☺
08/15/2012	Submitted	Approval Monitor	1.5000	WORK	Hours Worked	☺

Step	Action
10.	<p>Here is the only place where comments will be shown.</p> <p>The supervisor will not receive notification of these comments. He or she will need to open your time sheet and view your comments here.</p>

**Timesheet**  
Polly Pocket  
Job Title: State Vermont Employee  
Workgroup: P38EX840S Executive Postv 8/40 Straight  
Employee ID: 0  
Empl Record: 0

View By: Week  
Date: 08/12/2012  
Reported Hours: 9.5000  
Scheduled Hours: 0.0000

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total Hours	Time Reporting Code	Task
	4.0000	4.0000	1.5000				9.5000	Hours Worked - WORK	PSNC

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
08/13/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	☺
08/14/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	☺
08/15/2012	Submitted	Approval Monitor	1.5000	WORK	Hours Worked	☺

Step	Action
11.	In this comment box, there already are comments. If comments exists there will be blue lettering inside of the box.

**Timesheet**

Employee ID: 0  
Empl Record: 0

Job Title: State of Vermont Employee  
Workgroup: P38EX840S Executive Postv 8/40 Straight

View By: Week  
\*Date: 08/12/2012  
Reported Hours: 9.5000  
Scheduled Hours: 0.0000

From Sunday 08/12/2012 to Saturday 08/18/2012

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total Hours	Time Reporting Code	Task
	4.0000	4.0000	1.5000				9.5000	Hours Worked - WORK	PSNC

Submit

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
08/13/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	☺
08/14/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	☺
08/15/2012	Submitted	Approval Monitor	1.5000	WORK	Hours Worked	

Reported Time Summary

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Step	Action
12.	These two comment boxes do not yet have comments in them. There is no lettering inside of the boxes.

The screenshot shows the Oracle Timesheet interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below that, the breadcrumb trail reads 'Self Service > Time Reporting > Report Time > Timesheet'. The main content area is titled 'Timesheet' and includes user information for Polly Pocket, Employee ID: 0, and Job Title: State of Vermont Employee. It shows 'Reported Hours: 9.5000' and 'Scheduled Hours: 0.0000'. A weekly summary table is displayed for the week of 08/12/2012 to 08/18/2012, with a total of 9.5000 hours. Below this is a 'Reported Time Status' table with columns for Date, Reported Status, Approval Monitor, Total, TRC, Description, and Comments. The table contains three rows of submitted time for 08/13/2012, 08/14/2012, and 08/15/2012, each with a 'Comments' icon.

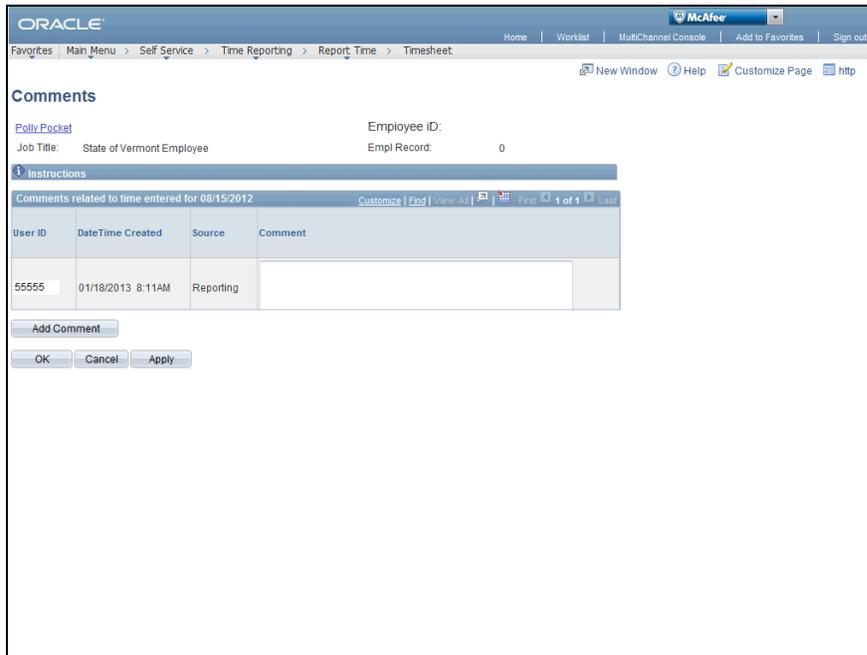
Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
08/13/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	
08/14/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	
08/15/2012	Submitted	Approval Monitor	1.5000	WORK	Hours Worked	

Step	Action
13.	<p>We are going to add comments to this line.</p> <p>Click the <b>Comments</b> button.</p> 

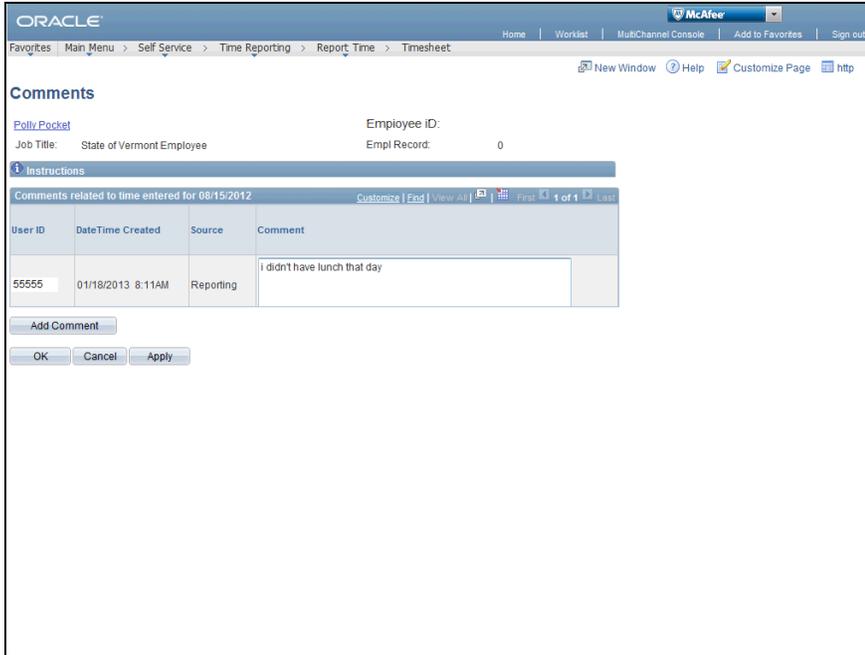
The screenshot shows the Oracle Comments interface. It features a navigation bar and breadcrumb trail similar to the Timesheet page. The main content is titled 'Comments' and shows 'Comments related to time entered for 08/15/2012'. A table lists comments with columns for User ID, DateTime Created, Source, and Comment. One comment is visible, created by user 55555 on 01/18/2013 at 8:11AM from the 'Reporting' source. Below the table are buttons for 'Add Comment', 'OK', 'Cancel', and 'Apply'.

User ID	DateTime Created	Source	Comment
55555	01/18/2013 8:11AM	Reporting	

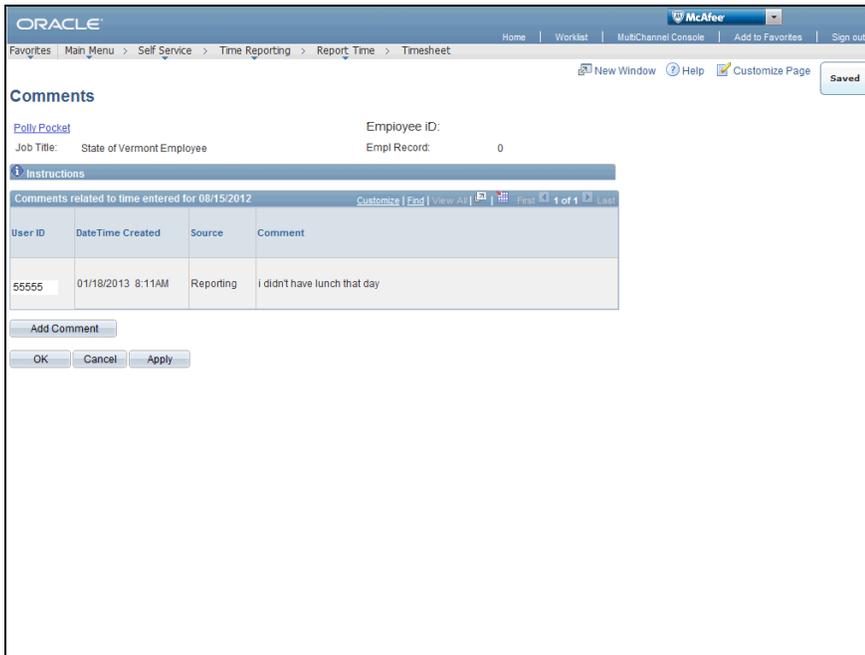
Step	Action
14.	The comments screen will show who is entering in the comments and also the time they were entered.

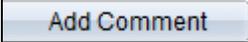


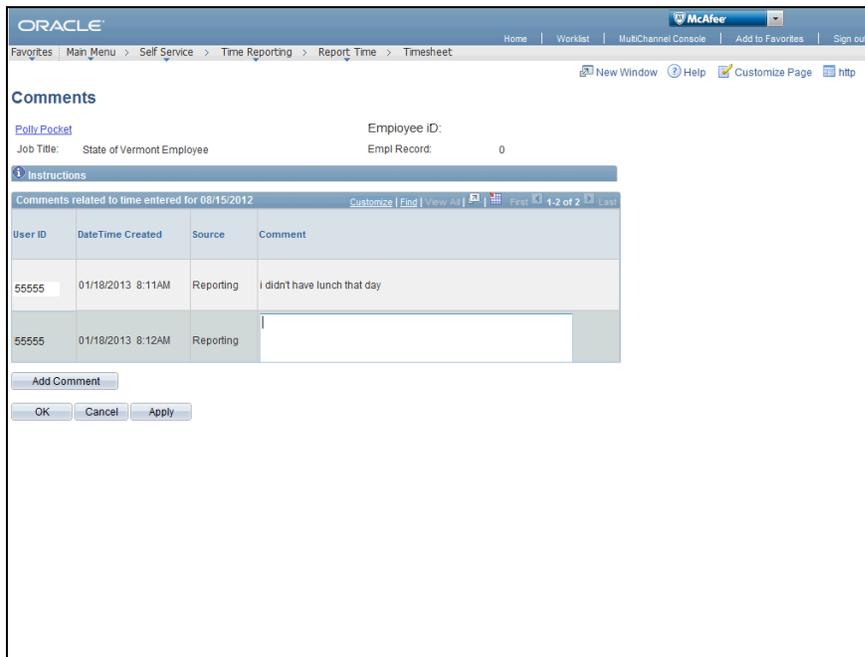
Step	Action
15.	Enter the desired information into the <b>Comment</b> field. Enter " <b>i didn't have lunch that day</b> ".



Step	Action
16.	Click the <b>Apply</b> button. 



Step	Action
17.	<p>You are able to add more than one comment.</p> <p>Click the <b>Add Comment</b> button.</p> 



Step	Action
18.	<p>Enter the desired information into the <b>Comment</b> field. Enter "<b>I think i coded this right</b>".</p>

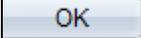
The screenshot shows the Oracle Time Reporting interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below that, a breadcrumb trail reads 'Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet'. The main content area is titled 'Comments' and shows details for 'Polly Pocket' (Employee ID: 0, Empl Record: 0). A table lists comments related to time entered for 08/15/2012. The table has columns for User ID, DateTime Created, Source, and Comment. Two comments are visible: one from 01/18/2013 8:11AM and another from 01/18/2013 8:12AM. Below the table, there is an 'Add Comment' button and a set of 'OK', 'Cancel', and 'Apply' buttons. The 'Apply' button is highlighted with a blue border.

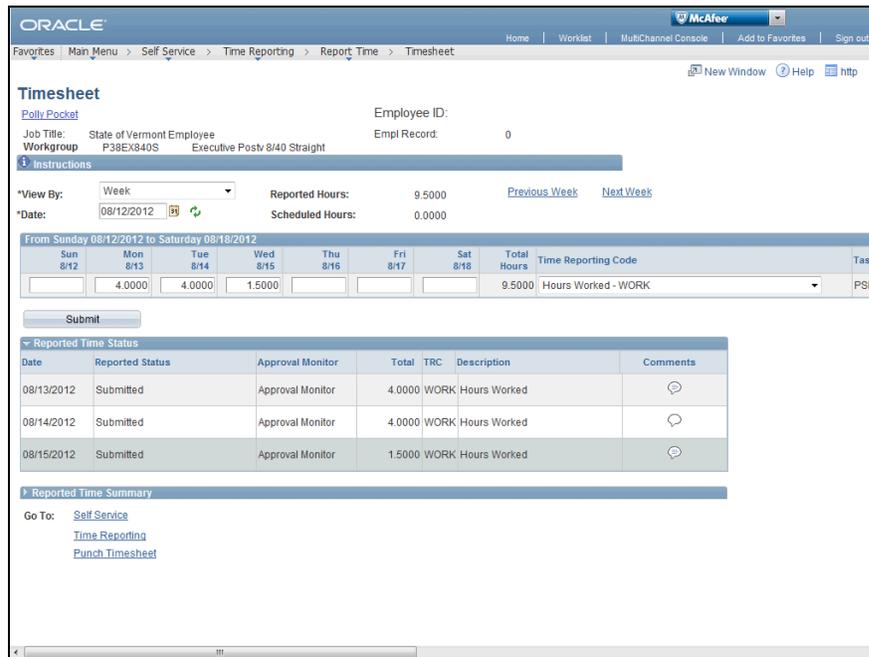
User ID	DateTime Created	Source	Comment
55555	01/18/2013 8:11AM	Reporting	i didn't have lunch that day
55555	01/18/2013 8:12AM	Reporting	I think i coded this right

Step	Action
19.	Click the <b>Apply</b> button.



This screenshot is identical to the one above, showing the Oracle Time Reporting interface. The 'Apply' button at the bottom of the 'Add Comment' section is highlighted with a blue border, indicating the next step in the process.

Step	Action
20.	Click the <b>OK</b> button. 



**Timesheet**  
Polly Pocket Employee ID: 0  
Job Title: State of Vermont Employee Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

\*View By: Week Reported Hours: 9.5000 Scheduled Hours: 0.0000  
\*Date: 08/12/2012

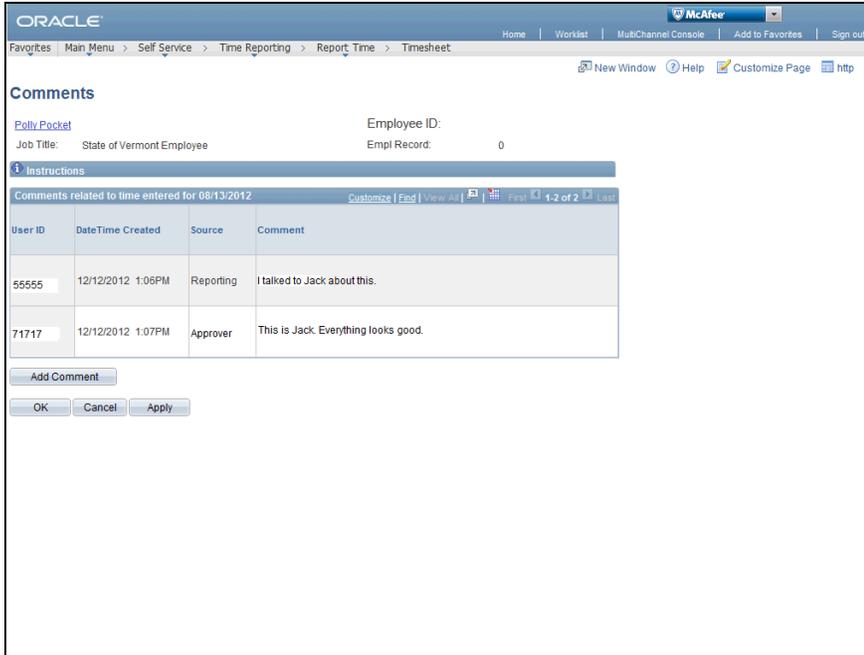
Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total Hours	Time Reporting Code	Tasks
	4.0000	4.0000	1.5000				9.5000	Hours Worked - WORK	PSNC

**Reported Time Status**

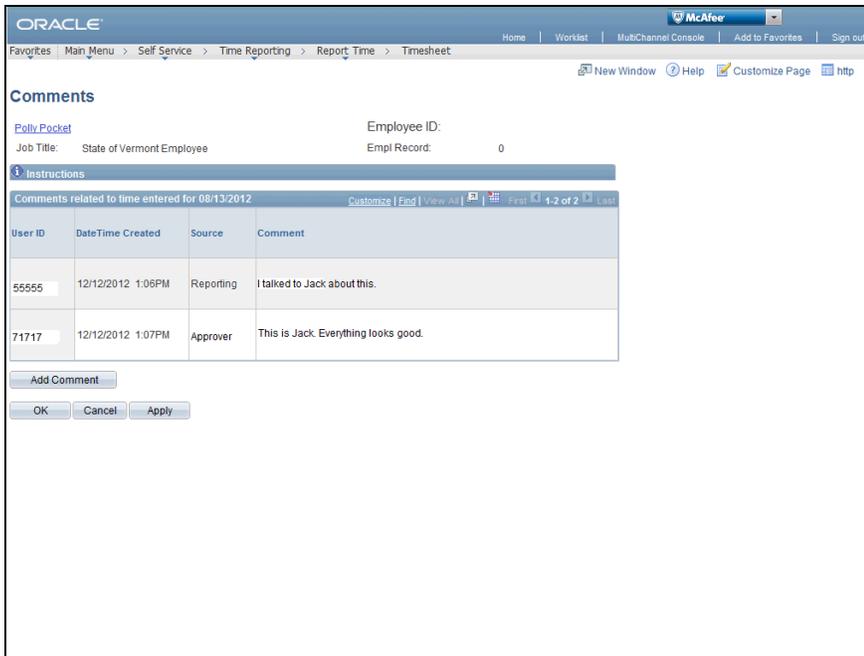
Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
08/13/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	
08/14/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	
08/15/2012	Submitted	Approval Monitor	1.5000	WORK	Hours Worked	

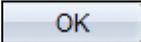
**Reported Time Summary**  
Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Step	Action
21.	Click the <b>Comments</b> button. 



Step	Action
22.	Here we see a conversation between the employee and the approver.



Step	Action
23.	Click the <b>OK</b> button. 

**Timesheet**

Employee ID: 0  
Empl Record: 0

Job Title: State of Vermont Employee  
Workgroup: P38EX840S Executive Postv 8/40 Straight

\*View By: Week  
\*Date: 08/12/2012

Reported Hours: 9.5000  
Scheduled Hours: 0.0000

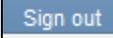
From Sunday 08/12/2012 to Saturday 08/18/2012							Total Hours	Time Reporting Code	Task
Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	9.5000	Hours Worked - WORK	PSNC
	4.0000	4.0000	1.5000						

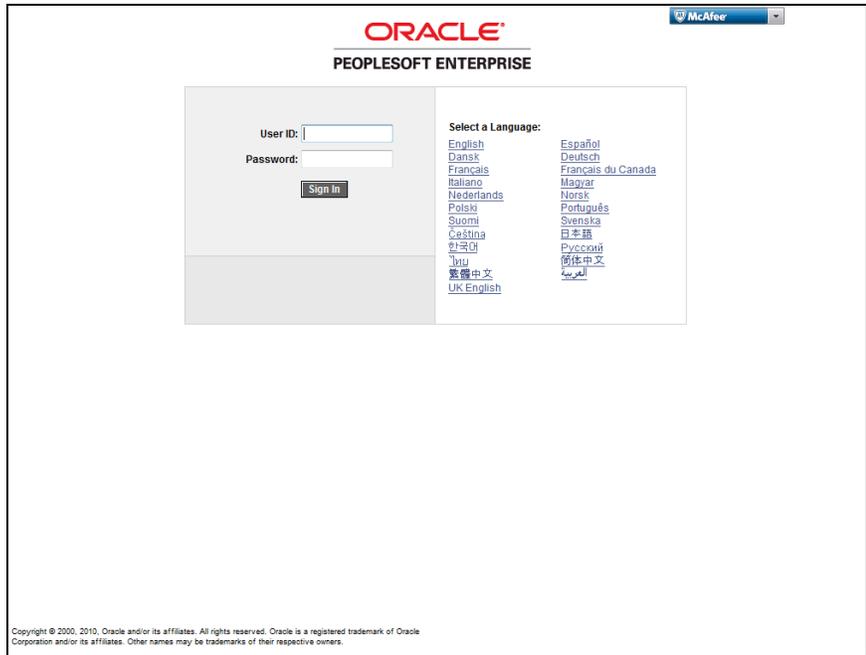
Submit

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
08/13/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	
08/14/2012	Submitted	Approval Monitor	4.0000	WORK	Hours Worked	
08/15/2012	Submitted	Approval Monitor	1.5000	WORK	Hours Worked	

Reported Time Summary

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Step	Action
24.	<p>When you have completed your transaction, you can select the VTHR “Main Menu” for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the <b>Sign out</b> link.</p> <p></p>



Step	Action
25.	You now know how to add comments to your timesheet. <b>End of Procedure.</b>

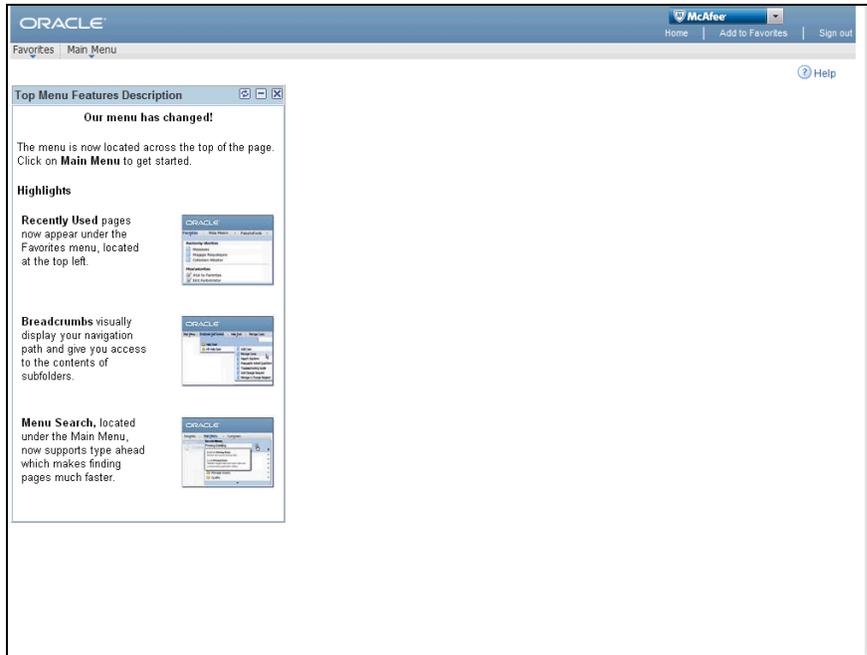
## ESS - Higher Assignment Pay

### Procedure

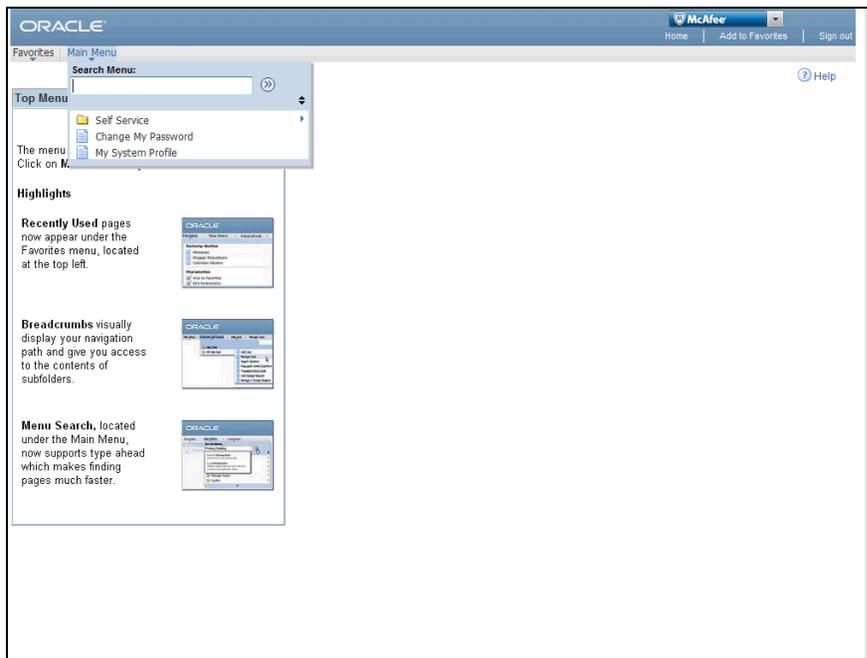
This tutorial will show how to report time worked on a higher assignment.

Higher Assignment Pay is applicable only to eligible employees in accordance with the collective bargaining agreements and state policy. Any questions about eligibility for Higher Assignment Pay should be directed to your immediate supervisor.

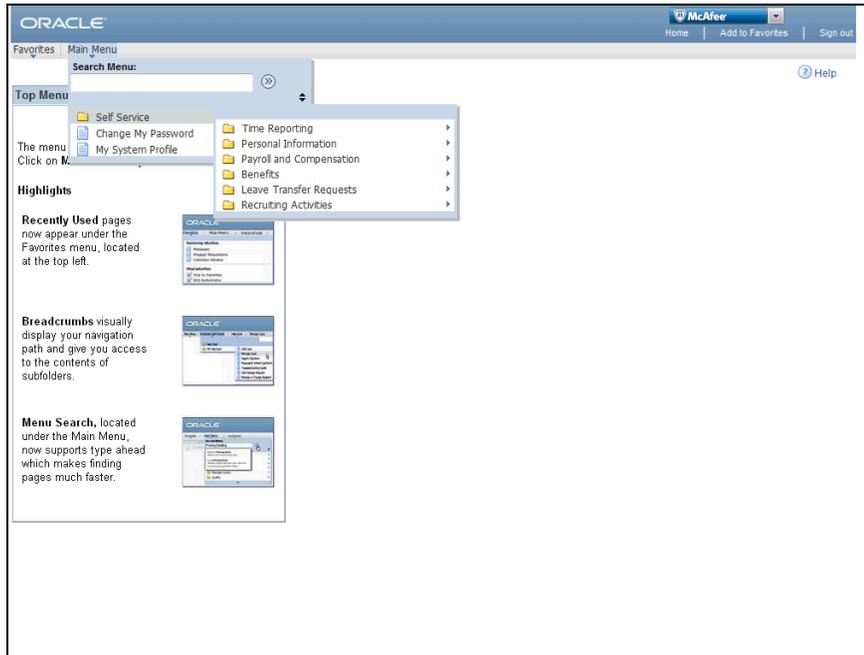
Approximate time to complete topic: **10 minutes**

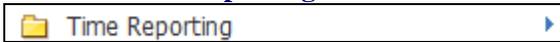


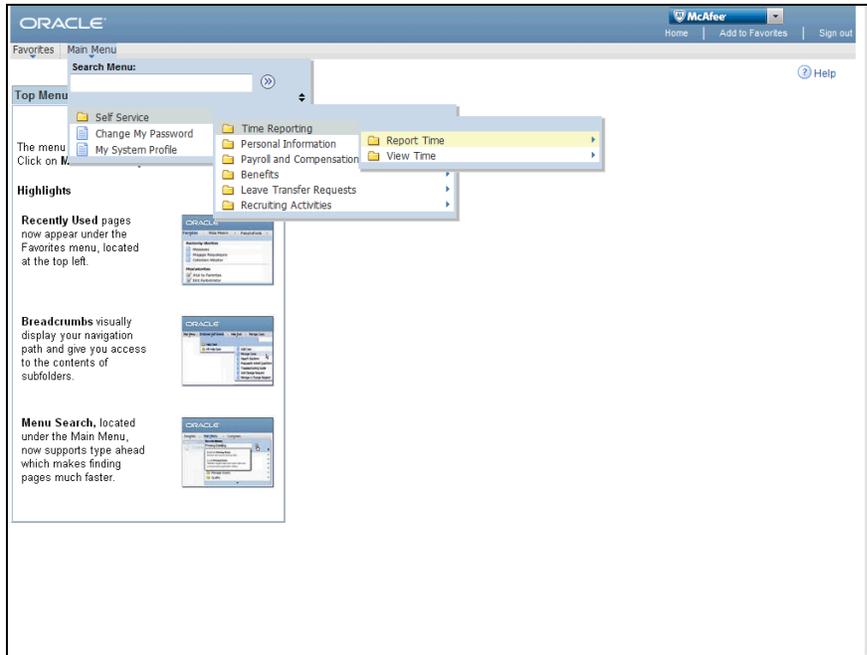
Step	Action
1.	Click the <b>Main Menu</b> button. 

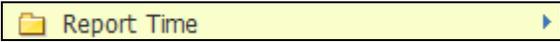


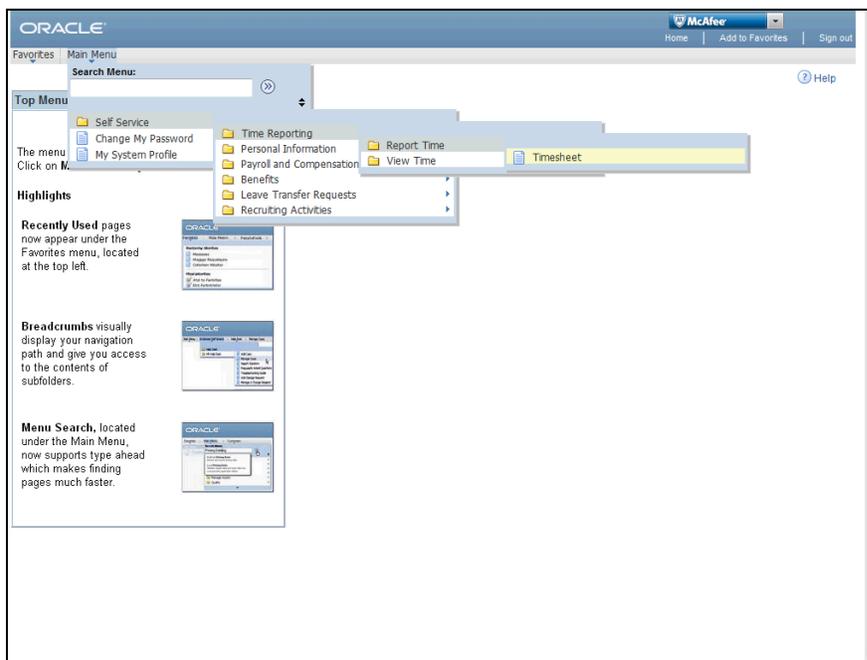
Step	Action
2.	Click the <b>Self Service</b> menu. 

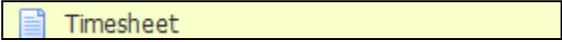


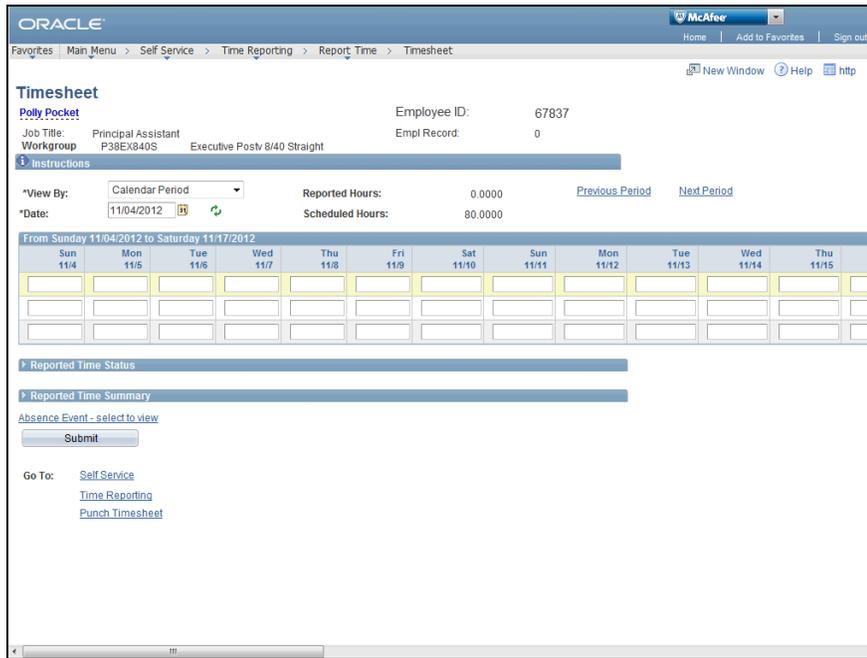
Step	Action
3.	Click the <b>Time Reporting</b> menu. 



Step	Action
4.	Click the <b>Report Time</b> menu. 



Step	Action
5.	Click the <b>Timesheet</b> menu. 



Step	Action
6.	In this example you are working 8 hours for Mon through Friday.

The screenshot shows the Oracle Timesheet interface for user Polly Pocket. The page includes navigation menus, user information (Employee ID: 67837), and a calendar grid for the period from Sunday 11/04/2012 to Saturday 11/17/2012. The 'Mon' field (11/5) is currently empty.

Step	Action
7.	Enter the desired information into the <b>Mon</b> field. Enter "8".

This screenshot shows the same Oracle Timesheet interface as above, but with the number '8' entered into the 'Mon' field of the calendar grid.

Step	Action
8.	Enter the desired information into the <b>Tue</b> field. Enter "8".

Step	Action
9.	Enter the desired information into the <b>Wed</b> field. Enter "8".

Step	Action
10.	Enter the desired information into the <b>Thu</b> field. Enter "8".

**Timesheet**  
Polly Pocket Employee ID: 67837  
Job Title: Principal Assistant Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

\*View By: Calendar Period Reported Hours: 0.0000  
\*Date: 11/04/2012 Scheduled Hours: 80.0000

Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15
	8	8	8	8	8						

Reported Time Status  
Reported Time Summary  
Absence Event - select to view  
Submit  
Go To: Self Service, Time Reporting, Punch Timesheet

Step	Action
11.	Enter the desired information into the <b>Fri</b> field. Enter "8".

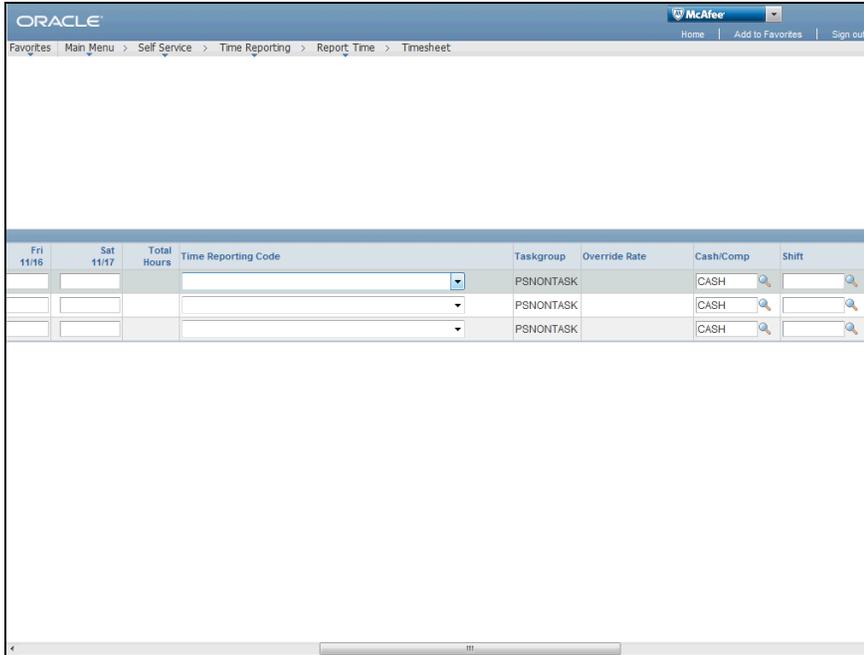
**Timesheet**  
Polly Pocket Employee ID: 67837  
Job Title: Principal Assistant Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

\*View By: Calendar Period Reported Hours: 0.0000  
\*Date: 11/04/2012 Scheduled Hours: 80.0000

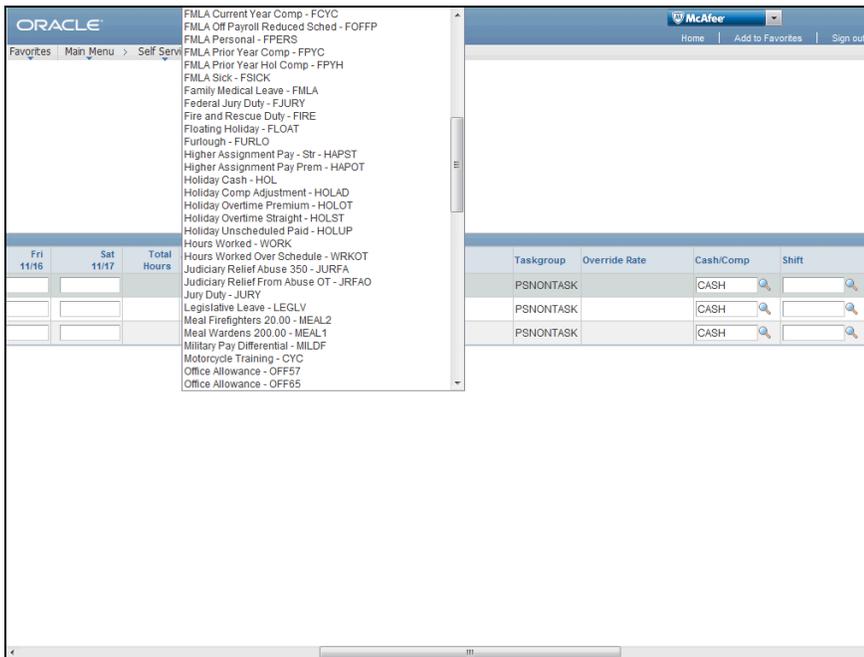
Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15
	8	8	8	8	8						

Reported Time Status  
Reported Time Summary  
Absence Event - select to view  
Submit  
Go To: Self Service, Time Reporting, Punch Timesheet

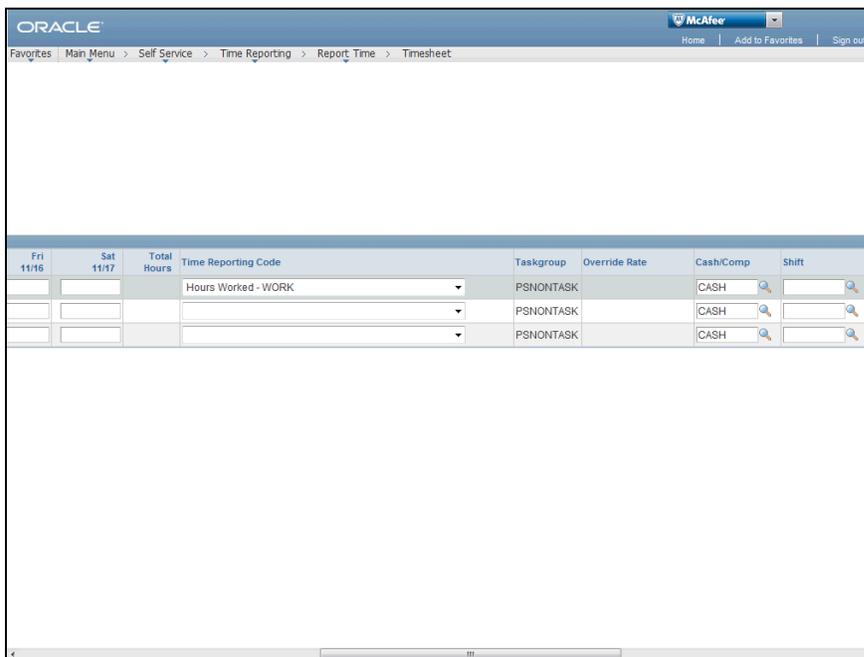
Step	Action
12.	Click the scrollbar.



Step	Action
13.	Click the <b>Time Reporting Code</b> list. 



Step	Action
14.	Click the <b>Hours Worked - WORK</b> list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Hours Worked - WORK</div>



Step	Action
15.	Click the scrollbar.

**Timesheet**  
 Polly Pocket Employee ID: 67837  
 Job Title: Principal Assistant Empl Record: 0  
 Workgroup: P38EX840S Executive Postv 8/40 Straight

\*View By: Calendar Period Reported Hours: 0.0000  
 \*Date: 11/04/2012 Scheduled Hours: 80.0000

Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15
	8	8	8	8	8						

Step	Action
16.	<p>In this example you are specifying that you should receive higher assignment pay for the 8 hours worked on Monday and Friday.</p> <p>NOTE: Eligibility for Higher Assignment Pay (HAP) varies by bargaining unit. In this example, the contract provisions allow the employee to claim HAP when filling in for a higher level position for one full shift.</p>

Step	Action
17.	Enter the desired information into the <b>Mon</b> field. Enter "8".

The screenshot displays the Oracle Timesheet application. At the top, the Oracle logo and user name 'McAfee' are visible. The breadcrumb navigation shows 'Self Service > Time Reporting > Report Time > Timesheet'. The user's name 'Polly Pocket' and Employee ID '67837' are shown. Below this, there are fields for 'Job Title' (Principal Assistant), 'Workgroup' (P38EX840S), and 'Executive Postv 8/40 Straight'. A 'Reported Hours' field shows '0.0000' and 'Scheduled Hours' shows '80.0000'. A calendar grid is displayed for the period from Sunday 11/04/2012 to Saturday 11/17/2012. The 'Mon 11/5' field is highlighted, and the number '8' is entered in it. Below the calendar, there are sections for 'Reported Time Status', 'Reported Time Summary', and 'Absence Event - select to view'. A 'Submit' button is located below these sections. At the bottom, there is a 'Go To:' section with links to 'Self Service', 'Time Reporting', and 'Punch Timesheet'.

Step	Action
18.	Enter the desired information into the <b>Mon</b> field. Enter "8".

ORACLE McAfee

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

New Window | Help | http

### Timesheet

**Polly Pocket** Employee ID: 67837  
 Job Title: Principal Assistant Empl Record: 0  
 Workgroup: P38EX840S Executive Postv 8/40 Straight

**Instructions**

\*View By: Calendar Period Reported Hours: 0.0000 [Previous Period](#) [Next Period](#)  
 \*Date: 11/04/2012 BS ↻ Scheduled Hours: 80.0000

From Sunday 11/04/2012 to Saturday 11/17/2012

Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15
	8	8	8	8	8						
	8				8						

Reported Time Status

Reported Time Summary

Absence Event - select to view

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Step	Action
19.	Click the scrollbar.

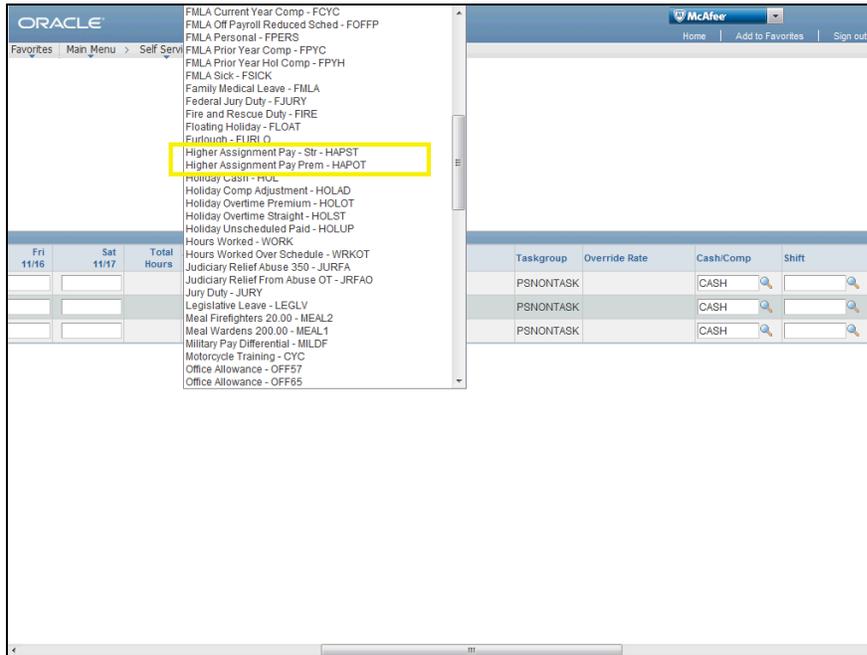
ORACLE McAfee

Home | Add to Favorites | Sign out

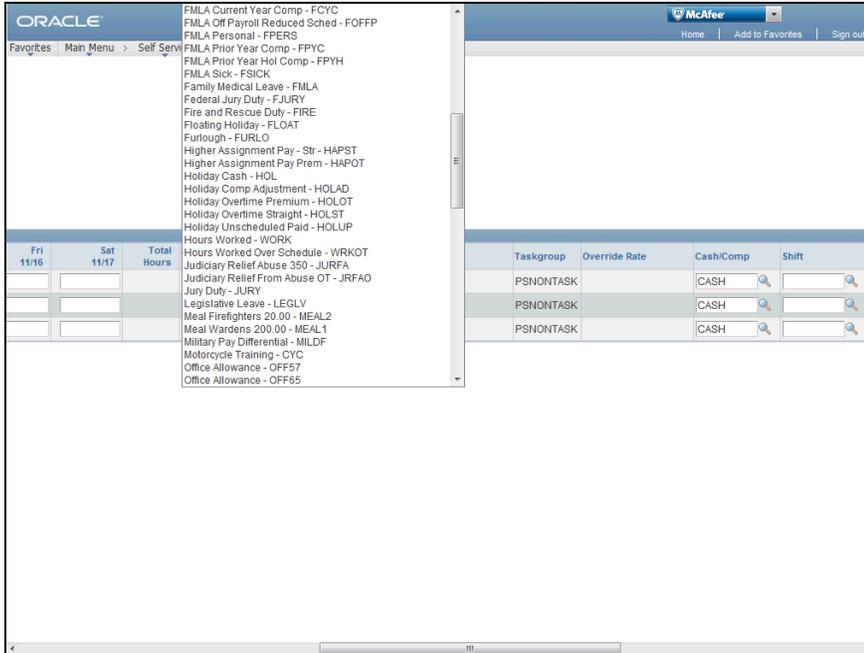
Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Fri 11/16	Sat 11/17	Total Hours	Time Reporting Code	Taskgroup	Override Rate	Cash/Comp	Shift
			Hours Worked - WORK	PSNONTASK		CASH	
				PSNONTASK		CASH	
				PSNONTASK		CASH	

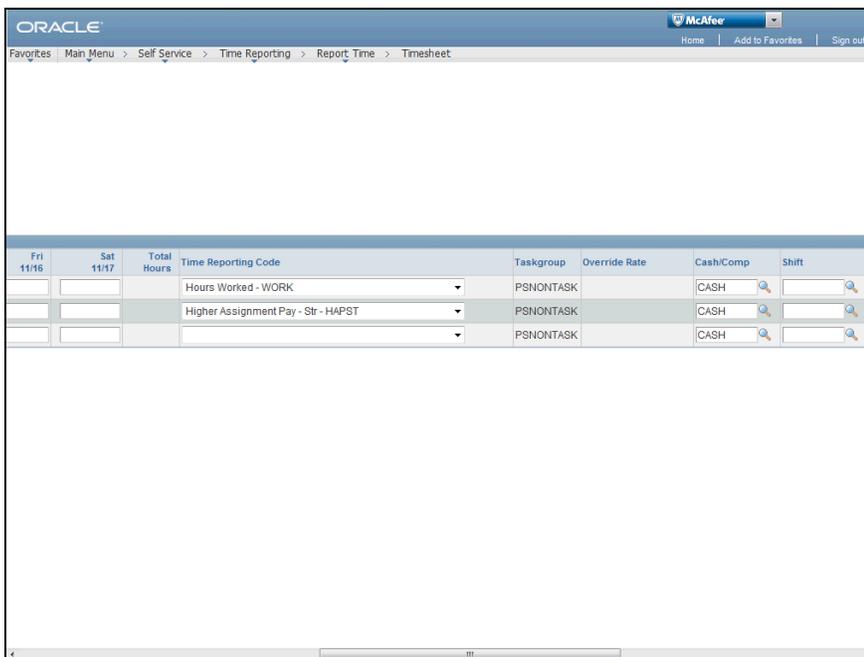
Step	Action
20.	Click the <b>Time Reporting Code</b> list. 



Step	Action
21.	Please note there are 2 TRCs that are used for higher assignment pay.  Higher Assignment Pay - Str (HAPST) is for standard hours worked. Higher Assignment Pay Prem (HAPOT) is used for overtime.



Step	Action
22.	For this example, click the <b>Higher Assignment Pay - Str - HAPST</b> list item. <input type="text" value="Higher Assignment Pay - Str - HAPST"/>



Step	Action
23.	Click the scrollbar.

**ORACLE** McAfee Home Add to Favorites Sign out  
 Favorites Main Menu Self Service Time Reporting Report Time Timesheet New Window Help http

**Timesheet**  
 Polly Pocket Employee ID: 67837  
 Job Title: Principal Assistant Empl Record: 0  
 Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions  
 \*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
 \*Date: 11/04/2012 Scheduled Hours: 80.0000

Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15
	8		8	8	8						
	8				8						

Reported Time Status  
 Reported Time Summary  
 Absence Event - select to view  
 Submit  
 Go To: Self Service Time Reporting Punch Timesheet

Step	Action
24.	In this example you are working 2 hours of overtime on Friday where you will receive HAP.

**ORACLE** McAfee Home Add to Favorites Sign out  
 Favorites Main Menu Self Service Time Reporting Report Time Timesheet New Window Help http

**Timesheet**  
 Polly Pocket Employee ID: 67837  
 Job Title: Principal Assistant Empl Record: 0  
 Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions  
 \*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
 \*Date: 11/04/2012 Scheduled Hours: 80.0000

Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15
	8		8	8	8						
	8				8						

Reported Time Status  
 Reported Time Summary  
 Absence Event - select to view  
 Submit  
 Go To: Self Service Time Reporting Punch Timesheet

Step	Action
25.	Enter the desired information into the <b>Fri</b> field. Enter "2".

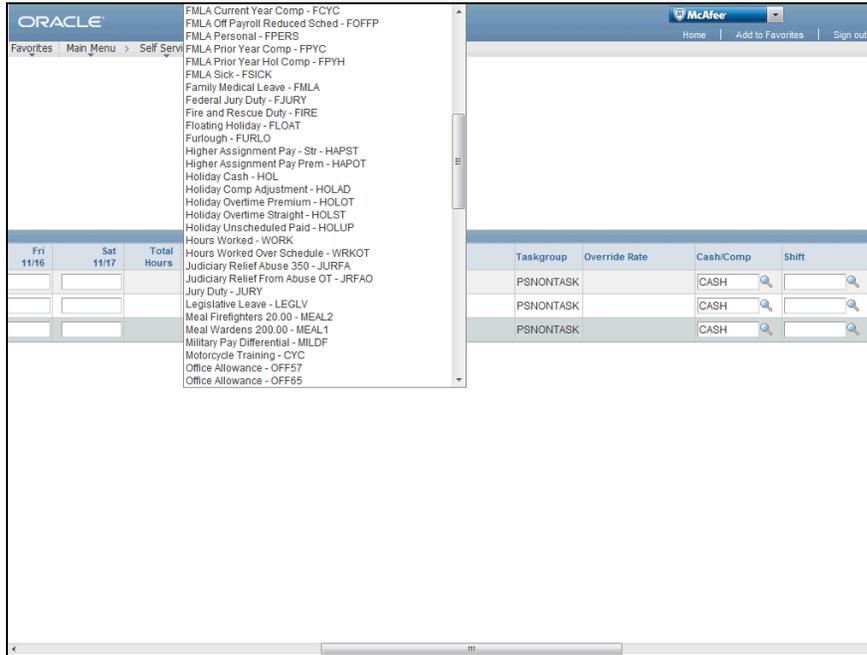
The screenshot shows the Oracle Timesheet interface. At the top, the Oracle logo and user information (McAfee) are visible. The breadcrumb trail is: Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet. The user is Polly Pocket, Employee ID: 67837, Job Title: Principal Assistant, Workgroup: P38E1840S, Executive Posn: 8/40 Straight. The current date is 11/04/2012. The calendar grid shows hours for each day from Sunday 11/4 to Thursday 11/15. The Friday 11/9 field contains the number '2'. Below the calendar are sections for 'Reported Time Status', 'Reported Time Summary', and 'Absence Event - select to view'. A 'Submit' button is present. Navigation links for 'Self Service', 'Time Reporting', and 'Punch Timesheet' are at the bottom.

Step	Action
26.	Click the scrollbar.

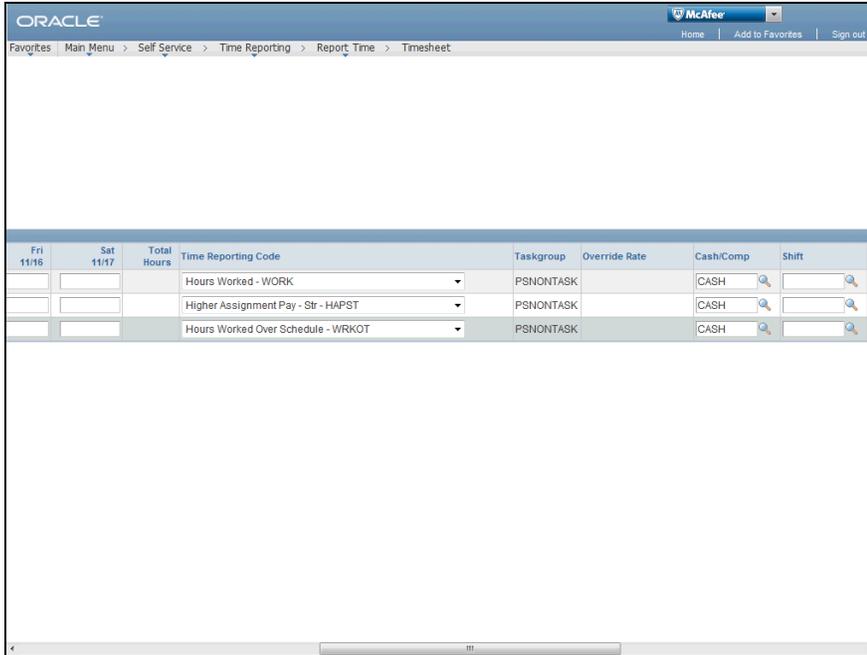
The screenshot shows the Oracle Timesheet interface with a table of time reporting codes. The table has columns for 'Fri 11/16', 'Sat 11/17', 'Total Hours', 'Time Reporting Code', 'Taskgroup', 'Override Rate', 'Cash/Comp', and 'Shift'. The visible rows are:

Fri 11/16	Sat 11/17	Total Hours	Time Reporting Code	Taskgroup	Override Rate	Cash/Comp	Shift
			Hours Worked - WORK	PSNONTASK		CASH	
			Higher Assignment Pay - Str - HAPST	PSNONTASK		CASH	
				PSNONTASK		CASH	

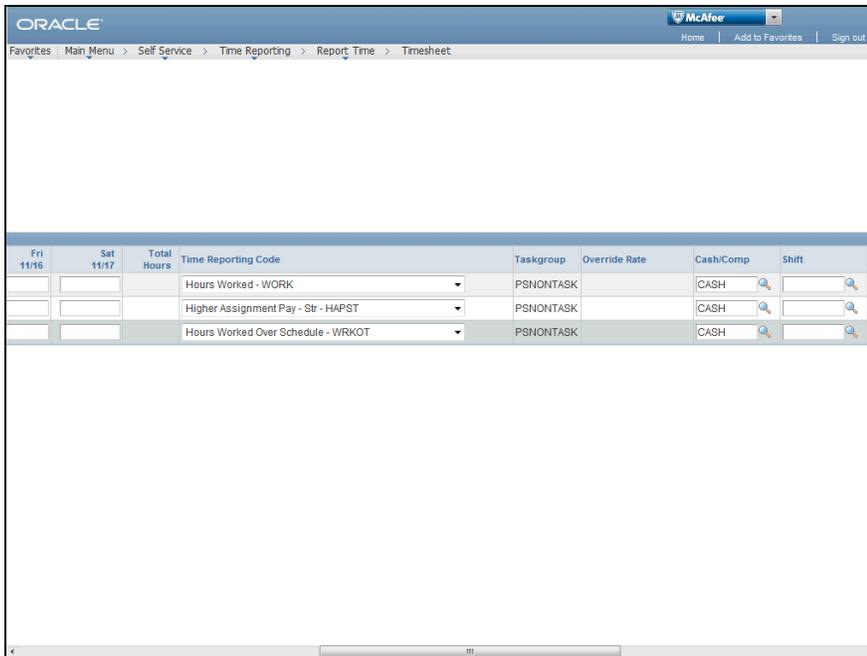
Step	Action
27.	Click the <b>Time Reporting Code</b> list. 



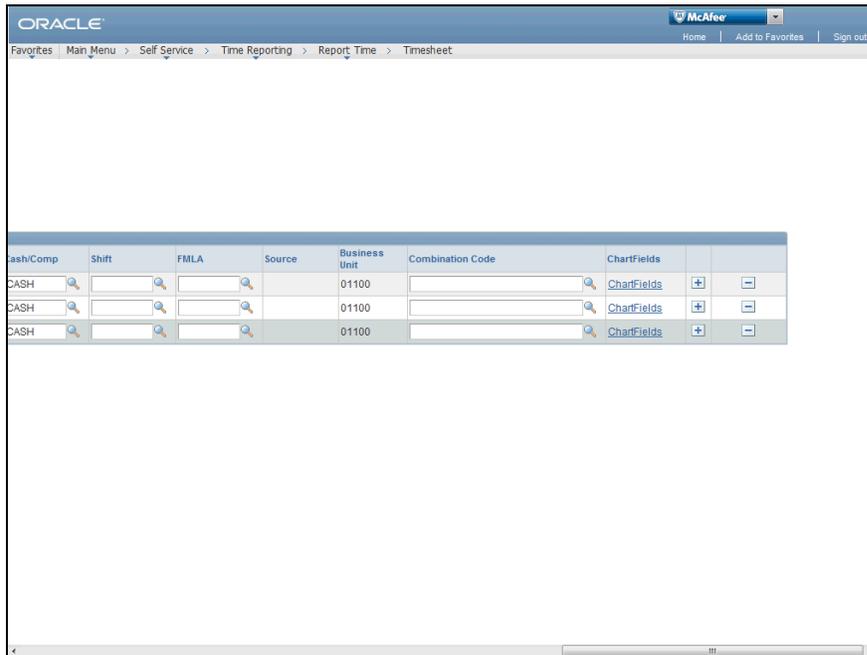
Step	Action
28.	Click the <b>Hours Worked Over Schedule - WRKOT</b> list item. <input type="text" value="Hours Worked Over Schedule - WRKOT"/>



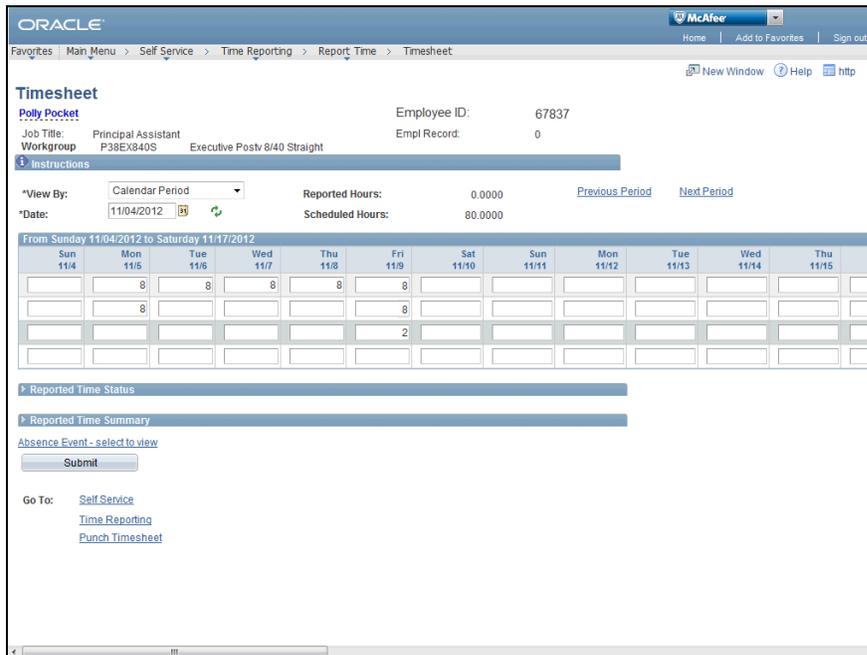
Step	Action
29.	Defaults to CASH for overtime



Step	Action
30.	Click the scrollbar. 



Step	Action
31.	To add an additional row for time entry, click the + button. 



Step	Action
32.	In this example you should receive higher assignment pay for the 2 hours of over time.

Step	Action
33.	Enter the desired information into the <b>Fri</b> field. Enter "2".

**Timesheet**  
 Polly Pocket Employee ID: 67837  
 Job Title: Principal Assistant Empl Record: 0  
 Workgroup: P38EX840S Executive Postn 8/40 Straight

\*View By: Calendar Period Reported Hours: 0.0000  
 \*Date: 11/04/2012 Scheduled Hours: 80.0000

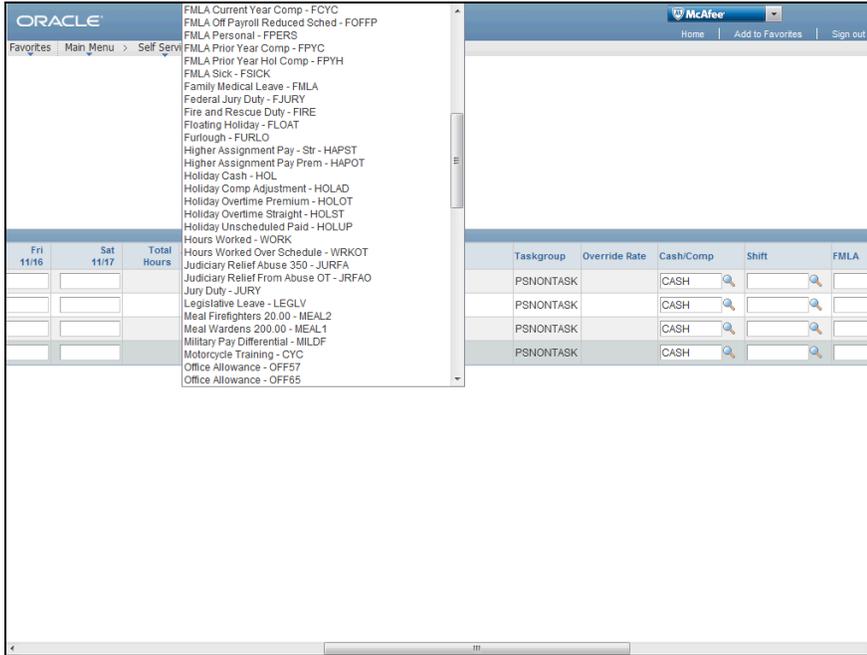
Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15
	8	8	8	8	8						
	8				8						
					2						
					2						

Reported Time Status  
 Reported Time Summary  
 Absence Event - select to view  
 Submit  
 Go To: Self Service, Time Reporting, Punch Timesheet

Step	Action
34.	Click the scrollbar.

Fri 11/6	Sat 11/7	Total Hours	Time Reporting Code	Taskgroup	Override Rate	Cash/Comp	Shift	FMLA
			Hours Worked - WORK	PSNONTASK		CASH		
			Higher Assignment Pay - Str - HAPST	PSNONTASK		CASH		
			Hours Worked Over Schedule - WRKOT	PSNONTASK		CASH		
				PSNONTASK		CASH		

Step	Action
35.	Click the <b>Time Reporting Code</b> list. 



Step	Action
36.	Click the <b>Higher Assignment Pay Prem - HAPOT</b> list item. <input type="text" value="Higher Assignment Pay Prem - HAPOT"/>

Fri 11/16	Sat 11/17	Total Hours	Time Reporting Code	Taskgroup	Override Rate	Cash/Comp	Shift	FMLA
			Hours Worked - WORK	PSNONTASK		CASH		
			Higher Assignment Pay - Str - HAPST	PSNONTASK		CASH		
			Hours Worked Over Schedule - WRKOT	PSNONTASK		CASH		
			Higher Assignment Pay Prem - HAPOT	PSNONTASK		CASH		

Step	Action
37.	Click the scrollbar.

**Timesheet**  
 Polly Pocket  
 Job Title: Principal Assistant  
 Workgroup: P38EX840S Executive Postn 8/40 Straight  
 Employee ID: 67837  
 Empl Record: 0

\*View By: Calendar Period  
 \*Date: 11/04/2012  
 Reported Hours: 0.0000  
 Scheduled Hours: 80.0000

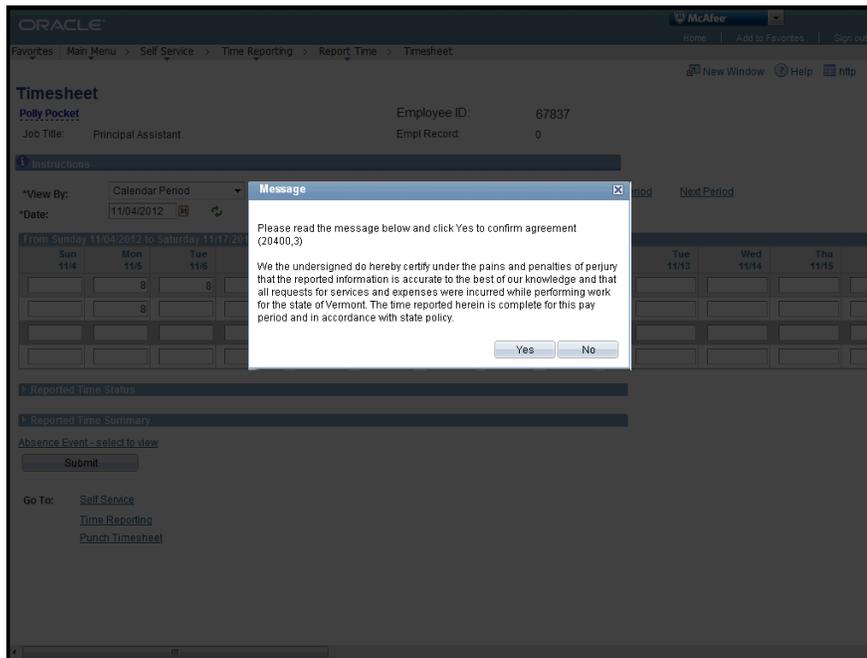
From Sunday 11/04/2012 to Saturday 11/17/2012

Sun 11/4	Mon 11/5	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15
	8	8	8	8	8						
	8				2						
					2						

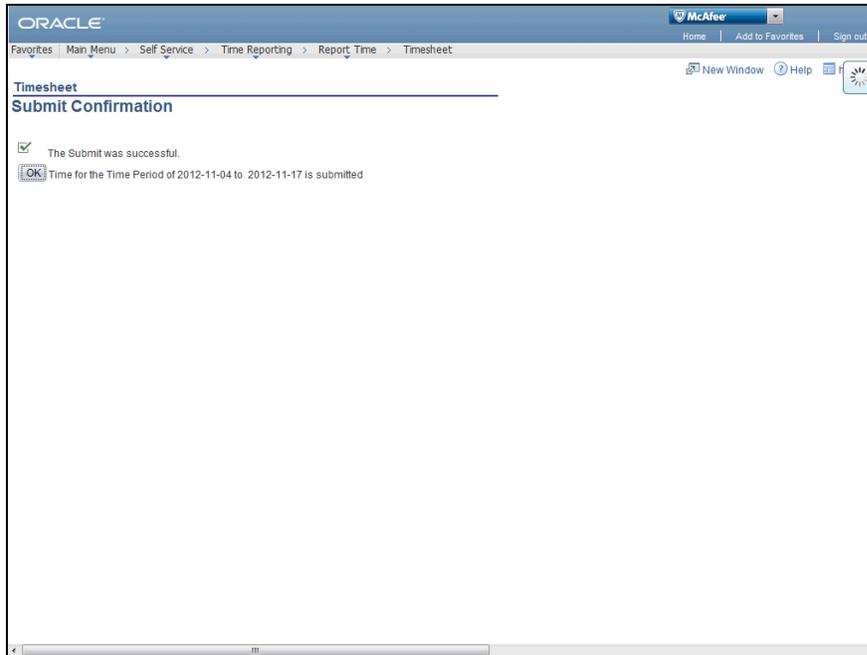
Reported Time Status  
 Reported Time Summary  
 Absence Event - select to view  
 Submit

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

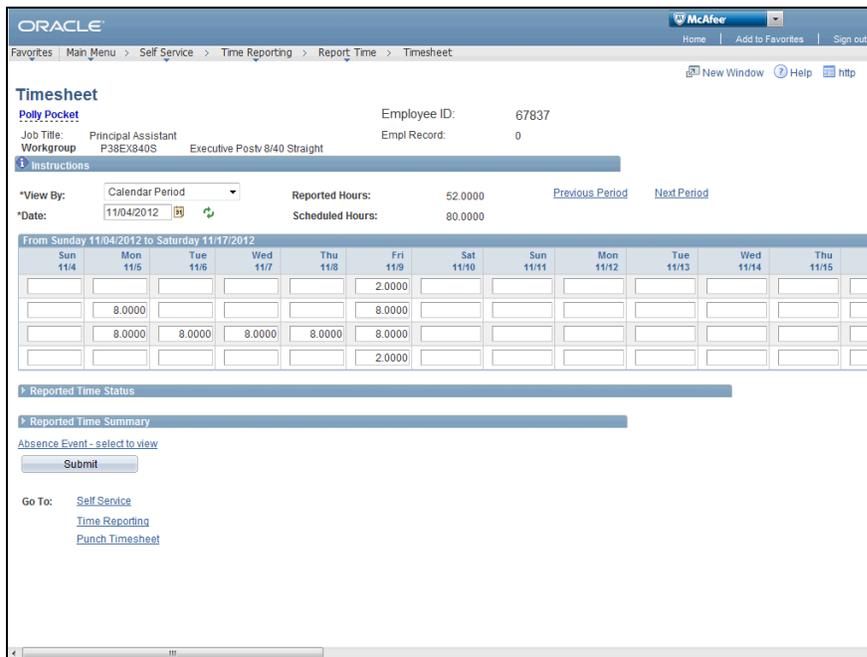
Step	Action
38.	<p>When you submit your timesheet, your entries are saved and submitted for approval. You may change or enter additional information within the deadlines of the pay period. Any changes will need to be re-approved.</p> <p>If you do not submit, the hours you filled in will be lost.</p> <p>Click the <b>Submit</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Submit</div>



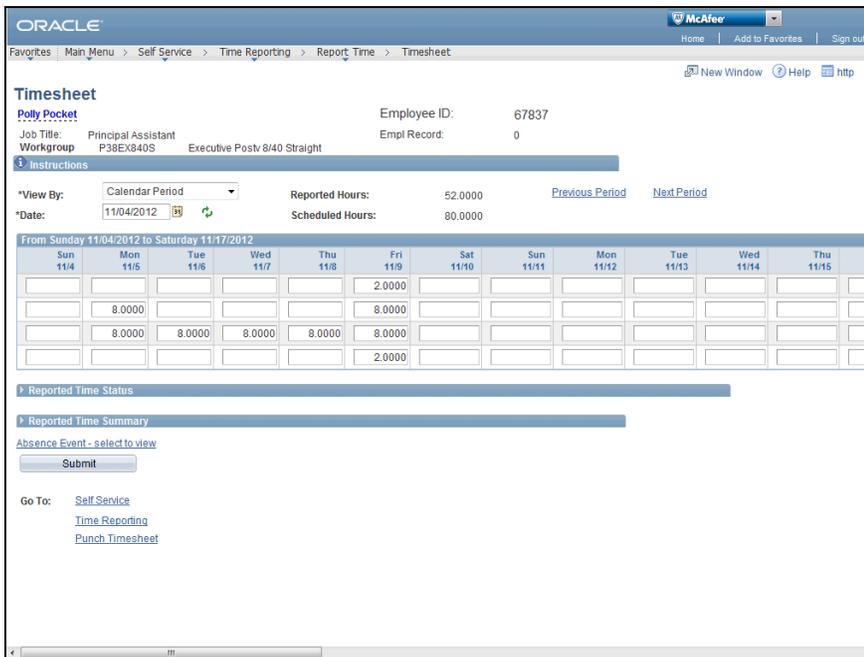
Step	Action
39.	<p>This is will act as your signature for your timesheet.</p> <p>Click the <b>Yes</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Yes</div>



Step	Action
40.	Click the <b>OK</b> button. 



Step	Action
41.	<p>Once you submit your timesheet VTHR will sort your reported time rows alphabetically by the TRC.</p> <p>VTHR will combine rows if they have the same TRC, SHIFT, COMBO CODE, TASKPROFILE.</p> <p>As an example, if you have 2 lines that are Hours Worked charged to the same funding source, they would be combined into one line.</p> <p>As a result, your timesheet may look different from what you entered.</p>



Step	Action
42.	<p>When you have completed your transaction, you can select the VTHR “Main Menu” for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the <b>Sign Out</b> link.</p> <p></p>

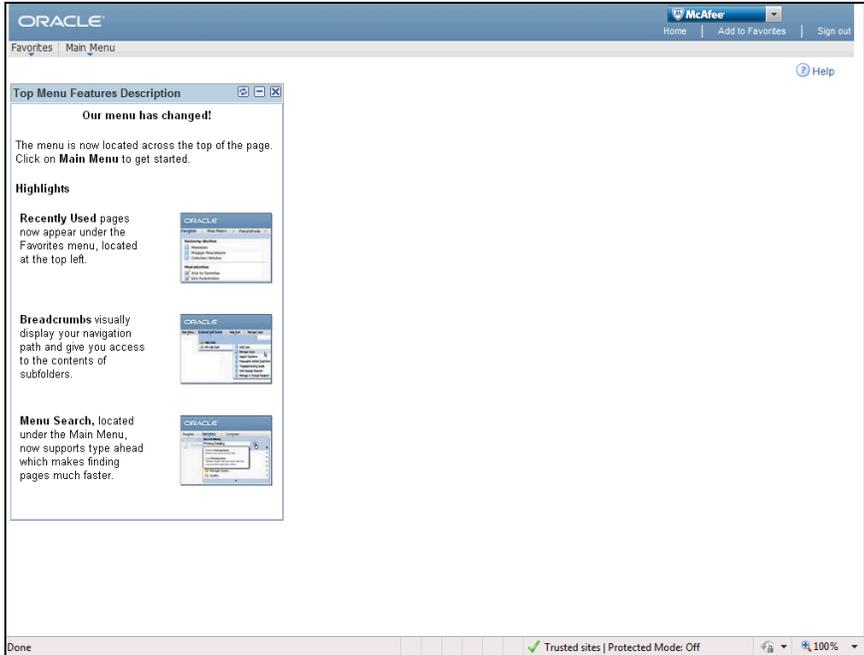


Step	Action
43.	You now know how to enter time worked on higher assignment. <b>End of Procedure.</b>

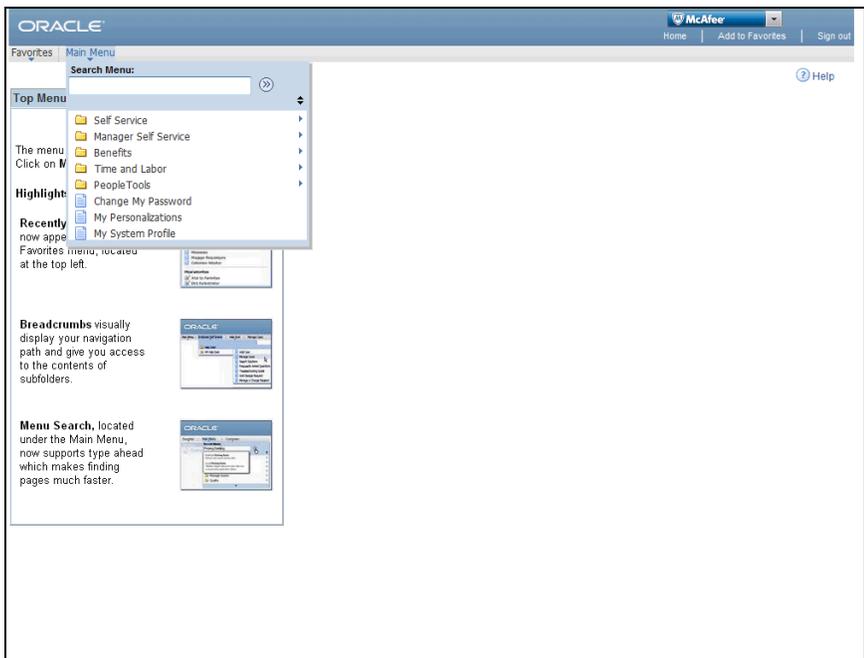
## ESS - Prior Period Adjustment

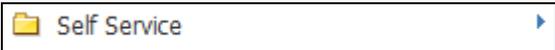
### Procedure

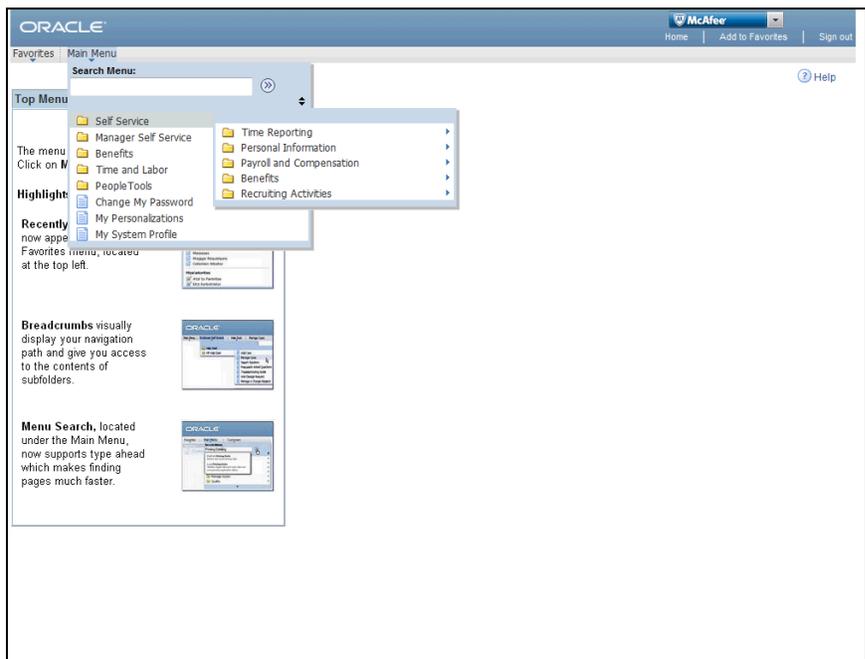
This tutorial will show how to go back one pay period and make a corrections.



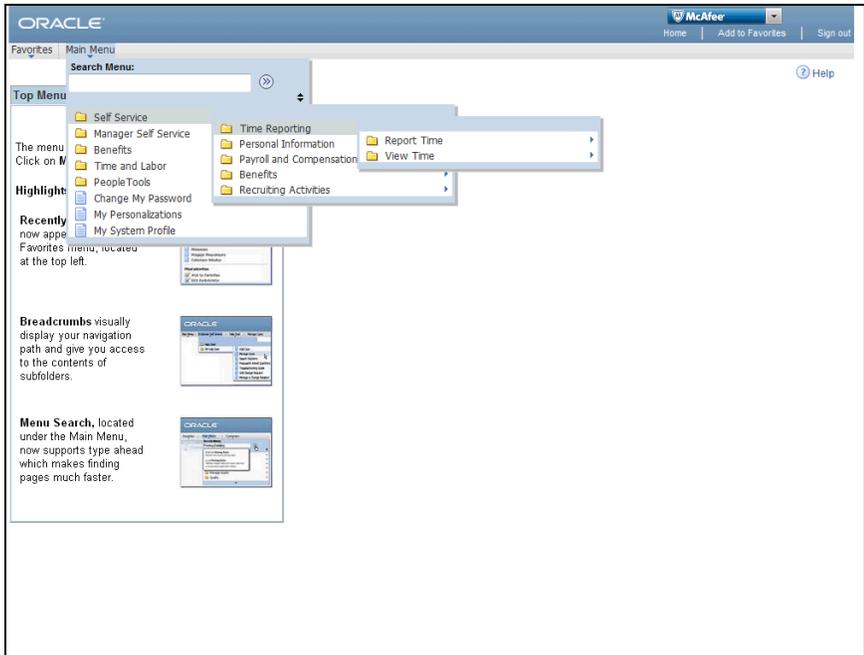
Step	Action
1.	Click the <b>Main Menu</b> button. 

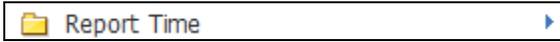


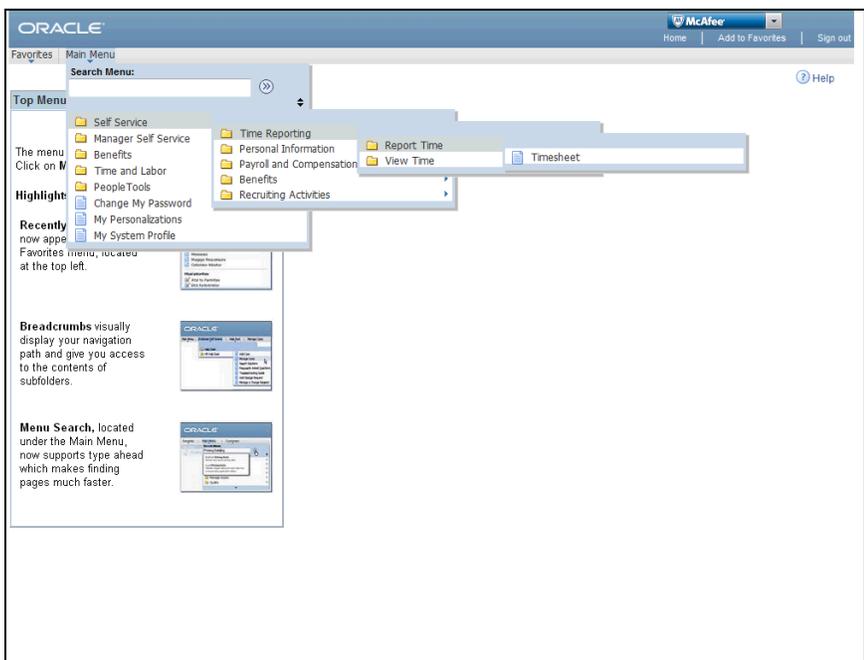
Step	Action
2.	Click the <b>Self Service</b> menu. 



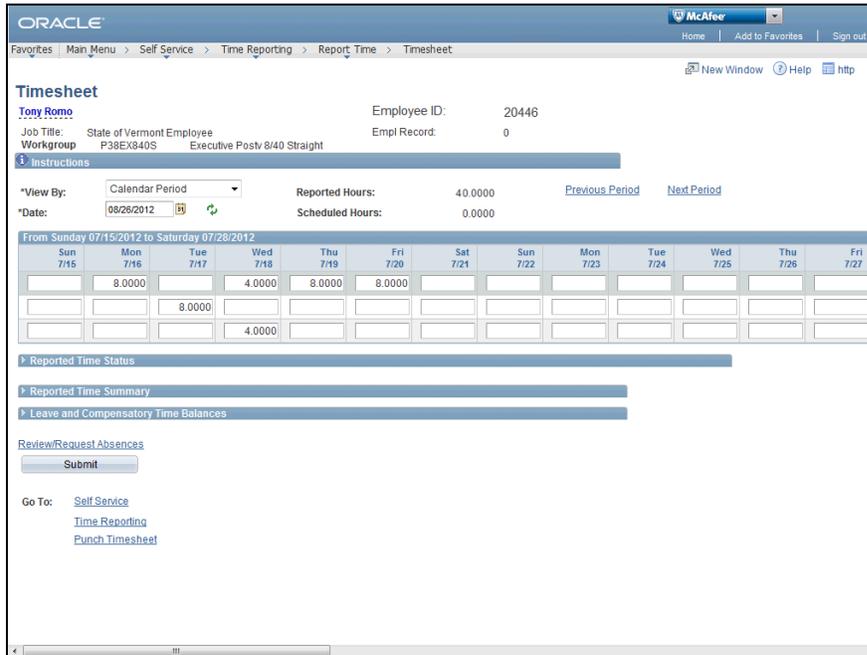
Step	Action
3.	Click the <b>Time Reporting</b> menu. 



Step	Action
4.	Click the <b>Report Time</b> menu. 



Step	Action
5.	Click the <b>Time sheet</b> menu. 



Step	Action
6.	In this example we are in the current payperiod.

**Timesheet**  
 Tony Romo Employee ID: 20446  
 Job Title: State of Vermont Employee Empl Record: 0  
 Workgroup: P38EX840S Executive Postv 8/40 Straight

\*View By: Calendar Period Reported Hours: 40.0000 Previous Period Next Period  
 \*Date: 08/28/2012 Scheduled Hours: 0.0000

Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27
	8.0000		4.0000	8.0000	8.0000							
		8.0000										
			4.0000									

Reported Time Status  
 Reported Time Summary  
 Leave and Compensatory Time Balances

Review/Request Absences  
 Submit

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Step	Action
7.	Click the <b>Previous Period</b> link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Previous Period</div>

**Timesheet**  
 Tony Romo Employee ID: 20446  
 Job Title: State of Vermont Employee Empl Record: 0  
 Workgroup: P38EX840S Executive Postv 8/40 Straight

\*View By: Calendar Period Reported Hours: 93.0000 Previous Period Next Period  
 \*Date: 08/12/2012 Scheduled Hours: 80.0000

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24
								9.0000	7.0000	7.0000	7.0000	7.0000
			4.0000									
				8.0000								
	8.0000	8.0000	8.0000		8.0000			1.0000	1.0000	1.0000	1.0000	1.0000

Reported Time Status  
 Reported Time Summary  
 Leave and Compensatory Time Balances

Review/Request Absences  
 Submit

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Step	Action
8.	You have the ability to go back one pay period to make corrections.  This will be called a prior period adjustment.

**ORACLE** McAfee

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

**Timesheet**

[Tony Romeo](#) Employee ID: 20446  
Job Title: State of Vermont Employee Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions

\*View By: Calendar Period Reported Hours: 93.0000 [Previous Period](#) [Next Period](#)  
\*Date: 08/12/2012 Scheduled Hours: 80.0000

From Sunday 08/12/2012 to Saturday 08/25/2012

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24
			4.0000					9.0000	7.0000	7.0000	7.0000	7.0000
			8.0000	8.0000		8.0000						
	8.0000	8.0000	8.0000		8.0000			1.0000	1.0000	1.0000	1.0000	1.0000

Reported Time Status

Reported Time Summary

Leave and Compensatory Time Balances

Review/Request Absences

Submit

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Step	Action
9.	In this example we realized we entered our hours wrong. We are going to make the correction.

**Timesheet**  
Tony Romo  
Job Title: State of Vermont Employee  
Workgroup: P38EX840S Executive Postv 8/40 Straight  
Employee ID: 20446  
Empl Record: 0

Reported Hours: 93.0000  
Scheduled Hours: 80.0000

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24
								9.0000	7.0000	7.0000	7.0000	7.0000
			4.0000									
				8.0000								
	8.0000	8.0000	8.0000		8.0000			1.0000	1.0000	1.0000	1.0000	1.0000

Step	Action
10.	Enter the desired information into the <b>Wed</b> field. Enter "3".

**Timesheet**  
Tony Romo  
Job Title: State of Vermont Employee  
Workgroup: P38EX840S Executive Postv 8/40 Straight  
Employee ID: 20446  
Empl Record: 0

Reported Hours: 93.0000  
Scheduled Hours: 80.0000

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24
								9.0000	7.0000	7.0000	7.0000	7.0000
			3									
				8.0000								
	8.0000	8.0000	8.0000		8.0000			1.0000	1.0000	1.0000	1.0000	1.0000

Step	Action
11.	Enter the desired information into the <b>Wed</b> field. Enter "5".

**Timesheet**  
Tony Romo Employee ID: 20446  
Job Title: State of Vermont Employee Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

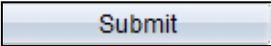
View By: Calendar Period Reported Hours: 93.0000 Previous Period Next Period  
Date: 08/12/2012 Scheduled Hours: 80.0000

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24
								9.0000	7.0000	7.0000	7.0000	7.0000
			3									
				8.0000								
	8.0000	8.0000	5		8.0000			1.0000	1.0000	1.0000	1.0000	1.0000

Reported Time Status  
Reported Time Summary  
Leave and Compensatory Time Balances

Review/Request Absences  
Submit

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Step	Action
12.	Click the <b>Submit</b> button. 

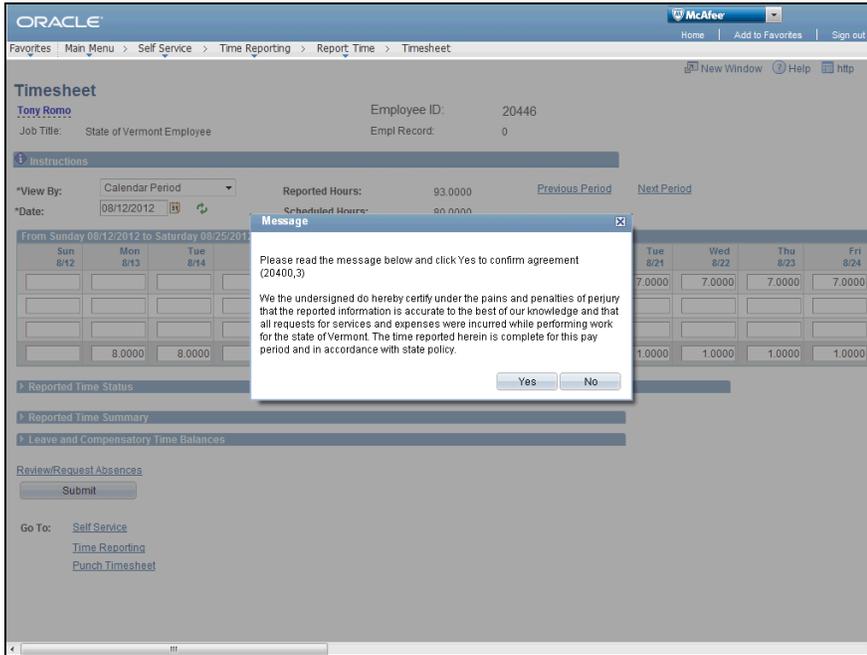
**Message**

Please read the message below and click Yes to confirm agreement (20400,3)

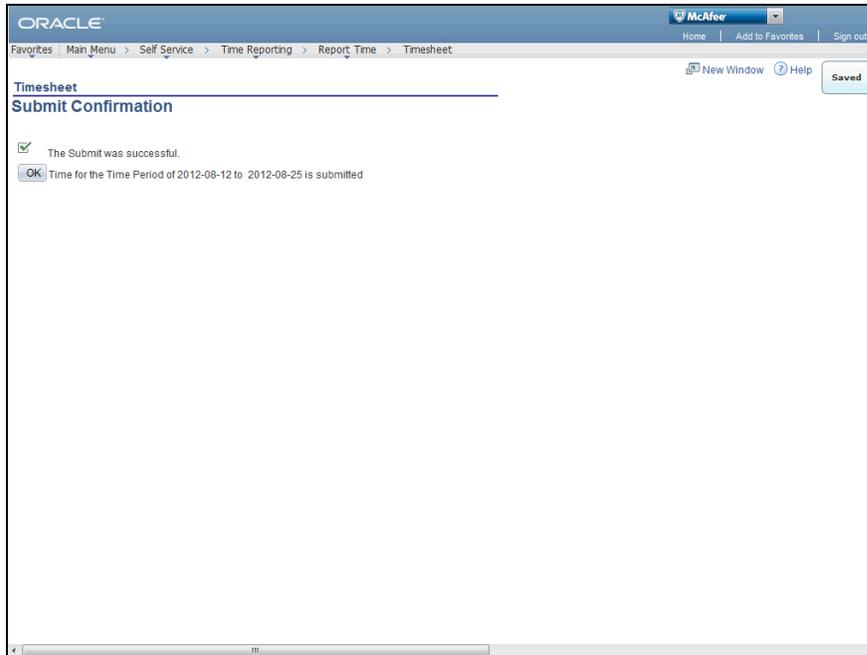
We the undersigned do hereby certify under the pains and penalties of perjury that the reported information is accurate to the best of our knowledge and that all requests for services and expenses were incurred while performing work for the state of Vermont. The time reported herein is complete for this pay period and in accordance with state policy.

Yes No

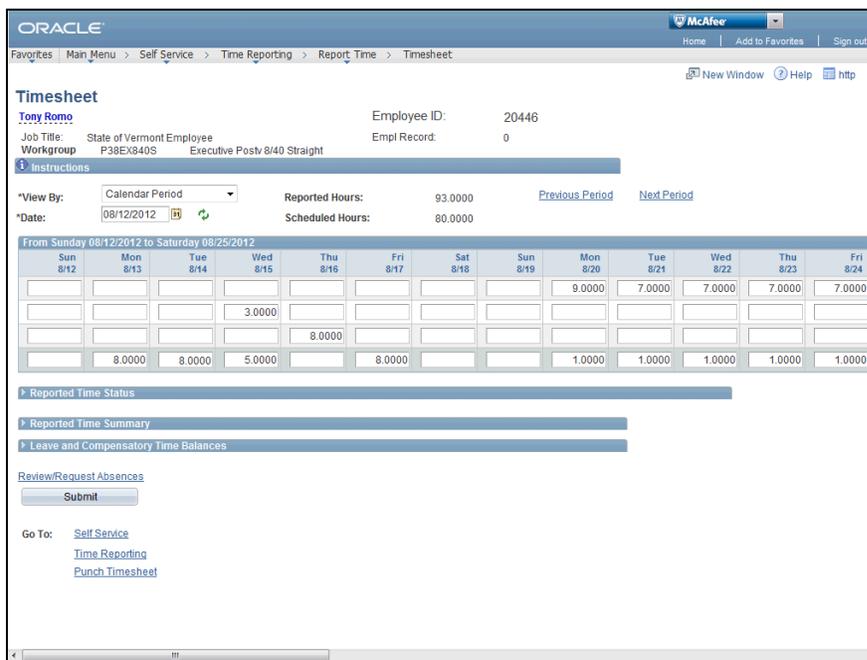
Step	Action
13.	Any change that you make will have to be approved.  You should get paid in the current billing cycle.



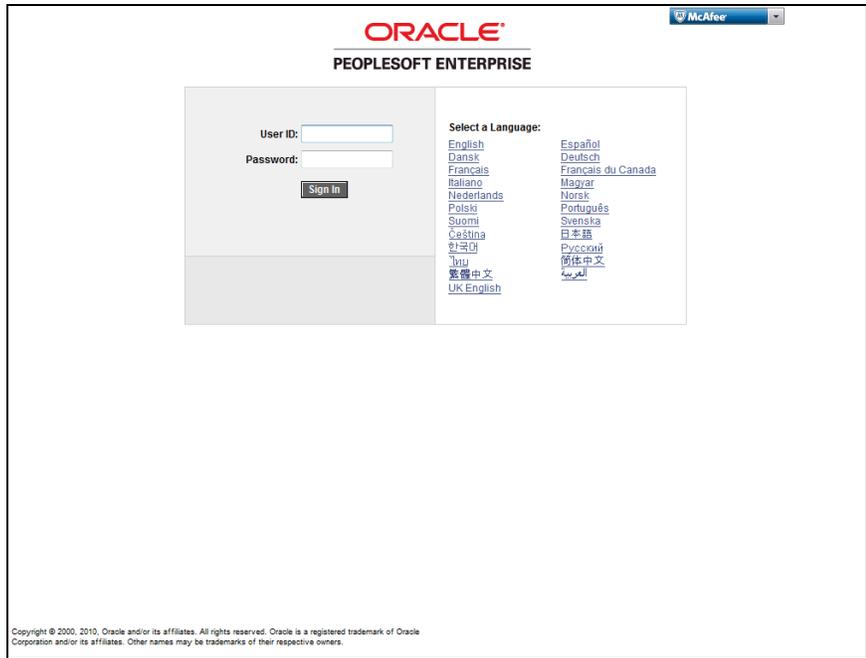
Step	Action
14.	Click the <b>Yes</b> button.  <input type="button" value="Yes"/>



Step	Action
15.	Click the <b>OK</b> button. 



Step	Action
16.	<p>When you have completed your transaction, you can select the VTHR “Main Menu” for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the <b>Sign out</b> link.</p> 



Step	Action
17.	<p>You now know how to go back one pay period and make corrections.</p> <p><b>End of Procedure.</b></p>

## ESS - Selecting Cash/Compensatory for OT

### Procedure

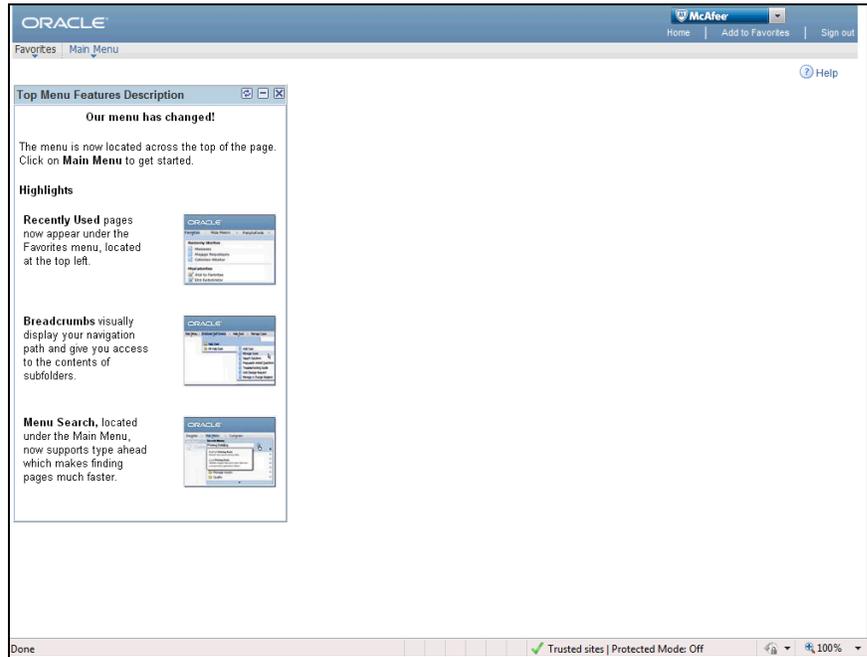
This tutorial will show how to enter hours worked and specify if you want cash or compensatory time off (comp) for overtime.

Employees are expected to obtain prior approval for overtime work, unless specifically authorized to self-activate.

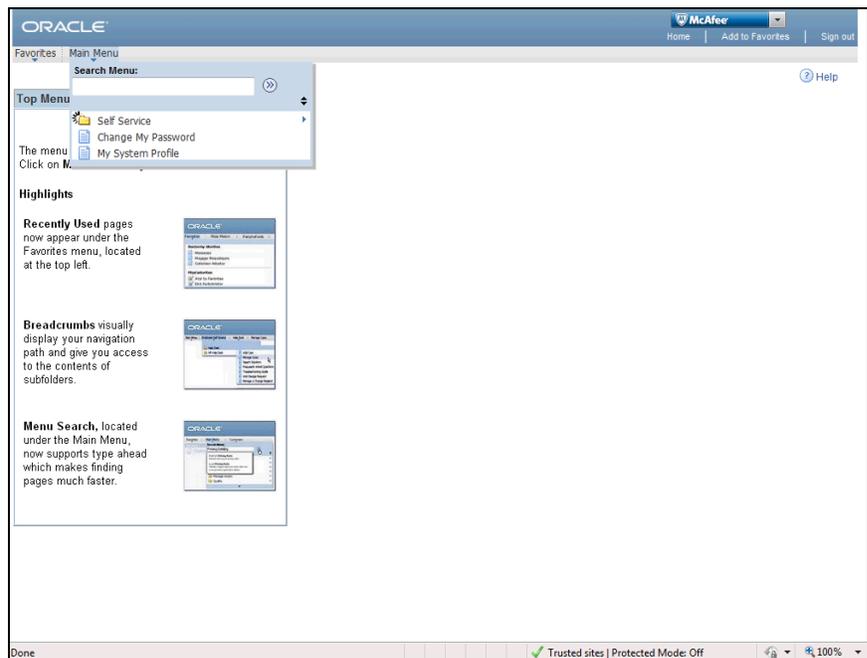
The system does not determine your eligibility for cash or compensatory(comp) time off. This is based on the contract or policy language applicable to you. You should not request a form of payment that is not available to you. All overtime payments are subject to approval.

If you have questions about your eligibility for overtime, please check with your supervisor.

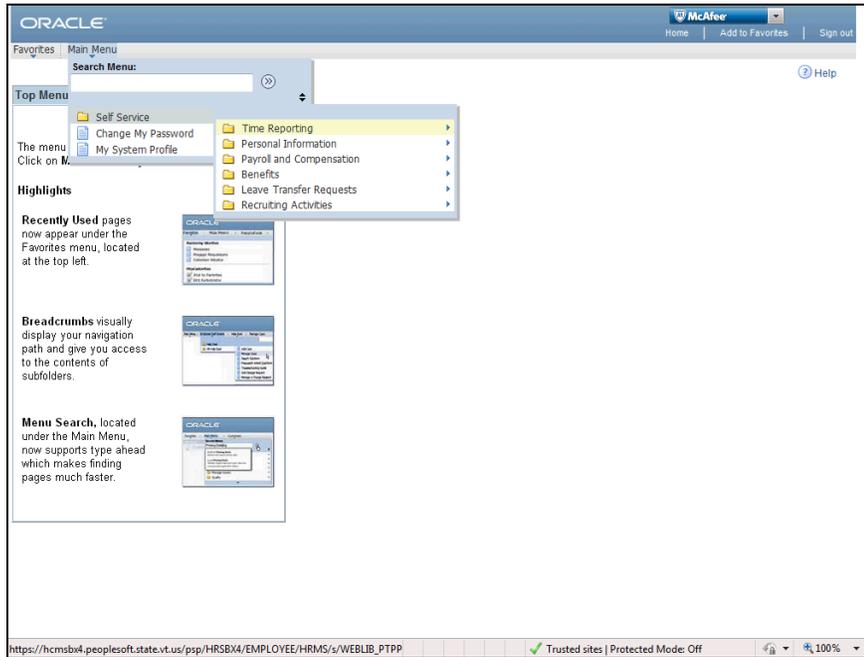
Approximate time to complete topic: **5 - 10 minutes**



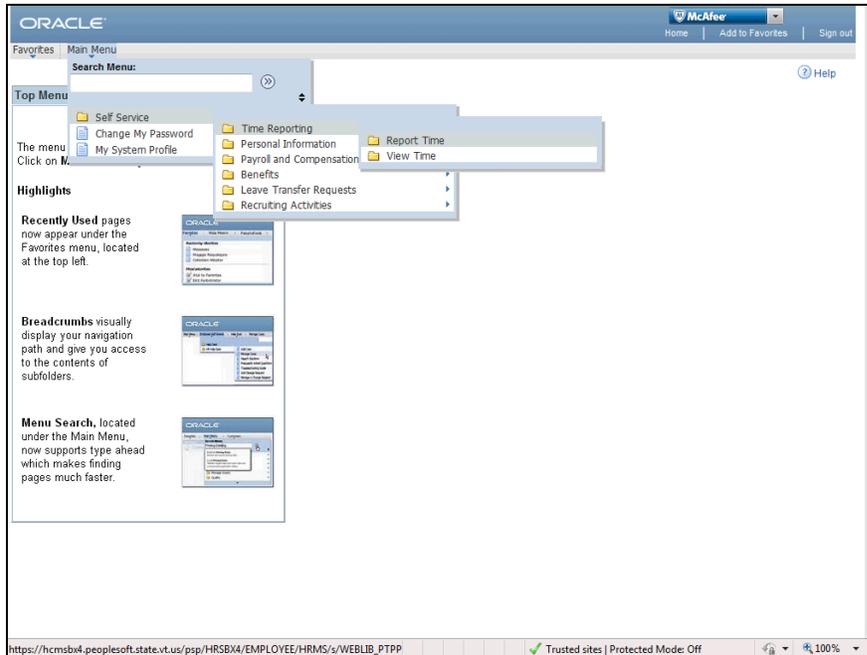
Step	Action
1.	Click the <b>Main Menu</b> button. 



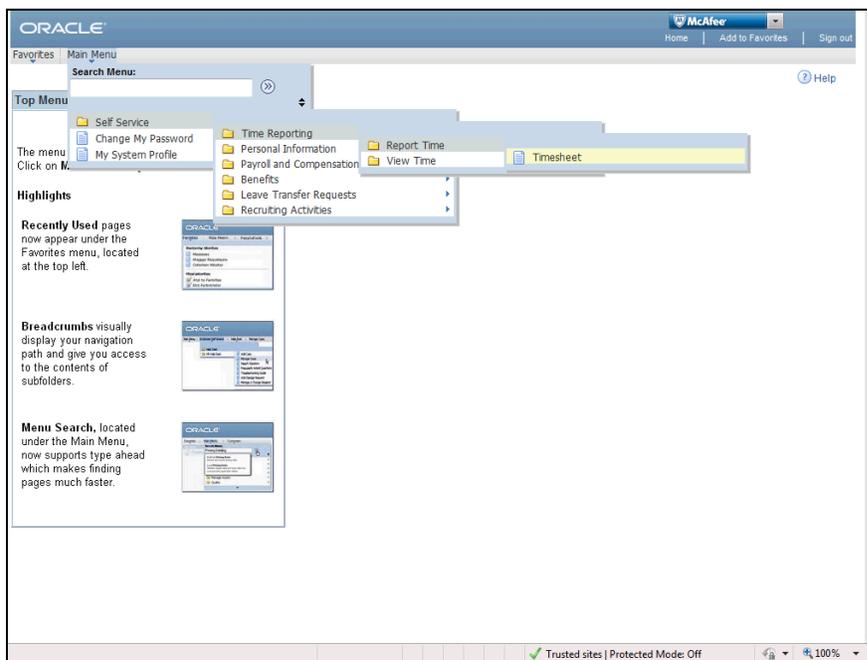
Step	Action
2.	Click the <b>Self Service</b> menu. 

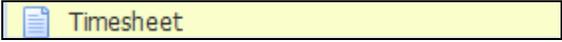


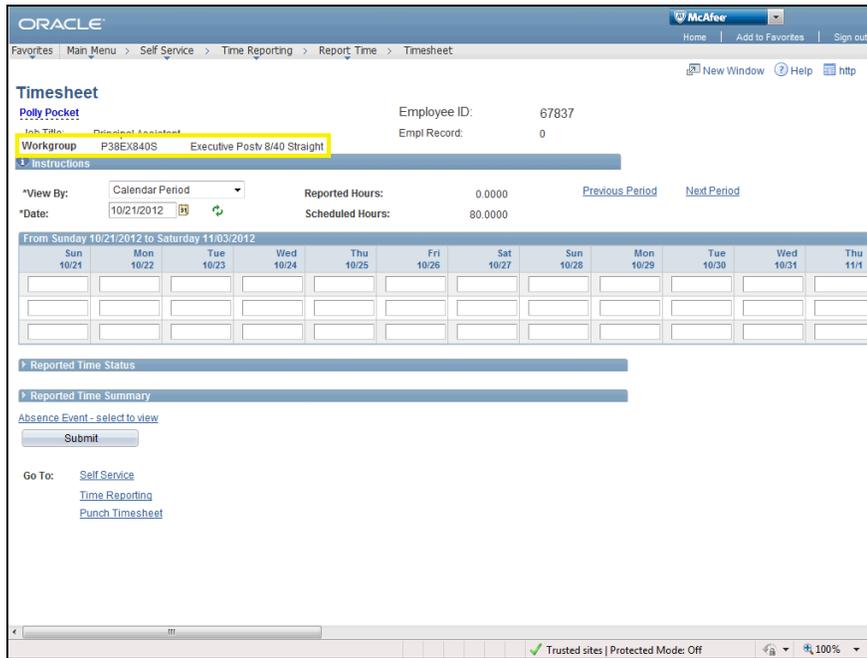
Step	Action
3.	Click the <b>Time Reporting</b> menu. 



Step	Action
4.	Click the <b>Report Time</b> menu.  Report Time



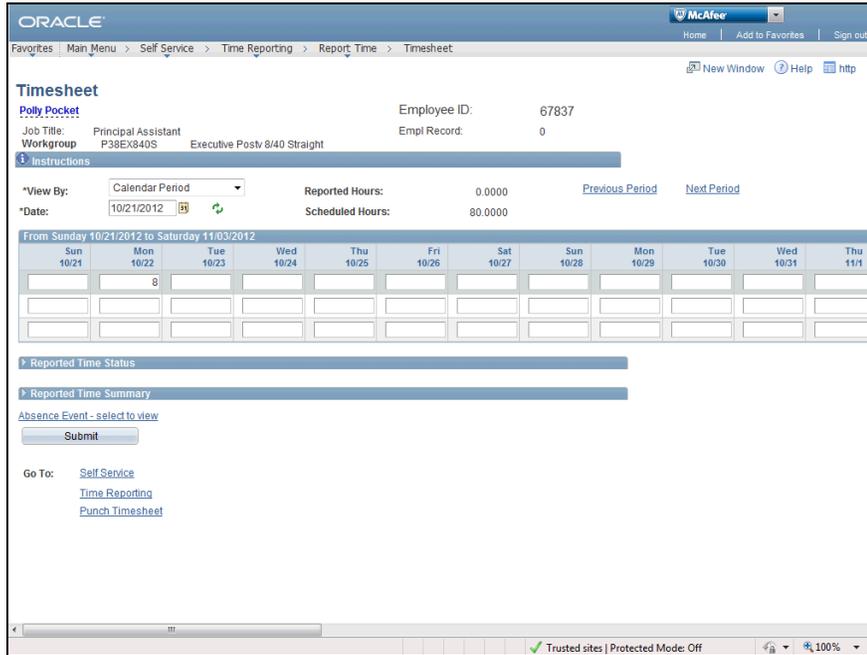
Step	Action
5.	Click the <b>Timesheet</b> menu. 



Step	Action
6.	Your workgroup will show up on your time sheet.  <b><u>Workgroup Example P11EX840P</u></b> P = Positive Reporter E-Exception Reporter 11 = Overtime category (see applicable Collective Bargaining Agreement ( <a href="http://humanresources.vermont.gov/services/labor/collective_bargaining_agreements">http://humanresources.vermont.gov/services/labor/collective_bargaining_agreements</a> )) EX = Executive Branch (Department) 8 = Daily limit (0, 10) 40 = Weekly limit, 80 = Biweekly limit P = Premium overtime (1.5), S = Straight-time

Step	Action
7.	In this example, you are reporting 8 hours worked for Monday through Friday.

Step	Action
8.	Enter the desired information into the <b>Mon</b> field.  Enter "8".



Step	Action
9.	Enter the desired information into the <b>Tue</b> field.  Enter "8".

The screenshot shows the Oracle Timesheet interface for user Polly Pocket. The page displays the following information:

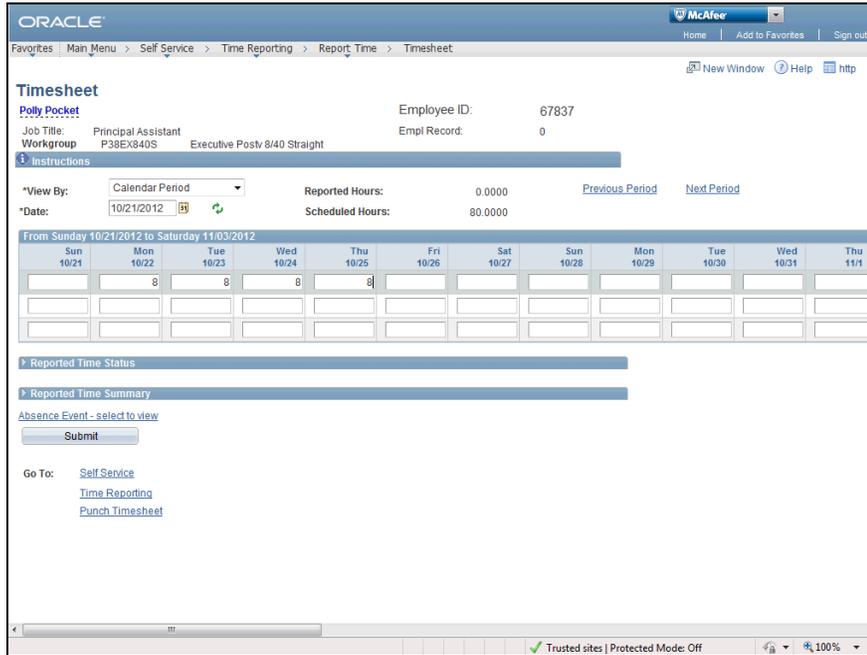
- Employee ID:** 67837
- Job Title:** Principal Assistant
- Workgroup:** P38EX840S Executive Postv 8/40 Straight
- Empl Record:** 0
- Reported Hours:** 0.0000
- Scheduled Hours:** 80.0000
- Date:** 10/21/2012

The calendar grid shows the period from Sunday 10/21/2012 to Saturday 11/03/2012. The 'Wed' field (10/24) is currently empty, while 'Mon' (10/22) and 'Tue' (10/23) contain the number '8'. Below the calendar, there are sections for 'Reported Time Status', 'Reported Time Summary', and 'Absence Event - select to view' with a 'Submit' button. Navigation links for 'Self Service', 'Time Reporting', and 'Punch Timesheet' are also present.

Step	Action
10.	Enter the desired information into the <b>Wed</b> field.  Enter "8".

This screenshot is identical to the previous one, but with the number '8' entered into the 'Wed' field (10/24) of the calendar grid. The rest of the interface, including the employee information and other calendar cells, remains the same.

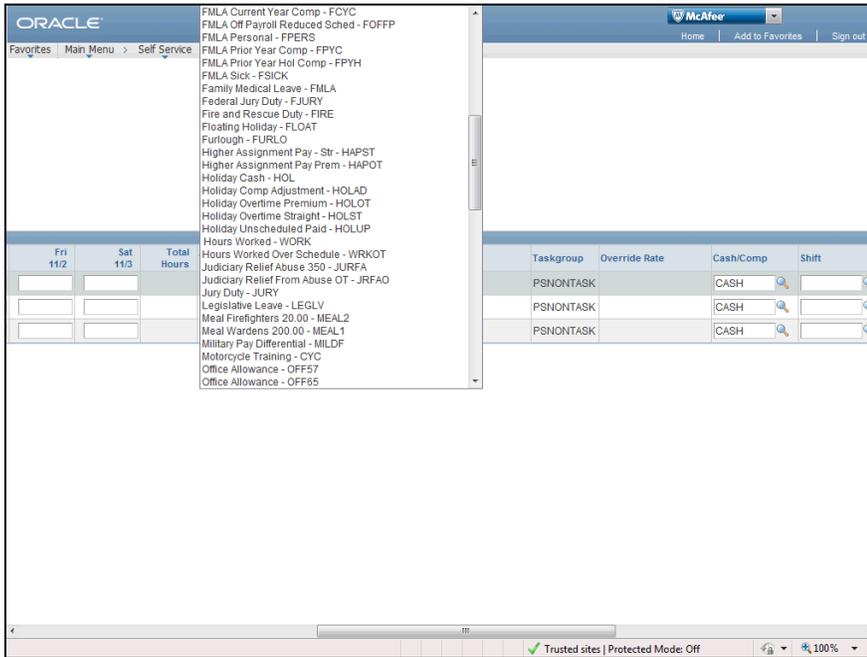
Step	Action
11.	Enter the desired information into the <b>Thu</b> field.  Enter "8".



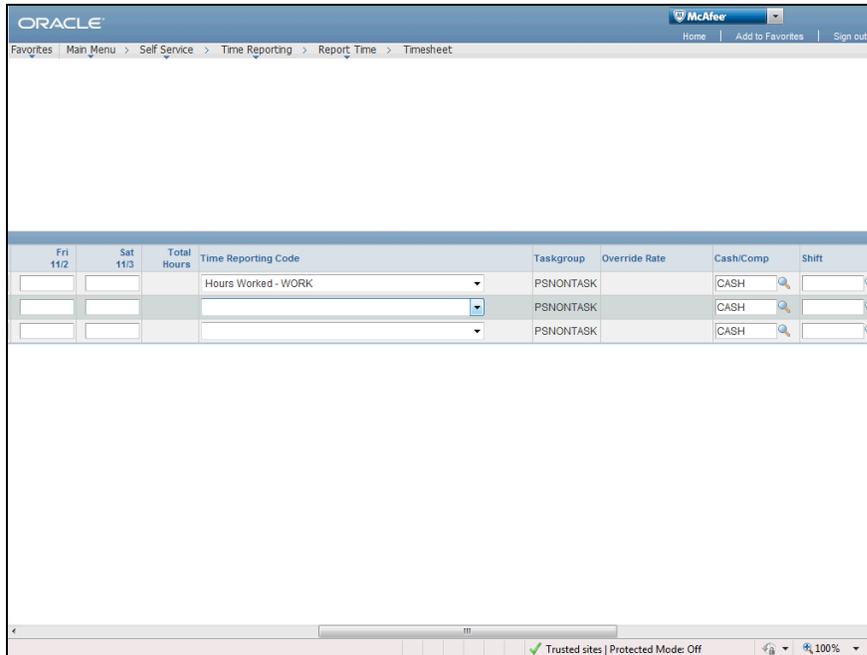
Step	Action
12.	Enter the desired information into the <b>Fri</b> field.  Enter "8".

Step	Action
13.	Move right to access the Time Reporting Code field. Click the <b>Scrollbar</b> .

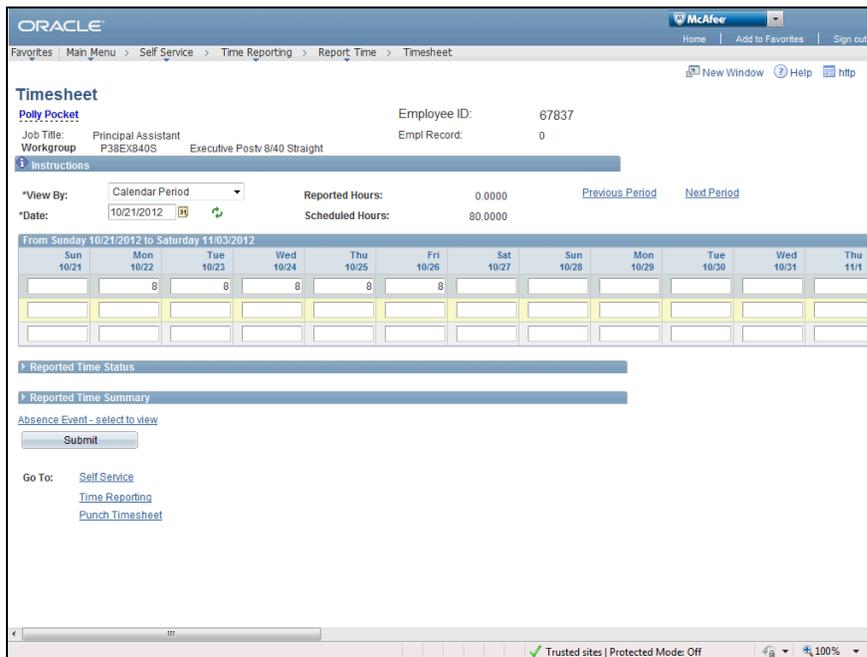
Step	Action
14.	Click the <b>Time Reporting Code</b> list. 



Step	Action
15.	Click the <b>Hours Worked - WORK</b> list item. <input type="text" value="Hours Worked - WORK"/>



Step	Action
16.	Move back to the left side of the screen to report more work hours. Click the <b>Scrollbar</b> .



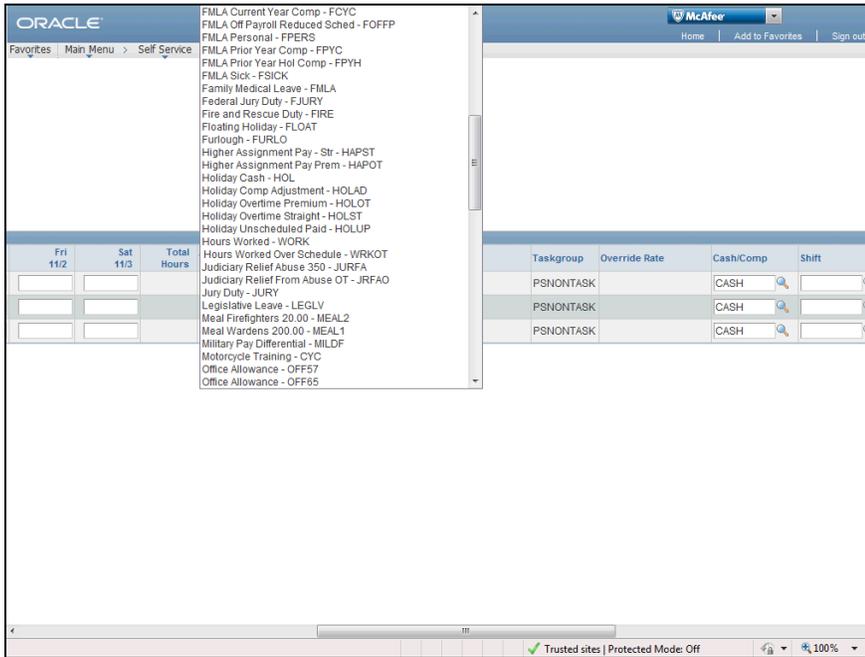
Step	Action
17.	In this example, you are reporting 2 hours of overtime as Compensatory on Thursday.

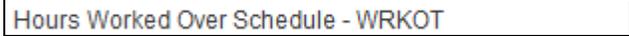
Step	Action
18.	Enter the desired information into the <b>Thu</b> field.  Enter "2".

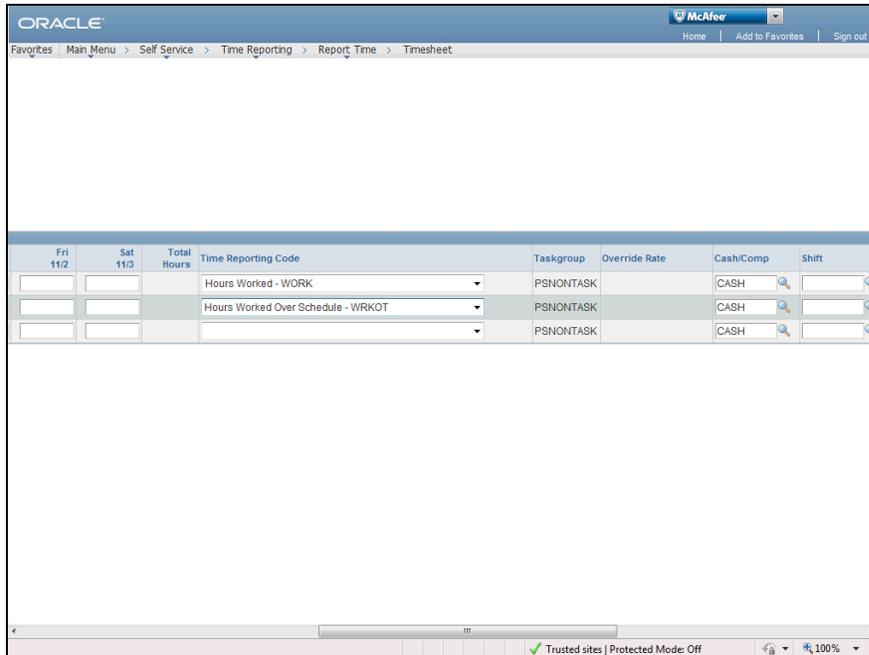
Step	Action
19.	Move right to continue. Click the <b>Scrollbar</b> .

Fri 11/2	Sat 11/3	Total Hours	Time Reporting Code	Taskgroup	Override Rate	Cash/Comp	Shift
			Hours Worked - WORK	PSNONTASK		CASH	
				PSNONTASK		CASH	
				PSNONTASK		CASH	

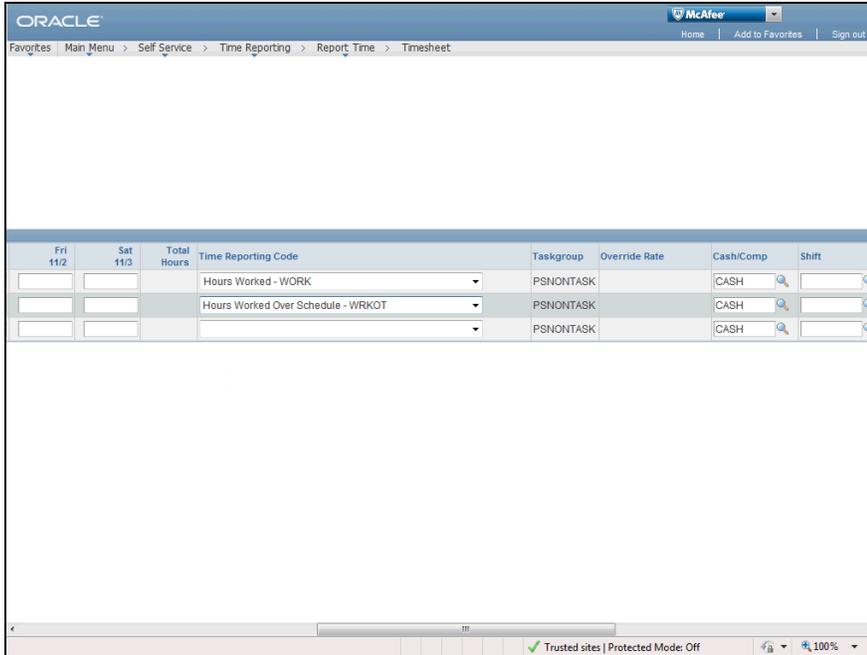
Step	Action
20.	Click the <b>Time Reporting Code</b> list. 



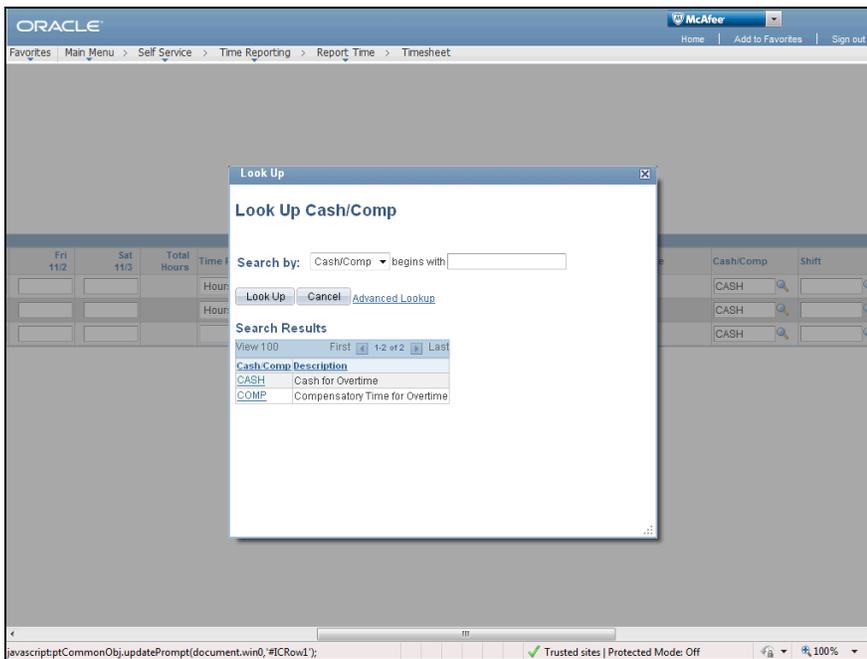
Step	Action
21.	Click the <b>Hours Worked Over Schedule - WRKOT</b> list item. 



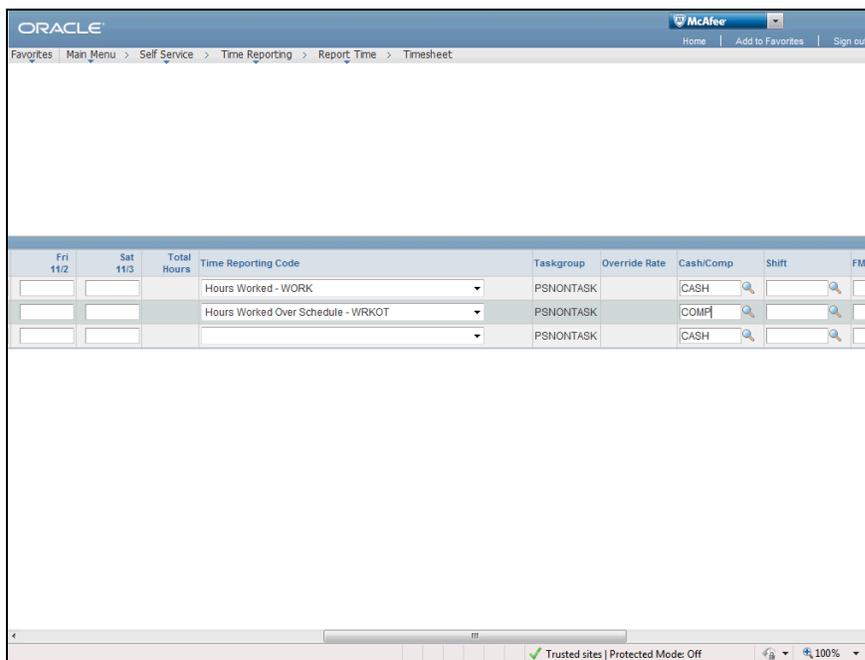
Step	Action
22.	<p>Please note the system defaults to CASH for all lines.</p> <p>The system does not determine your eligibility for cash or compensatory time off (comp) . This is based on the contract or policy language applicable to you. You should not request a form of payment that is not available to you. All overtime payments are subject to approval.</p> <p>If you have questions about your eligibility for overtime, please check with your supervisor.</p>



Step	Action
23.	Click the <b>Cash/Comp</b> look up button. 



Step	Action
24.	Click the <b>COMP</b> link. 



Step	Action
25.	Move left to continue. Click the <b>Scrollbar</b> .

**Timesheet**  
 Polly Pocket Employee ID: 67837  
 Job Title: Principal Assistant Empl Record: 0  
 Workgroup: P38EX840S Executive Postv 8/40 Straight

\*View By: Calendar Period Reported Hours: 0.0000  
 \*Date: 10/21/2012 Scheduled Hours: 80.0000

Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1
	8	8	8	8	8						
				2							

Step	Action
26.	In this example, you are reporting 2 hours of overtime as Cash on Friday.

**Timesheet**  
 Polly Pocket Employee ID: 67837  
 Job Title: Principal Assistant Empl Record: 0  
 Workgroup: P38EX840S Executive Postv 8/40 Straight

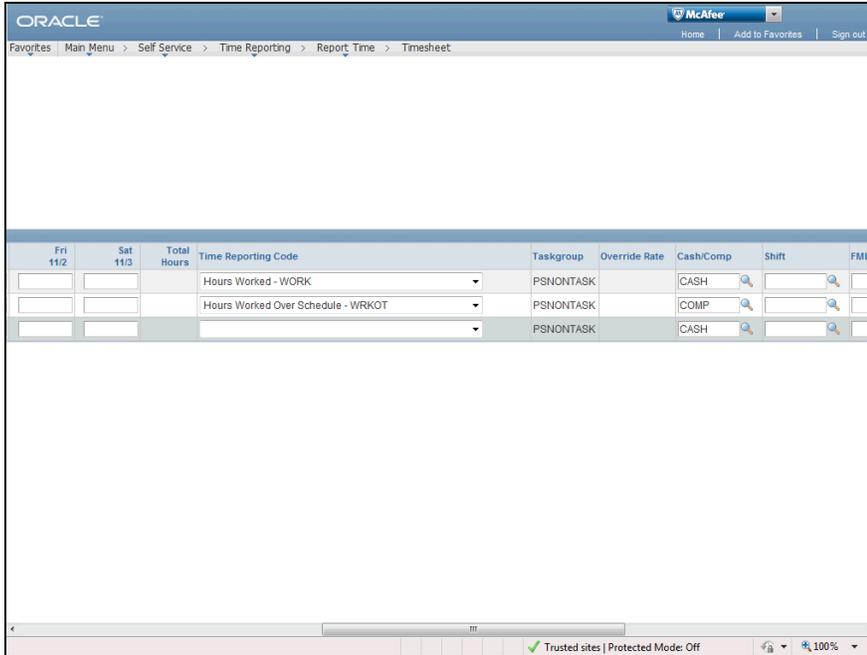
\*View By: Calendar Period Reported Hours: 0.0000  
 \*Date: 10/21/2012 Scheduled Hours: 80.0000

Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1
	8	8	8	8	8						
				2							

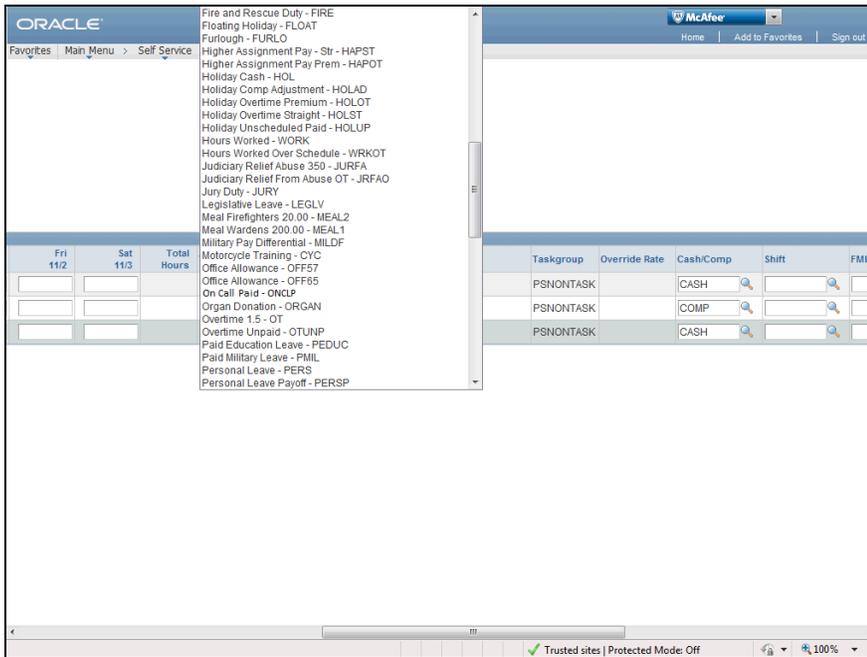
Step	Action
27.	Enter the desired information into the <b>Fri</b> field.  Enter " <b>2</b> ".

The screenshot shows the Oracle Timesheet application. At the top, there's a navigation bar with 'Self Service > Time Reporting > Report Time > Timesheet'. The user's name 'Polly Pocket' and Employee ID '67837' are displayed. Below that, job details like 'Principal Assistant' and 'P38EX840S' are shown. A calendar grid is visible, showing reported hours for the week of 10/21/2012. The Friday 10/26 field contains the number '2'. There are also sections for 'Reported Time Status' and 'Reported Time Summary'.

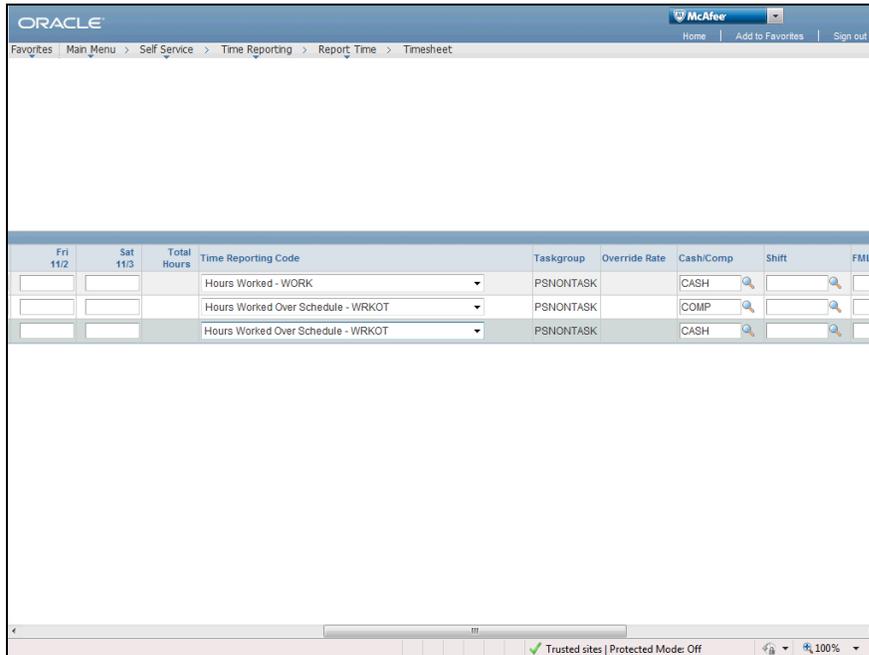
Step	Action
28.	Move right to continue.  Click the <b>Scrollbar</b> .



Step	Action
29.	Click the <b>Time Reporting Code</b> list. 



Step	Action
30.	Click the <b>Hours Worked Over Schedule - WRKOT</b> list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Hours Worked Over Schedule - WRKOT</div>



Step	Action
31.	You want cash for this overtime. The <b>system defaults to cash</b> so there is no adjustment needed.

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Fri 11/2	Sat 11/3	Total Hours	Time Reporting Code	Taskgroup	Override Rate	Cash/Comp	Shift	FMLA
			Hours Worked - WORK	PSNONTASK		CASH		
			Hours Worked Over Schedule - WRKOT	PSNONTASK		COMP		
			Hours Worked Over Schedule - WRKOT	PSNONTASK		CASH		

Trusted sites | Protected Mode: Off

Step	Action
32.	Move back to the left side of the screen to submit the time you have entered. Click the <b>Scrollbar</b> .

ORACLE McAfee

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

New Window | Help | http

**Timesheet**

**Polly Pocket** Employee ID: 67837  
Job Title: Principal Assistant Empl Record: 0  
Workgroup: P38EX840S Executive Postn 8/40 Straight

Instructions

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
\*Date: 10/21/2012 Scheduled Hours: 80.0000

From Sunday 10/21/2012 to Saturday 11/03/2012

Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1
	8	8	8	8	8						
				2							
					2						

Reported Time Status

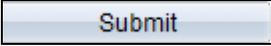
Reported Time Summary

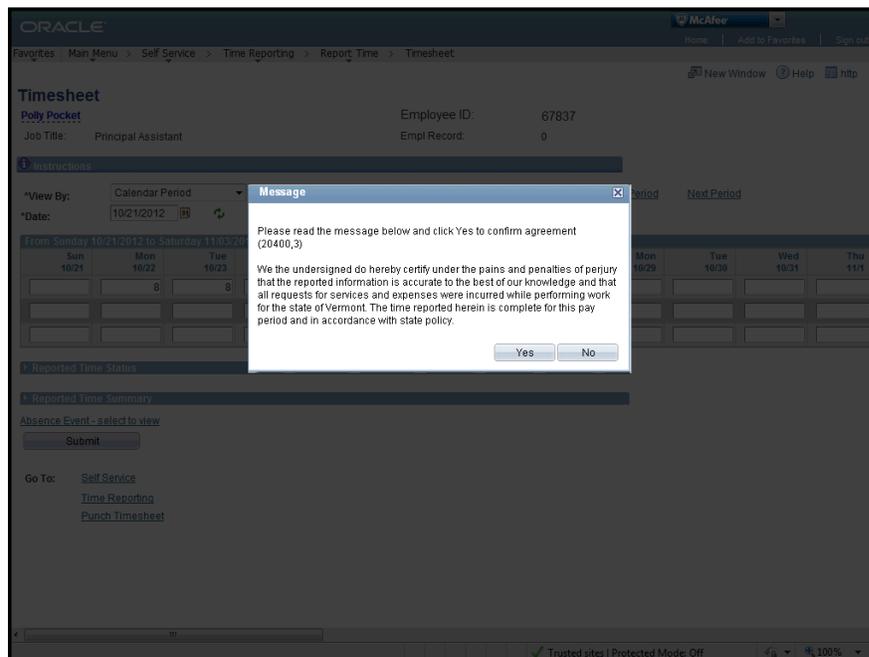
Absence Event - select to view

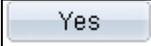
Submit

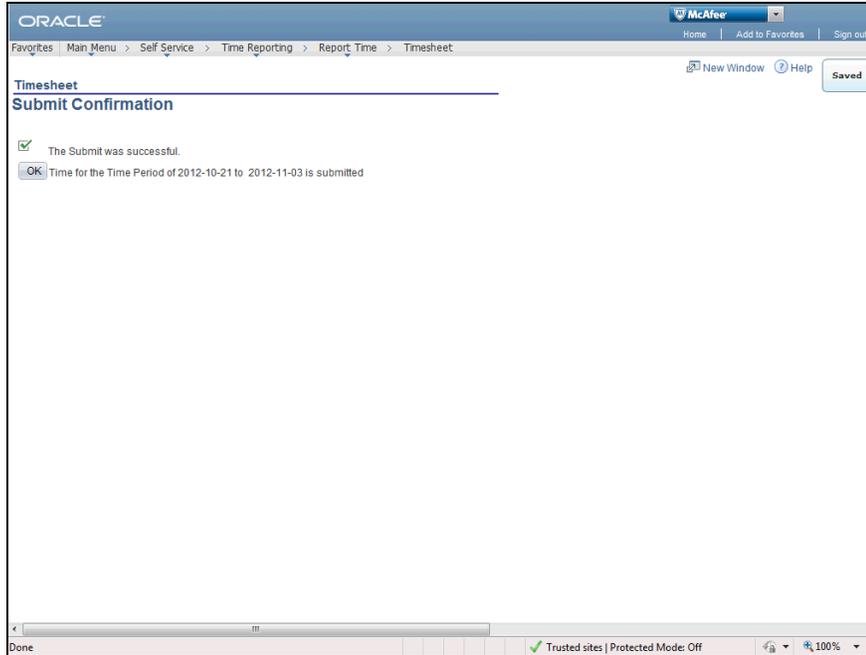
Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Trusted sites | Protected Mode: Off

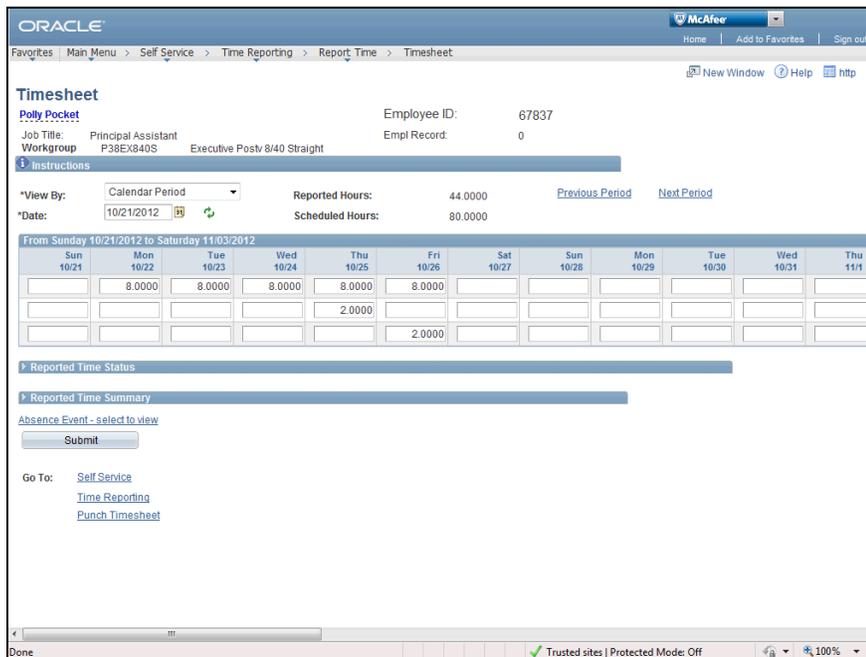
Step	Action
33.	<p>When you submit your timesheet, your entries are saved and submitted for approval. You may change or enter additional information within the deadlines of the pay period. Any changes will need to be re-approved.</p> <p>If you do not submit, the hours you filled in will be lost.</p> <p>Click the <b>Submit</b> button.</p> 



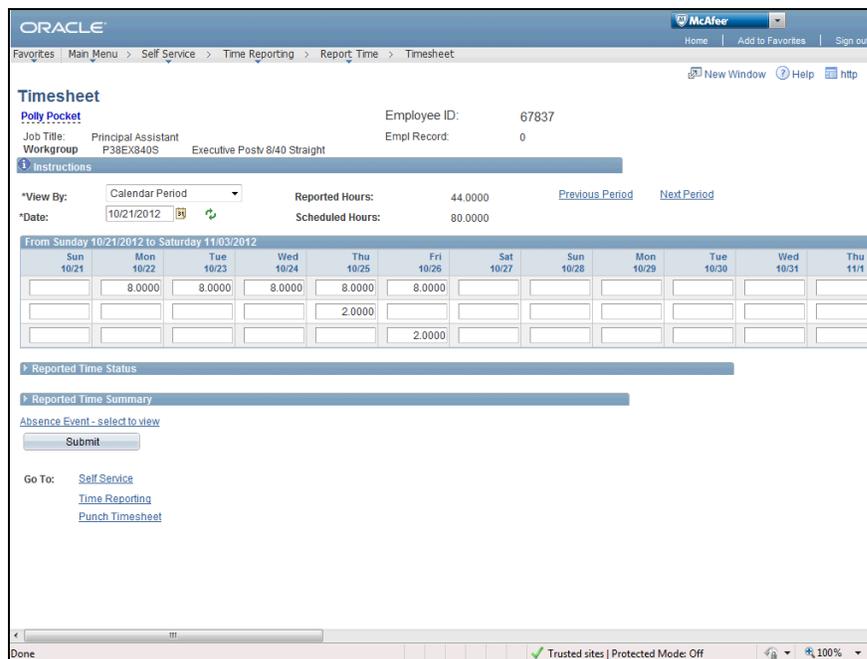
Step	Action
34.	<p>This is will act as your signature for your timesheet.</p> <p>Click the <b>Yes</b> button.</p> 



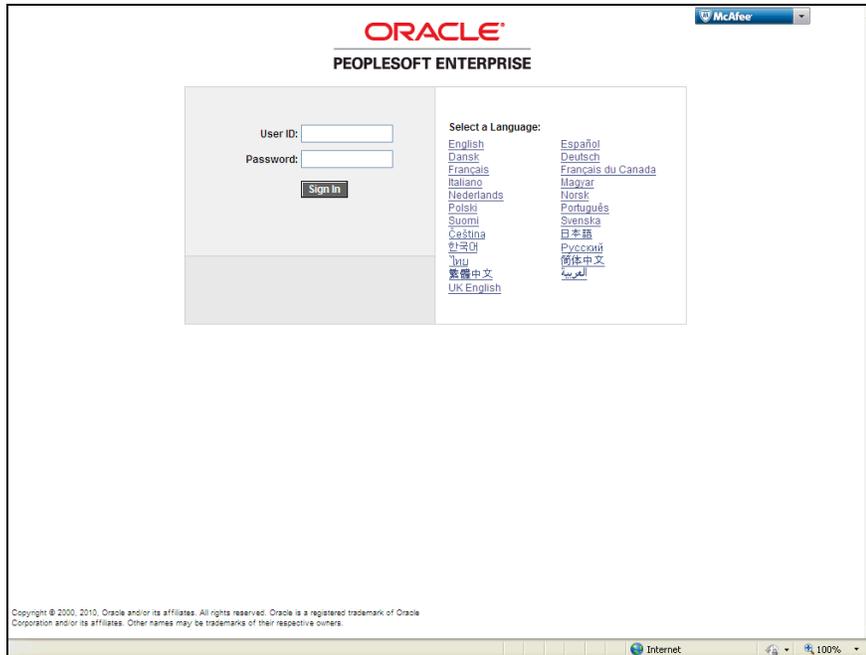
Step	Action
35.	Click the <b>OK</b> button. 



Step	Action
36.	<p>Once you submit your timesheet VTHR will sort your reported time rows alphabetically by the TRC.</p> <p>VTHR will combine rows if they have the same: TRC, SHIFT, COMBO CODE or TASKPROFILE.</p> <p>As an example, if you have 2 lines that are Hours Worked charged to the same funding source, they would be combined into one line.</p> <p>As a result, your timesheet may look different from what you entered.</p>



Step	Action
37.	<p>When you have completed your transaction, you can select the VTHR “Main Menu” for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the <b>Sign out</b> link.</p> <p><b>Sign out</b></p>



Step	Action
38.	You now know how to enter hours worked and specify if you want cash or comp for overtime.  <b>End of Procedure.</b>

## ESS - Shift Differential

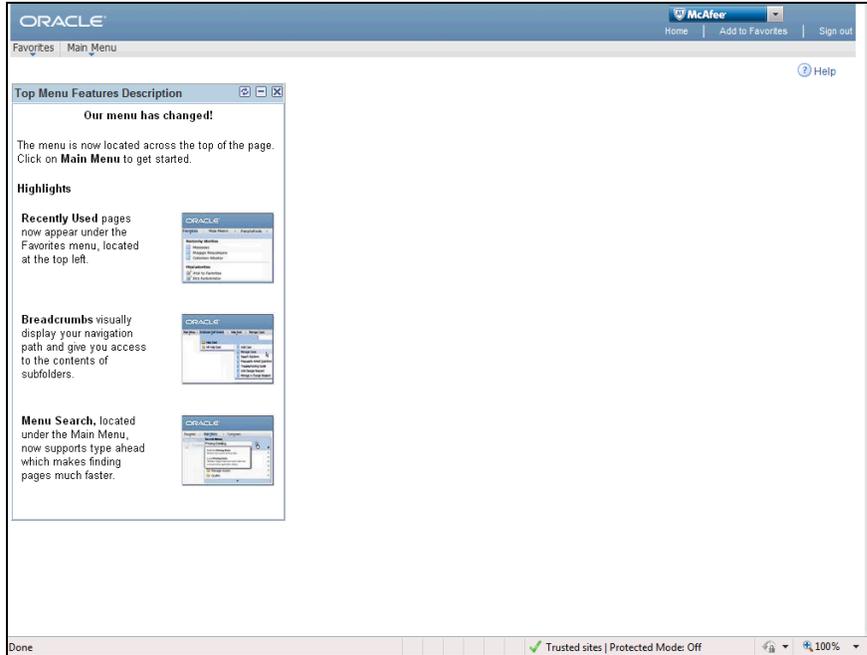
### Procedure

This tutorial will show how to enter hours for different shifts.

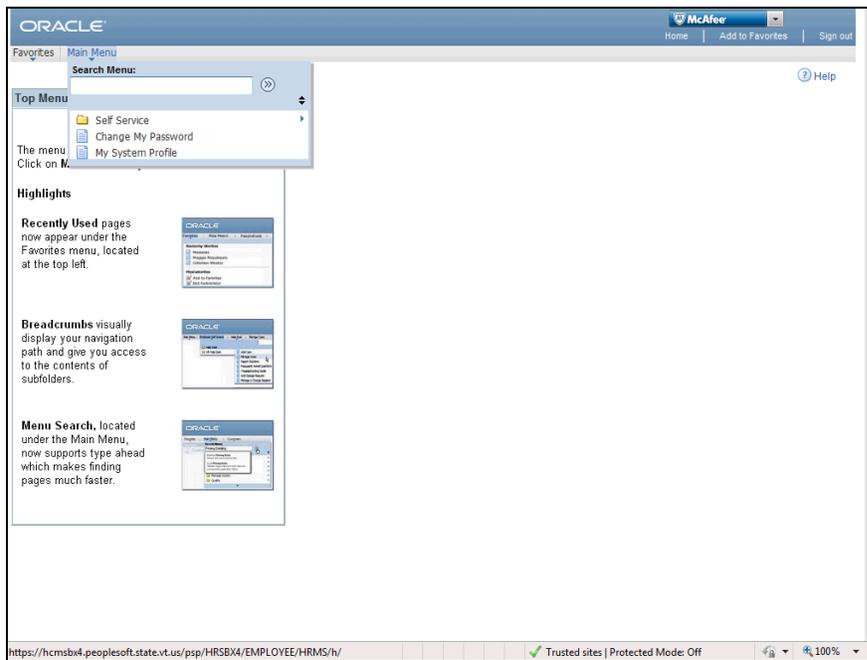
Shift differential is applicable only to eligible employees who are required to work evenings, nights or weekends as part of their regularly scheduled duty assignment. Any questions about eligibility for shift differential should be directed to your immediate supervisor.

In this example, the employee is assigned to a 2nd shift schedule, which includes 1 weekend shift.

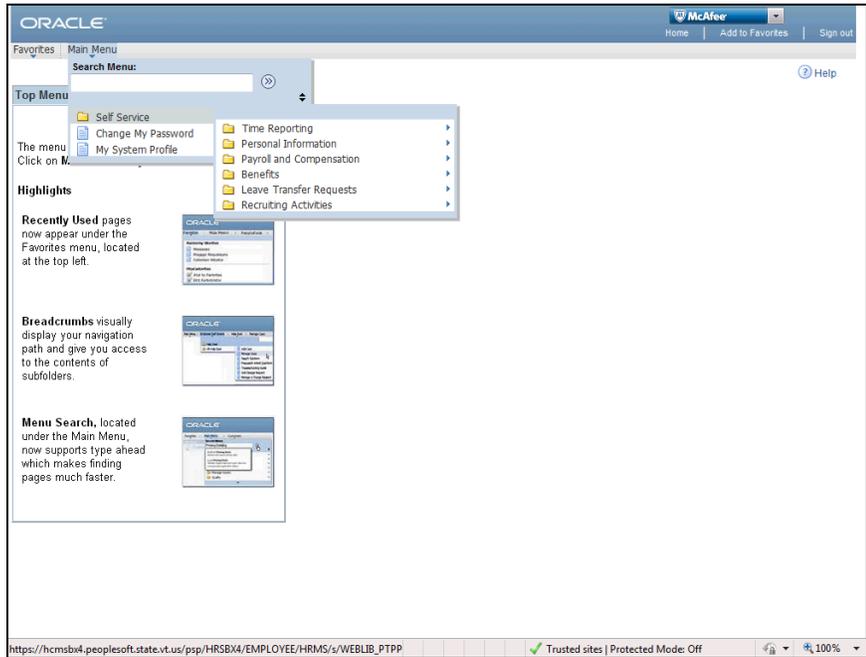
Approximate time to complete topic: **5 - 10 minutes**



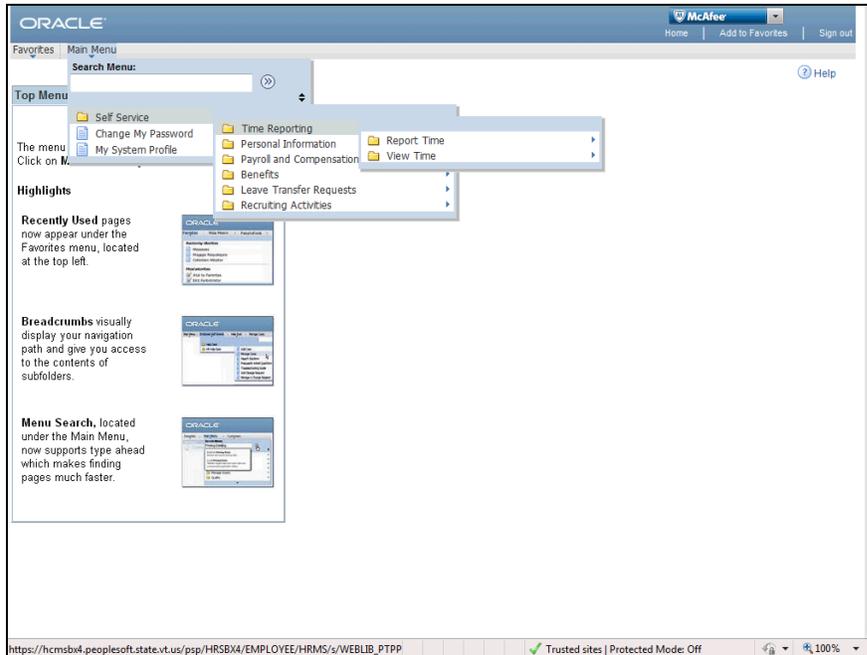
Step	Action
1.	Click the <b>Main Menu</b> button. 

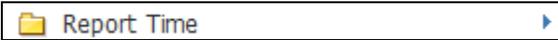


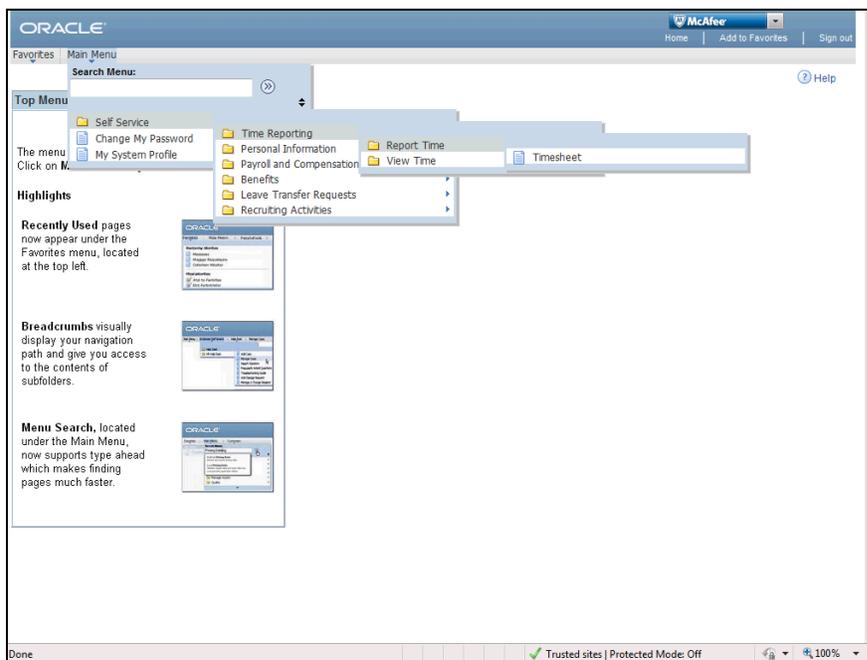
Step	Action
2.	Click the <b>Self Service</b> menu. 

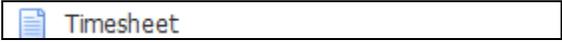


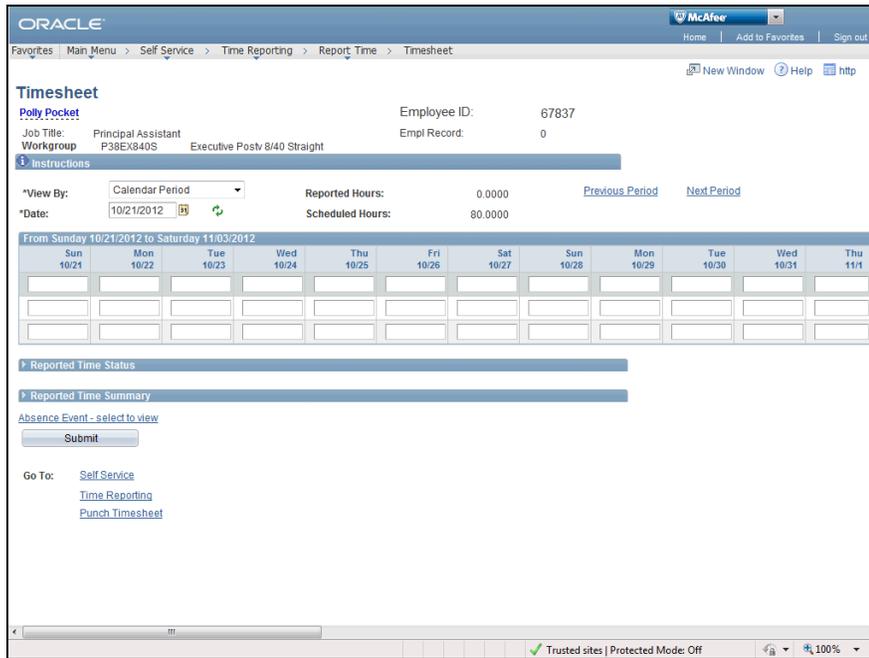
Step	Action
3.	Click the <b>Time Reporting</b> menu. 



Step	Action
4.	Click the <b>Report Time</b> menu. 



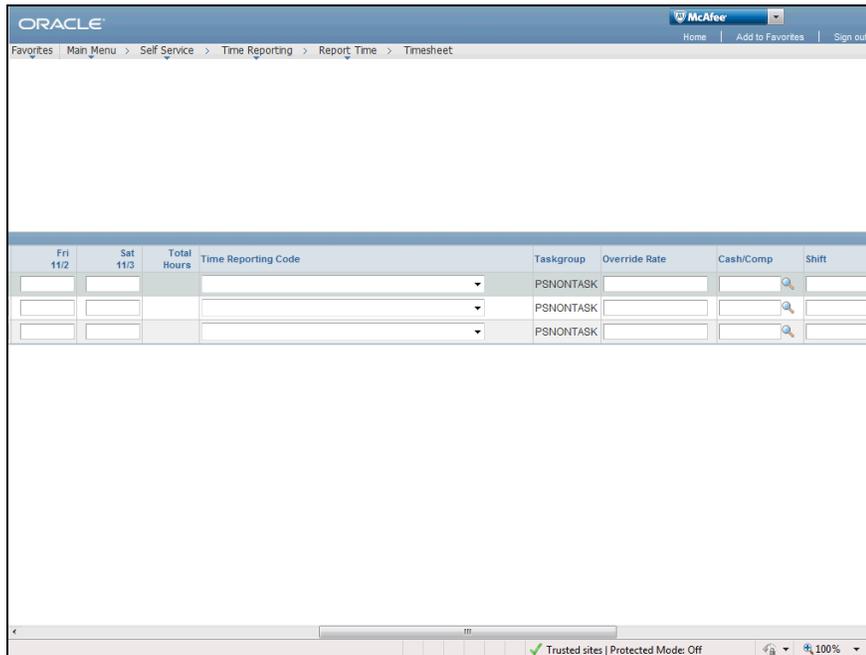
Step	Action
5.	Click the <b>Timesheet</b> menu. 



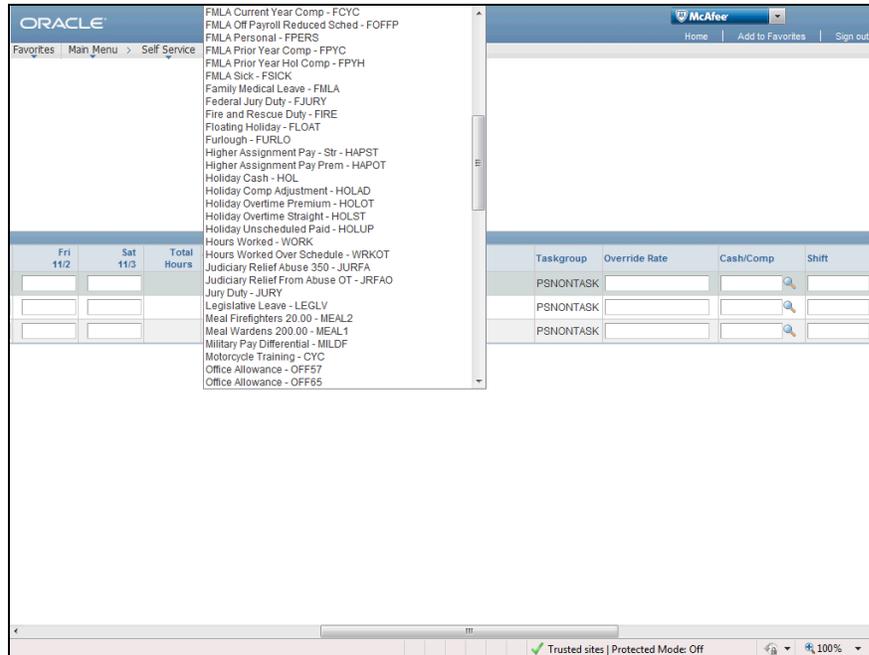
Step	Action
6.	In this example, you are reporting 8 hours of second shift on Sunday.

Step	Action
7.	Enter the desired information into the <b>Sun</b> field.  Enter "8".

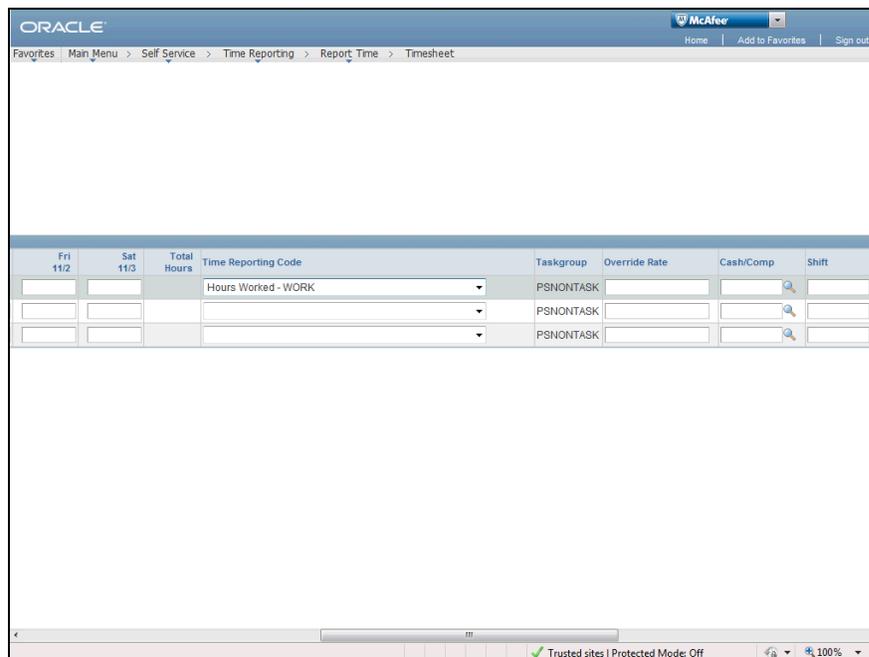
Step	Action
8.	Move right to enter the Time Reporting Code.  Click the <b>Scrollbar</b> .



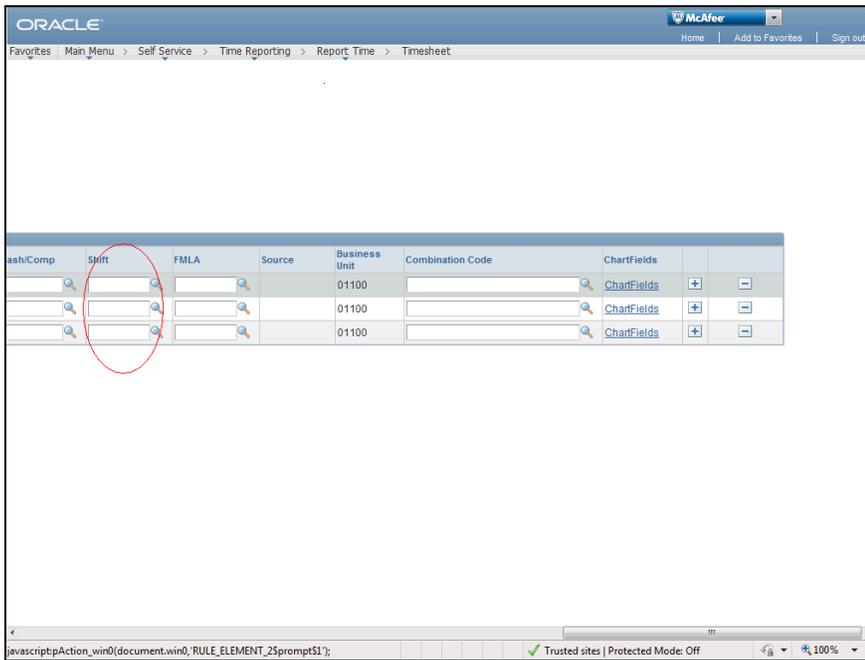
Step	Action
9.	Click the <b>Time Reporting Code</b> list. <input type="button" value="▼"/>



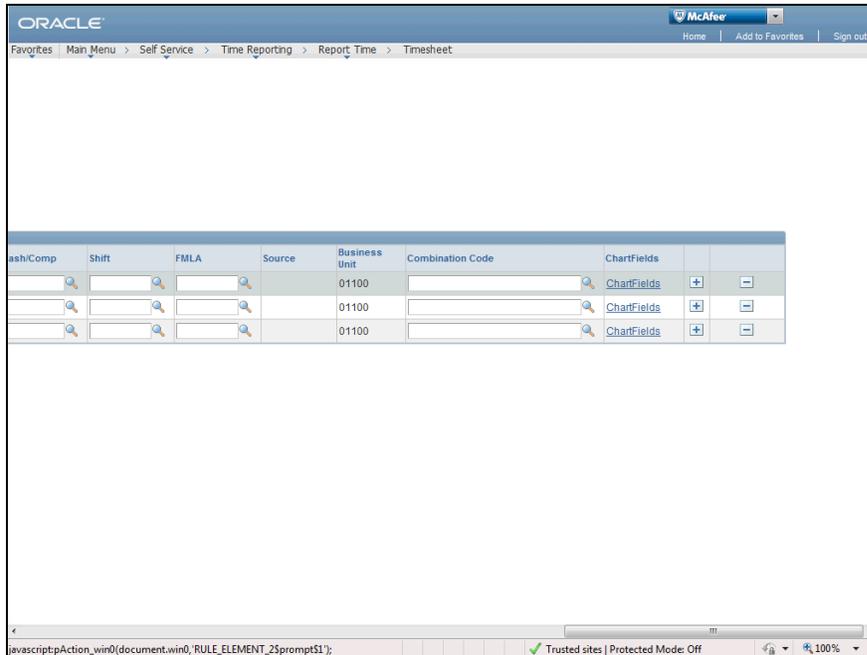
Step	Action
10.	Click the <b>Hours Worked - WORK</b> list item. <input type="text" value="Hours Worked - WORK"/>



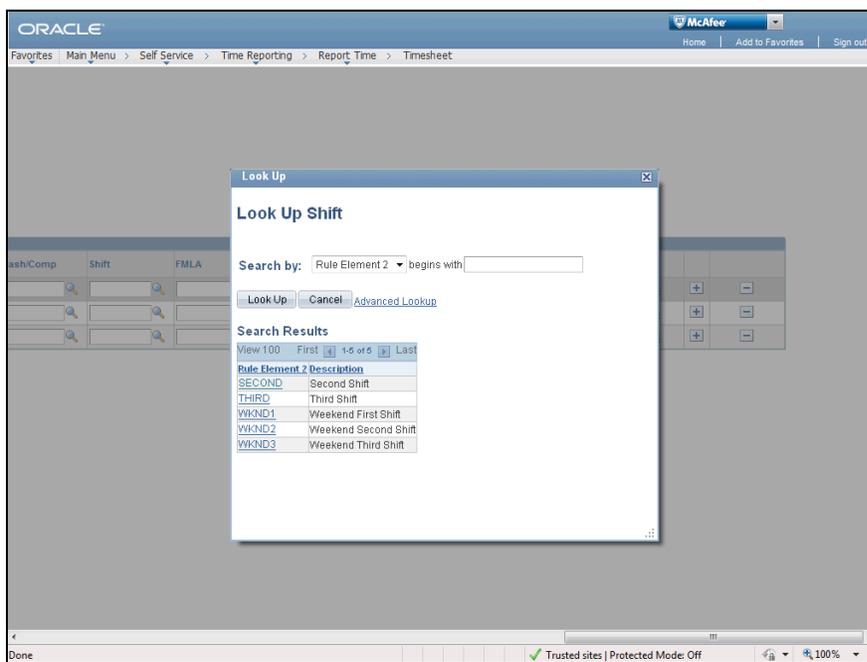
Step	Action
11.	<p>Move right to enter the applicable shift.</p> <p>Click the <b>Scrollbar</b>.</p> 



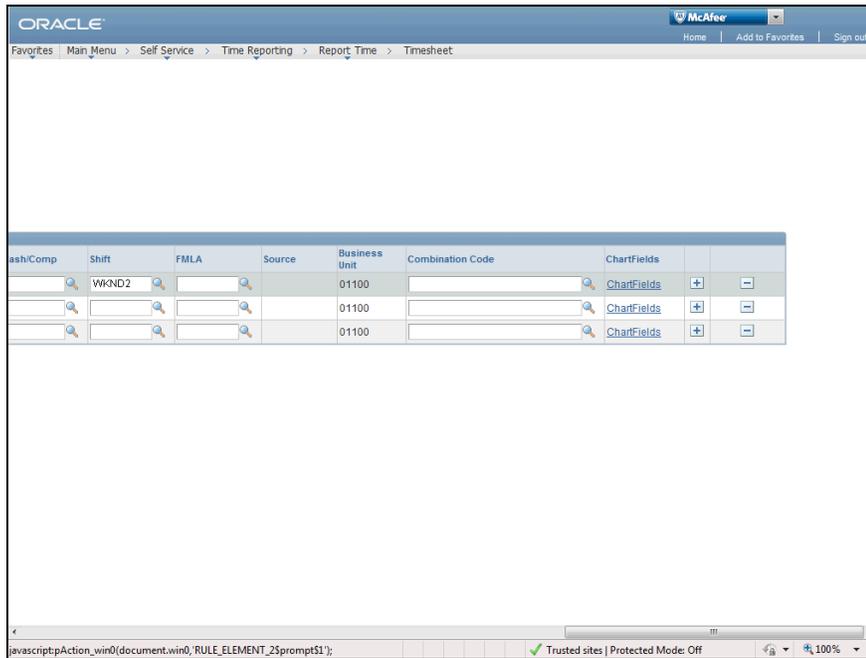
Step	Action
12.	<p>This field is where you enter the shift differential that is applicable to your schedule and hours worked.</p> <p>Not all employees are eligible for shift differential, which is determined by the collective bargaining agreements and policy. For example, temporary employees are not eligible for shift differential. Any questions about eligibility for shift differential should be directed to your immediate supervisor.</p>



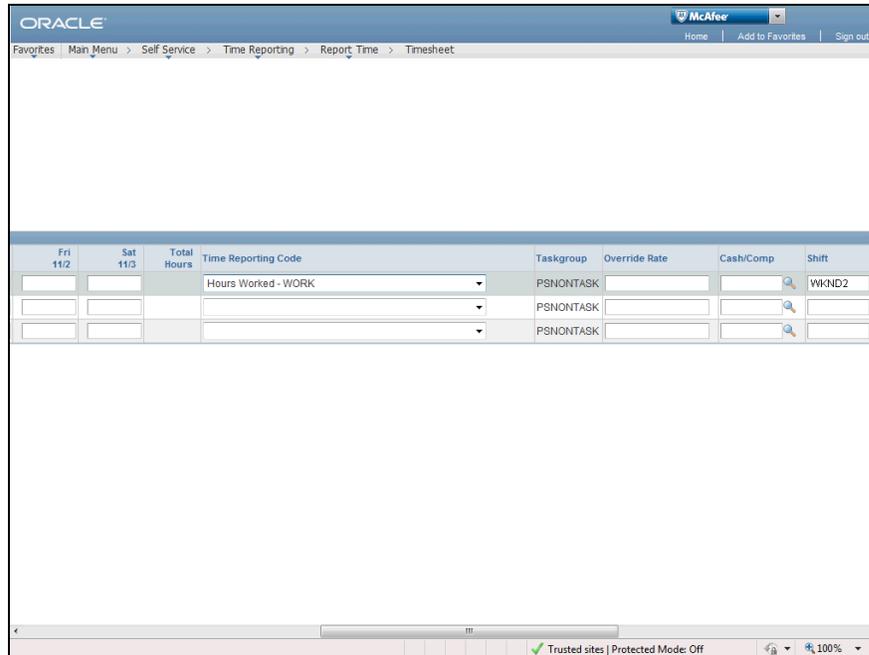
Step	Action
13.	Click the <b>Look up Shift</b> button. 



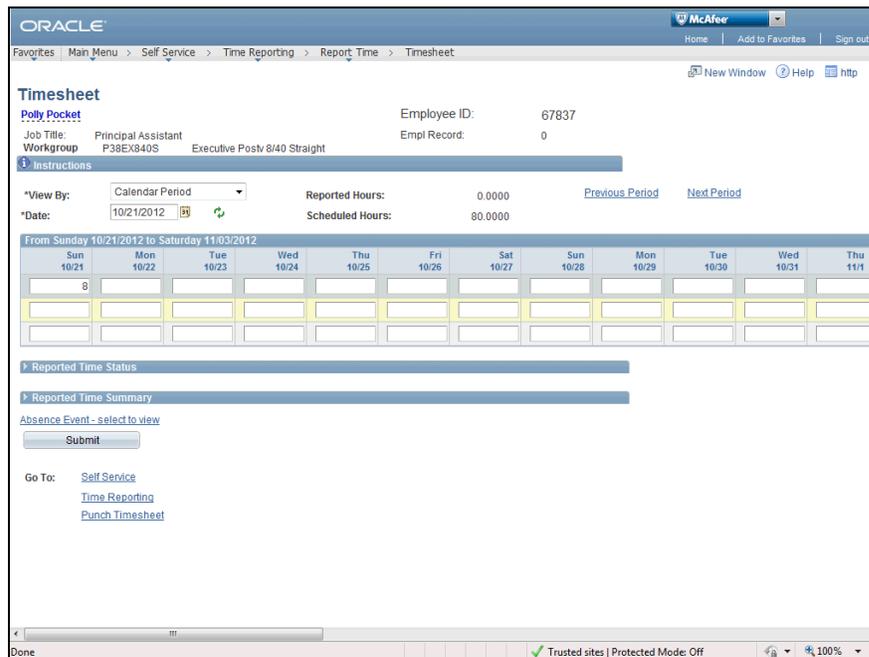
Step	Action
14.	Click the <b>WKND2</b> link. 



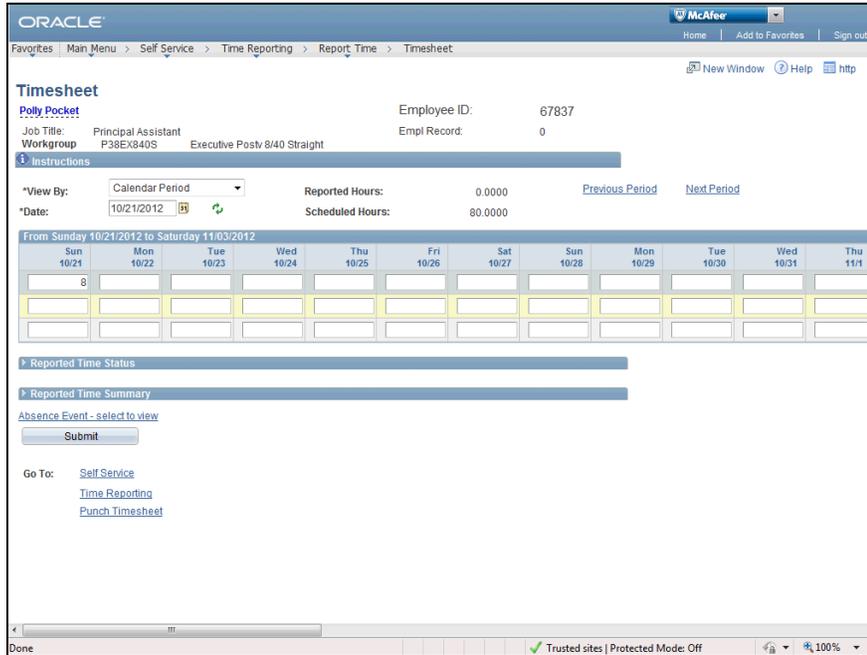
Step	Action
15.	Move back to the left side of the screen to report more hours worked. Click the <b>Scrollbar</b> .



Step	Action
16.	Move left again. Click the <b>Scrollbar</b> .



Step	Action
17.	In this example, you are reporting 8 hours of second shift on; Monday, Tuesday, Wednesday, Thursday.



Step	Action
18.	Enter the desired information into the <b>Mon</b> field.  Enter "8".

**ORACLE** McAfee

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

**Timesheet**

**Polly Pocket** Employee ID: 67837  
Job Title: Principal Assistant Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

**Instructions**

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
\*Date: 10/21/2012 8:59 Scheduled Hours: 80.0000

From Sunday 10/21/2012 to Saturday 11/03/2012

Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1
8											
	8										

Reported Time Status

Reported Time Summary

Absence Event - select to view

Submit

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[Time Reporting](#)  
[Punch Timesheet](#)

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Step	Action
19.	Enter the desired information into the <b>Tue</b> field.  Enter "8".

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

**Timesheet**

**Polly Pocket** Employee ID: 67837  
Job Title: Principal Assistant Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

**Instructions**

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
\*Date: 10/21/2012 8:59 Scheduled Hours: 80.0000

From Sunday 10/21/2012 to Saturday 11/03/2012

Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1
8		8									
	8										

Reported Time Status

Reported Time Summary

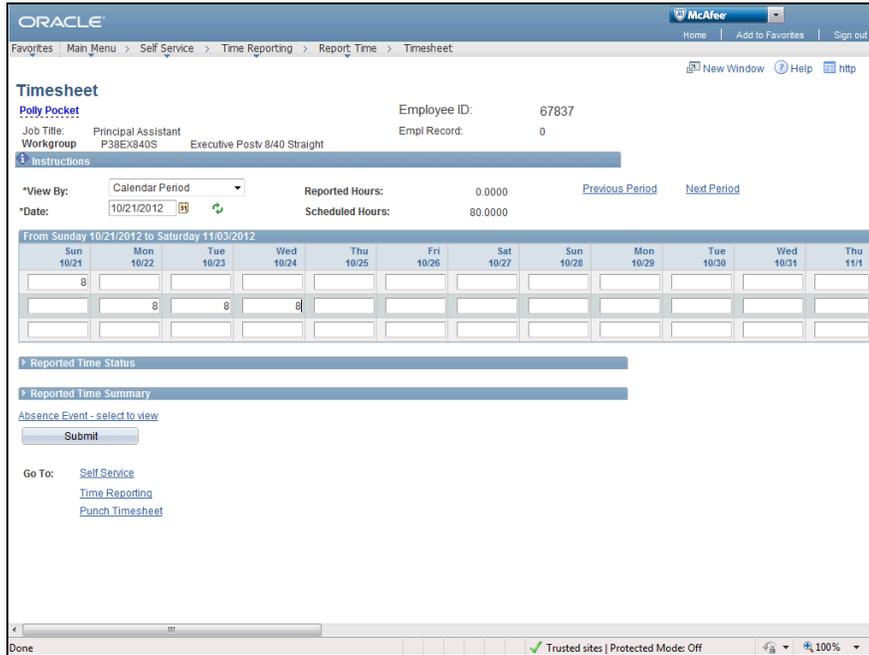
Absence Event - select to view

Submit

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Done Trusted sites | Protected Mode: Off

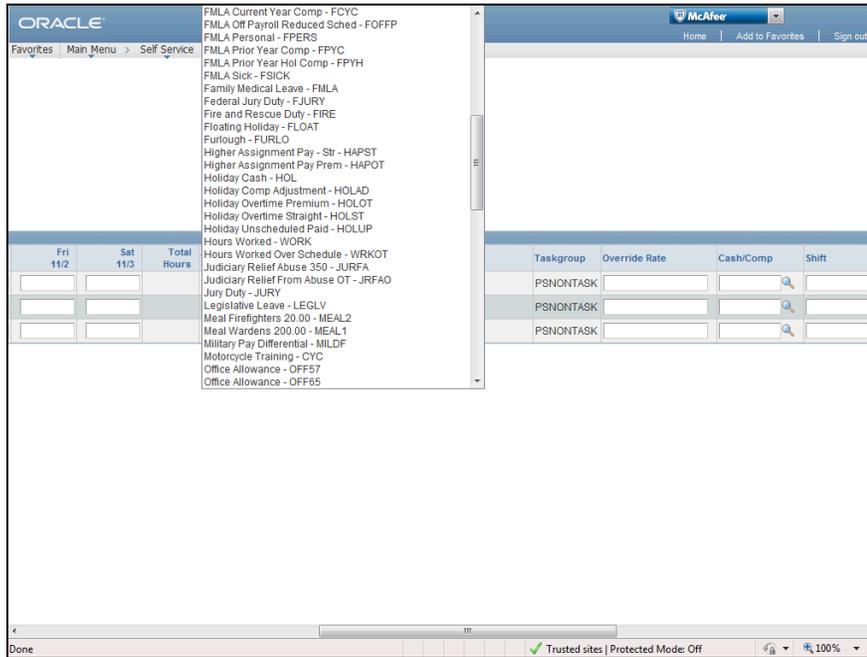
Step	Action
20.	Enter the desired information into the <b>Wed</b> field.  Enter "8".



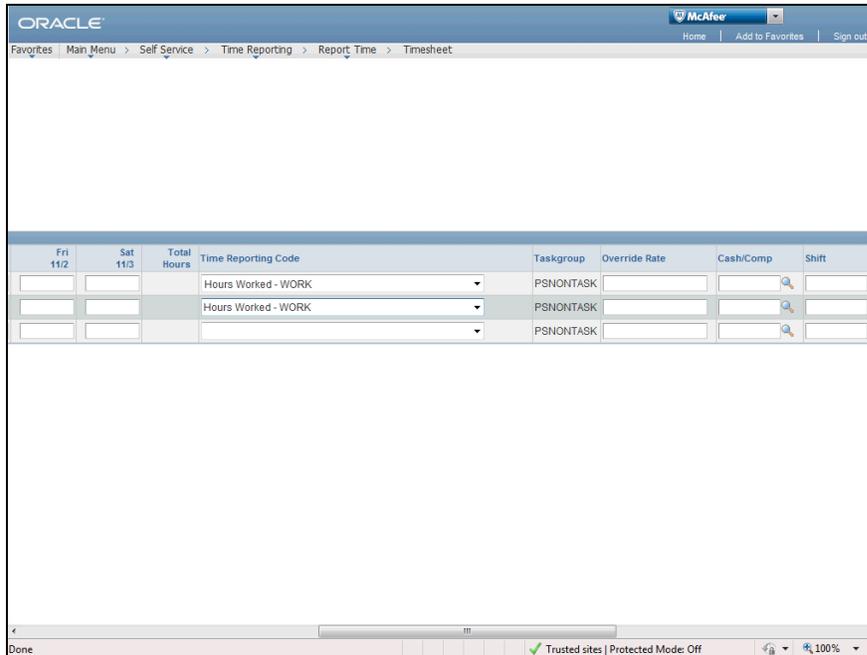
Step	Action
21.	Enter the desired information into the <b>Thu</b> field.  Enter "8".

Step	Action
22.	Move right to continue. Click the <b>Scrollbar</b> .

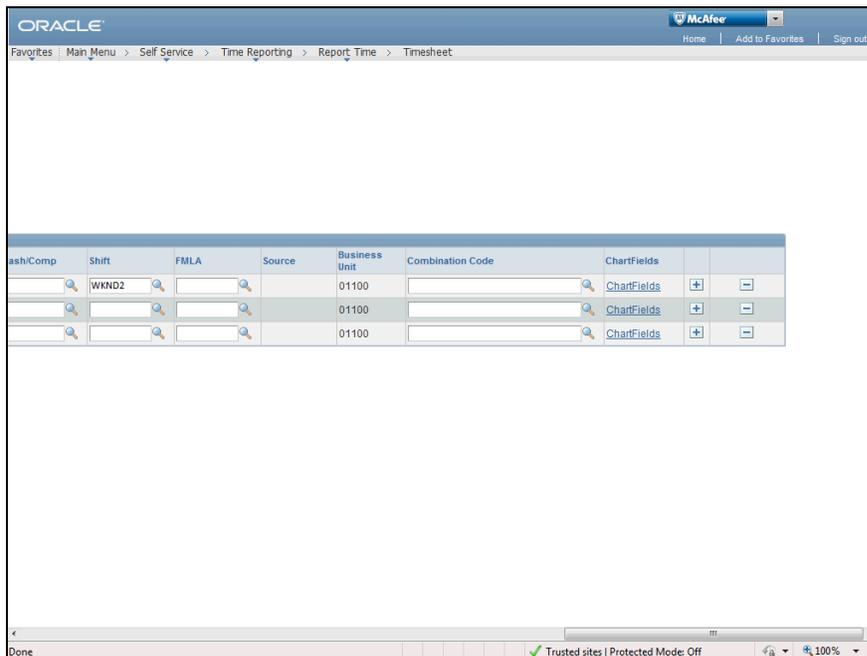
Step	Action
23.	Click the <b>Time Reporting Code</b> list. 



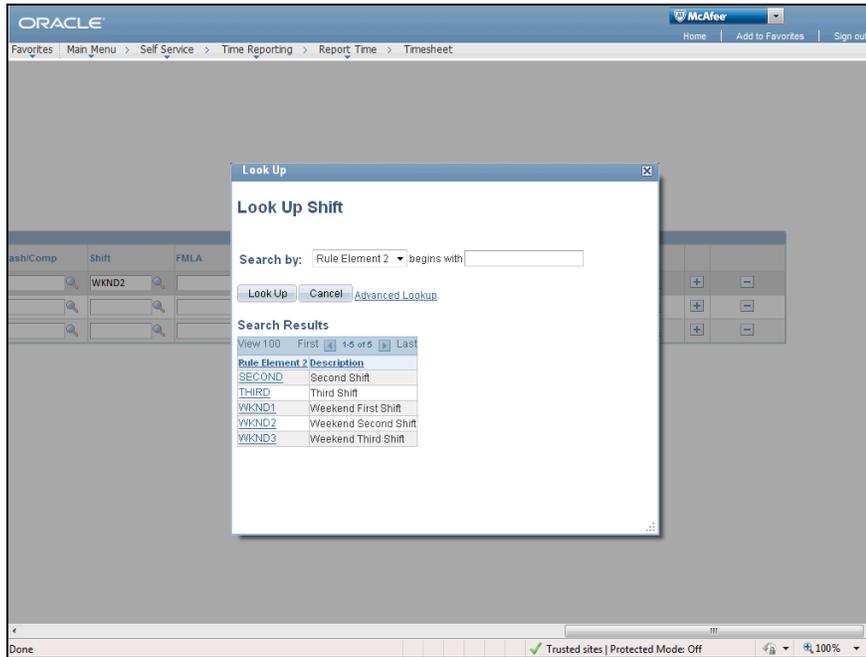
Step	Action
24.	Click the <b>Hours Worked - WORK</b> list item. <input type="text" value="Hours Worked - WORK"/>



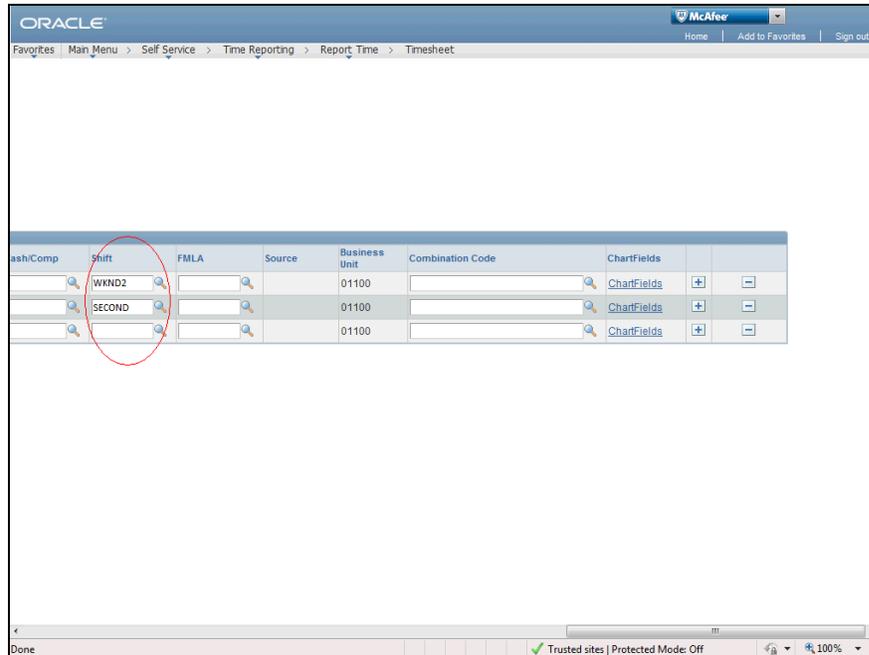
Step	Action
25.	<p>Move right to continue.</p> <p>Click the <b>Scrollbar</b>.</p> 



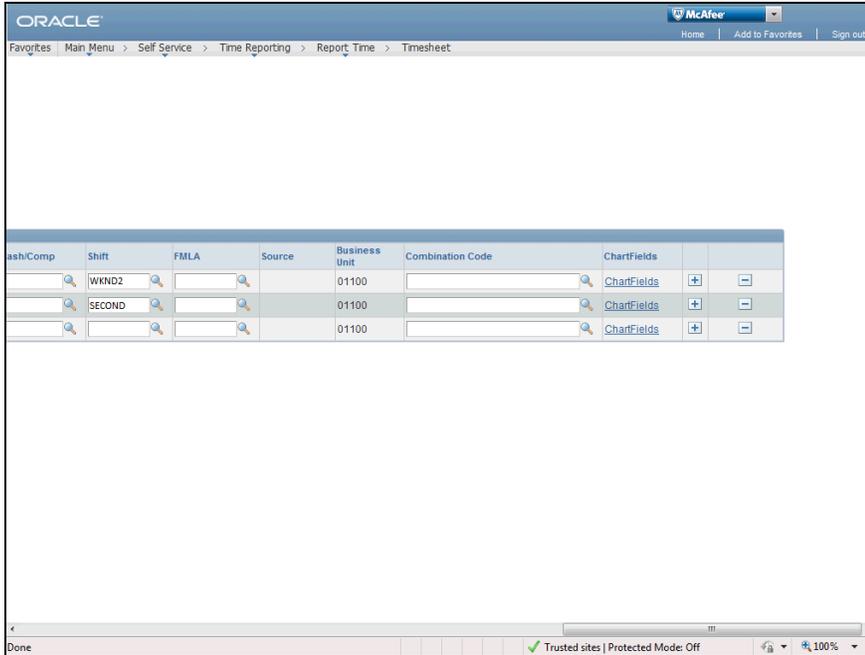
Step	Action
26.	Click the <b>Shift</b> look up button. 



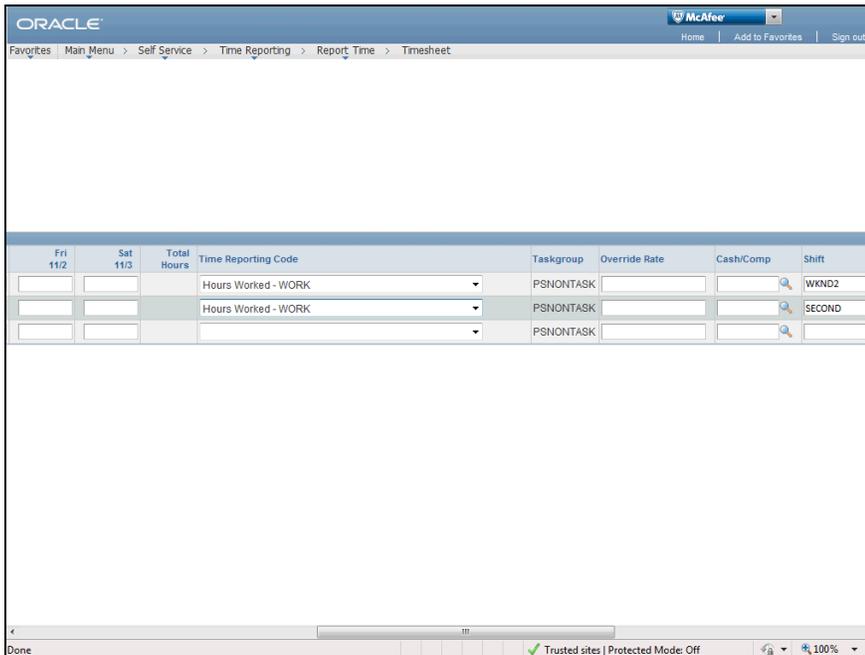
Step	Action
27.	Click the <b>SECOND</b> link. 



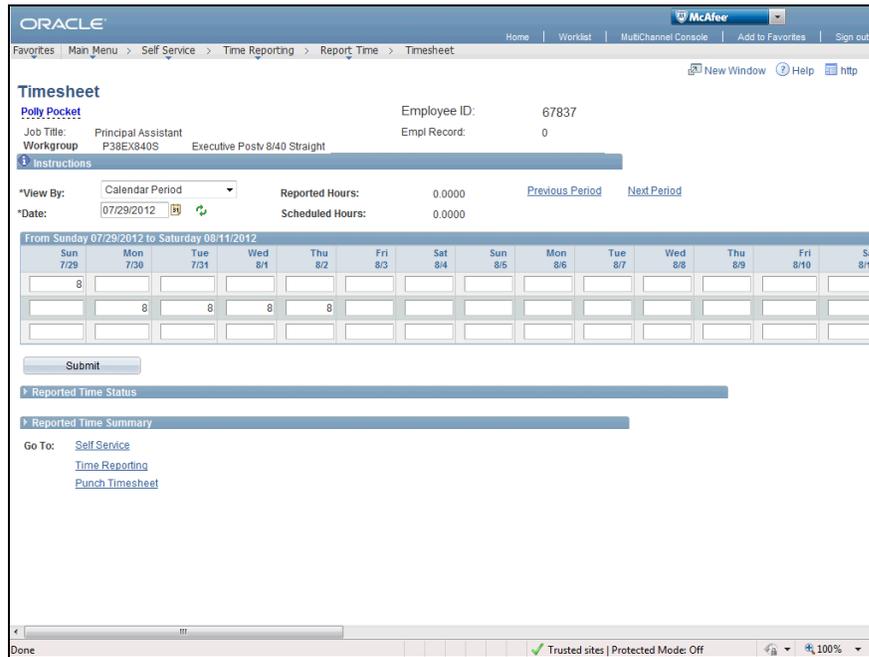
Step	Action
28.	<p>Notice that you entered one line for the hours worked on the weekend, with the WKND2 shift differential code, and another line to record the SECOND shift differential for the weekdays.</p> <ul style="list-style-type: none"> <li>- Each type of shift differential is entered on a separate line.</li> <li>- Only one type of shift differential is entered for each day.</li> <li>- The shift differential entered on a line applies to all hours reported on that line.</li> </ul>

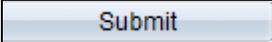


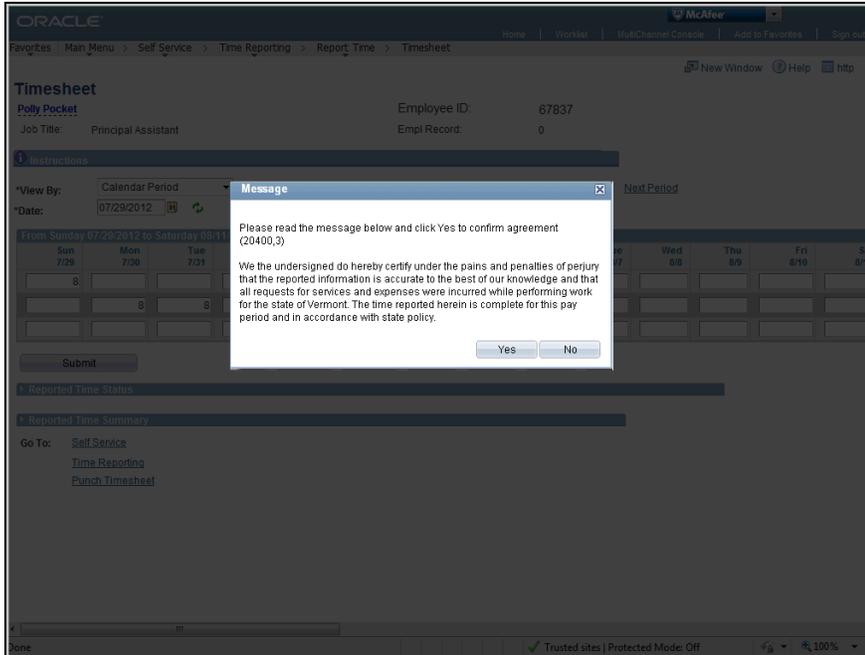
Step	Action
29.	Move left to continue. Click the <b>Scrollbar</b> .



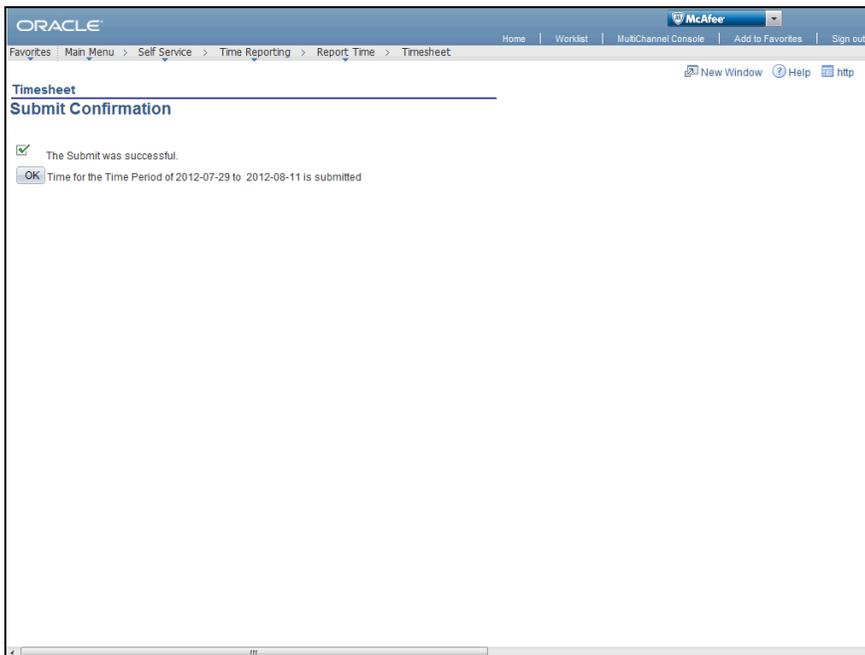
Step	Action
30.	Move left again.  Click the <b>Scrollbar</b> .



Step	Action
31.	When you submit your timesheet, your entries are saved and submitted for approval. You may change or enter additional information within the deadlines of the pay period. Any changes will need to be re-approved.  If you do not submit, the hours you filled in will be lost.  Click the <b>Submit</b> button.  



Step	Action
32.	<p>This is will act as your signature for your timesheet.</p> <p>Click the <b>Ok</b> button.</p> 



Step	Action
33.	Click the <b>OK</b> button. 

Step	Action
34.	<p>Once you submit your timesheet VTHR will sort your reported time rows alphabetically by the TRC.</p> <p>VTHR will combine rows if they have the same: TRC, SHIFT, COMBO CODE or TASKPROFILE.</p> <p>As an example, if you have 2 lines that are Hours Worked charged to the same funding source, they would be combined into one line.</p> <p>As a result, your timesheet may look different from what you entered.</p>

Step	Action
35.	<p>When you have completed your transaction, you can select the VTHR “Main Menu” for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the <b>Sign Out</b> link.</p> 

Step	Action
36.	You now know how to enter hours for different shifts. <b>End of Procedure.</b>

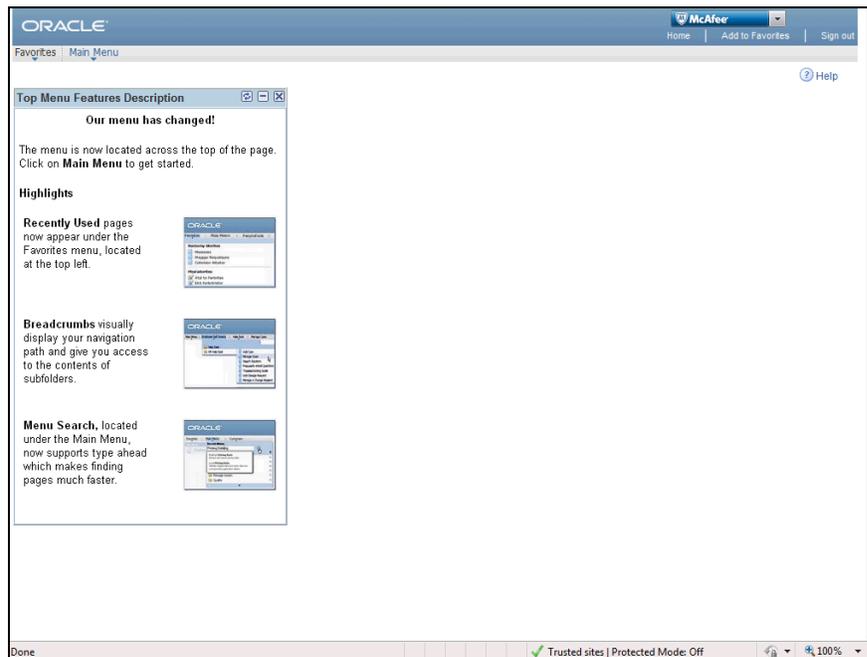
## ESS - Task Profile

### Procedure

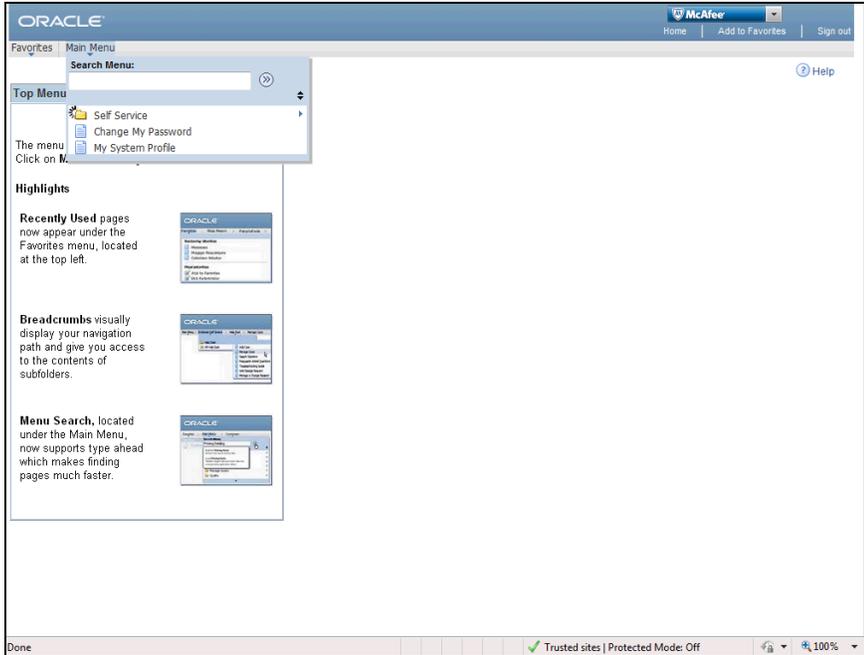
This tutorial will show how to enter hours worked using the Task Profile.

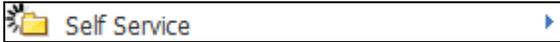
Task Profile Codes are used to charge time to specific funding sources. If you are required to use such codes, you will be provided with the details of the applicable codes and purposes by your Department's business office.

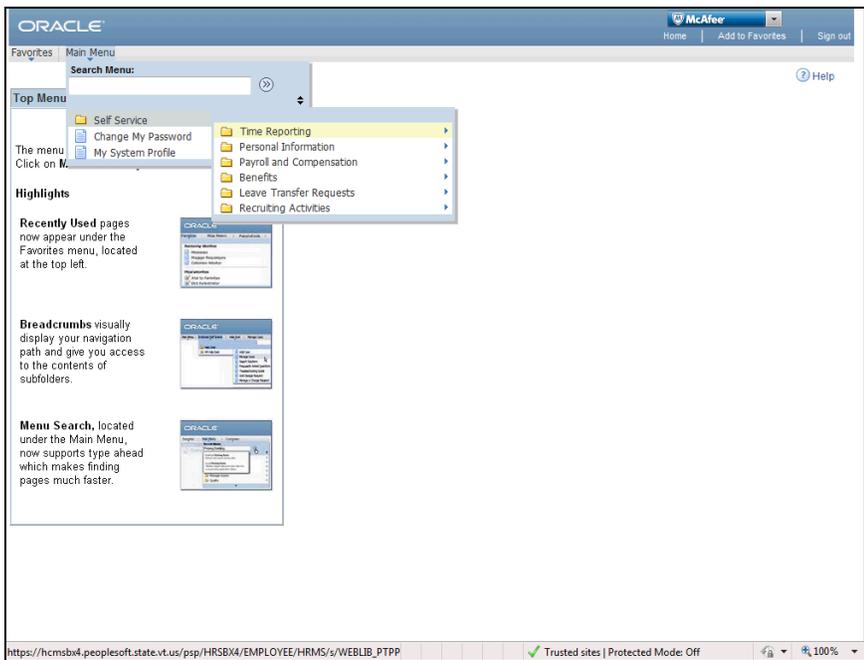
Approximate time to complete topic: **Less than 5 minutes**

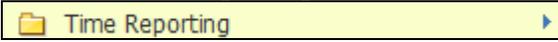


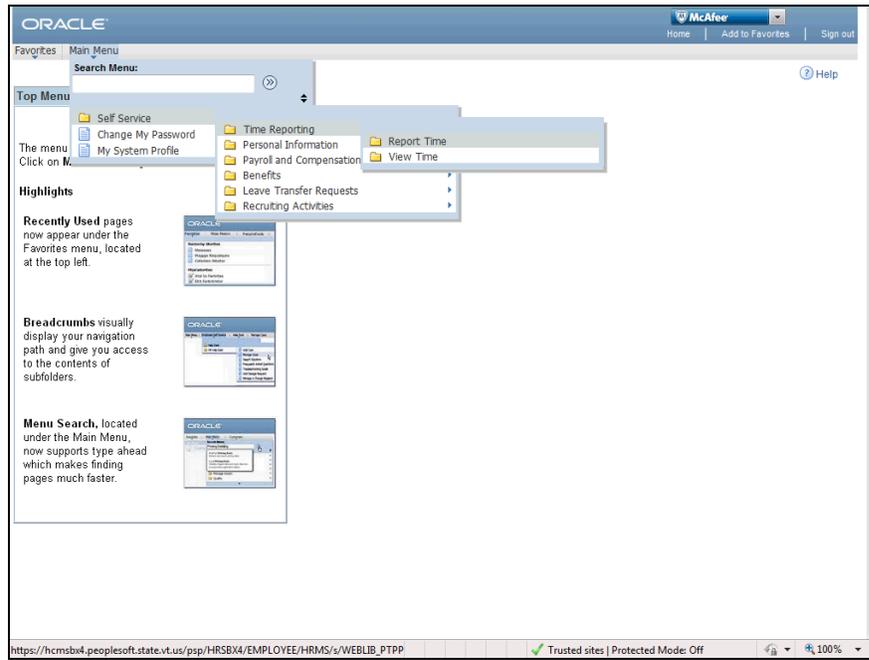
Step	Action
1.	Click the <b>Main Menu</b> button. 

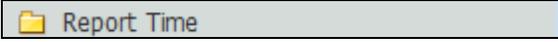


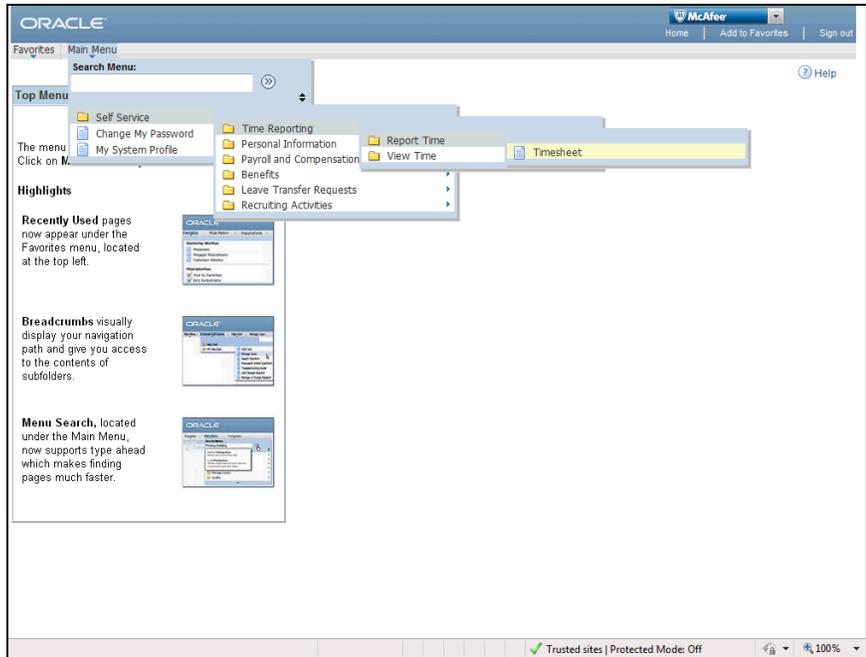
Step	Action
2.	Click the <b>Self Service</b> menu. 



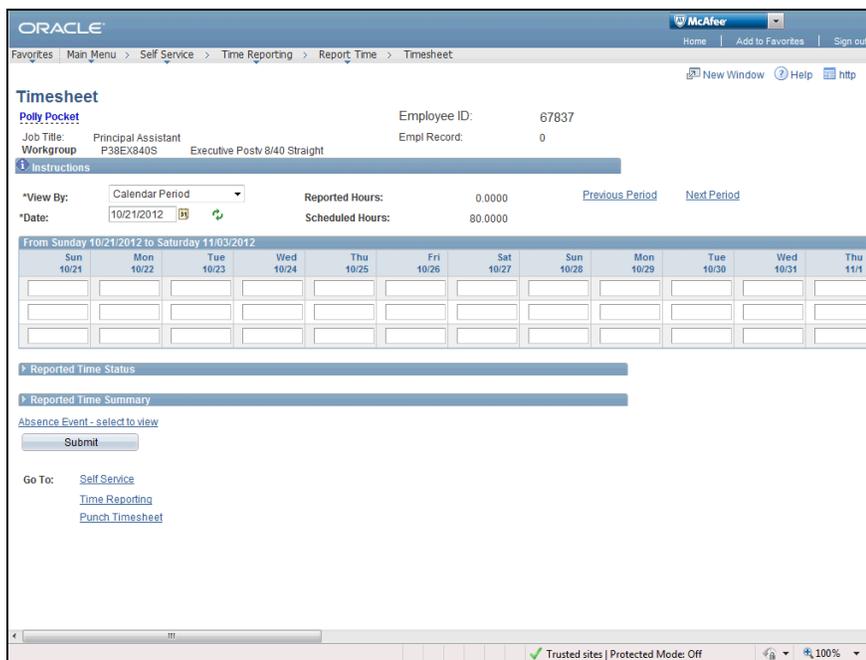
Step	Action
3.	Click the <b>Time Reporting</b> menu. 



Step	Action
4.	Click the <b>Report Time</b> menu. 



Step	Action
5.	Click the <b>Timesheet</b> menu.



Step	Action
6.	In this example, you are reporting 8 hours worked for Monday through Friday and specifying a task profile.

Step	Action
7.	Enter the desired information into the <b>Mon</b> field.  Enter "8".

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

**Timesheet**

**Polly Pocket** Employee ID: 67837  
Job Title: Principal Assistant Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
\*Date: 10/21/2012 Scheduled Hours: 80.0000

From Sunday 10/21/2012 to Saturday 11/03/2012

Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1
	8										

Reported Time Status

Reported Time Summary

Absence Event - select to view

Submit

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[Time Reporting](#)  
[Punch Timesheet](#)

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Step	Action
8.	Enter the desired information into the <b>Tue</b> field. Enter "8".

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

**Timesheet**

**Polly Pocket** Employee ID: 67837  
Job Title: Principal Assistant Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
\*Date: 10/21/2012 Scheduled Hours: 80.0000

From Sunday 10/21/2012 to Saturday 11/03/2012

Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1
	8	8									

Reported Time Status

Reported Time Summary

Absence Event - select to view

Submit

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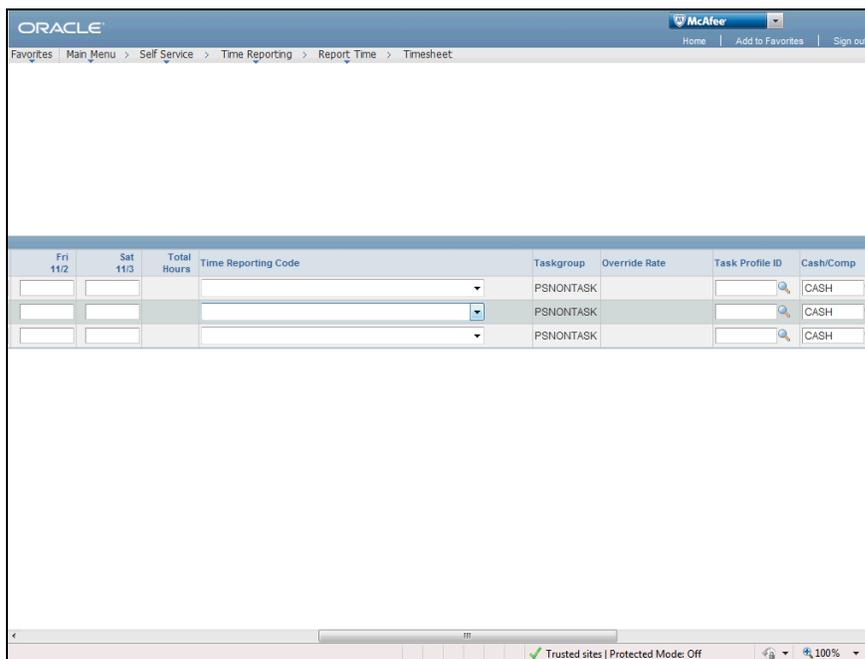
Step	Action
9.	Enter the desired information into the <b>Wed</b> field.  Enter "8".

The screenshot displays the Oracle Timesheet application. At the top, the Oracle logo and user name 'Polly Pocket' are visible. The page title is 'Timesheet'. Below this, employee details are shown: Employee ID: 67837, Job Title: Principal Assistant, and Workgroup: P38EX840S. A calendar grid is presented for the period from Sunday 10/21/2012 to Saturday 11/03/2012. The 'Wed 10/24' column has a value of '8' entered in the first row. The interface includes sections for 'Reported Time Status' and 'Reported Time Summary', and a 'Submit' button. The browser's address bar shows the URL 'http://...'. The status bar at the bottom indicates 'Trusted sites | Protected Mode: Off' and a zoom level of 100%.

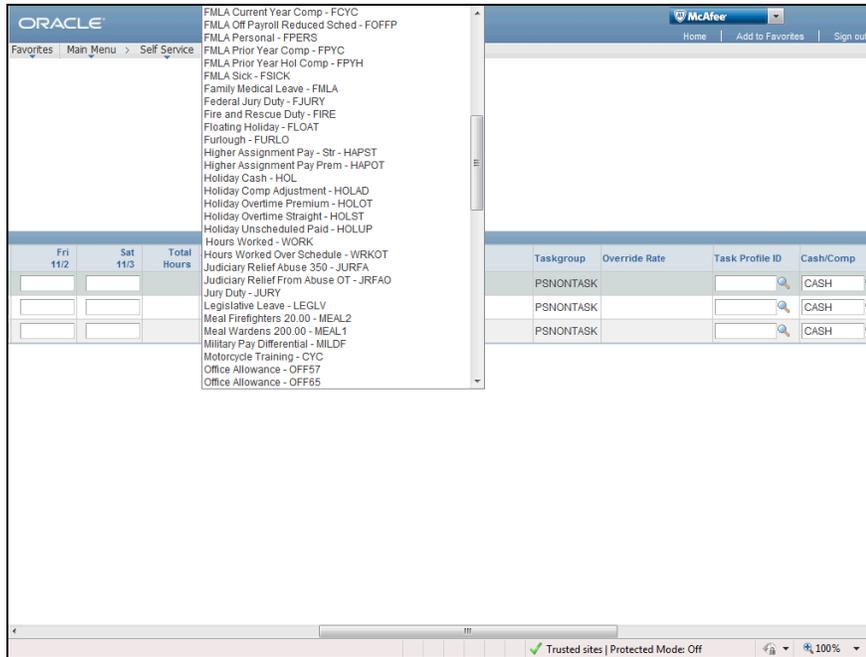
Step	Action
10.	Enter the desired information into the <b>Thu</b> field.  Enter "8".

Step	Action
11.	Enter the desired information into the <b>Fri</b> field.  Enter "8".

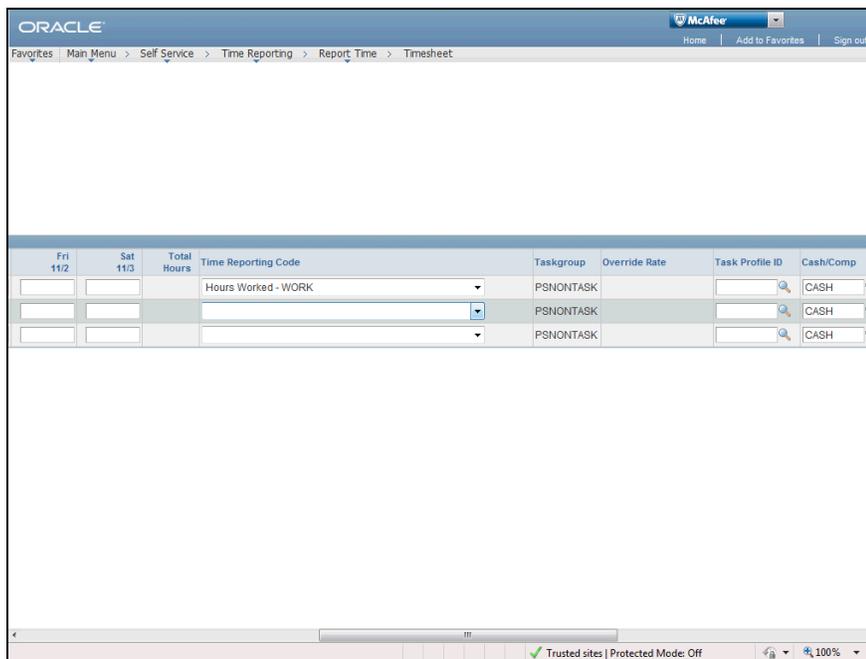
Step	Action
12.	Move right to continue.  Click the <b>Scrollbar</b> .



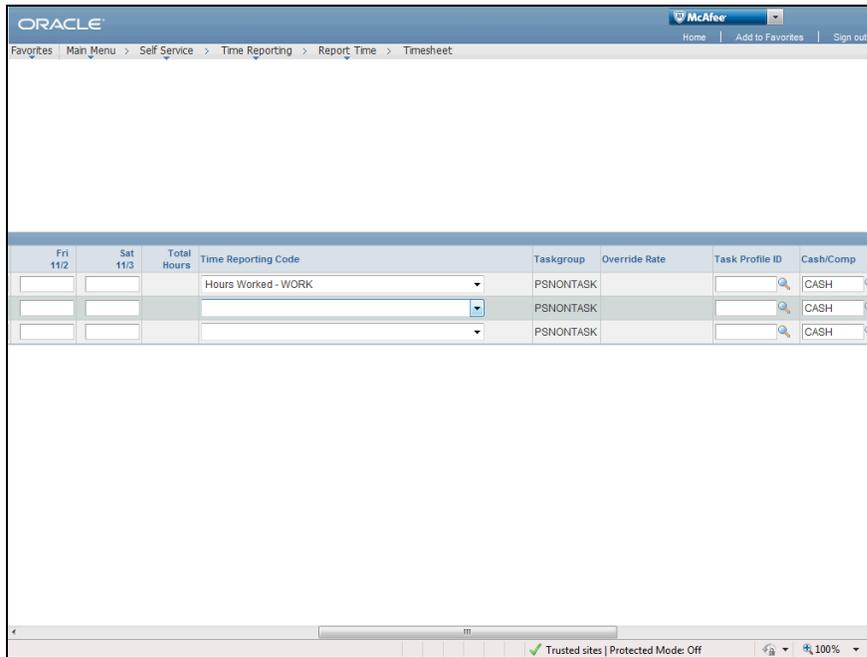
Step	Action
13.	Click the <b>Time Reporting Code</b> list. <input type="button" value="▼"/>



Step	Action
14.	Click the <b>Hours Worked - WORK</b> list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Hours Worked - WORK</div>

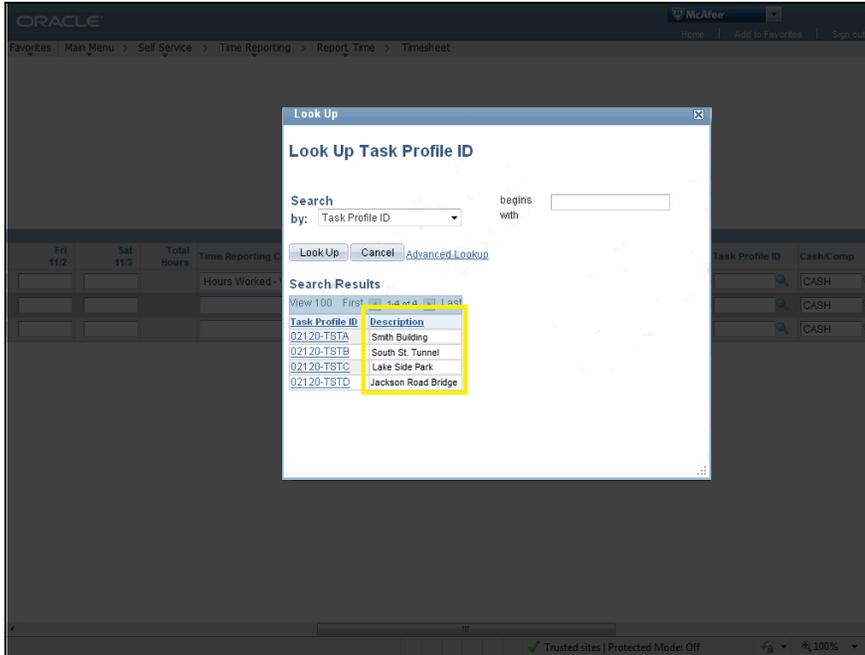


Step	Action
15.	Your Department's business office will be maintaining Task Profiles. If you have questions about what to use in a certain situation please reach out to them directly.

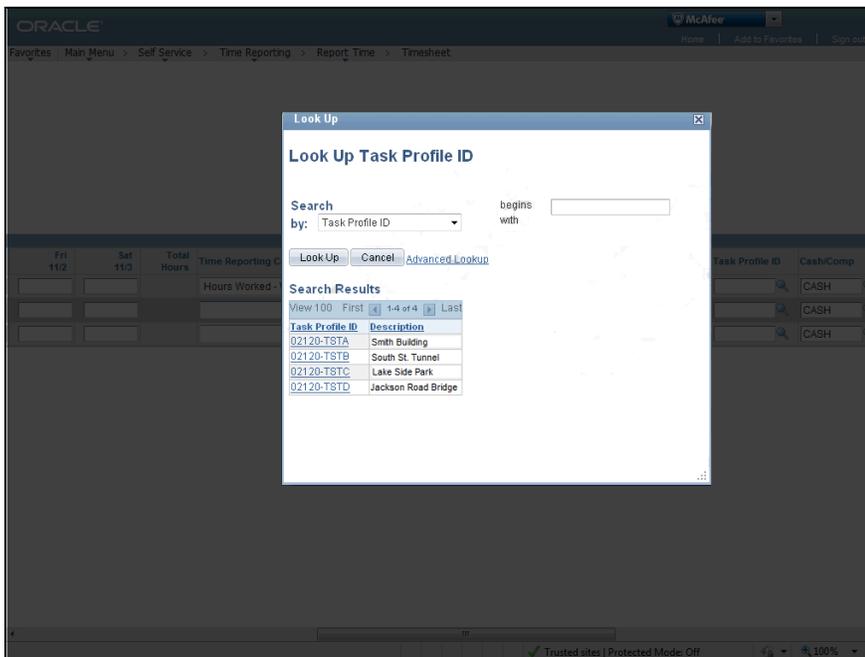


Step	Action
16.	Click the <b>Task Profile ID</b> Lookup button.

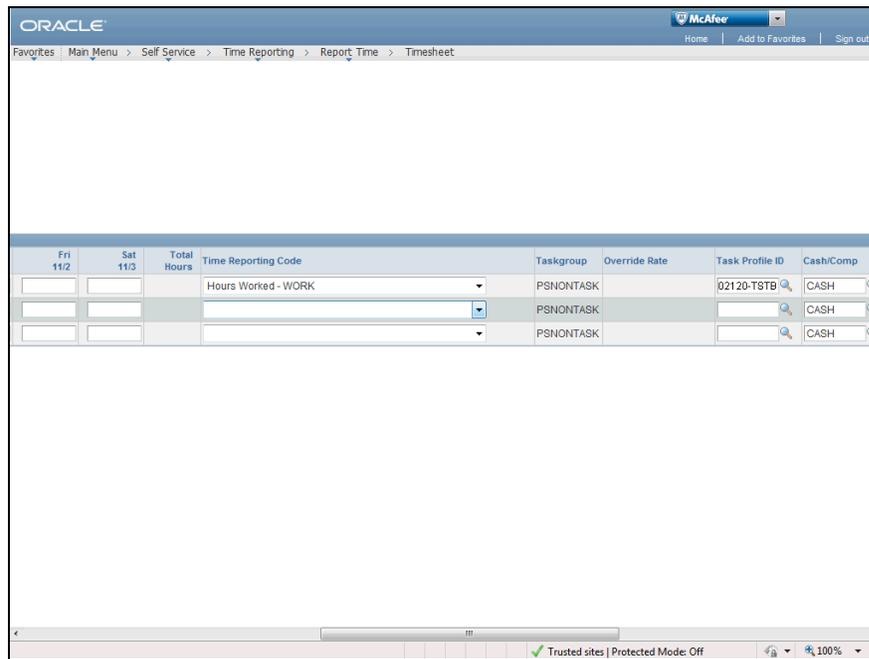




Step	Action
17.	There will be a description of the taskprofile, this should make it easier to figure out what source to charge to.



Step	Action
18.	<p>In this example we worked on the South Street Tunnel.</p> <p>Click the <b>02120-TSTB</b> link.</p> <p><a href="#">02120-TSTB</a></p>



Step	Action
19.	<p>Move left to continue.</p> <p>Click the <b>Scrollbar</b>.</p>

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

**Timesheet**

**Polly Pocket** Employee ID: 67837  
Job Title: Principal Assistant Empl Record: 0  
Workgroup: P38EX840S Executive Post: 8/40 Straight

**Instructions**

\*View By:  Reported Hours: 0.0000 [Previous Period](#) [Next Period](#)  
\*Date: 10/21/2012   Scheduled Hours: 80.0000

From Sunday 10/21/2012 to Saturday 11/03/2012

Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1
	8	8	8	8	8						

**Reported Time Status**

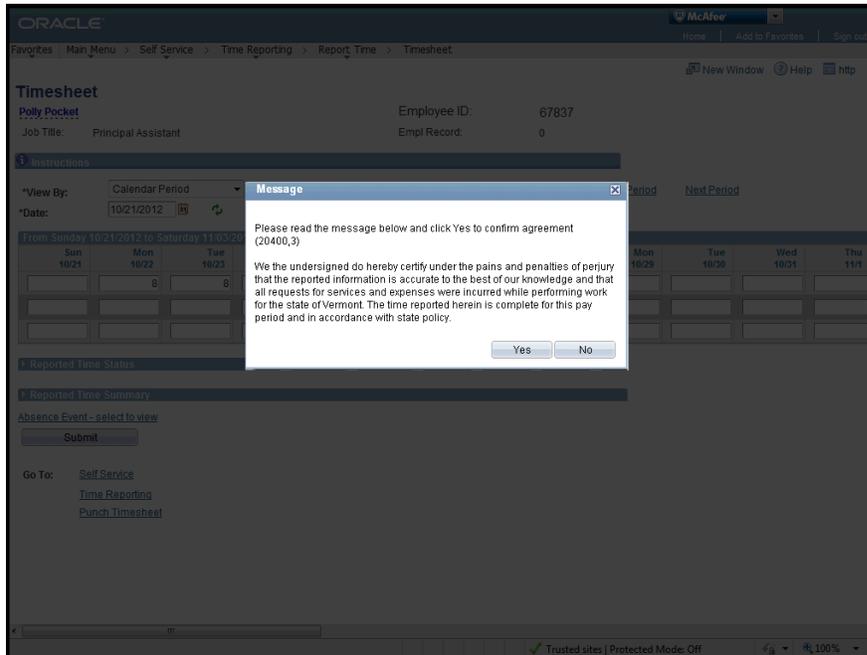
**Reported Time Summary**

[Absence Event - select to view](#)

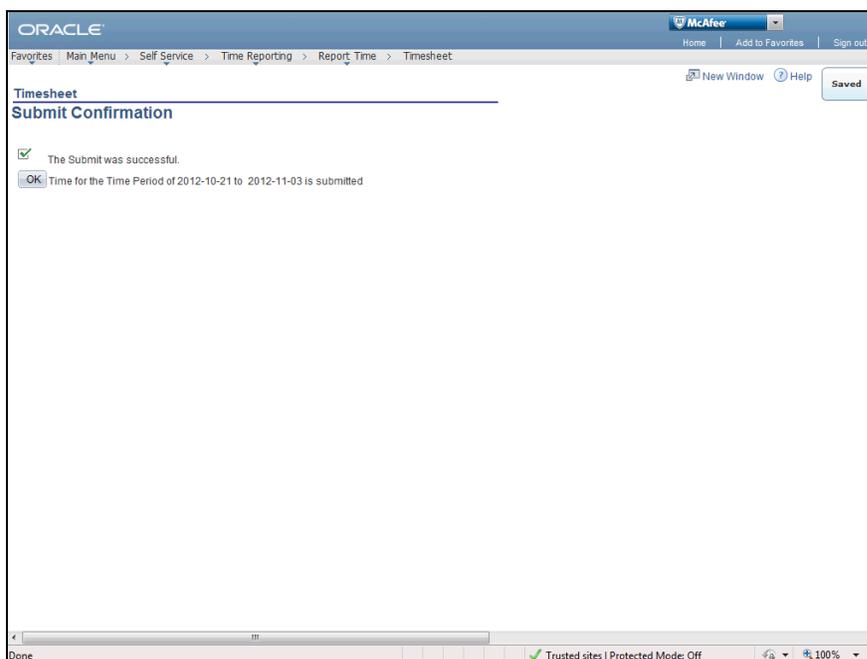
Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Trusted sites | Protected Mode: Off

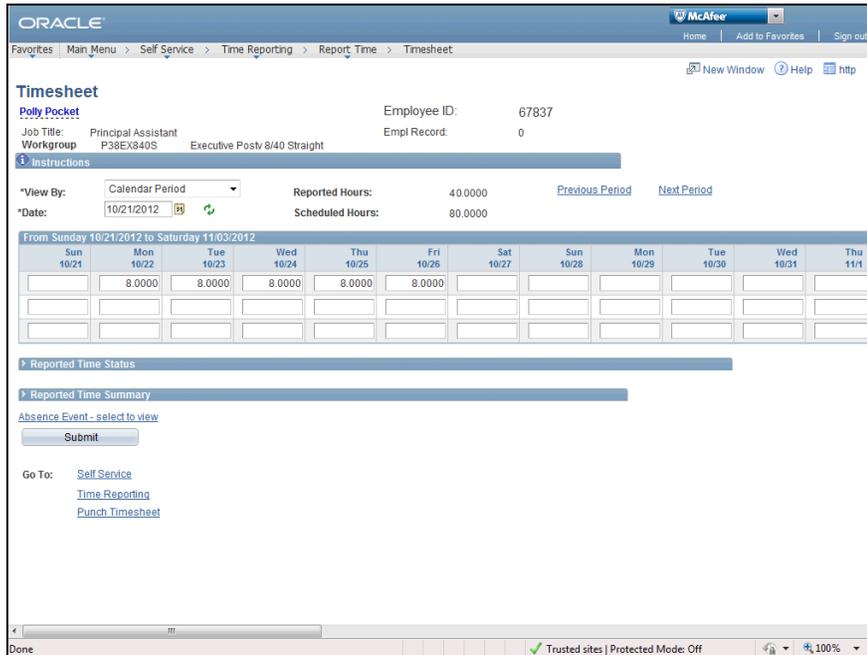
Step	Action
20.	<p>When you submit your timesheet, your entries are saved and submitted for approval. You may change or enter additional information within the deadlines of the pay period. Any changes will need to be re-approved.</p> <p>If you do not submit, the hours you filled in will be lost.</p> <p>Click the <b>Submit</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> <p style="text-align: center; margin: 0;"><b>Submit</b></p> </div>



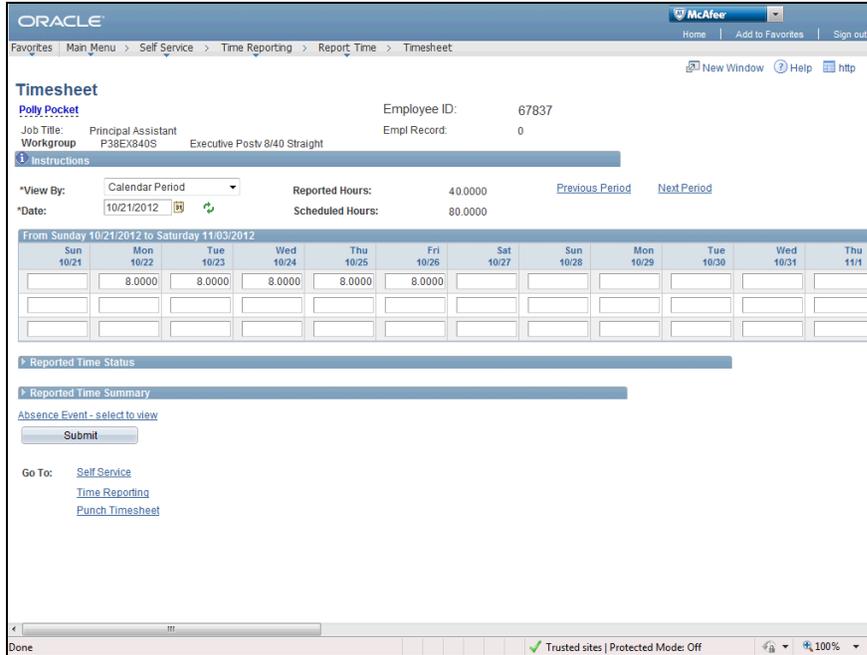
Step	Action
21.	<p>This is will act as your signature for your timesheet.</p> <p>Click the <b>Ok</b> button.</p> 



Step	Action
22.	Click the <b>OK</b> button. 



Step	Action
23.	<p>Once you submit your timesheet VTHR will sort your reported time rows alphabetically by the TRC.</p> <p>VTHR will combine rows if they have the same TRC, SHIFT, COMBO CODE, TASKPROFILE.</p> <p>Example if you have 2 lines that are Hours Worked charged to the same funding source, they would be combined into one line.</p> <p>Your timesheet may look different from what you entered.</p>



Step	Action
24.	<p>When you have completed your transaction, you can select the VTHR “Main Menu” for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the <b>Sign Out</b> link.</p> <p></p>



Step	Action
25.	You now know how to enter hours worked and specify a task profile.  <b>End of Procedure.</b>

## ESS - Time Reporting Codes

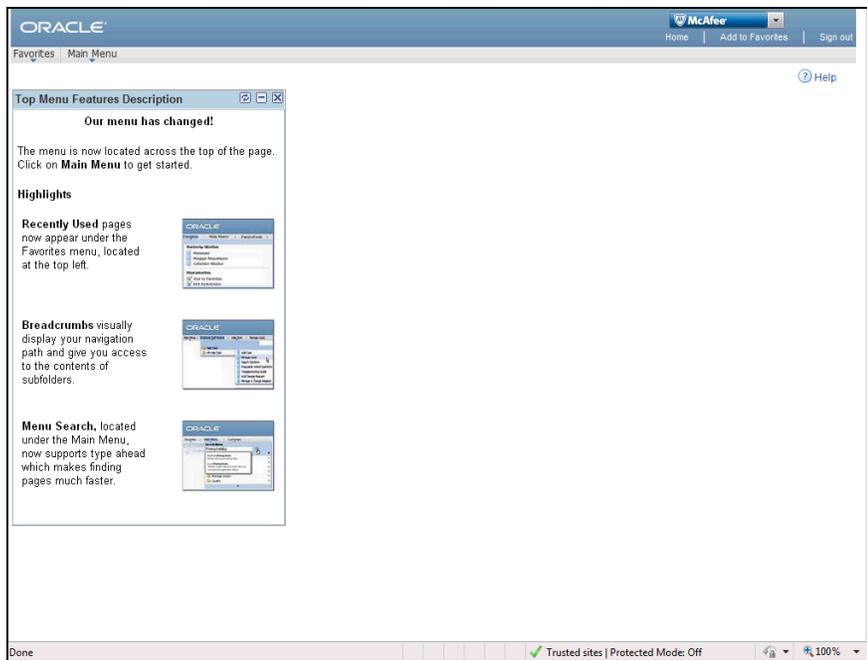
### Procedure

This tutorial will show how to report time using various Time Reporting Codes (TRCs).

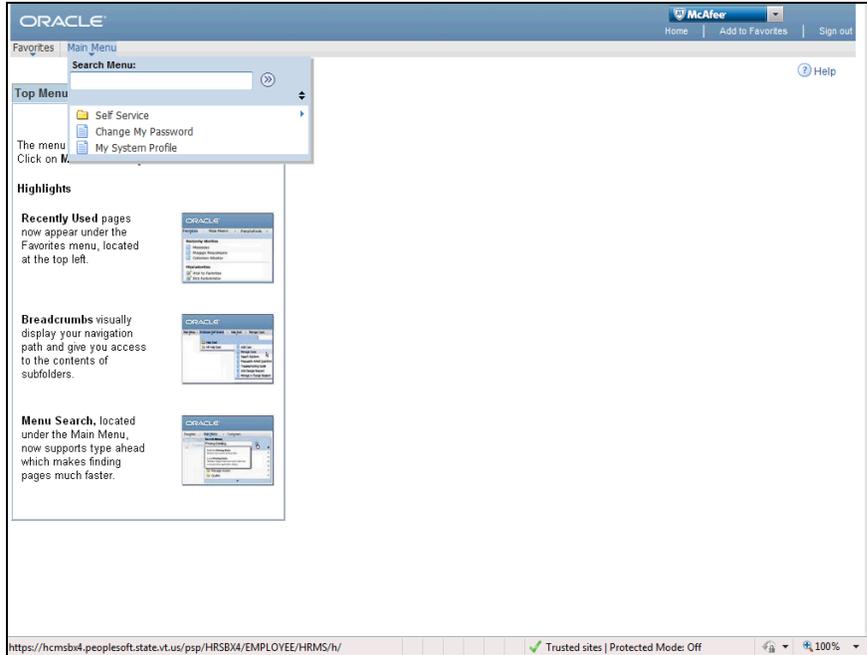
In this example, you will enter:

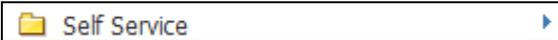
Hours Worked  
 State Jury Duty  
 Sick Leave

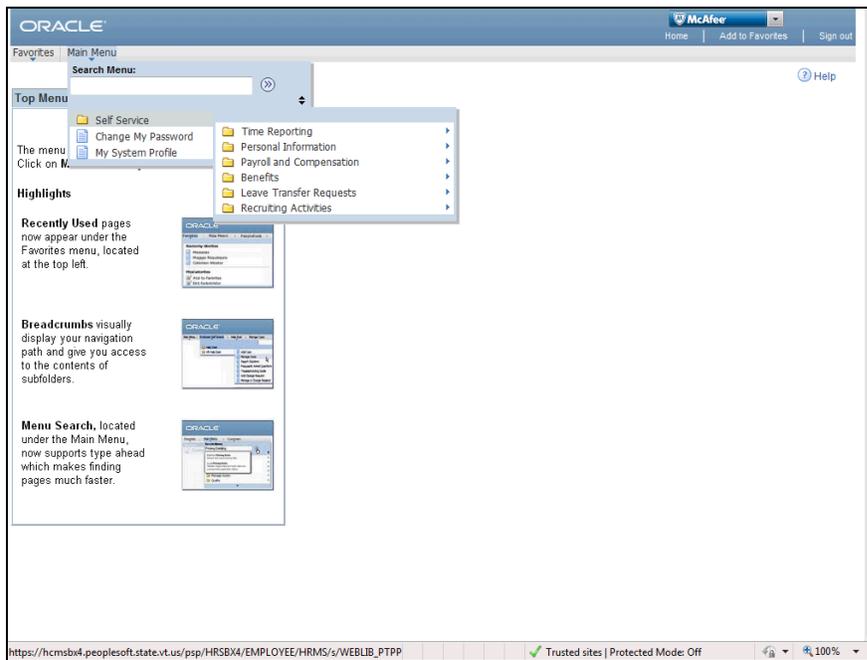
Approximate time to complete topic: **About 5 - 10 minutes**



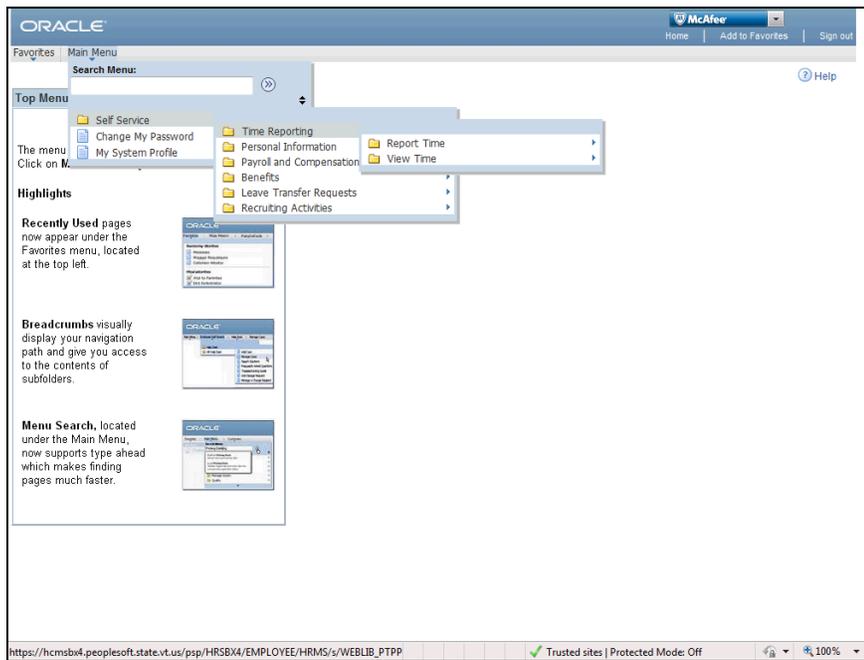
Step	Action
1.	Click the <b>Main Menu</b> button. 



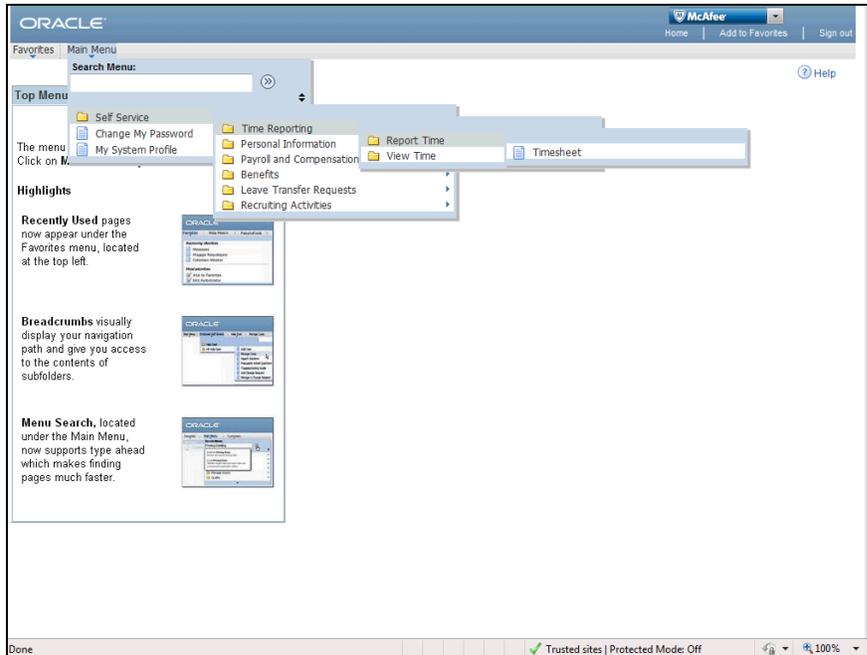
Step	Action
2.	Click the <b>Self Service</b> menu. 



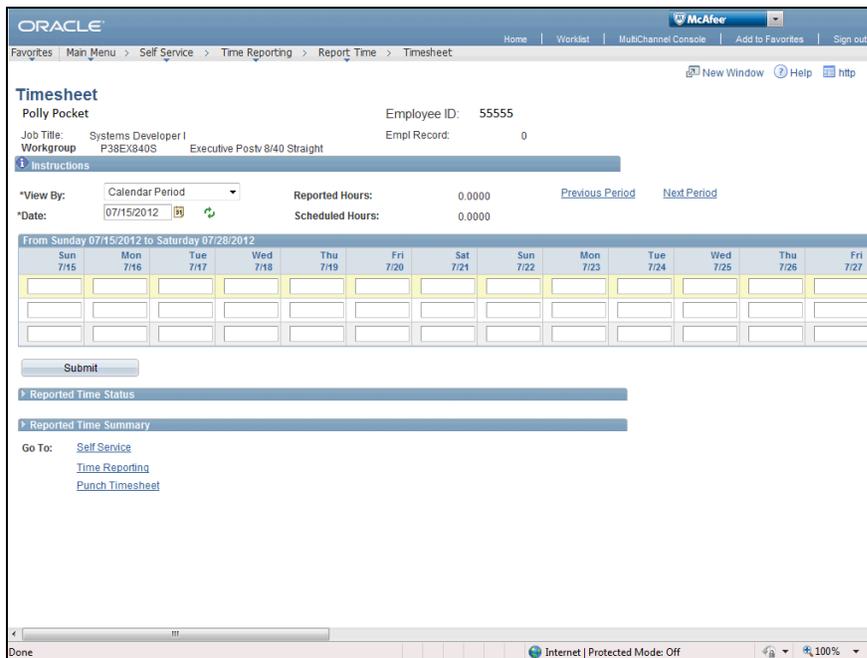
Step	Action
3.	Click the <b>Time Reporting</b> menu. 



Step	Action
4.	Click the <b>Report Time</b> menu. 



Step	Action
5.	Click the <b>Timesheet</b> menu.  Timesheet



Step	Action
6.	In this example, you are entering 8 hours worked on Monday.

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Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | http

### Timesheet

Polly Pocket Employee ID: 55555  
Job Title: Systems Developer I Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
\*Date: 07/15/2012 Scheduled Hours: 0.0000

From Sunday 07/15/2012 to Saturday 07/28/2012

Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27

Submit

Reported Time Status

Reported Time Summary

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Done Internet | Protected Mode: Off 100%

Step	Action
7.	Enter hours worked into the <b>Mon 7/16</b> field.  Enter "8".

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Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | http

### Timesheet

Polly Pocket Employee ID: 55555  
Job Title: Systems Developer I Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
\*Date: 07/15/2012 Scheduled Hours: 0.0000

From Sunday 07/15/2012 to Saturday 07/28/2012

Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27
	8											

Submit

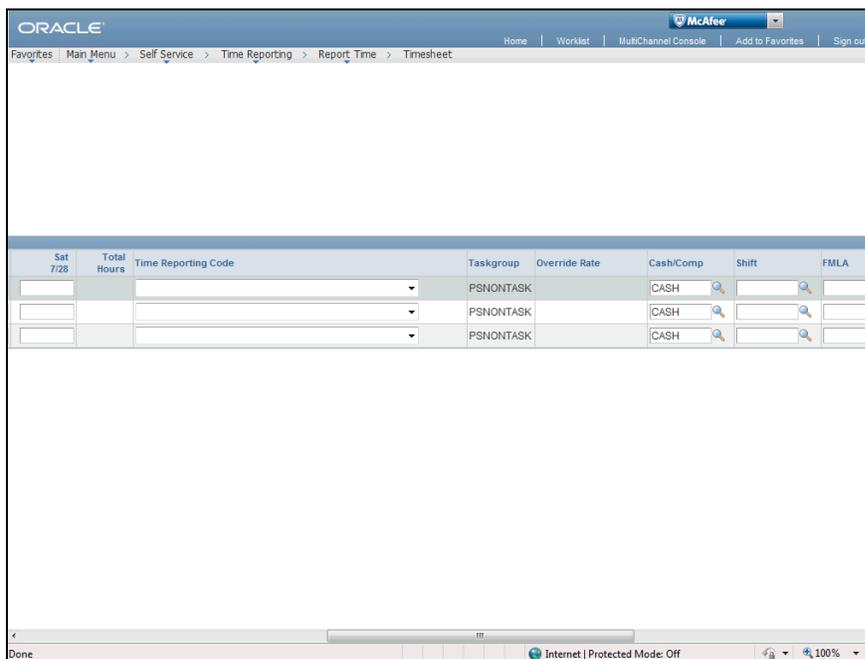
Reported Time Status

Reported Time Summary

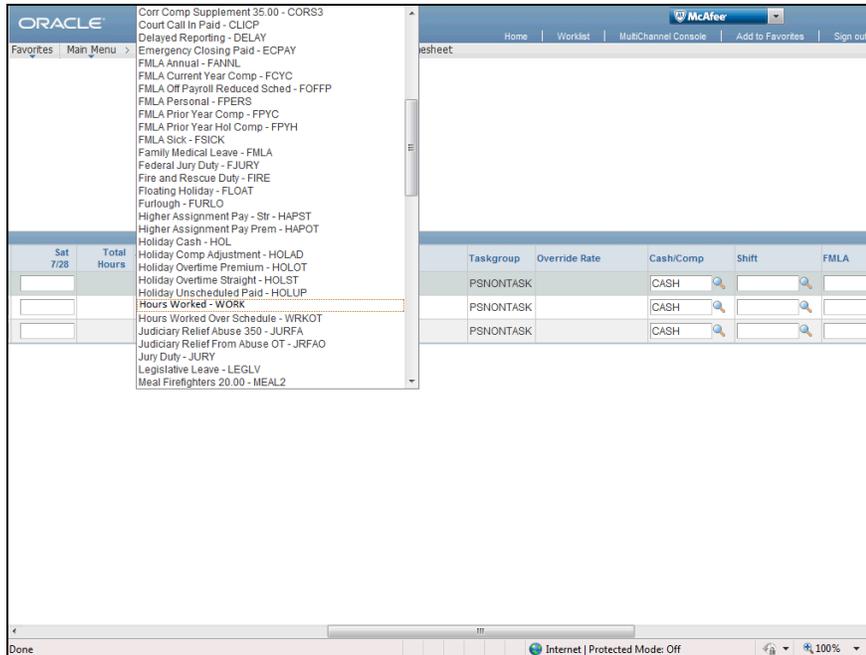
Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Done Internet | Protected Mode: Off 100%

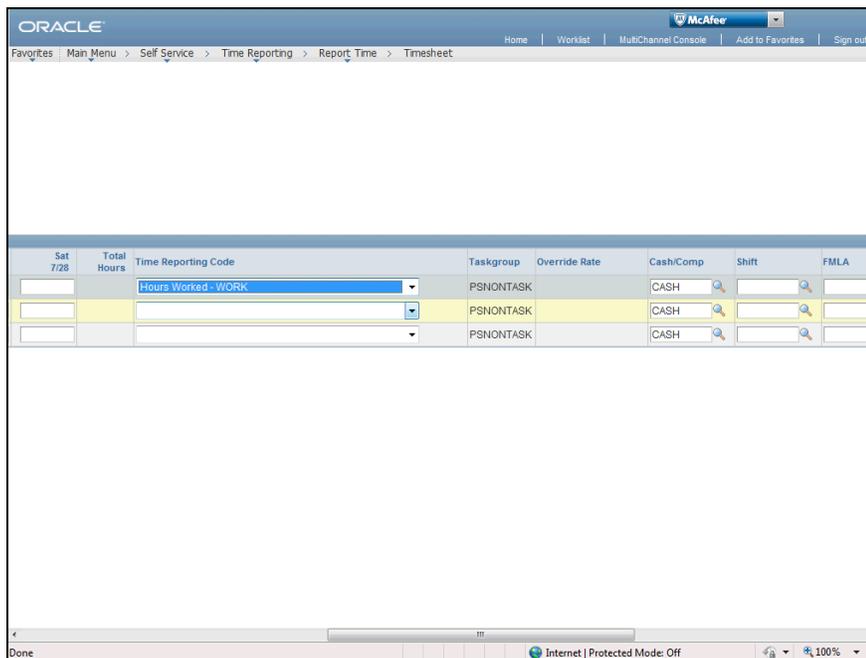
Step	Action
8.	Move right to continue.  Click the <b>Scrollbar</b> .



Step	Action
9.	Click the <b>Time Reporting Code</b> list button.



Step	Action
10.	Select the appropriate TRC from the drop down list.  In this example, click the <b>Hours Worked - WORK</b> list item. <b>Hours Worked - WORK</b>



Step	Action
11.	Move left to continue entering hours.  Click the <b>Scrollbar</b> .

The screenshot displays the Oracle Timesheet application. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below that, the user's name 'Polly Pocket' and 'Employee ID: 55555' are shown. The job title is 'Systems Developer I' and the workgroup is 'P38EX840S Executive Postv 8/40 Straight'. The interface includes a 'Calendar Period' dropdown set to '07/15/2012' and 'Reported Hours' and 'Scheduled Hours' both at '0.0000'. A calendar grid for the week of 07/15/2012 to 07/27/2012 is visible, with '8' entered in the cell for Tuesday, 7/17. There are 'Previous Period' and 'Next Period' links, and a 'Submit' button at the bottom of the grid. The browser status bar at the bottom shows 'Internet | Protected Mode: Off' and '100%' zoom.

Step	Action
12.	In this example, you are entering 8 hours of State Jury Duty on Tuesday.

**ORACLE** McAfee

Home | Workstat | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

New Window | Help | http

### Timesheet

Polly Pocket Employee ID: 55555  
 Job Title: Systems Developer I Empl Record: 0  
 Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
 \*Date: 07/15/2012 Scheduled Hours: 0.0000

From Sunday 07/15/2012 to Saturday 07/28/2012

Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27
	8											

Submit

Reported Time Status

Reported Time Summary

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Done Internet | Protected Mode: Off 100%

Step	Action
13.	Enter information into the <b>Tue 7/17</b> field. Enter "8".

**ORACLE** McAfee

Home | Workstat | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

New Window | Help | http

### Timesheet

Polly Pocket Employee ID: 55555  
 Job Title: Systems Developer I Empl Record: 0  
 Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
 \*Date: 07/15/2012 Scheduled Hours: 0.0000

From Sunday 07/15/2012 to Saturday 07/28/2012

Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27
	8	8										

Submit

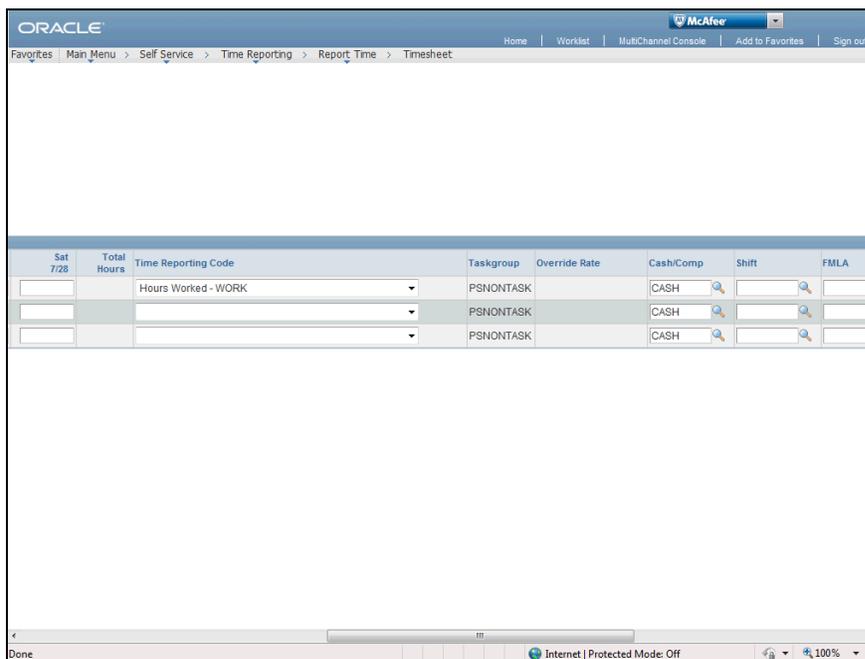
Reported Time Status

Reported Time Summary

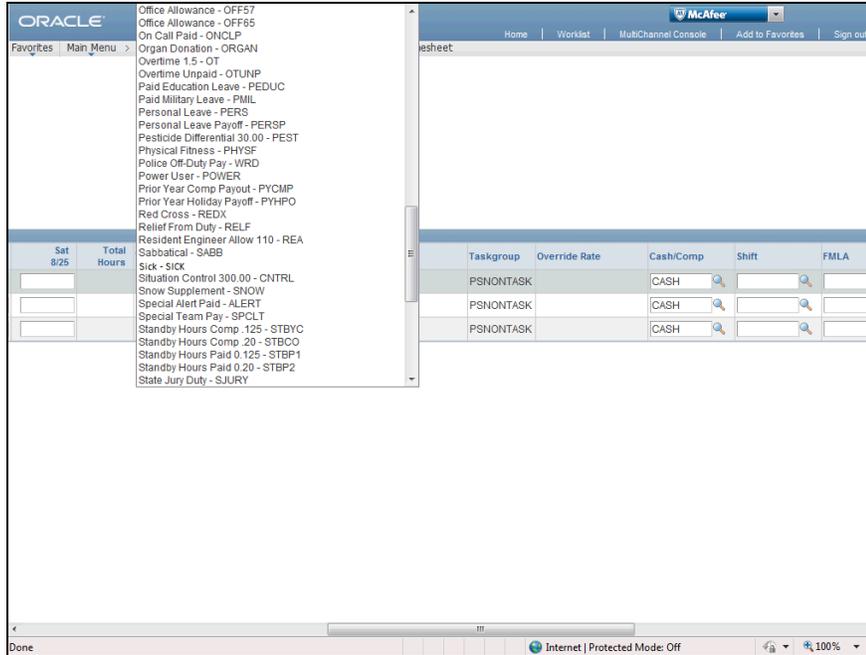
Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Done Internet | Protected Mode: Off 100%

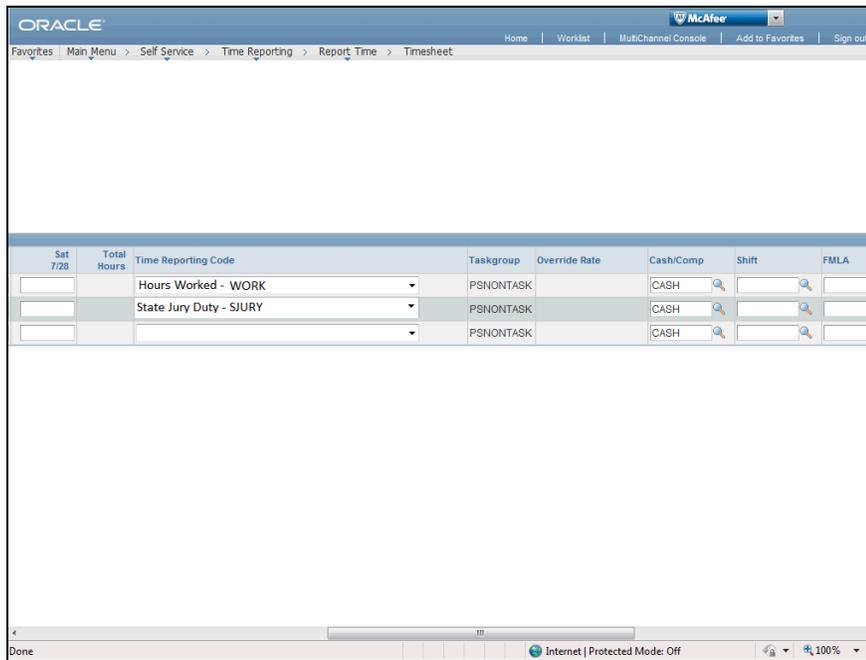
Step	Action
14.	Move right to continue.  Click the <b>Scrollbar</b> .



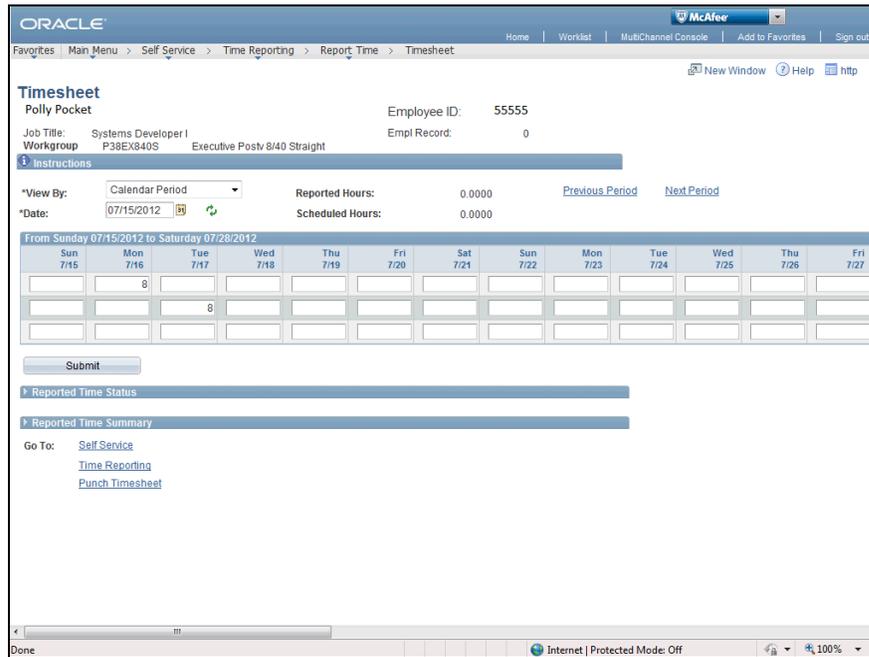
Step	Action
15.	Click the <b>Time Reporting Code</b> list button. 



Step	Action
16.	Click the <b>State Jury Duty - SJURY</b> list item. <input type="text" value="State Jury Duty - SJURY"/>



Step	Action
17.	Move left to continue.  Click the <b>Scrollbar</b> .



Step	Action
18.	In this example, you are reporting 4 hours of work for Wednesday.

The screenshot shows the Oracle Timesheet interface for Polly Pocket, Employee ID: 55555. The job title is Systems Developer I, Workgroup P38EX840S, and Executive Post is 8/40 Straight. The date range is 07/15/2012 to 07/28/2012. The calendar grid shows 8 hours entered for Monday (7/16) and Tuesday (7/17). The interface includes a 'Submit' button and sections for 'Reported Time Status' and 'Reported Time Summary'.

Step	Action
19.	Enter "4" on the same line where you have used the <b>Hours Worked - WORK TRC</b> .

This screenshot is identical to the previous one, but with the number '4' entered in the cell for Wednesday (7/18) in the calendar grid. The rest of the interface remains the same.

Step	Action
20.	In this example you are entering 4 hours of sick leave on Wednesday.

**Timesheet**  
Polly Pocket Employee ID: 55555  
Job Title: Systems Developer I Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

\*View By: Calendar Period Reported Hours: 0.0000  
\*Date: 07/15/2012 Scheduled Hours: 0.0000

Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27
	8		4									
		8										

Submit

Reported Time Status

Reported Time Summary

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Step	Action
21.	Enter "4" on this third line which you will indicate as Sick Time in the next step.

**Timesheet**  
Polly Pocket Employee ID: 55555  
Job Title: Systems Developer I Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

\*View By: Calendar Period Reported Hours: 0.0000  
\*Date: 07/15/2012 Scheduled Hours: 0.0000

Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27
	8		4									
		8										
			4									

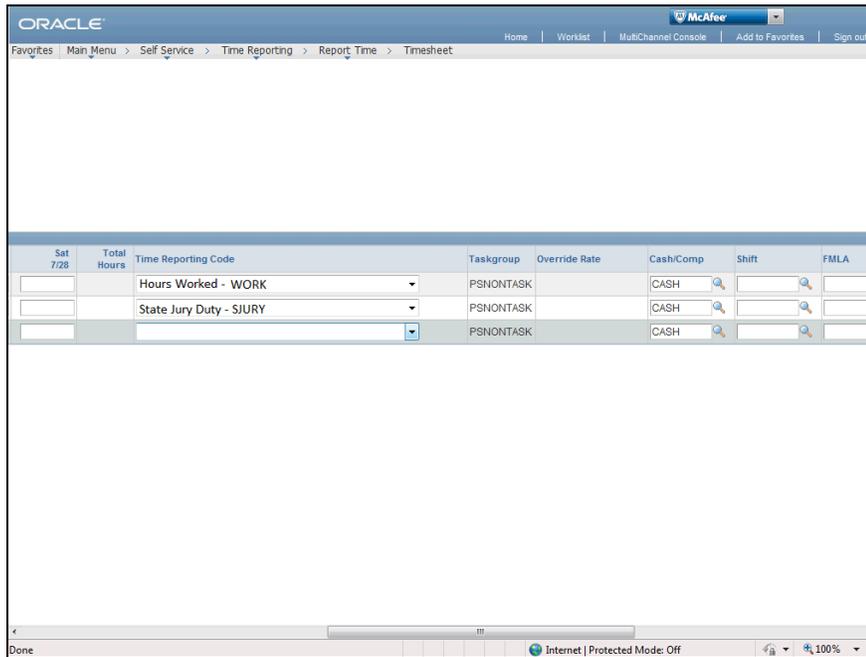
Submit

Reported Time Status

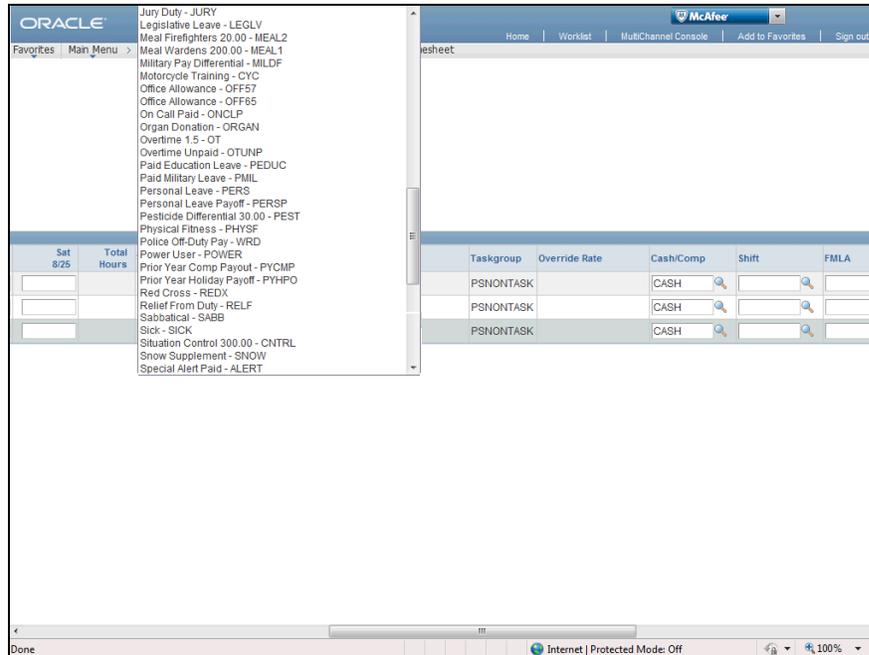
Reported Time Summary

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Step	Action
22.	Move right to continue.  Click the <b>Scrollbar</b> .

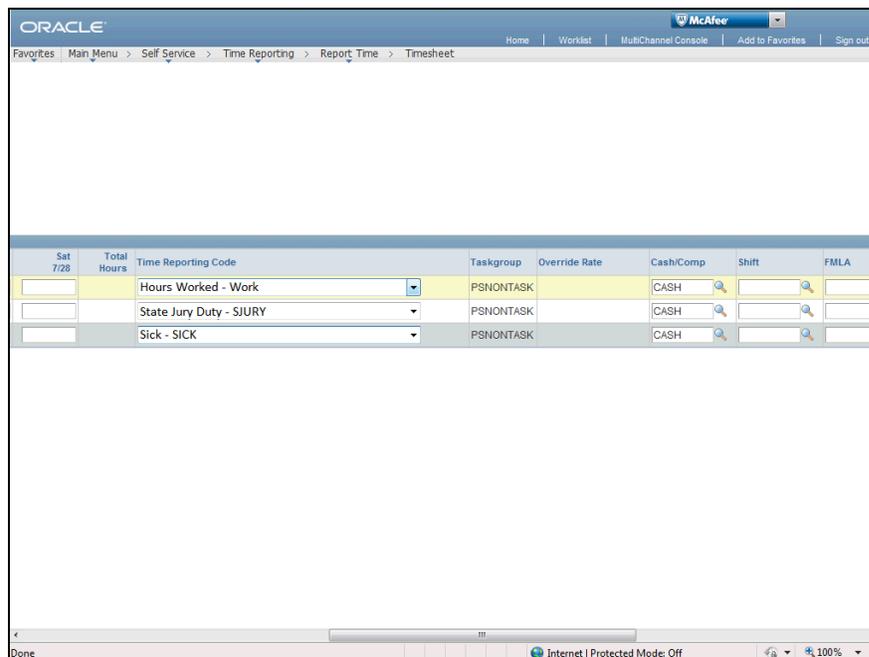


Step	Action
23.	Click the <b>Time Reporting Code</b> list button. 

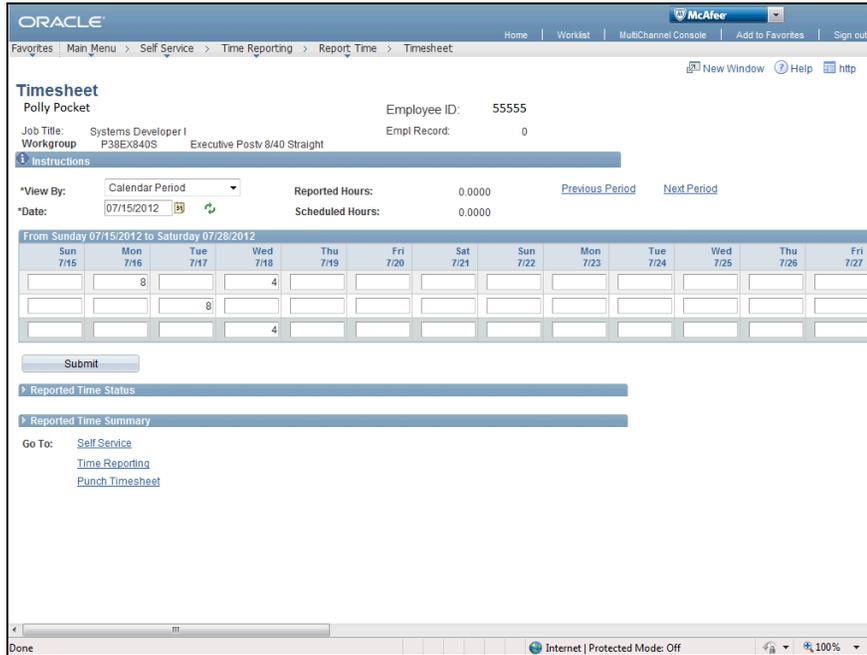


Step	Action
24.	Click the <b>Sick - SICK</b> list item.

Sick - SICK



Step	Action
25.	Move left to continue.  Click the <b>Scrollbar</b> .



Step	Action
26.	You will now enter 8 hours of work for Thursday and Friday on the same line where you have used the <b>Hours Worked - WORK</b> TRC.

**ORACLE** McAfee

Home | Worklat | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

**Timesheet**  
Polly Pocket Employee ID: 55555  
Job Title: Systems Developer I Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
\*Date: 07/15/2012 Scheduled Hours: 0.0000

From Sunday 07/15/2012 to Saturday 07/28/2012

Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27
	8		4									
		8										
			4									

Submit

Reported Time Status

Reported Time Summary

Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

Done Internet | Protected Mode: Off 100%

Step	Action
27.	Enter hours worked into the <b>Thu</b> field. Enter "8".

**ORACLE** McAfee

Home | Worklat | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

**Timesheet**  
Polly Pocket Employee ID: 55555  
Job Title: Systems Developer I Empl Record: 0  
Workgroup: P38EX840S Executive Postv 8/40 Straight

Instructions

\*View By: Calendar Period Reported Hours: 0.0000 Previous Period Next Period  
\*Date: 07/15/2012 Scheduled Hours: 0.0000

From Sunday 07/15/2012 to Saturday 07/28/2012

Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27
	8		4	8								
		8										
			4									

Submit

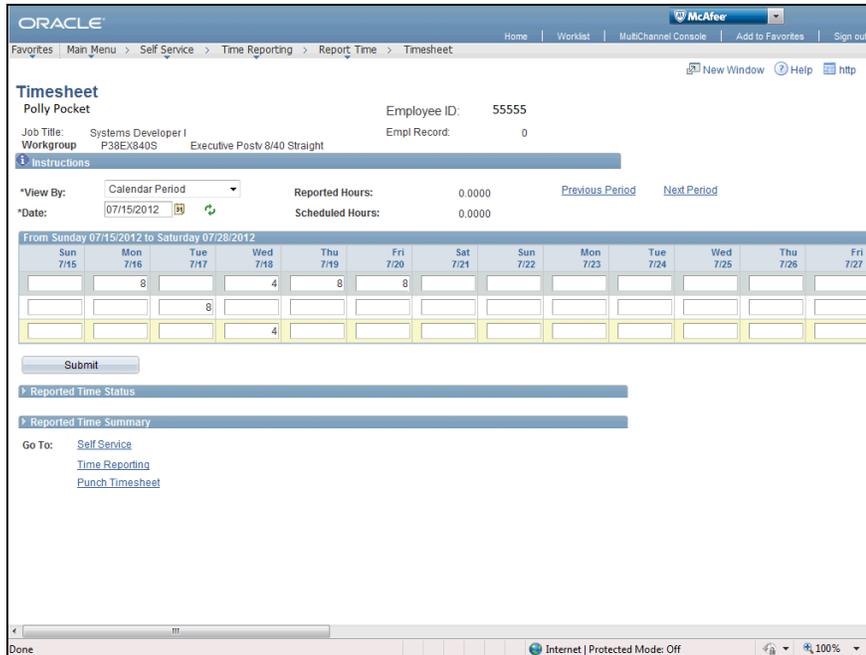
Reported Time Status

Reported Time Summary

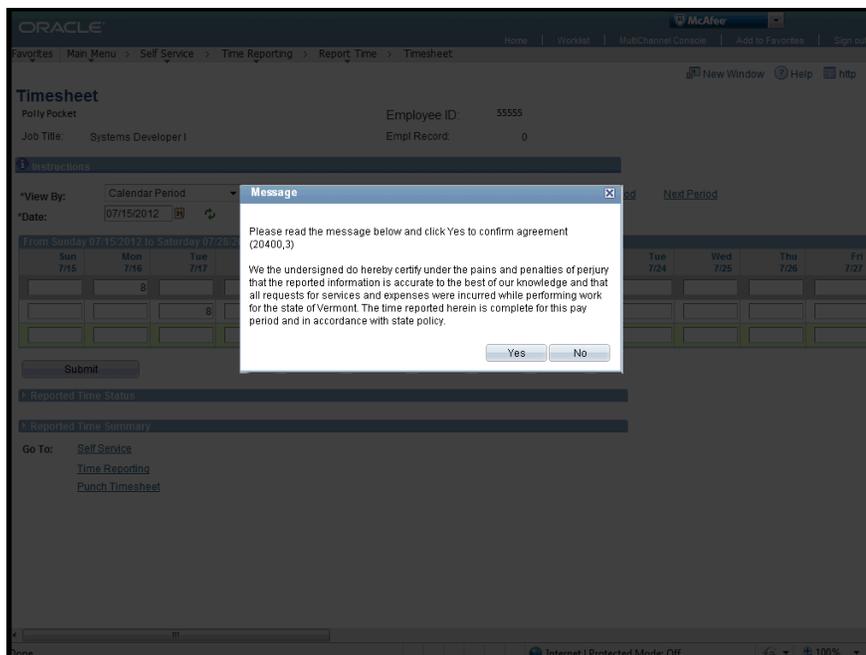
Go To: [Self Service](#)  
[Time Reporting](#)  
[Punch Timesheet](#)

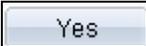
Done Internet | Protected Mode: Off 100%

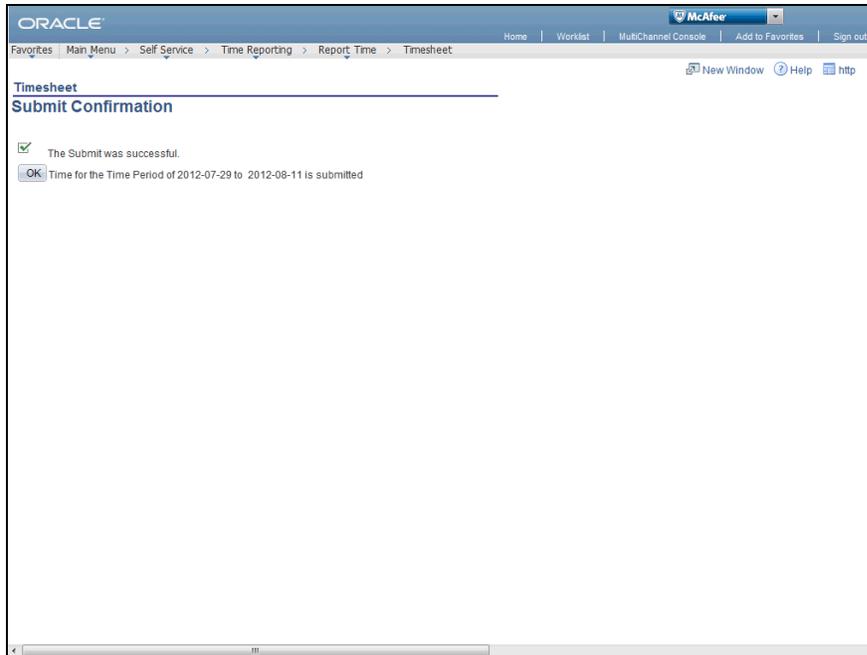
Step	Action
28.	Enter hours worked into the <b>Fri</b> field. Enter "8".



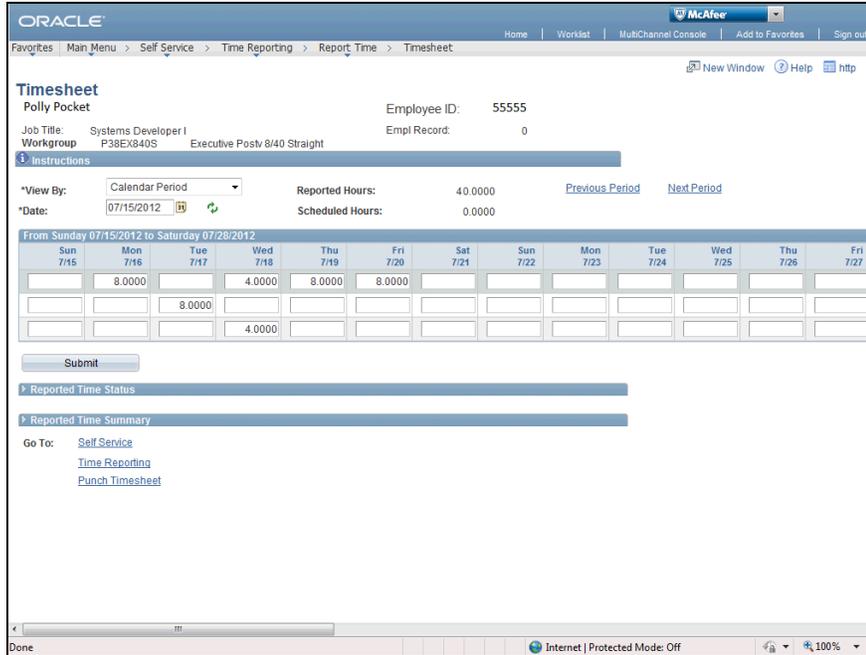
Step	Action
29.	<p>When you submit your timesheet, your entries are saved and submitted for approval. You may change or enter additional information within the deadlines of the pay period. Any changes will need to be re-approved.</p> <p>Click the <b>Submit</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center; margin: 0;"><b>Submit</b></p> </div>



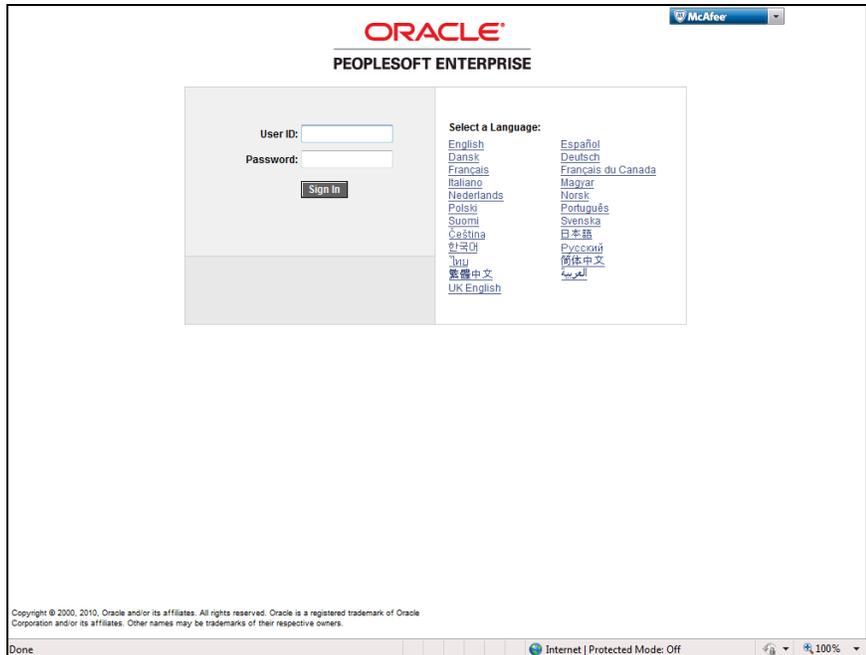
Step	Action
30.	<p>This is will act as your signature for your timesheet.</p> <p>Click the <b>Yes</b> button.</p> 



Step	Action
31.	<p>Click the <b>OK</b> button.</p> 



Step	Action
32.	<p>When you have completed your transaction, you can select the VTHR “Main Menu” for another transaction. Or, if you are finished, Sign Out of VTHR.</p> <p>Click the <b>Sign Out</b> link.</p> 



<b>Step</b>	<b>Action</b>
33.	You now know how to enter time for multiple uses. <b>End of Procedure.</b>