







Step	Action
1.	The Maintain Time Reporter page determines if an employee reports time using Combo Codes or Task Profiles. Click the Maintain Time Reporter Data link. Navigation: Main Menu > Time and Labor > Vermont Taskgroup Maintenance > Maintain Time Reporter Data
2.	Search for the employee by Employee ID or Name on the Find an Existing Value search page.
3.	Click the + button to add a new or update an existing Taskgroup . 
4.	Update the Effective Date : to the first date of the pay period you want the change to take effect.
5.	Click the lookup button next to Elapsed Time Template : select either: VT_COMBO for Combo Code reporting, (which is the default), or VT_TASKPRF for Task Profile reporting. 
6.	The default Taskgroup is PSNONTASK which is used with VT_COMBO . Click the lookup button next to Taskgroup : after typing in the first few letters of your department's unique identifier. 
7.	Task Profile is used to set a default that is different than the default for Taskgroup.


Maintain Time Reporter Data


Organizational Relationship: Employee
ID:
Empl Record: 0


Badge Detail
Group Membership


Time Reporter Data Find | View All First 1 of 1 Last

***Effective Date:** 

Elapsed Time Template: 

***Taskgroup:** 

Task Profile ID: 

Status: Inactive 

Task Profile Time Reporting

AFM-Administration


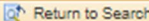

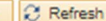
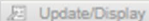
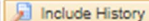
Time Reporter Group: 28AGR23

Workgroup: P11EX840P

Effective Date:
First Date of the pay period

Taskgroup:
Select the specific Taskgroup. PSNONTASK is to be used with VT_COMBO Time Template

Elapsed Time Template:
VT_COMBO = Combo Code Time Reporting
VT_TASKPRF = Task Profile Time Reporting

Add a new row when updating this page.



Step	Action
1.	To create or update a Task Profile select either Add a New Value or Find an Existing Value. Navigation: Main Menu > Set Up HRMS > Product Related > Time and Labor > Task Configurations > Task Profile
2.	Name the Task Profile consistently using your department’s unique identifier.
3.	Click the + button to add a new or update an existing Task Profile .
4.	Update the Effective Date : to the first date of the pay period you want the change to take effect.
5.	Click the lookup button next to Task Template ID : select VT_TSKPRF .
1.	To create or update a Taskgroup select either Add a New Value or Find an Existing Value. Navigation: Main Menu > Set Up HCM > Product Related > Time and Labor > Task Configurations > Taskgroup
2.	Click the + button to add a new or update an existing Taskgroup .
3.	Click the lookup button next to Task Template ID : select VT_TSKPRF .
4.	Click the lookup button next to Elapsed : select VT_TASKPRF .
5.	Click the lookup button next to Punch : select PSPCH_NONE .