

HCM 9.2 TIME & LABOR

DAVID WEIMER

RHONDA DICKE

MARGO KAMMEYER

April 22 and 29, 2015

Agenda

Project Background

Cut Over Details

Employee Self Service Change

Manager Self Service (MSS)

Time Delegation

Additional Training Details

Questions

Project Background

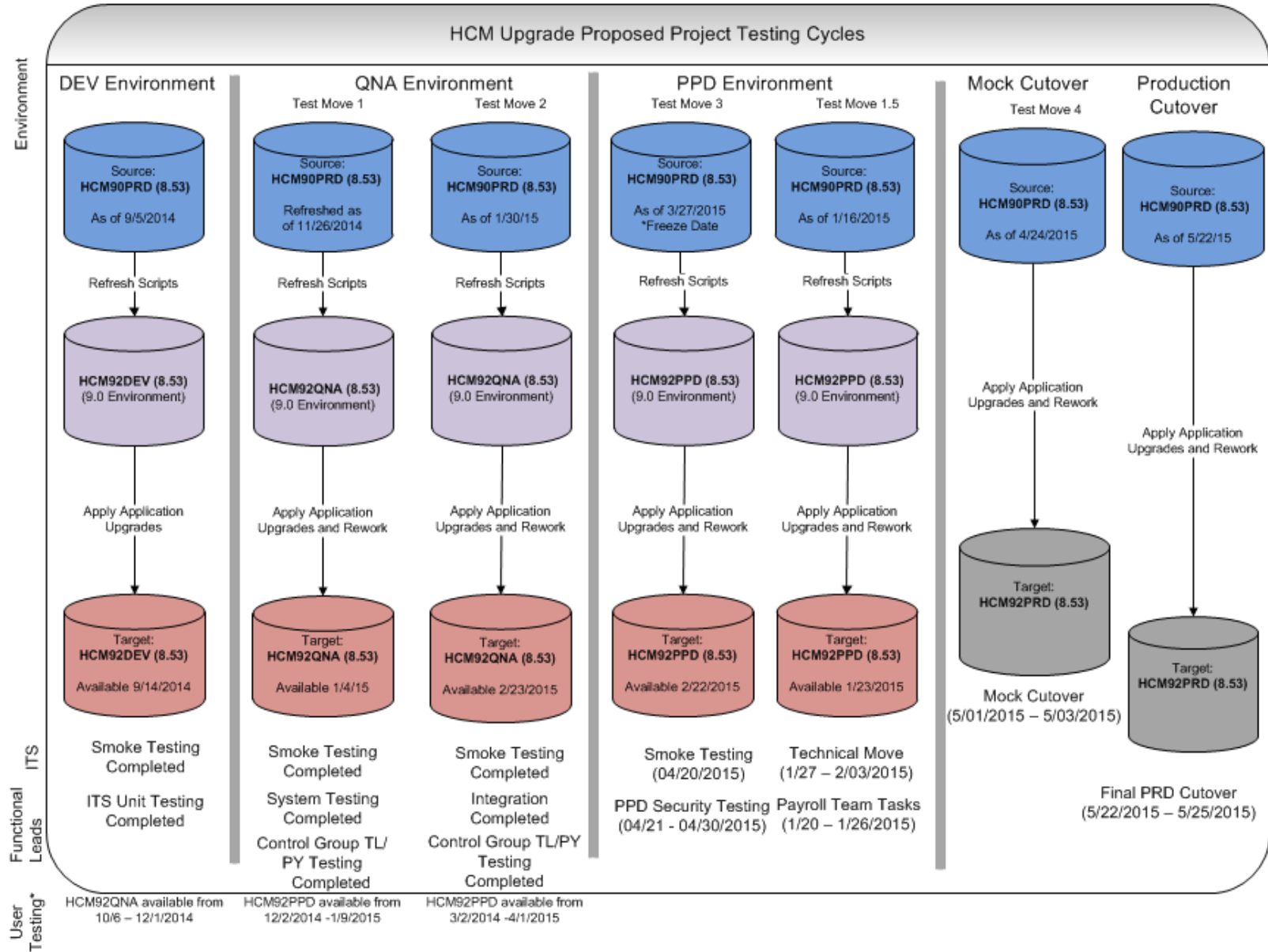
The History of the PeopleSoft Application Roadmap Project

Why do we need to upgrade?

Product Support End Dates

Release	Extended Support Ends
CSS 9.0	Dec-2018
CSS/HCM 9.0	Jun-2015
HCM 9.0	Jun-2015
HCM 9.1	Sep-2017
FMS 9.1	Nov-2017
Tools 8.51	Oct-2013

Where are we Today?



CUTOVER WEEKEND
MAY 22 – MAY 26
TIME APPROVAL

Time Approval Requirements for Cut Over

- » Cut Over tasks begin at 5PM on Friday, May 22nd
- » System is available again at 6AM on Tuesday, May 26th

- » **All time must be approved by 12PM on Wednesday, May 20th – including student time**

*EMPLOYEE SELF SERVICE CHANGE
DEMO*

Employee Self Service Change

Timesheet

██████████

Employee ID ██████████

Clerical Specialist

Empl Record 0

Time Source Schedule Information

Earliest Change Date 04/26/2015

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/15/2015 BT ↻

Scheduled Hours 80.00 Reported Hours 81.90

From Sunday 03/15/2015 to Saturday 03/28/2015

Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Total	Time Reporting Code	*Taskgroup	Business Unit	Combination Code	ChartFields		
												1.90		1.90	120-Call Back Comptime Earned - CBC	BG_DEFAULT	BGSUN		ChartFields	+	-
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	010-Classified Regular Earning - CLA	BG_DEFAULT	BGSUN		ChartFields	+	-

Submit

Reported Time Status Summary Leave / Compensatory Time Payable Time

Payable Time Viewing Option

By TRC and Status
 By TRC, Status and Day
 Show In Detail

[View Full Detail](#)

Payable Time ? Personalize | Find | 62 | 📄 1-11 of 11

Date	TRC	Description	TRC Type	Payable Status	Quantity
03/27/2015	CBC	120-Call Back Comptime Earned	Hours	Estimated	4.00
03/17/2015	CLA	010-Classified Regular Earning	Hours	Estimated	8.00
03/18/2015	CLA	010-Classified Regular Earning	Hours	Estimated	8.00

MANAGER SELF SERVICE (MSS)

Manager Self Service (MSS)

- » Selection criteria remains the same as it is today
- » Summary Page will be available on the Calendar View
- » There are new features available for easier access to employee information
- » Attend MSS training for more details
- » Student Reporting Changes will be automated for changing reporting within the same area

TIME DELEGATION
DEMO

Time Delegation

- » Managers can delegate time approval and entry
- » Time will route to the proxy as long as the delegation request is still active
- » Delegation lists are created based on the Employee's Department and Job Title
- » Time can still be approved following the current time approval methods

*TIME DELEGATION AND
TIME APPROVAL DEMO*

Time Delegation

Click on Manage Delegation from the MyBGSU portal.

The screenshot displays the MyBGSU portal interface. The top navigation bar includes the MyBGSU logo, a 'Welcome' message, and tabs for 'Employees', 'AlertBG', and 'Quick Links'. The main content area is divided into several sections:

- BGSU EMAIL**
- BURSAR BILL VIEW/PAY**
- BG1 CARD SERVICES**
- ADVISING**
 - Advisement
 - Student Degree Audit
 - Faculty Center
- PAYROLL INFORMATION**
 - View Paycheck
 - W-4 Tax Information
 - Direct Deposit
 - W-2/W-2c Consent
 - View W-2/W-2c Forms
- BENEFITS ENROLLMENT**
 - Family Status Changes/Life Event
 - Benefits Summary
 - Benefits Enrollment
- TIME AND LABOR EMPLOYEE**
 - My Student Timesheet (view only)
 - Timesheet
 - Launch Pad
 - Web Clock
- TIME AND LABOR SUPERVISOR**
 - Approve My Monthly Reporters
 - Approve My Biweekly Reporters
 - Approve My Student Hourly Reporters
- MANAGER INFORMATION**
 - Manager Dashboard
 - Manage Delegation** (highlighted with a red box and arrow)

The 'TOOLS' section on the right includes icons for 'VIEW PAYCHECK', 'TIME & LABOR', 'UPDATE PERSONAL INFO', and 'BENEFITS'. Below this is the 'IT SECURITY ACCESS FORMS' section, which includes a 'Web Report Library' with a link to 'FMS Web Report Library Access Form' and a 'Contact Digital Services' link.

Creating a Delegation Request

Favorites ▾ | Main Menu ▾ > Self Service ▾ > Manage Delegation

BGSU All ▾ Search >> Advanced Search

Manage Delegation

Freddie Falcon

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

*Click on Create
Delegation Request.*

Creating a Delegation Request (cont.)

Create Delegation Request


Enter Dates


Freddie Falcon

Director

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates

From Date 

To Date 

Select From and To Dates

Creating a Delegation Request (cont.)

Create Delegation Request

Select Transactions

Freddie Falcon

Director

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions

Transaction

- Approve Life Event Documents
- Manage Approve Reported Time
- Manage Reported Time

Select All

Deselect All

Previous

Next

Cancel

*You **must** select both transactions for Delegation to work.*



Creating a Delegation Request (cont.)

Create Delegation Request

Select Proxy by Hierarchy

Freddie Falcon

Director

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the [Search by Name](#) hyperlink to search for proxies outside your hierarchy.

Choose Delegate

Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/> Airele Gullen	0000413887	Employee	Data Warehouse Analyst	Information Technology Service	Freddie Falcon
<input type="radio"/> Carey Quail	0000582042	Employee	Specialist	Information Technology Service	Freddie Falcon
<input type="radio"/> Felix Heron	0005787388	Employee	Senior Applications Developer	Information Technology Service	Freddie Falcon
<input type="radio"/> Jay Partridge	0009688142	Employee	Manager	Information Technology Service	Freddie Falcon
<input type="radio"/> Jenna Senegal	0003738991	Employee	Executive Assistant	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Mary Sparrow	0020226871	Employee	Manager	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Oliver Meyers	0000956945	Employee	Associate Manager	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Penny Falcon	0000809349	Employee	Manager	Information Technology Service	Freddie Falcon
<input type="radio"/> Phillip Godwit	0000879991	Employee	Administrator	Information Technology Service	Freddie Falcon
<input type="radio"/> Robert Blue	0001213474	Employee	Director	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Robin Finch	0000855200	Employee	Director	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Rudolph Macaw	0004915046	Employee	Administrator	Information Technology Service	Freddie Falcon
<input type="radio"/> Scarlet Ravin	0020225009	Employee	Accountant	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Sidney Wingneck	0000154547	Employee	Manager	Information Technology Service	Freddie Falcon
<input type="radio"/> Steven Bunting	0007325721	Employee	Specialist	Information Technology Service	Freddie Falcon

Previous Next Cancel

The Proxy Hierarchy List is created based on the Employee's Department and Job Title.

1. *Select a Proxy*
2. *Click* 

Creating a Delegation Request (cont.)

Create Delegation Request

Delegation Detail

Freddie Falcon

Director

Proxy Penny Falcon

From Date 03/09/2015

To Date 03/13/2015

Transactions
Manage Approve Reported Time
Manage Reported Time

A summary of your Delegation Detail will allow you to verify the Proxy, Dates and Transactions.

Click to continue

Creating a Delegation Request (cont.)

Create Delegation Request

Freddie Falcon

Director

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

OK

Click  to acknowledge you have submitted your delegation request.

Creating a Delegation Request (cont.)



Fri 2/13/2015 11:40 AM

rchitta@bgsu.edu

A delegation request from Lise Konecny has been submitted for review and acceptance

To: Raghuram Chittari; Raghuram Chittari

Lise Konecny or an administrator on behalf of Lise Konecny has submitted a delegation request to you. Here are the details:

Transaction(s): Manage Approve Reported Time Manage Reported Time

From: 2015-02-13

To: 2015-02-21

System to notify Lise Konecny of each request: N


You can review the request, then accept or reject the request, using the link below.

https://hcm92dev.bgsu.edu/psp/hcm92dev/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?

[Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATOR_ID=0000732303&DELEGATOR_RCD=0&TRANSACTION_NAME=TL_MSS_EE_SRCH_PRD&TRANS_ALLOWED=A&FROM_DATE=2015-02-13](https://hcm92dev.bgsu.edu/psp/hcm92dev/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATOR_ID=0000732303&DELEGATOR_RCD=0&TRANSACTION_NAME=TL_MSS_EE_SRCH_PRD&TRANS_ALLOWED=A&FROM_DATE=2015-02-13)

Proxy will receive a notification and will have to click on the link to accept the Delegation Request


Creating a Delegation Request (cont.)


1. Check off the transactions you are accepting to be a Proxy for.
2. Click 

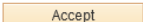

My Delegated Authorities

Penny Falcon
Manager

This page allows you to view your delegated authorities. Select a particular status and select Refresh to show the matching requests. Select the information icon for request details.

Show Requests by Status: Submitted 

Choose Delegate							
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Multiple Transactions	Freddie Falcon	Director	03/09/2015	03/13/2015	Submitted	Inactive	

Select All Deselect All  

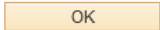
[Return to Manage Delegation](#)

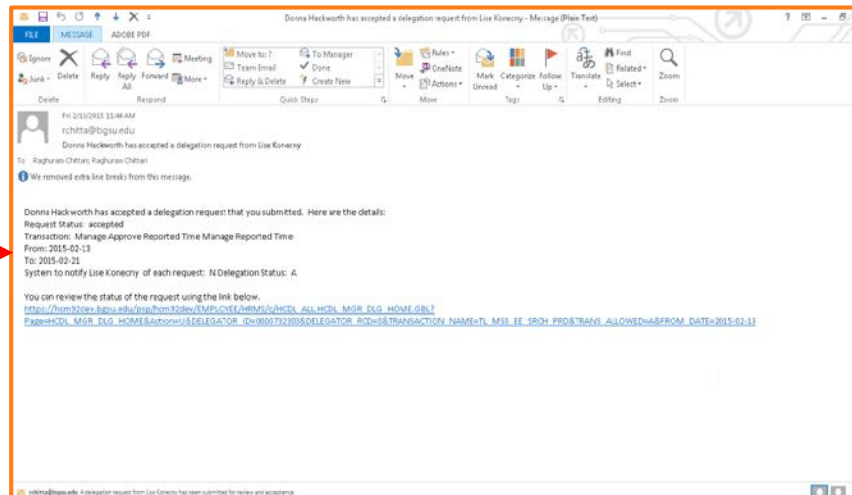
Once the Delegation is accepted, a notification is sent to the Delegator.

Accept Delegation Request

Penny Falcon
Manager

You have successfully accepted a delegation request. Refer to the My Delegated Authorities page to view accepted delegation requests.





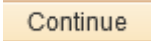
Donna Hackworth has accepted a delegation request from Lise Konecny - Message (Plain Text)

From: rchitta@bgsu.edu
 To: Raghuran Chittari; Raghuran Chittari

Donna Hackworth has accepted a delegation request that you submitted. Here are the details:
 Request Status: accepted
 Transaction: Manage Approve Reported Time Manage Reported Time
 From: 2015-02-13
 To: 2015-02-25
 System to notify Lise Konecny of each request: N Delegation Status: A

You can review the status of the request using the link below:
https://om3000.bgsu.edu/jsp/om3000/EMF/CHIEF/HEMMS/0/HCDL_ALL/HCDL_MGR_ELG_HOME.006?Page=HCDL_MGR_ELG_HOME&action=USDELEGATOR_ID=0000732030&DELEGATOR_ID=0&TRANSACTION_NAME=TL_MSL_EE_SPROG_PROD&TRANS_ALLOWED=4&FROM_DATE=2015-02-13

Time Approval

- » Now all Pending time and New Time submitted will be routed to the proxy
- » To approve time, the proxy selects the delegated Employee's Name
- » Clicks 

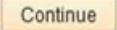
Select Role

Penny Falcon

You have been delegated authority to process transactions for another employee(s). If you would like to process transactions for an employee other than yourself, select that employee, otherwise select 'Process my own transaction'.

Choose Delegate

Name	Job Title	Department	Supervisor Name
<input type="radio"/> Process my own transaction			
<input checked="" type="radio"/> Freddie Falcon	Director	Information Technology Service	Sylvester Byrdman



Time Approval

Time can still be approved at the calendar view level or the Detailed Update/Deny/Comments level.

1. Review the Timesheet.
2. Click on Approve All.

Timesheet

Janice Blackbird
Manager

Employee ID 0000759635
Empl Record 0
Earliest Change Date 02/01/2015

Select Another Timesheet

*View By Time Period
*Date 03/01/2015

<< Prev Time Period Next Time Period >>
Next Employee

Reported Hours 40.00 Print Timesheet

From Sunday 03/01/2015 to Tuesday 03/31/2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/1	8.00 VAC	8.00 VAC	8.00 VAC	8.00 VAC	8.00 VAC	3/7
3/8	3/9	3/10	3/11	3/12	3/13	3/14
3/15	3/16	3/17	3/18	3/19	3/20	3/21
3/22	3/23	3/24	3/25	3/26	3/27	3/28
3/29	3/30	3/31				

Approve All Update/Deny/Comments

Totals: 40.00 VAC

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

HCM TRAINING CLASSES

Time & Labor

- » Time & Labor – Open Forums
 - » April 22nd and April 29th
 - » Olscamp 111
 - » 1PM – 2PM

- » Documentation and instructional videos will be available 5/26/2015



Manager Self Service Classes

- » MSS Classes
 - » April 6 – May 14
 - » 42 classes
 - » 9 -11AM and 3PM – 5PM Monday, Tuesday, Thursday
 - » 9-11AM Wednesday
- » Hayes Hall 203
- » Capacity for 16 students / class

April 2015						
M	Tu	W	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2015						
M	Tu	W	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sign Up!

» Register for MSS classes at:

<https://infopro.bgsu.edu/protected/Public/ClassSchedule.aspx>

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BGSU INFOPRO TESTING / TRAINING / TRACKING SYSTEM

ACADEMICS ADMISSIONS ABOUT ATHLETICS ALUMNI RESEARCH STUDENT LIFE LIBRARIES MYBGSU EMAIL

Select

Helpful Links
There are no links available at this time.

Scheduled Classes

Date	Class
03/31/15	Chrome River Travel Training
03/31/15	Chrome River Travel Training
03/31/15	Chrome River Travel Training (2)
04/06/15	HCM 9.2 Upgrade Manager Self Service
04/06/15	HCM 9.2 Upgrade Manager Self Service
04/07/15	HCM 9.2 Upgrade Manager Self Service
...	11 12 13 14 15 16 17 18 19 20 ...

Environmental Health and Safety Training Questions? Contact:
Environmental Health and Safety
1851 N. Research Dr.

SELECT A CLASS NAME FROM THE LIST OR CALENDAR TO VIEW DETAILS.

[Log In](#) [Help](#)

Select desired calendars and/or classes. You can choose one or more classes or calendar types from the "Select" check box list and/or you can filter by a word or phrase. Click 'Go' to update the calendar or close the list.

View Select: All Filter text: Go

Class Calendar

< **April 2015** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6 HCM 9.2 Upgrade Manager Self Service	7 HCM 9.2 Upgrade Manager Self Service	8 Fire Safety	9 Fire Safety	10	11
	HCM 9.2 Upgrade Manager Self Service	HCM 9.2 Upgrade Manager Self Service	HCM 9.2 Upgrade Manager Self Service	Hazardous Waste Management		

Highlights

- » **All time must be approved by 12PM on Wednesday, May 20th**
- » Check out the Quick Reference Guide
- » New procedures/instructions will be posted to the Payroll site (listed in the QRG) and available May 26th

