Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
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SPAHRS Payroll Report Time – Time Entry
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Time Entry

Objective

Develop an understanding of timesheet creation and maintenance processes of Report Time.

Outcome

Ability to create, maintain, view, and analyze timesheet functions; override accounting distribution; and perform overtime calculations.

Overview

A timesheet cannot be created if the employee/worker has not been processed through the Human Resource functions of SPAHRS. Timesheet entry is the basis for employee/worker pay in SPAHRS. Payment to an employee/worker includes established PIN/WIN, valid social security number, linkage to a work cycle, retirement eligibility, etc.

The PINs must exist in the Position process, and the WINs must exist in both the Employment and Manage Contract processes. Work schedules should be established prior to timesheet creation; leave balances for accrual codes requiring a balance should be created or transferred prior to timesheet processing; and an agency work cycle should be established. Following the establishment of the necessary Human Resource criteria and pre-requisite scheduling (default or maintenance), the timesheet can be created and processed.

Create Timesheets

The Create Timesheet menu is the process of generating timesheets in SPAHRS for all employees and workers of an agency or for legislator payments. The employee's/worker's payroll is processed according to earning codes per pay period and frequency. State legislators are paid according to session schedules plus other payment schedules throughout the year.

A separate process creates timesheets for paying the Mississippi legislative session pay and expenses. Mississippi state legislators are paid according to session schedules. The Create Legislature In-Session Timesheet (**CL**) screen is used for this purpose. This screen allows payment for weekly per diem, weekly mileage, session pay, and special session pay. The House and Senate agencies are the only user agencies with access to these screens.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.

```
PHFNC10  PHVF       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/09/2017
PHIMAINU PHIMAINM                 Report Time Menu                    12:24 PM

         Code      Description                                  FastPath

          EE   Enter Employee Time
          EL   Enter Location Time
          ET   Enter Time
          RP   Report Time Reports
          BR   Report Time Browses
          RS   Schedules
          BI   Batch Online Submission Menu
          OD   Browse Override Distribution                     OVRIDE
          CL   Create Leave Balance
          CT   Create Timesheets



    Code: __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Your Action ...	System Response ...
2. Choose **CT** (Create Timesheets) from the Report Time Menu and press ENTER.	The Create Timesheets Menu will appear.

```
PHFNC10  FMV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/26/2015
PHIMAINU PHIMAINM              Create Timesheets Menu                 09:22 AM

         Code      Description                                  FastPath

          CL   Create Legislature In Session Timesheet
          CS   Create Timesheet









    Code: __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                    Quit
```

Create Timesheets

Prior to employee/worker payroll processing, timesheets must be generated reflecting the earnings codes applicable to each employee within the agency for the pay period. The timesheets are created via the Create Timesheet screen based on pay period and frequency. After the timesheets have been created, the process of timesheet maintenance can occur.

Your Action ...	System Response ...
3. Choose **CS** (Create Timesheet) from the Create Timesheets Menu and press ENTER.	The Create Timesheet screen will appear with current date in the Pay Period End Date field.

```
PHFNC10  FMV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/26/2015
PHPTTI1P PHPTTI4M                  Create Timesheet                    09:40 AM


          Pay Period End Date: 08 26 2015 (MM/DD/YYYY)
               *Pay Frequency: _
              *Agency numbers: ____     ____
                               ____     ____
                               ____     ____
                               ____     ____
                               ____     ____
                               ____     ____
                               ____     ____
                               ____     ____
                               ____     ____
                               ____     ____


Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                     Quit
```

Your Action ...	System Response ...
4. Enter the following information: **Pay Period End Date:** Enter the last day in the pay cycle in MM/DD/YYYY. ***Pay Frequency:** Enter the code identifying the occurrence of payroll. ***Agency numbers:** Enter the SPAHRS agency code for which the timesheets are to be created.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The following message will appear: Job Has Been Submitted Successfully The timesheets are generated for review.

The reports generated will list all timesheets that were created. Any timesheets that could not be created will be listed with the error encountered. Once the errors are resolved, the Create Timesheet option can be submitted again. Only those timesheets not previously created will be created. This job can be run as many times as needed.

Create Legislative In Session Timesheet

This menu option is used for regular and special session payments. Timesheets for payment of monthly out-of-session expense are created through the Create Timesheets menu.

The legislative timesheets in SPAHRS are based on the types of pay, which include:

1 - Weekly with Mileage
2 - Weekly with Per Diem
3 - Weekly with Mileage and Per Diem
4 - Session Pay
5 - Special Session Pay

The type of timesheet/payment is entered on the Create Legislature In Session Timesheet screen to direct the system to populate the timesheet with the proper payment. **NOTE**: An in-session timesheet is automatically created for the Lt. Governor, although he or she does not receive that pay; therefore, the Lt. Governor's timesheet must be purged for each legislative session pay.

A "From Date" and a "To Date" are provided on the screen to capture the date range that subsistence per diem is payable. All timesheets will have subsistence per diem populated on these dates. If a member was not present for all the dates in the range, his timesheet must be manually adjusted to remove the subsistence per diem from the dates for which it should not be paid.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **CT** (Create Timesheets) from the Report Time Menu and press ENTER.	The Create Timesheets Menu will appear.
3. Choose **CL** (Create Legislature in Session Timesheet) from the Create Timesheets Menu and press ENTER.	The Create Legislature in Session Timesheet will appear with current date in Pay Period End Date field.

```
PHFNC10  FMV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/26/2015
PHPTTI2P PHPTTIDM     Create Legislature In Session Timesheet         09:52 AM


          Pay Period End Date: 08 26 2015 (Use format MM DD YYYY for dates)

          From Date: __ __ ____   To Date: __ __ ____

          *Agency Numbers: ____ ____

          Enter Number for Type of Timesheet: _

          1 - Weekly with Mileage
          2 - Weekly with Per Diem
          3 - Weekly with Mileage and Per Diem
          4 - Session Pay
          5 - Special Session Pay



Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                     Quit
```

Your Action ...	System Response ...
4. Enter the following information: **Pay Period End Date:** Enter the last day in the pay cycle in MM/DD/YYYY. **From Date**: Enter the beginning date in MM/DD/YYYY format. **To Date**: Enter the ending date in MM/DD/YYYY format. ***Agency Numbers**: Enter the agency numbers (0005 for Senate members and 0004 for House members). **Enter Number for Type of Timesheet**: Enter the number indicating desired type of timesheet to be created. 1 - Weekly with Mileage 2 - Weekly with Per Diem 3 - Weekly with Mileage and Per Diem 4 - Session Pay 5 - Special Session Pay	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The following message will appear: Job Has Been Submitted Successfully. The timesheets are generated for review.

The reports generated will list all timesheets that were created. Any timesheets that could not be created will be listed with the error encountered. Once the errors are resolved, the Create Timesheet option can be submitted again. Only those timesheets not previously created will be created. This job can be run as many times as needed.

Enter Time

A timesheet for an individual may also be created by entering Modify through one of the Enter Time screens. If a timesheet is not found for the individual, SPAHRS will automatically create one to store the data in. Just as in the Create Timesheets process, the timesheet is created based on the schedule assigned to the PIN/WIN.

After the timesheets have been created, exceptions (leave, extra hours worked, etc.) can be recorded. The daily time allotted on the created timesheet is based on the employee/worker's schedule previously recorded in SPAHRS. The primary method of data entry for this purpose is the Enter Time screen which allows a designated timekeeper in the agency to record time.

Since timesheets are created based on employee/worker schedules, any deviations from the schedules are recorded as exceptions. A timesheet can be modified to record the exception.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **ET** (Enter Time) from the Report Time Menu and press ENTER.	The Enter Time screen will appear will appear.

```
PHFNC10  FMV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/26/2015
PHPTTI4D PHPTTI1M                     Enter Time                        12:37PM

*Action: _ (C,D,M,N,P)        *Pay Freq....: _             Store With Errs: N
 Trans Start Date: __ __ ____  Geo Location: _____         Approved Status:
*Agency: ____                 Emp Type(P/W): P                    *WIN: ______
*SSN...: _________  Name..: _____________________________          *Pin: ______
-------------------------------------------------------------------------------
*Code
-------------------------------------------------------------------------------
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
Hrs/Day
Tot Hours:            Tot Amt:            Calc Overtime: _ Browse Overrides: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Ovrd  Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
3. Choose **M**odify and the following information: ***Pay Frequency:** Enter code to indicate occurrence of payroll, *i.e.*, monthly, semi-monthly, weekly, etc. Store With Errs: Defaults to "**N.**" For most errors (some are considered too critical) that occur on a timesheet you can type a "**Y**" here for this record to be stored with an existing error that can then be corrected at a later date. This correction must take place before the Payroll run, as without the correction this timesheet will be ignored as invalid. **Trans Start Date:** Enter the start date of the pay period, or a specific day within the pay period for which modification will be made. Geo Location: Identifies the location where the employee physically works. Approved Status: Defaults to **P** and will not change. ***Agency**: Enter the assigned 4-digit SPAHRS code. **Emp Type (P/W):** Enter "**P**" for employee or "**W**" for contract worker. *WIN: Enter the WIN number for the contract worker. ***SSN: I**f not known, press F1 key for a listing. Name: System will populate the name of the employee. *PIN: Enter the PIN for the employee. Required if employee is in more than one PIN for the same pay period.	
4. Press ENTER.	The employee's timesheet for the specified transaction date will appear with the following message: Enter Time Data
5. Enter any changes to the following fields: **Hours/amounts:** May be changed for any earnings code currently shown. Any **additional earnings code** with the applicable hours/amounts can be entered. **Calc Overtime:** Enter "**Y**" to review expected overtime calculations for work cycles completed within the pay period. **Browse Overrides:** Enter "**Y**" to browse existing overrides for the employee.	**NOTE:** To change the accounting distribution for one day on the timesheet, place your cursor on the day and press F6. Enter the new accounting distribution for that day.

Your Action ...	System Response ...
6. Press ENTER.	The following message will appear: XXXXXXXX modified successfully. Or If the transactions produce an error, the cursor will return to the entry with the error and an error message will be displayed instead.

Modifications to a timesheet when an error message is returned are not updated to the timesheet. To store the entries for later return and correction, the timesheet may be stored with errors by entering Y in the Store with Errs field. This action will save the entries; however, a timesheet stored with errors will not be processed in the payroll run.

Enter Employee Time

The Enter Employee Time screen is used by employees to enter their time or exceptions to their established work schedules. Employees may access only their own records for this screen.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **EE** (Enter Employee Time) from the Report Time Menu and press ENTER.	The Enter Employee Time screen will appear will appear.

```
PHFNC10  FMV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/26/2015
PHPTTI4D PHPTTI1M                Enter Employee Time                    12:36PM

*Action: _ (D)                 *Pay Freq....: _             Store With Errs: N
 Trans Start Date: __ __ ____   Geo Location: _____________  Approved Status:
*Agency: ____                  Emp Type(P/W): _                    *WIN: ______
*SSN...: _________  Name..: ____________________________________   *Pin: ______
-------------------------------------------------------------------------------
*Code
-------------------------------------------------------------------------------
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
Hrs/Day
Tot Hours:            Tot Amt:            Calc Overtime: _ Browse Overrides: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Ovrd  Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
3. Choose **M**odify and the following information: ***Pay Frequency:** Enter code to indicate occurrence of payroll, *i.e.*, monthly, semi-monthly, weekly, etc. Store With Errs: Defaults to "**N.**" For most errors (some are considered too critical) that occur on a timesheet you can type a "**Y**" here for this record to be stored with an existing error that can then be corrected at a later date. This correction must take place before the Payroll run as without it this timesheet will be ignored as invalid. **Trans Start Date:** Enter the start date of the pay period, or a specific day within the pay period for which modification will be made. Geo Location: Identifies the location where the employee physically works. Approved Status: Defaults to P and will not change. ***Agency**: Enter the assigned 4-digit SPAHRS code. **Emp Type (P/W):** Enter "**P**" for employee or "**W**" for contract worker. *WIN: Enter the WIN number for the contract worker. ***SSN**: If not known, press F1 key for a listing. *****PIN: Enter the PIN for the employee. Required if employee is in more than one PIN for the same pay period.	
4. Press ENTER.	The employee's timesheet for the specified transaction date will appear with the following message: Enter Time Data
5. Enter any changes to the following fields: **Hours/amounts:** May be changed for any earnings code currently shown. Any **additional earnings code** with the applicable hours/amounts can be entered. **Calc Overtime:** Enter "**Y**" to review expected overtime calculations for work cycles completed within the pay period. **Browse Overrides:** Enter "**Y**" to browse existing overrides.	**NOTE:** To change the accounting distribution for one day on the timesheet, place your cursor on the day and press F6. Enter the new accounting distribution for that day.

Your Action ...	System Response ...
6. Press ENTER.	The following message will appear: XXXXXXXX modified successfully. Or If the transactions produce an error, the cursor will return to the entry with the error and an error message will be displayed instead.

Modifications to a timesheet when an error message is returned are not updated to the timesheet. To store the entries for later return and correction, the timesheet may be stored with errors by entering Y in the Store with Errs field. This action will save the entries; however, a timesheet stored with errors will not be processed in the payroll run.

Enter Location Time

The Enter Location Time screen is used by a designated person to enter timesheets based on the employees' geographical location. A geographical location is agency-defined and established on the PIN/WIN. Once the establishment is made, the user has data entry/browse access to employees/workers with the assigned geographical location number.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **EL** (Enter Location Time) from the Report Time Menu and press ENTER.	The Enter Location Time screen will appear will appear.

```
PHFNC10  FMV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/26/2015
PHPTTI4D PHPTTI1M                Enter Employee Time                    12:36PM

*Action: _ (D)                 *Pay Freq....: _             Store With Errs: N
 Trans Start Date: __ __ ____   Geo Location: _____         Approved Status:
*Agency: ____                  Emp Type(P/W): _                    *WIN: ______
*SSN...: _________  Name..: ____________________________            *Pin: ______
-------------------------------------------------------------------------------
*Code
-------------------------------------------------------------------------------
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
 _____  ________  ________  ________  ________  ________  ________  ________
Hrs/Day
Tot Hours:            Tot Amt:            Calc Overtime: _ Browse Overrides: _
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note  Ovrd  Bkwd  Fwd         Left  Right Quit
```

Your Action ...	System Response ...
3. Choose **M**odify and the following information: ***Pay Frequency:** Enter code to indicate occurrence of payroll, *i.e.*, monthly, semi-monthly, weekly, etc. Store With Errs: Defaults to "**N.**" For most errors (some are considered too critical) that occur on a timesheet you can type a "**Y**" here for this record to be stored with an existing error that can then be corrected at a later date. This correction must take place before the Payroll run, as without it this timesheet will be ignored as invalid. **Trans Start Date:** Enter the start date of the pay period, or a specific day within the pay period for which modification will be made. Geo Location: Identifies the location where the employee physically works. Approved Status: Defaults to P and will not change. ***Agency**: Enter the assigned 4-digit SPAHRS code. **Emp Type (P/W):** Enter "**P**" for employee or "**W**" for contract worker. *WIN: Enter the WIN number for the contract worker. ***SSN**: If not known, press F1 key for a listing. *PIN: Enter the PIN for the employee. Required if employee is in more than one PIN for the same pay period.	
4. Press ENTER.	The employee's timesheet for the specified transaction date will appear with the following message: Enter Time Data
5. Enter any changes to the following fields: **Hours/amounts:** May be changed for any earnings code currently shown. Any **additional earnings code** with the applicable hours/amounts can be entered. **Calc Overtime:** Enter "**Y**" to review expected overtime calculations for work cycles completed within the pay period. **Browse Overrides:** Enter "**Y**" to browse existing overrides.	**NOTE:** To change the accounting distribution for one day on the timesheet, place your cursor on the day and press F6. Enter the new accounting distribution for that day.

Your Action ...	System Response ...
6. Press ENTER.	The following message will appear: XXXXXXXX modified successfully. Or If the transactions produce an error, the cursor will return to the entry with the error and an error message will be displayed instead.

Modifications to a timesheet when an error message is returned are not updated to the timesheet. To store the entries for later return and correction, the timesheet may be stored with errors by entering Y in the Store with Errs field. This action will save the entries; however, a timesheet stored with errors will not be processed in the payroll run.

Report Time Browse

Timesheets that have been created and modified can be accessed using one of the three Report Time browse screens. The Report Time Browse screen can be accessed by a designated timekeeper within the agency. This screen lists all agency timesheets.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **BR** (Report Time Browse) from the Report Time Menu and press ENTER.	The Report Time Browse screen will appear.

```
PHFNC10  PHVF       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/09/2017
PHIMAINU PHIMAINM             Report Time Browses Menu                12:39 PM

         Code      Description                                   FastPath

          BL   Browse Time By Location
          BS   Browse Time By Supervisor
          BR   Report Time Browse by Agency
          BE   Report Time Browse by Emplyee









    Code: __

Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                                     Quit
```

Report Time Browse by Agency

Your Action ...	System Response ...
3. Choose **BR** (Report Time Browse by Agency) from the Report Time Browses Menu and press ENTER.	The Report Time Browse by Agency screen will appear.

```
PHFNC10  PHVF       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/09/2017
PHPTTI2B PHPTTIXM           Report Time Browse by Agency              12:42 PM
Actions: (A,D,M,P)
    Py Pay Period                         SSN or    P    P/W App Str P   Total
Act Fq  End Date       Person Name        Tax Id    W    Nbr Sts Err I   Hours
--- -- ---------- ------------------- ----------- - ------ --- --- - ----------
*Agency: 0000  *Pay Freq: M  PP End Date: __ __ ____  Name:
 Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Add               Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...
4. Enter the following information: ***Agency:** The assigned 4-digit SPAHRS code. ***Pay Freq:** Enter the occurrence of payroll, *i.e.*, monthly, semi-monthly, etc. **PP End Date:** Enter the pay period end date in MM/DD/YYYY format. **Name:** Enter the last name of employee, if searching for a specific employee.	

Your Action ...	System Response ...
5. Press ENTER.	Information is displayed by Pay Frequency, Pay Period End Date, Person Name, SSN or Tax ID, P/W, P/W Number, Approval Status, Stored with Errors, P/I and Total Hours. Duplicate line items for an employee indicate that a modification was performed after a timesheet was paid. **Columns indicate**: Approval status (App Sts); A = timesheet has been approved P = "Report to" fields are populated on Position record Str Err: Whether the timesheet was stored with errors; Y = the timesheet is stored with errors N = the timesheet is not stored with errors P/I: Whether the timesheet has been Paid (PI); Y = timesheet has been paid, N = timesheet has not been paid, 9 = interval period during final payroll run and processing by DFA.
6. Choose Display beside the requested record and press ENTER.	The Enter Time screen will appear.

Browse Time By Location

The Browse Time By Location screen can be used by a designated person within a geographical location. The screen will list timesheets applicable to the specific location code.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **BR** (Report Time Browses Menu from the Main Menu and press Enter.	The Report time Browses Menu screen will appear.
3. Choose **BL** (Browse Time by Location) from the Report Time Browses Menu and press ENTER.	The Browse Time by Location screen will appear.

```
FMSAS23  PHV1       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      12/13/2012
PHPTTIYB PHPTTIYM              Browse Time By Location                 12:49 PM
Actions: (D,M)                     Location: 6600
     Agency Pay  Pay Period                                Store  Total Appr Pd
*Act Number Freq  End Date     SSN       Person Name    W Errs  Hours Stat Ind
---- ------ ---- ---------- ----------- --------------- ------ ------ ---- ---









*Agency: ____   *Pay Freq: _   Pay Period End Date: __ __ ____
 Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...
4. Enter the following information: ***Agency:** The assigned 4-digit SPAHRS code. ***Pay Freq:** Enter the occurrence of payroll, *i.e.*, monthly, semi-monthly, etc. **Pay Period End Date:** Enter the pay period end date in MM/DD/YYYY format.	

Your Action ...	System Response ...
5. Press ENTER.	Information is displayed by Agency Number, Pay Frequency, Pay Period End Date, SSN, Person Name, Stored with Errors, Total Hours, Approval Status, and Paid Indicator. Duplicate line items for an employee indicate that a modification was performed after a timesheet was paid. **Columns indicate**: Approval status (App Sts); A = timesheet has been approved P = "Report to" fields are populated on Position record Store with Errs: Whether the timesheet was stored with errors; Y = the timesheet is stored with errors N = the timesheet is not stored with errors Pd/Ind: Whether the timesheet has been Paid (PI); Y = timesheet has been paid, N = timesheet has not been paid, 9 = interval period during final payroll run and processing by DFA.
6. Choose Display beside the requested record and press ENTER.	The Enter Time screen will appear.

Browse Time By Supervisor

Assigned supervisors can view timesheets for employees/workers under their supervision using the Browse Time By Supervisor screen.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **BR** (Report Time Browses Menu) from the Main Menu and press ENTER.	The Report Time Browses Menu screen will appar.
3. Choose **BS** (Browse Time by Supervisor) from the Report Time Browses Menu and press ENTER.	The Browse Time by Supervisor screen will appear.

```
PHFNC10  FMV0       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/26/2015
PHPTTIZB PHPTTIZM            Browse Time By Supervisor                01:22 PM
Actions: (A,D,M,S)
                                   Agency Pay  Pay Period  Store  Total Appr Pd
*Act     SSN       Person Name     Number Freq  End Date  W Errs  Hours Stat Ind
---- ----------- --------------- ------ ---- ---------- ------ ------ ---- ---



*Agency: ____  *Pay Freq: _  Pay Per End Date: __________ (MM/DD/YYYY) All?: N
 Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Add               Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...
4. Enter the following information: ***Agency:** The assigned 4-digit SPAHRS code. ***Pay Freq:** Enter the occurrence of payroll, *i.e.*, monthly, semi-monthly, etc. **Pay Per End Date:** Enter the pay period end date in MM/DD/YYYY format. All?: Defaults to N. Enter "**Y**" to indicate all.	

Your Action ...	System Response ...
5. Press ENTER.	Information is displayed by SSN, Person Name, Agency Number, Pay Frequency, Pay Period End Date, Stored with Errors, Total Hours, Approval Status, and Paid Indicator. Duplicate line items for an employee indicate that a modification was performed after a timesheet was paid. **Columns indicate**: Approval status (App Sts); A = timesheet has been approved P = "Report to" fields are populated on Position record Store with Errs: Whether the timesheet was stored with errors; Y = the timesheet is stored with errors N = the timesheet is not stored with errors Pd/Ind: Whether the timesheet has been Paid (PI); Y = timesheet has been paid, N = timesheet has not been paid, 9 = interval period during final payroll run and processing by DFA.
6. Choose Display beside the requested record and press ENTER.	The Enter Time screen will appear.

Report Time Browse by Employee

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **BR** (Report Time Browses Menu) from the Main Menu and press ENTER.	The Report Time Browses Menu screen will appar.
3. Choose **BE** (Report Time Browse by Employee) from the Report Time Browses Menu and press ENTER.	The Report Time Browse by Employee screen will appear.

```
PHFNC10  PHVF       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/10/2017
PHPRT11B PHPRT11M          Report Time Browse by Emplyee              12:58 PM

 Actions: (D,M)                              Pay Period  Pin   Pay Seq  Pro Err
 Act Agcy         Name              SSN       End Date   Win   Frq Comp Ind Ind
 --- ---- --------------------  ---------  ---------- ------ --- ---- --- ---









  Agency: ____  *SSN: __________  Empl Type: _  PP End Date: ________ (MMDDCCYY)
  Seq Comp: ___
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Ssn         Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...
4. Enter the following information: ***Agency:** The assigned 4-digit SPAHRS code. *SSN: Enter the employee's SSN. Empl Type: Enter and P for PIN or W for WIN. **Pay Per End Date:** Enter the pay period end date in MM/DD/YYYY format.	
5. Press ENTER.	Information is displayed by Agency Number, Employee Name, SSN, Pay Period End Date, PIN/WIN, Pay Frequency, Seq Comp, Processing Indicator, and Error Indicator. Duplicate line items for an employee indicate that a modification was performed after a timesheet was paid.
6. Choose Display beside the requested record and press ENTER.	The Enter Time screen will appear.

Browse Override Distribution

After override distributions have been created, all the overrides created may be reviewed through the Browse Override Distribution (RT OD). Selection may be for the agency, a specific pay period, and for a specific individual. In addition to viewing the override distributions, modifications may also be made from this screen.

Your Action ...	System Response ...
1. Choose **RT** (Report Time) from the Main Menu and press ENTER.	The Report Time Menu will appear.
2. Choose **OD** (Browse Override Distribution) from the Report Time Menu and press ENTER.	The Browse Override Distribution screen will appear

```
PHFNC10  FMV0        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/26/2015
PHPSOD1B PHPSOD1M            Browse Override Distribution              01:31 PM

Actions: (D,M)                          Date      Pay Period     Earn        Proc
Act Agcy      Name           SSN    Distributed   End Date  Frq Code   PIN   Ind
--- ---- --------------- --------- ------------ ---------- --- ----- ------ ---









 *Agency: ____ Freq: _ PP End Date: ________ (MMDDYYYY)  *SSN: _________
  Emp Code: _  PIN: ______  Date Distributed: ________ (MMDDYYYY)
Direct Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...
3. Enter the following information: ***Agency:** The assigned 4-digit SPAHRS code **Freq:** The code to indicate occurrence of payroll, *i.e.*, monthly, semi-monthly, weekly, etc. (optional) **PP End Date (MMDDYYYY):** The pay period end date. **SSN:** If not known, press F1 key for a listing of employees/workers. **Emp Code:** Enter "**P**" for employee or "**W**" for contract worker. **PIN:** Enter the PIN number for the employee or WIN number for contract worker. **Date Distributed (MMDDYYYY):** If searching for a specific date.	
4. Press ENTER.	A screen that lists distribution data will be displayed.
5. Choose **D**isplay/**M**odify beside the requested record and press ENTER.	The Maintain Override Acct Distribution screen will appear.