Standard Operating Procedure for Preparing Timesheets

- 1) Have Work Schedules Available for Technicians and Maintenance.
- 2) Collect all Leave Forms in the Payroll Box and Approved Leave Forms Envelope pertaining to the Pay Period you are preparing.
 - a. Verify that Leave Form has been signed by employee and their Supervisor (should either signature be missing, return Leave Form to Employee's Supervisor).
- 3) Log into the AS400 Payroll Section (PAYTK)(see image below).

	Sign On System : C1042BFD Subsystem : QINTER Display : LIBMORAR Serial number : C106997T
	User <u>PAYTK</u>
	Password
	Program/procedure
	Menu
	Current library
DDDDDDDDDDD DDD DDD	000000000 AAAAAAAAA 000 000 AAA AAA
DDD DDD	000 000 AAA AAA
DDD DDD	000 000 AAA AAA 77777777
DDD DDD	000 000 AAA AAA 77
DDD DDD	000 000 AAAAAAAAAAAA PPPPP 00000 W W EEEEE RRRR 77
DDD DDD	000 000 AAA AAA P P 0 0 4 4 E 8 8 77
DDD DDD	000 000 AAA AAA PPPPP 0 D W W W EEE RRRR 77
DDD DDD	000 000 AAA AAA P 0 0 UN UN E R R 77
DDDDDDDDDDD	000000000 AAA AAA P 00000 W W EEEEE R R 77
Departm	ent of Administration
	(C) COPYRIGHT IBM CORP. 1980, 2009.

4) Choose your designated AS400 Printer (see image below)

		Current outp	ut queue:	*D	EV		
Type op 1=Sel	otion, press Ente	n.					
Opt	Printer Outq	Output Queue	Descript	tion			
	GPDN20263	Default outp	ut queue	for	printer	GPDN20263	
	GPDN24028	Default outp	ut queue	for	printer	GPDN16662	
_	GPDN24030	Default outp	ut queue	for	printer	GPDN24030	
_	GPDN99999	Default outp	ut queue	for	printer	GPDN99999	
_	GPDOVI	Default outp	ut queue	for	printer	GPDOVI	
	GPD164104	Default outp	ut queue	for	printer	GPDN164104	
_	GPLNSANDRA	Default outp	ut queue	for	printer	GPLNSANDRA	
	GPLN18057	Default outp	ut queue	for	printer	GPLN18057	
	GPLSN15212	Default outp	ut queue	for	printer	GPLSN15212	
	GPLSN15214	Default outp	ut queue	for	printer	GPLSN15214	
	t F5=Refr	esh F12=0	ancel				

5) Select Option 2 to Access employee records and time (see below)

PAYTK Timekeeper Main Menu	
Select one of the following:	
 Change PIN Access employee records and time Print blank employee pay time sheets Print Payroll Time Balance Report Print Time Pay Code Summary by Dept/division Print Time Balance by Job Order Access KRONOS (PAYU008) Labor cost distribution report (PAYB141) Employee earnings (EFT) statement by division 	
Bot Selection or command ===> 2	tom
F3=Exit F4=Prompt F9=Retrieve F12=Cancel Product of Data Management Resources (DMR).	

6) Enter your PIN Validation that was assigned to you from DOA (see below)

PAYTK	Timekeeper Main Menu					
Select one of the following:						
1. Change	PIN					
2. Access	employee records and time					
3. Print						
4. Print	PIN Validation					
5. Print						
6. Print	Type information, press enter.					
7. Acces						
8. (PAYU	Enter your SSN					
9. (PAYB	Last name (1st 4 characters) .					
90. Sign	PIN					
	F12=Cancel Enter=Continue					
		Bottom				
Selection or						
===> 2						
	rompt F9=Retrieve F12=Cancel					
Product of Data Management Resources (DMR).						

7) Employee List will show. Enter 7 (Time Rcds) on the options column to get into the employees "Pay Time Records". (see image below)

	ruy nine needrus . (see ininge below)					
PAYTK	Employee Master Rec	ords	WKPMSTK			
12/18/14			14:08:15			
Position to dept/div, na	ame					
Type option, press Enter	r.					
5=Display 6=Misc	Dedn 7=Time Rcds	9=Leave Bal 10=Work	Auth			
14=History 16=Auth	h JOB# 18=Auth diff	30=Military Leave				
Employee						
Opt <u>Id</u> <u>Sq DpDv Emp</u>	<u>ployee name</u>	<u>Status</u>				
7 Employee's SSN 1 3611 Employee	oloyee Name	Active				
1 3611		Active				
1 3611		Active				
1 3611		Active				
1 3611		Inactive				
1 3611		Active				
1 1800		Inactive				
1 3611 1 3611 1 3611 1 3611 1 1800 1 1800 1 3611 1 3611		Inactive				
1 3611		Active				
1 3611		Inactive				
			More			
F3=Exit F5=Refre						
F13=Master No Time						
DATA MANAGEMENT RESOURCE	ES (DMR), ALL RIGHTS RE	SERVED.				

- 8) The current Pay Period that you need to process should be the only time record listed.
 - a. Enter 2 (Change) in Option Column to Change time record.

PAYTK 12/18/14 Position to Employ	-	Time Records		WKP 14:08	
Type option, press 2=Change 4 10=Time clock 1	=Delete 5	=Display	7=Print	9=Sum hrs	
Opt <u>Employee ID/seq</u>	DpDv PPE	Date			
2 Employee's SSN 1	3611 12/27	/2014			
F3=Exit F5	=Refresh F	6=8dd	F9=Record Pau	LTime	
F12=Cancel	-nerreall P	o-nuu	ro-necord Pag	,e	
You have reached t	he bottom of the	e list.		WKPTMH	+

i. "Process Pay Time" screen is where you would change Leave Taken, Days Off, Work Hours, Holiday, Typhoon, etc. if not regular hours worked.

,	,, ,, ,	0	
PRPTMH	Proces	s Pay Time	12/18/14
PAYTK			14:08:58
> Employee ID/seq	Employee's SSN 1	Employee's NAME	
Dept/division		GUAM PUBLIC LIBRARY	SYSTEM DIVISION
> PPE date		Time Hour	s Summaru
CTP(overtime)#hrs.		Regular : 72.00	
	· · · · · · · · · · · · · · · · · · ·	Overtime:	СТА :
		Leave . :	Night dif:
>Pau	** T I M E **	Hol pay : 8.00	-
Work Date Code	F From To	Rate >JobOrder # Hr	
<u>12 15 2014</u> 1 REG			rs <mark>-Gross \$</mark> Typh 00
		The second se	
<u>12 15 2014 1 REG</u>	<u>N 100 P 500 P</u>		
<u>12 16 2014 1</u> REG	<u>N 800 A 1200 P</u>	and the second se	
<u>12 16 2014 1</u> REG	<u>N 100 P 500 P</u>		00 _
<u>12 17 2014 1</u> REG	<u>N 800 A 1200 P</u>	· · · · · · · · · · · · · · · · · · ·	00 _
<u>12 17 2014 _1</u> REG	<u>N 100 P 500 P</u>	the second s	00 _
<u>12 18 20141</u> REG	<u>N 800 A 1200 P</u>		- 00
<u>12 18 20141</u> REG	<u>N 100 P 500 P</u>	<u>16.30</u> <u>361114107</u> 4.	00 _
<u>12 19 20141</u> REG	<u>N 800 A 1200 P</u>	<u>16.30</u> <u>361114107</u> 4.	00 _
<u>12 20 2014 _1</u> REG	<u>N 900 A 100 P</u>	<u>16.30</u> <u>361114107</u> 4.	00 _
F4=Prompt > F6=Pr	rocess F7=In	s Blank F8=Copy	F9=Paste
F12=Cancel F14=W	W/A Load F16=P	rc Diff 🛛 F17=Clr Line	F24=More keys

- ii. You must hit F6 (Process) for any changes that you make to take effect.
- iii. Choose F12 (Cancel) to bring you back to the previous screen "Pay Time Records"
- b. Enter 9 (Sum hrs) to verify employees time record. (see image below)

			(
PAYTK		Pay Time Recor	ds	WKPTMH
12/18/14				14:09:07
Position to	Employee ID/seq	<u> </u>		
Type option	, press Enter.			
2=Change	4=Delete	5=Display	7=Print	9=Sum hrs
10=Time c	lock 12=Leave t	ime		
Opt <u>Employe</u> e	<u>ID/seq</u> <u>DpDv</u>	<u>PPE Date</u>		
9 Employee's	SSN 1 3611	12/27/2014		
F3=Exit	F5=Refresh	F6=Add	F9=Record P	ay Time
F12=Cancel				

 c. "Employee Time/Productivity" screen will show you Work Date, Regular Hours Work, Holiday Pay, Leave Taken, O/T Hrs, CTA Hrs, Other Hours Worked, Hazard Hrs, and N/D Hrs. Should time be correct, choose F12 (Cancel) to bring you back to previous screen "Pay Time Record". (see images below)

PAYTK	Emp	loyee Time/Pr	oductivity	SUMTMD
12/18/14				14:09:38
Employee SSN/sec	q: Employee's SSN	1 Employee's Na	ime	
PPE Date	.: 12/27/2014	4		
F	RegHrs HolPay	Leave O/T	CTA OthHrs Hazar	d N/D
<u>Work date</u>	Worked <u>Hrs</u>	<u>Taken</u> Hrs	<u>Hrs</u> Worked Hrs	<u>Hrs</u>
12/15/2014	8.00			
12/16/2014	8.00			
12/17/2014	8.00			
12/18/2014	8.00			
12/19/2014	4.00			
12/20/2014	4.00			
12/22/2014	8.00			
12/23/2014	8.00			
12/24/2014	8.00			
12/25/2014	8.00			HOLIDAY
12/26/2014	4.00			
12/27/2014	4.00			
TOTAL	72.00 8.00			
F3=Exit	F12=Cancel			
DATA MANAGEMENT	RESOURCES (DM	R), ALL RIGHT	S RESERVED.	

d. Enter 7 (Print) in Option Column and Employees Timesheet will automatically print out on your designated AS400 printer. (see image below)

, 0		v	,
PAYTK	Pay Time	Records	WKPTMH
12/18/14			14:09:07
Position to Employee	[D/seq		
Type option, press En 2=Change 4=De 10=Time clock 12=Le	lete 5=Disp	lay 7=Print	9=Sum hrs
Opt <u>Employee ID/seq</u> [DpDvPPE_Date		
7 Employee's SSN 1	3611 12/27/2014		
F3=Exit F5=Ret F12=Cancel	fresh F6=Add	F9=Record	Pay Time

- 9) Repeat steps above until all employee timesheets have been processed.
- 10) Timesheets are placed into the Employees boxes for their signature. (Upon signing their timesheets, employees are to place their timesheets in the Payroll box located in Admin Unit.)
- 11) No later than Wednesday morning the week of Payroll Ending should timesheets be signed by employees. Timesheets are then prepared (signed by Timekeeper) with a Time Summary then forwarded to the Supervisors for their Signature and then to the Certifying Officer.
- 12) Time balances are also printed from the AS400 that will need to be signed by the Department's President/Director. (See Instructions on Printing a Time Balance Report)
- 13) Timesheets are due at the Departments President/Director's office Thursday Morning on the week of Payroll ending.
- 14) Contact the President/Director's Office Friday morning to see if Timesheets have been signed and ready for pick up.
- 15) Copy all Payroll Documents (Timesheets, Leave Forms, Doctor's Note, etc.) prior to sending to DOA Payroll for Admin File.
- 16) A cover letter addressed to DOA Payroll to acknowledge receipt of our payroll should be included with Payroll is delivered.
- 17) Once cover letter has been acknowledged, scan copied Payroll Documents and Cover Letter and save into the Admin Unit's "Z" Drive in its respective folder. Hard Copies will then be kept in a secured file cabinet until the beginning of the next fiscal year where it will then be shredded.