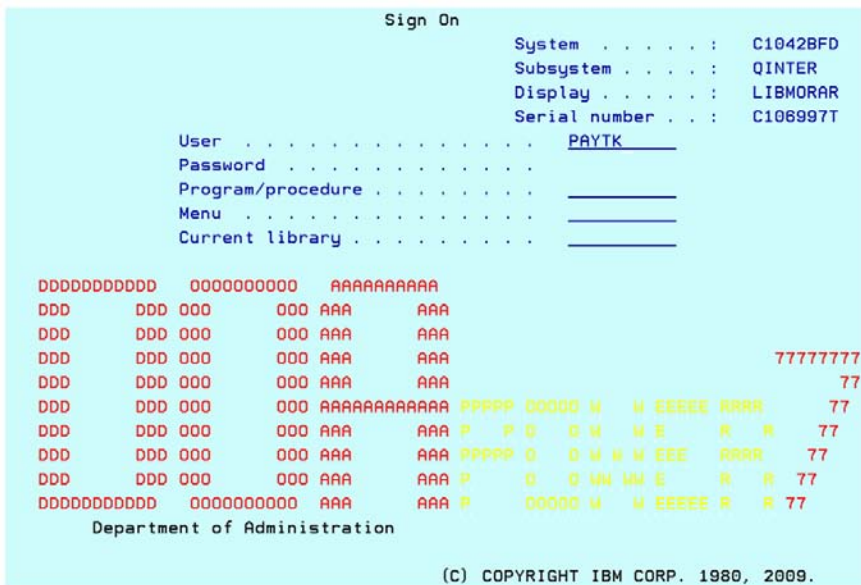
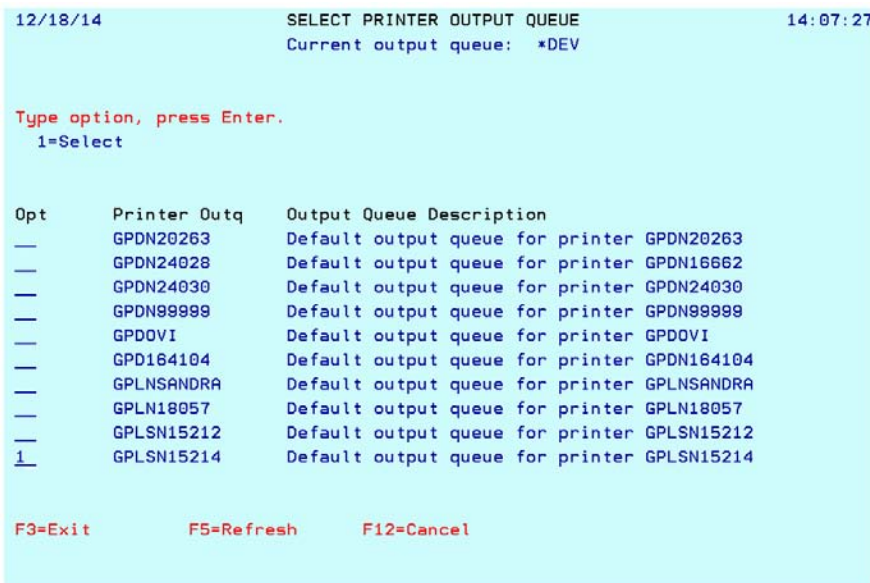


Standard Operating Procedure for Preparing Timesheets

- 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).



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



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

```
PAYTK                               Timekeeper Main Menu

Select one of the following:

  1. Change PIN
  2. Access employee records and time
  3. Print blank employee pay time sheets
  4. Print Payroll Time Balance Report
  5. Print Time Pay Code Summary by Dept/division
  6. Print Time Balance by Job Order
  7. Access KRONOS
  8. (PAYU008) Labor cost distribution report
  9. (PAYB141) Employee earnings (EFT) statement by division

 90. Sign off

                                                    Bottom

Selection or command
==> 2

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
  5. Print
  6. Print
  7. Acces
  8. (PAYU
  9. (PAYB

 90. Sign

                                                    Bottom

Selection or
==> 2

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
Product of Data Management Resources (DMR).
```

```
PIN Validation

Type information, press enter.

Enter your SSN . . . . . _____
Last name (1st 4 characters) . _____

PIN. . . . .

F12=Cancel  Enter=Continue
```


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

```

PRPTMH                      Process Pay Time                      12/18/14
PAYTK                        14:08:58
> Employee ID/seq. . . . . Employee's SSN 1      Employee's NAME
Dept/division. . . . . : 3611                    GUAM PUBLIC LIBRARY SYSTEM DIVISION
> PPE date . . . . . : 12 27 2014                ----- Time Hours Summary -----
CTP(overtime)#hrs. . . . . :                      Regular : 72.00 Other wrk:
Overtime: CTA. . . . . :
Leave . . . . . : Night dif:
Hol pay : 8.00 Hazard . . . . . :

** T I M E **
Work Date  >Pay Code  F From To Rate >JobOrder # Hrs -Gross $ Typh
12 15 2014 1 REG N 800 A 1200 P 16.30 361114107 4.00 -
12 15 2014 1 REG N 100 P 500 P 16.30 361114107 4.00 -
12 16 2014 1 REG N 800 A 1200 P 16.30 361114107 4.00 -
12 16 2014 1 REG N 100 P 500 P 16.30 361114107 4.00 -
12 17 2014 1 REG N 800 A 1200 P 16.30 361114107 4.00 -
12 17 2014 1 REG N 100 P 500 P 16.30 361114107 4.00 -
12 18 2014 1 REG N 800 A 1200 P 16.30 361114107 4.00 -
12 18 2014 1 REG N 100 P 500 P 16.30 361114107 4.00 -
12 19 2014 1 REG N 800 A 1200 P 16.30 361114107 4.00 -
12 20 2014 1 REG N 900 A 100 P 16.30 361114107 4.00 -

F4=Prompt > F6=Process F7=Ins Blank F8=Copy F9=Paste
F12=Cancel F14=W/A Load F16=Prc 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 Records                      WKPTMH
12/18/14                      14:09:07
Position to Employee ID/seq. . . . . :
Type option, press Enter.
  2=Change      4=Delete      5=Display      7=Print      9=Sum hrs
 10=Time clock 12=Leave time

Opt Employee ID/seq  DpDv  PPE Date
9 Employee's SSN 1 3611 12/27/2014

F3=Exit      F5=Refresh      F6=Add      F9=Record Pay 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                               Employee Time/Productivity          SUMTMD
12/18/14                             14:09:38
Employee SSN/seq:  Employee's SSN  1  Employee's Name
PPE Date.....: 12/27/2014

```

<u>Work date</u>	<u>RegHrs</u>	<u>HolPay</u>	<u>Leave</u>	<u>O/T</u>	<u>CTA</u>	<u>OthHrs</u>	<u>Hazard</u>	<u>N/D</u>
	<u>Worked</u>	<u>Hrs</u>	<u>Taken</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Worked</u>	<u>Hrs</u>	<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 (DMR), ALL RIGHTS RESERVED.

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

```

PAYTK                               Pay Time Records                    WKPTMH
12/18/14                             14:09:07
Position to Employee ID/seq. . . . .

```

Type option, press Enter.

2=Change 4>Delete 5=Display 7=Print 9=Sum hrs
10=Time clock 12=Leave time

<u>Opt</u>	<u>Employee ID/seq</u>	<u>DpDv</u>	<u>PPE Date</u>
7	Employee's SSN 1	3611	12/27/2014

F3=Exit F5=Refresh F6=Add F9=Record Pay Time
F12=Cancel

- 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.