

Creating Holiday Templates

Overview

Holiday Templates generate timecards for the Holiday Pay pay type and hours to be paid for a holiday. Holiday templates are created using the Timecard Templates program.

 **To be sure hourly rates are correct for holiday pay, run the template after any pay changes.**

Before creating timecard templates, however, you need to identify the employee groups for each timecard template. You can create groups using different methods:

- a. List group – manually typing the employee address book numbers in a list
- b. Select group – choosing employees using different criteria (i.e., all full-time, all active employees, etc.)
- c. Combo group – using members of list groups to create a separate group.

 This work instruction will illustrate the Select group method.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

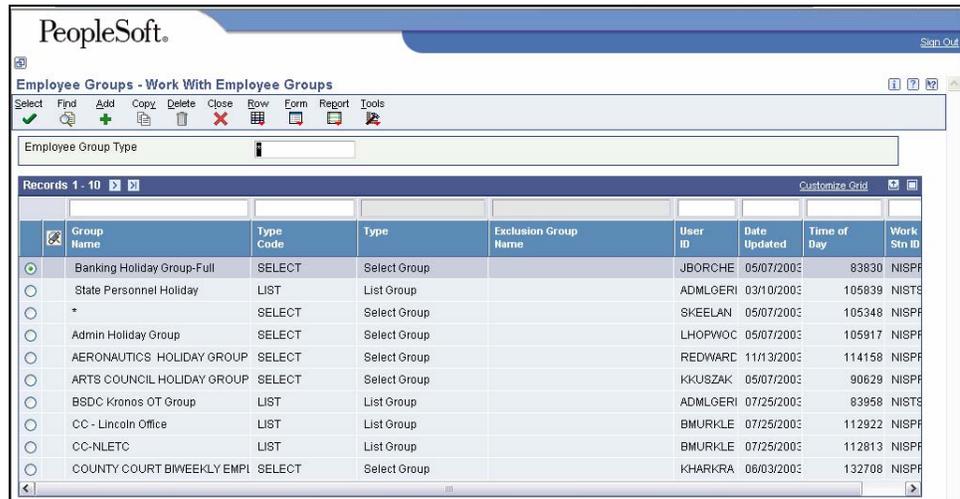
Click Roles, HR_PR .
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Payroll > Time Card Automation > Employee Groups

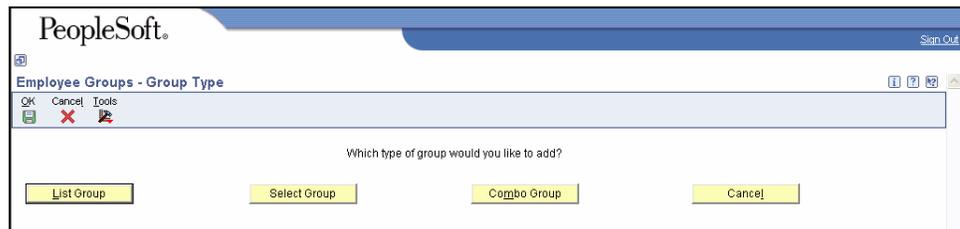
Steps

Creating a Selection Group

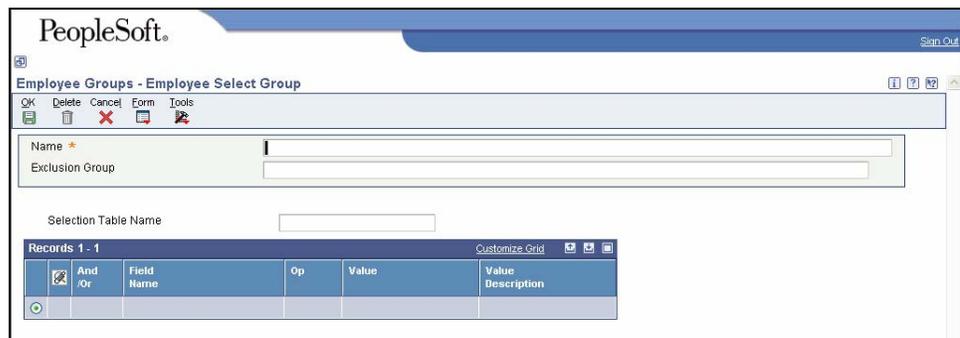
Start this instruction from the Employee Groups - Work with Employee Groups window.



1. Click **Add**. The Employee Groups - Group Type window appears.



2. Click **Select Group**. The Employee Groups - Employee Select Group window appears.



3. Enter a group name in the Name field in the header.

 In the Exclusion Group box, you could list a separate group that you want excluded (i.e, if you had created a group for your temporaries that would not receive holiday pay)

4. In the **Selection Table Name** field, choose a table from which the information will be gathered. (Use visual assist, if needed) In most cases, the Employee Master table will be used.

 Tab out of Selection Table Name field or click on the grid to "activate" the grid fields.

PeopleSoft
Employee Groups - Employee Select Group

Name * test
Exclusion Group

Selection Table Name F060116 Employee Master

Records 1 - 1	And/Or	Field Name	Op	Value	Value Description
<input type="radio"/>					

- Begin identifying the criteria for pulling in the employees to be included in this group or excluded from this group.

Entering the Full-time regular code (blank) in the Value field will result in an error. Therefore, to exclude everyone except full-time regular employees, enter “not greater than” in the **Op** field. See example below.

PeopleSoft
Employee Groups - Employee Select Group

Name * Banking Holiday Group-Full
Exclusion Group

Selection Table Name F060116 Employee Master

Records 1 - 4	And/Or	Field Name	Op	Value	Value Description
<input type="radio"/>		EmployeePayStatus	EQ	0	Active
<input type="radio"/>	AND	EmploymentStatus	NG	A	Full-time Temporary
<input type="radio"/>	AND	FullTimeEquivalents	EQ	1.00	
<input type="radio"/>					

- Once all criteria have been entered, click **OK**.
- Click **Cancel** to return to the Employee Groups - Work with Employee Grups window. The group created will appear in the grid.
- To view a group, choose the group on the grid and click **Row, View Group**. The Employee Groups - Employees In Group window appears.
 - If an Exclusion Group exists for this group, the VIEW EXC (Exclusion) Group will also be darkened in the Row exit.
- The list of employees currently in the group will appear.
 - To view a particular employee from the list of employees in this group, click Row, Employee.

Creating the Timecard Template

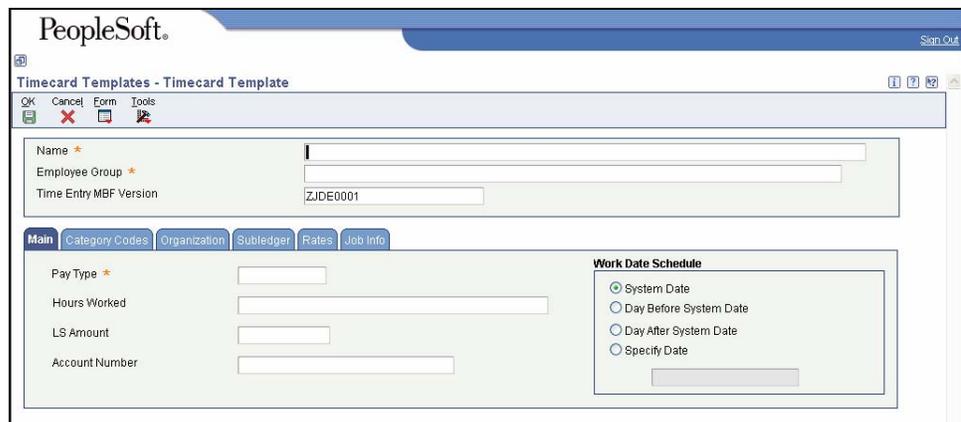
Once the group is developed, then the Timecard Template will need to be created. The template allows you to reuse the template for each holiday.

Navigation: Human Resources and Payroll – Agencies > Payroll > Timecard Automation > Timecard Templates

Start this instruction from the Timecard Templates - Work with Timecard Templates window.



1. Click **Add**. The Timecard Templates – Timecard Template window will appear.



2. Complete the following information:
 - a. Name - enter the name of the template being created.
 - b. Employee Group - enter the name of the employee group created previously. Use the visual assist, if needed.
 - c. Time Entry MBF Version - enter NE000001
3. On the Main Tab, complete the following information:
 - a. Pay Type - enter 240 for Holiday Pay
 - b. Hours Worked - enter the number of hours to use for this paytype
4. In the Work Date Schedule section, choose Specify Date and enter the date of the Holiday in the box below the Specify Date field.

PeopleSoft® Sign Out

Timecard Templates - Timecard Template

OK Cancel Form Tools

Name * AERONAUTICS HOLIDAY TEMPLATE

Employee Group * AERONAUTICS HOLIDAY GROUP

Time Entry MBF Version ZJDE0001

Main Category Codes Organization Subledger Rates Job Info

Pay Type * 240 Holiday

Hours Worked 8

LS Amount

Account Number

Work Date Schedule

System Date

Day Before System Date

Day After System Date

Specify Date

 Other information can be entered behind the tabs located at the top of the blue box if you wish to populate anything else on these time cards. Some agencies may have the holidays paid to a specific account number or subledger, which can be entered in this template.

5. Click **OK** to save the information.

6. Click **Cancel**.

 If there are two holidays in a pay period, you can enter 16 hours or you can do two different templates for 8 hours and use the two different dates.

7. Once all of the information has been entered the template needs to be submitted for processing.

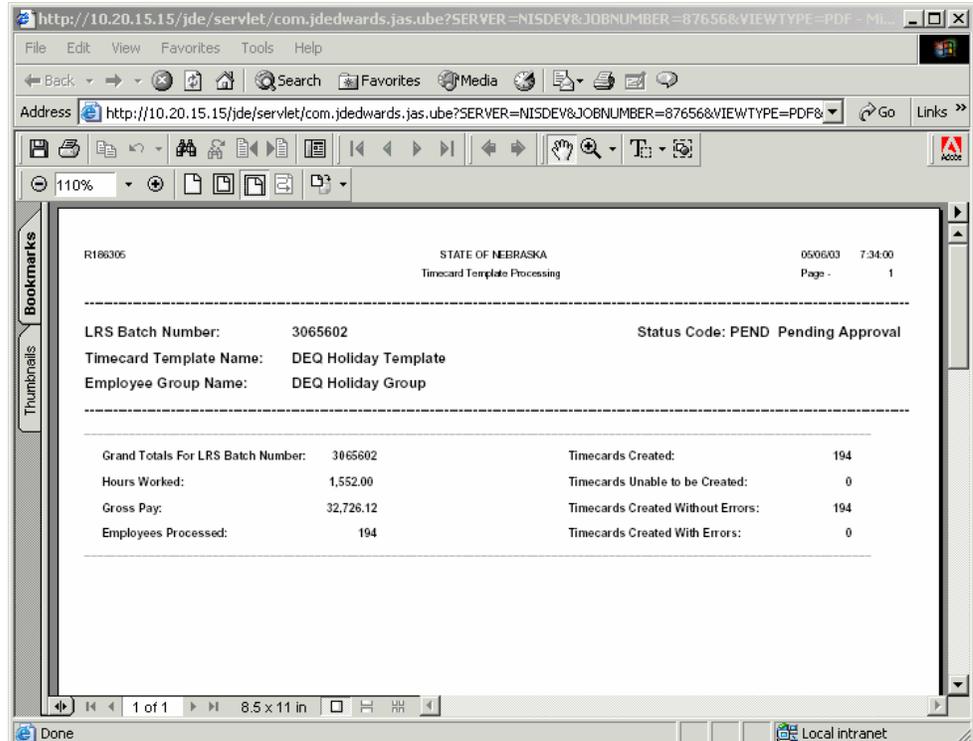
8. Highlight template and click **Select**.

9. Click **Form, Submit**. The Printer Selection window appears.

10. Click **OK** to return to the main menu.

 After submitting a timecard template, the system assigns a batch number and an initial status of Pending Approval to the batch of timecards. As long as the batch is pending approval, the timecard can be reviewed and revised in the Reviewing and Approving Timecards program.

11. View the report via Submit Job or View Job Status.



12. Upon reviewing the report, either approve the batch, which will create timecards for the employees in the group, or cancel the batch if errors are discovered on the report.

Reviewing and Approving the Timecard Template Batch

Navigation: Human Resources and Payroll – Agencies > Payroll > Timecard Automation > Timecard Templates

Start this instruction from the Timecard Templates - Work with Timecard Templates window.



1. Choose the Timecard Template to review, click **Row, Batch Review**. The Timecard Templates - Work with Timecard Automation Batches window appears.

PeopleSoft® Sign Out

Timecard Templates - Work With Timecard Automation Batches

Select Find Delete Close Form Row Tools

Status Code

Batch Source Type Timecard Template

Source

Records 1 - 10 Customize Grid

LRS Batch Number	Status Code	Status	Batch Source Type Code	Batch Source Type	Source	User ID	Pro ID
<input checked="" type="radio"/> 3071454	APP	Approved	TT	Timecard Template	AERONAUTICS HOLIDAY TEMPLA	REDWARD	R11
<input type="radio"/> 3086492	CAN	Canceled	TT	Timecard Template	AERONAUTICS HOLIDAY TEMPLA	REDWARD	R11
<input type="radio"/> 3086847	APP	Approved	TT	Timecard Template	AERONAUTICS HOLIDAY TEMPLA	REDWARD	R11
<input type="radio"/> 3100401	APP	Approved	TT	Timecard Template	AERONAUTICS HOLIDAY TEMPLA	REDWARD	R11
<input type="radio"/> 3108666	APP	Approved	TT	Timecard Template	AERONAUTICS HOLIDAY TEMPLA	REDWARD	R11
<input type="radio"/> 3112680	APP	Approved	TT	Timecard Template	AERONAUTICS HOLIDAY TEMPLA	REDWARD	R11
<input type="radio"/> 3116071	APP	Approved	TT	Timecard Template	AERONAUTICS HOLIDAY TEMPLA	REDWARD	R11
<input type="radio"/> 3126045	APP	Approved	TT	Timecard Template	AERONAUTICS HOLIDAY TEMPLA	REDWARD	R11
<input type="radio"/> 3130137	CAN	Canceled	TT	Timecard Template	AERONAUTICS HOLIDAY TEMPLA	REDWARD	R11
<input type="radio"/> 3130160	APP	Approved	TT	Timecard Template	AERONAUTICS HOLIDAY TEMPLA	REDWARD	R11

2. Review the Batch Status field.
3. Record the Batch Number (this batch number was also listed on the R018305 report).
4. If you wish to review the timecards created by this batch, click the radio button next to your timecard batch and click **Select**. The Timecard Templates - Timecard Automation Batch window appears.
5. Click **Find**.
6. The timecards that are pending approval in this batch will appear.
7. If you need to revise a timecard, check mark the time card and click **Row, Edit**. The speed time entry screen appears.
8. Make any necessary changes to the timecard.
9. Click **OK**.
10. Click **Cancel** to return to the Timecard Templates - Work with Timecard Automation Batches window.
11. To approve the batch, click **Row, Approve Batch**. The Timecard Templates – Confirmation window appears.
 -  If you do not want to approve this batch and start over, click **Row, Cancel Batch**.
12. Click **Yes**. The Printer Selection window appears.
13. Click **OK** to return to the Timecard Templates - Work with Timecard Automation Batches window.
 -  The STATUS of the batch will change to Processing
14. Click **Find** until the batch status changes to Approved.
15. Click **Close** to return to the Timecard Templates - Work with Timecard Templates window.
16. Click **Close**.

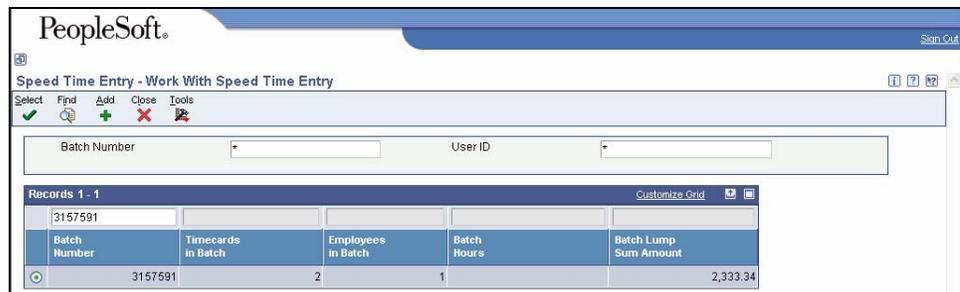
Reviewing Timecards

Navigation: Human Resources and Payroll - Agencies > Payroll > Time Card Automation > Time Maintenance > Speed Time Entry

Start this instruction from the Speed Time Entry - Work with Speed Time Entry window.



1. Enter the batch number this template was given and click **Find**.



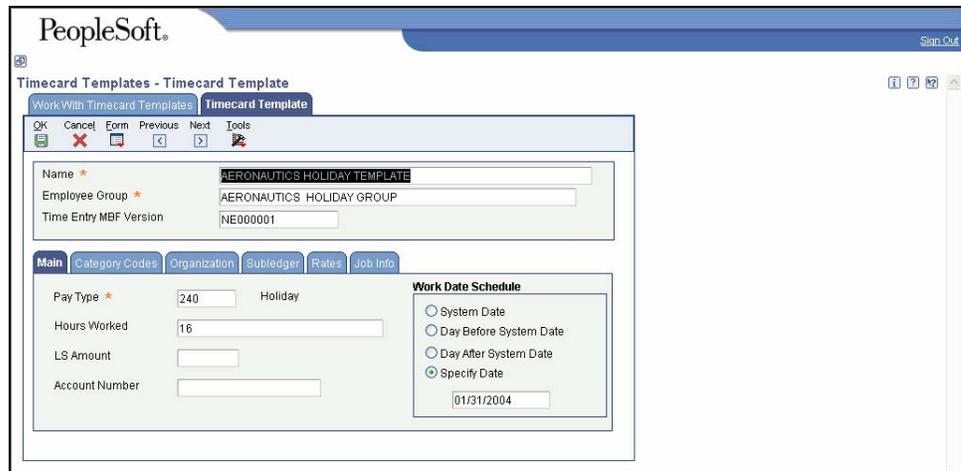
2. Choose the batch to review and click **Select**.
3. When finished reviewing, click **Cancel**.
4. Click **Close**.

Process Template Timecard for subsequent Pay Periods

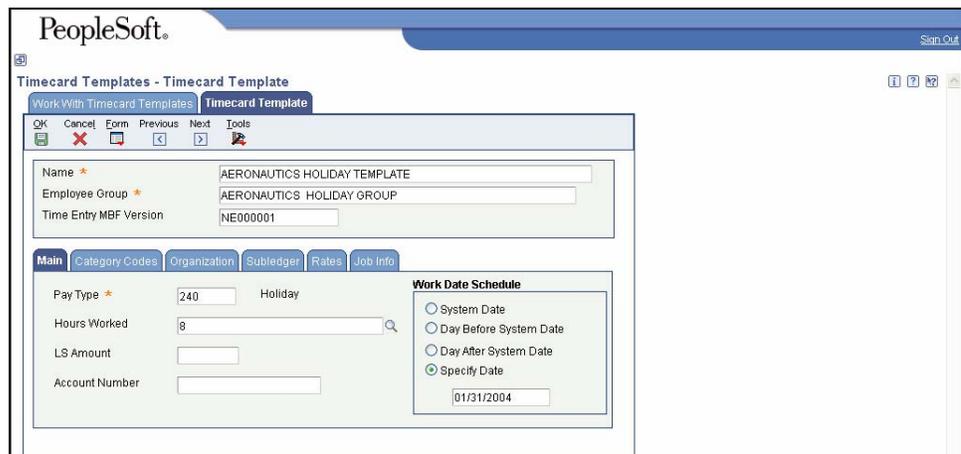
Navigation: Human Resources and Payroll – Agencies > Payroll > Timecard Automation > Timecard Templates



1. Choose the timecard template to use and click **Select**. The Timecard Templates - Timecard Template window appears.



2. Change the date and possibly the number of hours to be coded to the 240 pay type.



3. Repeat the steps for Creating the Timecard Template.