

Transcripts

Title: MacViP Online Training	Scene/Screen # D
Objective: Time Capture – Scheduled & Non-Scheduled Employees	Playing Time: 6 mins 37 secs

Non-Scheduled Employees

The **Timesheet** screen is used to record time transactions for Temporary Casual employees who do not have a set schedule.

The hours for non-scheduled employees must be entered into MacViP. They are considered to be “**Positive**” time employees. They will not get paid if the hours are not entered.

The timesheet for these employees is used instead of the **Generate Schedule** and **Weekly Time Entry** process that is used for Scheduled employees.

You will be able to enter time for any employee who has worked in your department.

Time Sheet

First, we’re going to enter time for a Temporary Casual (non-scheduled) employee To do this we choose Payroll, Time Entry, Data Entry, Timesheet.

We enter Position Group – 0001. A Position Group is just a group of positions within your department. Typically your Position Group will be defined as your Department number and “01”. You can have multiple position groups in one department. Payroll sets Position Groups.

We enter the ID number for the employee that we are going to enter hours for. In this case – 6004598 - Bill Smith. We could use the employee number for any employee in the university. This allows you to input time for any employee who may hold other positions but also does temporary or casual work within your department.

We enter the applicable dates in “From Date” and “To Date” by choosing the dates from the calendar. We use the Sunday to Saturday of the week for which we are entering time. For this scenario we’re using Sept.16th to Sept.22th.

We click on the Detail button. The Time Sheet Detail screen appears.

Now we click on the new record icon. This allows us to enter information into the Time Sheet Detail screen.

You'll see there is a generate schedule button on this screen that would allow you to generate a schedule for one employee, provided that they have a real schedule set up in the system. This would save you having to enter the employee's time under Time Sheet Detail.

We enter "Worked Date" using the calendar. The first day that our employee worked was Monday, Sept. 17th.

Now we enter or choose the applicable Transaction code from the drop down menu. For a temporary casual employee we choose code 1000- Regular pay.

You can refer to your Training manual for details on the employee type and applicable transaction codes.

We enter the hours for the day that we are paying under "**Units**". Our employee worked 6 hours on Sept. 17th.

We enter "**Position Worked**". This will always be the Temporary Casual position that belongs to our department. In this case the position is 05521. If we use a position that does not belong to our department, we would not be able to save the record.

Now we open the **Financial** screen by clicking on the plus sign, beside Financial.

This is where we enter the General Ledger account that we want to charge this work to. The GL Account should be entered for all "**worked**" positions in order to ensure that they are charged to the correct account.

We enter 0112802351.

If this employee has just worked in our position, and does not own it we should enter the "**Rate**" in order to ensure that they get paid the rate that we agreed to pay them, and not the rate of their **Owned** position that they have in another department.

In this case, we've agreed to pay Bill \$25.00 for the work that he did for us.

We click on the **Save icon**.

To enter the next day, we click on the **duplicate record** icon and change the date and units as those are the only pieces of information that are different. We enter Sept. 18th and 4 hours in the units field. Now we save the record again.

If we were going to enter time for another employee, we would enter the next employee's "**Id number**" and click on the "**Detail**" button and repeat the process that we just went through.

However, if we were going to enter time for a different Position Group, we would close the screen and come back in and enter the new Position Group and start the process again.

Graduate Students

Now we're going to enter time for a Grad Student. The hours that are entered for Grad Students are for hours that they may have worked over and above the "260 hours" that they are paid for via an on-going payment, which is set up for them in the MacViP Payroll system.

We enter the hours for the Grad Student – Teaching Assistant on the Timesheet Screen where we also entered the Temporary Casual employee. The steps are also the same.

We enter our "Position Group"- 0002.

We enter the ID # for the employee that we are going to enter hours for – in this case – 6004601 – Steve Austin.

We enter the applicable dates in "From Date" and "To Date" by choosing the dates from the calendar. Because Grad Studies employees are paid on a monthly basis we enter the first and last day of the month in the From and To dates. So for our Grad student we enter Sept. 1st to Sept. 30th.

We click on the Detail button. The Time Sheet Detail screen appears.

Then we click new record icon. This allows us to enter information into the Time Sheet Detail screen.

We enter "Worked Date" using the calendar. It is not necessary to enter grad student's time on a day to day basis. Therefore, we can lump all of their hours from the month together on one day. We use Sept.30th as that date.

Now we enter or choose the applicable Transaction code from the drop down menu. Since this is a Grad Student – Teaching Assistant we use the Transaction code of 1020-TA/RA in Lieu of TA. We enter 10 hours in the units field.

We must now enter the "Position Worked". This should be the owned position for the Teaching Assistant. In our case – it's 05273.

It's not necessary for us to enter the GL account or rate as the system will use the defaults that are attached to the employee's position.

We click on the **Save icon**.