

Facilitator's Guide



Oracle Human Capital Management

Employee Self-Service (Time and Absence)

In Association with:



How To Use This Guide

This guide provides step-by-step instructions for each exercise. Anything that you are supposed to type or select is noted with various types and colors.

When you see this...	You do this...
NOTE:	Important Information
TIP:	This indicates a shortcut or tip
Example:	This indicates that there is a brief example or demonstration.
Practice:	<i>This is an opportunity for the participants to practice/demonstrate what they have learned.</i>

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NOTES:



View Paystubs **Error! Bookmark not defined.**
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Facilitator Overview

Welcome to the “myHR Time and Absence training facilitator’s guide.” Within these pages is everything you will need to facilitate the “myHR Time and Absence” training for your staff.	
Background	The “myHR Time and Absence training facilitator’s guide.” Training was created to <ul style="list-style-type: none"> • Inform Faculty, Staff, and Student Workers of the correct procedures for managing time and absences on Time Cards. • This course will explain the procedures and steps in detail.
Purpose	The purpose of this guide is to prepare a Manager/Supervisor to conduct the “myHR Time and Absence training facilitator’s guide.” portion of the training to their own employees.
Learning Outcomes	By the end of this presentation “myHR Employee Self-Service” course, the participant will be able to: <ul style="list-style-type: none"> • Enter time • Manage vacation and sick time • Submit time cards for approvals.

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Bottom Line	<p>The key message that participants should walk away with is that we are no longer using the Bubble Sheets. All time entries will be done online through the myHR site. Employees, whether Faculty, Staff, or Student Workers will record their times worked, vacations, sick time, and other occurrences through this new tool.</p> <p>Departments may have their own independent processes and procedures, but this will be the official process for recording times worked to the University.</p> <p>Forms, changes, and documents may now all be retrieved and entered using this one new location.</p>
Time	<p>This course will take approximately 60 minutes to complete.</p>
Delivery	<p>The intended delivery method is side-by-side or small group presentation. The type of delivery should be tailored to meet the needs of the department, and number of participants.</p>

Facilitator Preparation


Preparing Materials	<p>Each facilitator will use the notes within this facilitator guide, along with any supplemental materials to teach the content. To prepare to teach this course, the facilitator should:</p> <ul style="list-style-type: none">• Read through this guide,• Prepare any materials,• Reserve a training room (If Needed),• Select a delivery method (Side-by-Side, or Classroom), and• Use these materials to teach this course. <p>This course should include interactive discussions between the facilitator and participants on the new processes and procedures. Allowing time for any questions and inviting opportunities for discussion.</p>
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<p>Participant Materials</p>	<p>Prepare a copy of the following materials for each participant.</p> <ul style="list-style-type: none"> • Training Job Aid
<p>Facilitator Resources</p>	<p>Each training guide has been created to assist the facilitator and leads the facilitator through a recommended class flow that follows the presentation. It has been created to ensure an interactive presentation that will keep the participants engaged and all the topics covered. To help the facilitator prepare, the instruction on how to lead this class are explained on the first section of the facilitator’s guide.</p>

Welcome

	<p>Welcome to the training on myHR Time and Absence training facilitator’s guide. During this course we will explore the many new processes and procedures associated with how to:</p> <ul style="list-style-type: none"> • Manage your time cards • Submit for approvals.
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Logging Into myHR

	<p>In our first section we will cover the process of logging into the new myHR system.</p> <p>Note: It is best practice to your staff create a simple icon on their desk top from which they can access their log on each time they work.</p> <p>Note: This may be a situation where it is on a shared computer, or the computer may ask the user to if they would like the computer to remember their password information. Please select No for the option. It is best that this log on information remain specific to the user, not to the device.</p> <p>For our first procedural documentation we will look at the steps for how to log into the new myHR system.</p>
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Logging Into myHR:

To begin the process for logging into the myHR System you will follow these steps.

1. Begin by opening up your browser. (**Google Chrome, or Mozilla Firefox**)
2. Next, enter the following web address:

myHR.Creighton.edu

3. You will now see a prompt to enter in your specific username and password.

Note: This is your BluePassword and NetID.

4. Press the **Sign In** button. This will direct you to the landing page for myHR.

Enter Time Worked

<p>Overview of Time Sheet</p> <ul style="list-style-type: none">• In this next section we will provide a high-level overview of the time sheets.• We will focus on the different views and options available.• Allow time to complete exercise on the Overview of the Time Sheet.	<p>In this next section we will provide a high-level overview of the time sheets. We will focus on the different views and options available.</p>
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Overview of the Time Sheets

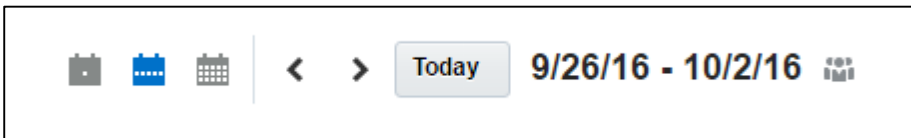
1. Log into myHR.



2. Next, identify and select the **Time icon** from the options listed.

Note: This view can seem very intimidating; however, it is actually pretty simple. And there are other views as well.

3. Begin by familiarizing yourself with the view. As you can see there is a calendar with dates and times listed. You can also see several icons located on the top and on the right side of the page.






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The icons at the top of the page include:

- a. Day
- b. Week
- c. Month
- d. Previous and Next arrow options
- e. Date Range, and
- f. Team Schedule

On the right side of the page are some additional icons including:

- a.  Actions
- b.  Absence Details
- c.  Display Options




On this page you will now see your time card for the week, showing all the times and dates you work. This is in **Calendar** format, if you prefer you can narrow the fields down by day, week, or month.

Practice: Time Sheet View

Please take a moment to allow your staff to acquaint themselves with this view and ensure that they know where these elements are located.

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<p>Enter in your Time Worked</p> <ul style="list-style-type: none">• In this next section we will focus on how to enter your scheduled work times.• Please keep in mind that when you enter in your times, be as accurate as possible to avoid any errors.• All timecards must still be reviewed and verified by a manager.• Allow time to complete exercise on how to Enter Time Worked. 	<p>In this next section we are going to explain the steps to Enter in Time Worked.</p> <p>Important Note: Please keep in mind that when you enter in your times, be as accurate as possible to avoid any errors. All time cards must still be reviewed and verified by a manager.</p> <p>Note: Employees will need to discuss with their managers any department specific processes that need to be completed in addition to entering their time in myHR.</p> <p>Note: In this section we will look at the steps to enter in your times worked. Please note that this is a live system, do not save your entries unless you have actually worked those hours. This will create unnecessary work for your manager. All errors will be returned back to the employee and must be cleaned up prior to submitting to Payroll.</p>
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Enter in your Time Worked for Biweekly employees



1. Select the **Actions** icon from the right side of the page.
2. From the options, select **Manage Time Cards**. Take a moment to familiarize yourself with the screen. You will see:
 - a. Time card details such as: Your time card period, Submission Date, and status.
3. Begin by hovering your mouse over the toolbar. You will see the following Manage Time Card options:
 - a. Actions,
 - b. View
 - c. Create
 - d. Export to Excel
 - e. Detach
 - f. Status
 - g. From Date
 - h. To Date
 - i. Go

Note: Not all options will be available to everyone.

4. Begin by Clicking the **Plus Sign**, this will activate the calendar feature.



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5. Time cards are based off of the two-week pay period. You may click any day within the current pay period to enter your time. Click ok.
6. Example: If you start on Monday, November 26, 2016 select that date. As you can see this has now created a time card for you for the pay period 11/26/16 through 12/9/2016.
7. After selecting your dates and clicking ok. Your time card will pop up.
8. Under the Assignment Number column, click on the drop down menu and select your employee number.

Note: If you have multiple assignments, you will need to know what number corresponds to your assignment. You can view your assignment numbers via the My Portrait icon.
9. After you select your employee number, Time Type will automatically populate with Regular time. Enter your hours worked underneath the appropriate date.
10. **Note:** You only have to put total hours worke. I.e. 7.25 hours
11. If you have other reportable time, such as Vacation, Sick, Bereavement, Differential, Excused, FMLA, Holiday, On Call or Jury Duty, you will need to select the +Add Row Below button.
12. Us the drop down menu to select the appropriate assignment number
13. Under Time Type, select the appropriate reportable time
14. Enter your hours under the appropriate date.
15. If necessary, you may add comments in the Time Card Comment box.
16. Click Save and Close if you are only entering time, not wanting to submit to your manager yet.
17. **Note:** We recommend that employees enter their time on a daily basis.
18. If you are ready to Submit your time card to your manager for approval, click the Next button in the top right hand corner of your time card.

NOTES:



19. A second page will appear with two table: Reported Time and Calculated Time. Reported time is is your final time card for you to review. Calculated time breaks down your time card in to the calculated rows for payroll.

Note: Employees only need to pay attention to the Reported Time card table.

20. After the employee has reviewed that the hours that they selected are correct, they can click on the Submit button in the top right hand corner of the time card.

21. A confirmation will pop up, click ok.

22. You will return to the Manage Time Cards page where you will be able to view that your time card’s status.

Enter Time Worked (Quick Method)

To Enter/Edit Time Worked

1. Begin in the calendar view. Start by clicking the **Edit** button.
2. From the **Edit Time Card: Report Time** field, begin by going to the **Time Entry** field.
3. Using the Drop Down select your **assignment number**. There may be multiple options listed. Be sure to select the correct one for the work you are doing.
4. Using the Drop Down, select the **Payroll Time Type**. There may be multiple options, be sure to select the correct one.
5. The day should automatically populate with a date. Be sure to check and ensure it is accurate. If not use the **Drop Down** to select the correct date.
6. Using a standard format, enter in the amount of time you worked in the **Start** and **Stop** fields.

Example: Start: 3:45 PM, Stop: 4:45 PM.

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Note: The system will automatically total up the amount of time worked for that shift. You will not need to put in the hours worked. Additionally, you may enter in multiple times for one day by going to line two under the date.

Example: You work and AM shift, leave for a class, then come back and work a PM shift. In this case just use the line directly underneath the times entered already. Presently you can enter up to 6 total times for one date, you may add more rows by selecting the Add Row Below option from the menu.

As you progress through the week, simply enter in the times worked on the days worked and your times will be tallied up for the week.

Note: On the Time Card Comments you may enter in some comments about your time for this week, (if needed).



7. Once you have entered in your times for the day, press **Save and Close**. This will save your times, dates, and close the Create Time Card: Report Time field.

Important: This field is important to know as you will see if your timecard has been approved, entered, submitted, saved, etc. If your time card is not submitted or approved at the end of the period, you will not get paid. Might be a good “best practice” to go in and regularly check this out.

Practice: Entering Time

Please take a moment to allow your staff to acquaint themselves with this view and ensure that they know how to enter in their times.

	<p>Excellent Job! Please take a quick moment to ask your staff if there are any questions, or if they need help. Answer questions as appropriate.</p> <p>Our next section will discuss how to Finalize your Time Card.</p>
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Manage Time Cards (Check for Approvals)

NOTES:

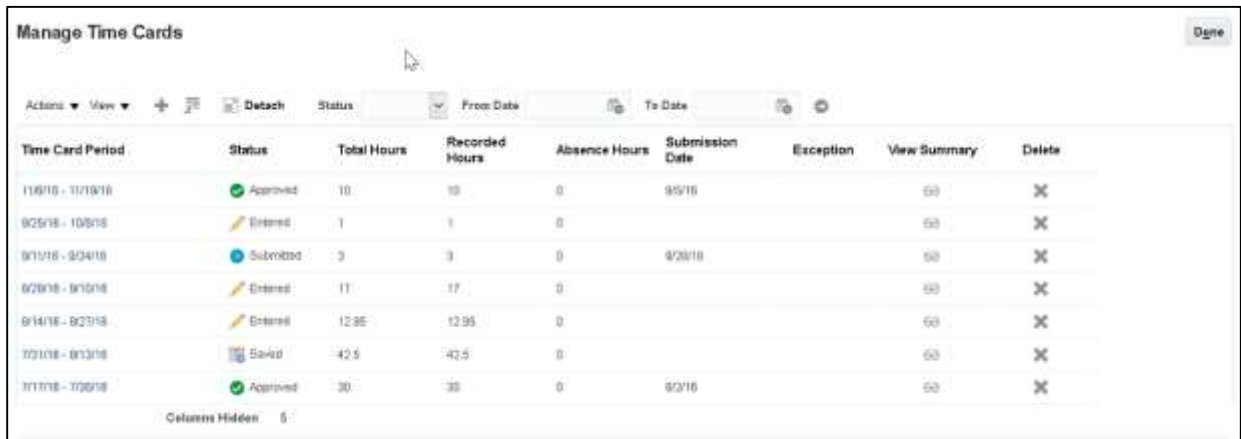


1. Begin by selecting the **Actions** tab from the top right corner of the screen.
2. When the panel opens up you will notice the option for **Manage Time Cards**. Select this to open. Once opened you will see the Manage Time Cards field appears. Take a moment to familiarize yourself with this field.

Note: Keep in mind that this field will only show information if the person has had a time card and submitted one already. Otherwise it will be an empty field.

3. As you can see there are columns for:
 - a. Time Card Period
 - b. Status
 - c. Total Hours
 - d. Recorded Hours
 - e. Absence Hours
 - f. Submission Date
 - g. Exception
 - h. View Summary, and
 - i. Delete

Note: Please take a moment to familiarize yourself with this view.



Time Card Period	Status	Total Hours	Recorded Hours	Absence Hours	Submission Date	Exception	View Summary	Delete
11/6/16 - 11/18/16	Approved	10	10	0	9/5/16		60	X
9/25/16 - 10/8/16	Entered	1	1	0			60	X
9/15/16 - 9/24/16	Submitted	3	3	0	9/28/16		60	X
9/28/16 - 9/30/16	Entered	11	11	0			60	X
9/14/16 - 9/23/16	Entered	12.95	12.95	0			60	X
10/31/16 - 9/13/16	Saved	42.5	42.5	0			60	X
11/11/16 - 11/26/16	Approved	30	30	0	9/2/16		60	X

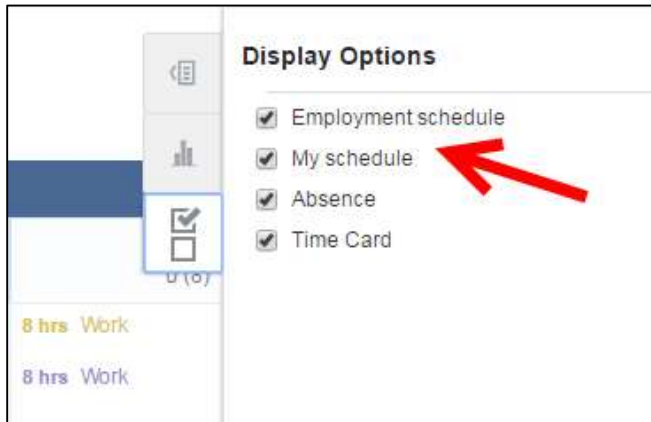
Display Options

NOTES:



Hourly (Benefits Eligible Employees) or Salaried employee’s timesheets are linked to the Employment Schedule.

Note: This can be turned on and off by accessing the **Display Options** tab on the right-hand side of the screen. The deselect the **Employment Schedule**, or **My Schedule Options**.



NOTES:



1. Begin by opening up the Report Time entry box by clicking on a date in the calendar.

Note: All benefits eligible employees will have only one Assignment Number listed in the drop down. To begin, select this option.
2. Next select the position from the drop down. Again, should only have one listed.
3. From the Time Type, be sure to select the correct option. In this case we will select **Regular**. However, we could just as easily select **Sick** time as our option.
4. In the Over Time/Comp Time field select what option fits for this.
5. Start entering in your Start Date and End Date for the whole week. Remember, this is for your work schedule.
6. Enter in Daily (Worked) Hours as **8**. (No need to include lunch hours. This will automatically be figured into your shift.)
7. Press **Save and Close**.

As you can see by the image below, your hours have now been calculated for the week.

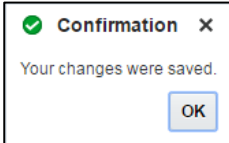
Time Card: 10/9/16 - 10/22/16	Total Hours: 40	Absence Hours: 0	Scheduled Hours: 80			
10/9 (0)	Mon 10/10 8 (8)	Tue 10/11 8 (8)	Wed 10/12 8 (8)	Thu 10/13 8 (8)	Fri 10/14 8 (8)	Sat 10/15 0 (0)
	8 hrs Regular	8 hrs Regular	8 hrs Regular	8 hrs Regular	8 hrs Regular	

NOTES:



8. Be sure to repeat this step for the next week. Remember, this is for Hourly (Benefits Eligible) Employees entering in their scheduled hours for the week.

Note: Review Reported Time and Calculated Time. Reported time is hours supposed to work including vacations, sick, etc. The Calculated time shows how the hours are broken out. Would also show comp time or overtime in the Calculated view.



9. You should receive a confirmation that your changes were saved. Press **OK** to continue. You have now entered your time for the day.

Note: Any errors on your time card will be greeted with an error message. Simply clean up any mistakes, resave, and press **Save and Close** again.

10. Repeat the process for each day and time worked during the course of the week.

Finalize Your Time Card

- Our next section will discuss how to **Finalize your Time Card**.
- The first step is to always begin by reviewing your time card for any errors, or dates that may be missing times.
- Allow time to complete exercise on how to **Finalize Your Time Card**.



Now that you have entered in the time for the pay period it is time to Finalize your Time Card. The process of **Finalizing your Time Card** ensures that you have reviewed your times for the week, now that your time card is accurate, and that you are ready to have this approved by your manager. Remember, you are responsible for entering in your times.


Failure to do so will result in errors on your paycheck or not getting paid at all. You are ultimately responsible for ensuring accuracy on your timecard.

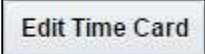
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


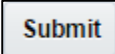
	<p>The first step is to always begin by reviewing your time card for any errors, or dates that may be missing times. Again, it is a courtesy that your manager reviews your time cards each pay period. It does not mean they must correct your errors.</p> <p>Please make sure to finalize your time cards. This will ensure that you do get paid for your work. Once reviewed and errors are corrected then you will press the Save button to save your work.</p>
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Finalize Your Time Card

1.  Now that you have saved your timecard, the first step is to press the Review and Submit button from the options.
2. Review your time card thoroughly. Ensure that any mistakes in time are addressed, or corrected immediately. Do not submit until all your times have been entered and accounted for. Be sure to include all Vacation and Sick Days.

Note:  If revisions or changes are needed, press the **Edit Time Card** button and make your corrections.

3.  Once you any corrections have been made, press the **Next** button you will see that your time sheet is now ready to be finalized.

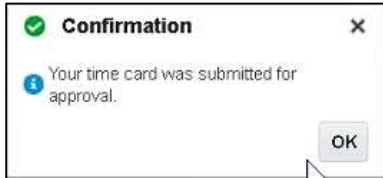
4.  Next, in the top right corner locate and press the **Submit** button and your time sheet will be finalized and submitted to your manager for approvals.

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Note: Your manager will have the ability to approve or deny the time card, as needed. You are responsible for making sure your time is correctly entered. If there are any discrepancies, your manager will contact you to make the necessary corrections.

5. Once your time card is submitted you will receive a confirmation window that indicates your time card was submitted for approval.



Simply click on the **Ok** button and you are done.

You can also access the **Manage Time Cards** summary page. This will show you when your time cards were submitted, the hours recorded, and allow you to view your timesheet for the week.

Practice: Finalize Your Time Card

Please take a moment to allow your staff to acquaint themselves with this view and ensure that they know how to Finalize their Time Cards. Have them practice entering their current days’ hours worked, if possible.

	<p>Excellent! For our final section we are going to explore some of the feature that are not specifically associated with recording hours worked.</p> <p>For example: Maintaining absence records, managing direct deposits, viewing your paystubs and compensation.</p>
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Maintain Absence Records

1. Begin by Selecting the Time icon,
2. Next in the time card field move to the top right corner of the field and locate and select the **Absence Details** tab. The **Related Links** options will appear.
3. In the Related Links field locate and select the **Maintain Absence Records** from the choices.
4. Once this field opens up you will now have the ability to see how much time you have for Accrued Vacation and Sick Time. (See the image below)

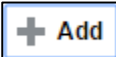
The screenshot displays the 'Absence Management' interface. At the top, there are filters for 'View', 'Format', 'Add', 'Dates' (Last six months), 'Absence Type', and 'Status'. Below the filters is a table of absence records:

Dates	Absence Type	Duration	Status	Delete
7/18/17 - 7/18/17	Discretionary Day	8 Hours	Scheduled	X
7/18/16 - 7/23/16	Vacation	40 Hours	Withdrawn	
7/11/16 - 7/11/16	Vacation	1 Hours	Withdrawn	

Below the absence records is the 'Accrual Balances' section, which contains a table:

Plan	Balance Calculation Date	Balance
Comp Time Bank - Non - Exempt	10/6/16	22.5 Hours
Discretionary Day	10/6/16	8 Hours
Shared Leave	10/6/16	0 Hours
Sick - Non - Exempt	10/6/16	0 Hours
Vacation - Non - Exempt	10/6/16	0 Hours

To Add an Absence

1. Begin in the Maintain Absence Records field.
2.  Locate the Add button from the toolbar. The Add Absence Record box will open allowing you to make your selection for Absence Type.

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Add Absence Record

* Absence Type

3. Select the drop down next to the Absence Type field and the different options available to you will appear. If you intend to use Vacation, Sick, bereavement, or other reportable time, locate and Select the correct option from the list available to you.
4. Once you select the option from the list, the **Add Absence Record** box will appear automatically.

Add Absence Record

* Absence Type: FVLA Creighton Unive ▼

Details

Single day

* Start Date: * End Date:

Start Date Duration: Hours End Date Duration: Hours

Duration: 0 Hours

* Reason:

Comments:

⌵ Legislative Information

Context Segment:

⌵ Descriptive Information

Context Segment:

NOTES:




5. From the options that present on this field you will need to select whether it is a Single Day, or if Multiple Days enter in a Date Range using the **Start Date** and **End Date** options.

Note: hours will automatically populate in the Start Date Duration or End Date Duration. If you are taking only a few hours off, you will need to enter in the appropriate hours.

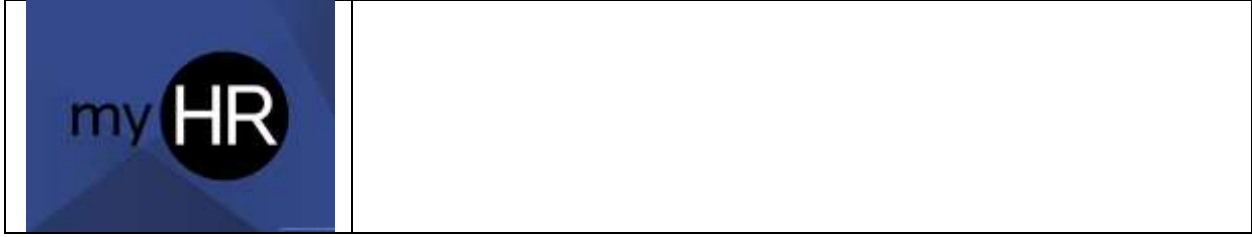
6. Next press the **Submit** button.

Summary

	<p>Congratulations! You have now completed your training on how to use myHR Employee Self-Service. This training session provided an overview of how to:</p> <p>Step 1: Edit My Details</p> <p>Step 2: Manage Direct Deposits</p> <p>Step 3: Enter In Your Times Worked</p> <p>Step 4: View and Print Paystubs</p> <p>Step 5: View Compensation</p> <p>You should now be able to set up your schedule and enter your times worked.</p> <p>Should you experience any issues with this application at any time, please contact myHR@creighton.edu.</p>
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NOTES: