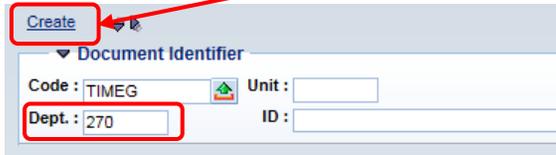


# Creating a TIMEG

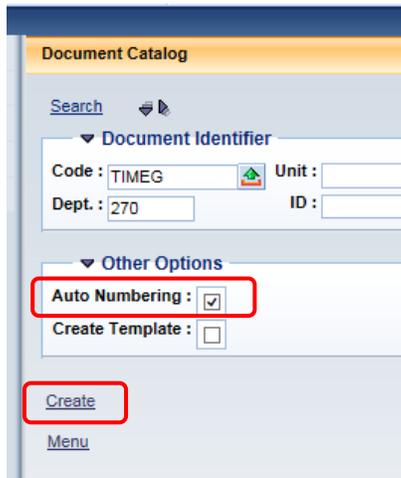
1. Log in to A360, select **Human Resource and Payroll** Application
2. In the Jump to field, enter **TIMEG**, click **GO**.



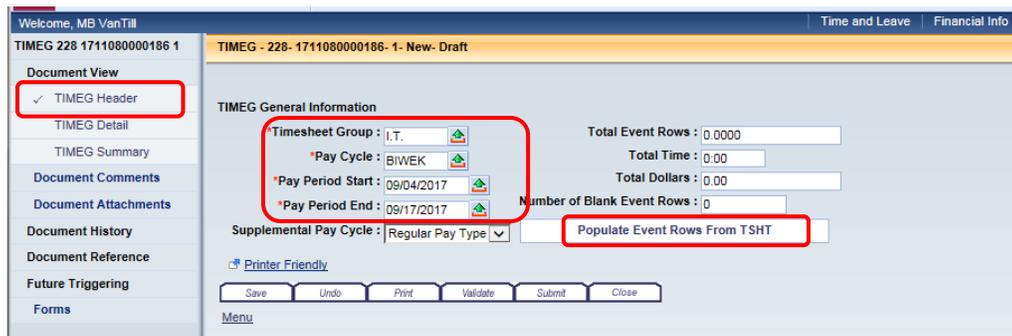
3. Enter **your** Dept #; click **Create**.



4. Click **Auto Numbering**; Click **Create**.



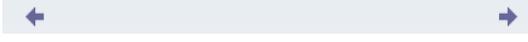
5. Document View/TIMEG Header -- TIMEG General Information



- **Timesheet Group:** Click the green up arrow & select your Timesheet Group
- **Pay Cycle:** Click the green up arrow & select **BIWEK**
- **Pay Period Start & Pay Period End:** are Auto Filled. *\*If you need a different Pay period it is easiest to type in the Pay Period Start and End dates in a MM/DD/YYYY format.*

- **Supplemental Pay Cycle:** This will default to **Regular** Pay Type
  - **Do not populate Total Event Rows, Total Time, Total Dollars or Number of Blank Event Rows**
  - Click the **Populate Event Rows From TSHT** – Click **OK** on the Message from webpage warning (this may take a few minutes)
6. On Secondary Navigation Panel, Document View – click **TIMEG Detail**
  7. Click the **Employee ID** header to sort the Employee IDs in Numeric order.

The screenshot displays the TIMEG software interface. On the left, a navigation menu is visible with 'Document View' selected, and 'TIMEG Detail' highlighted. The main area shows a table of employees with columns for Employee ID, Dept. ID, First Name, Last Name, Standard Hours, Hours Worked, Leave Used, Dollars Paid, Total Input Reported, Pos/Except ID, and Empl. Stat. Below this is a weekly event entry grid with columns for Event, Mon, Tue, Wed, Thu, Fri, Sat, Sun, and Total Input. The grid shows a 'REG' event type entered for Monday through Friday, with a total input of 40:00. A 'Total Time' row is also visible, showing 8:00 for each day and 40:00 for the total. An 'Insert Row' button is located at the bottom of the grid. Navigation arrows are present above and below the grid.

- In the event column, enter **REG** for hours worked for each day for each **EMPLOYEE** listed (*The check mark to the left indicates what employee you are entering time for*). Ex. 8, then tab out will show 8:00. Partial hours should be entered as Hours and Minutes 06.30 = 6 hours and 30 minutes.
  - Click **Insert Row** for each additional Event type used (example Vacation, Personal, Doctor time used) See Table for Event Code Descriptions.
  -  Use the arrows to go from week 1 to week 2.
  - See attach cheat sheet for Event codes.
  - Total Time should equal Total # of hours. (This will auto calc when Validated).
8. Repeat for each employee
  9. Click **Validate**

10. Note that the hours total at top of screen

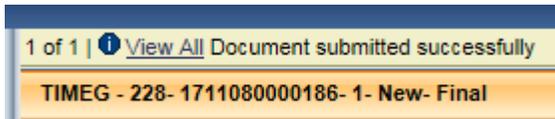
TIMEG - 228- 1711080000186- 1- New- Final

Employee ID	Appt. ID	First Name	Last Name	Standard Hours	Hours Worked	Leave Used	Dollars Paid	Total Input Reported	Pos/Except ID	Empl. Stat
✓ 000000000	000000000	000000000	000000000	80.00	72.00	8.00	0.00	80.00	B	A
000000000	000000000	000000000	000000000	80.00	72.00	8.00	0.00	80.00	B	A
000000000	000000000	000000000	000000000	80.00	70.00	10.00	0.00	80.00	B	A
000000000	000000000	000000000	000000000	80.00	56.00	24.00	0.00	80.00	B	A
000000000	000000000	000000000	000000000	80.00	70.45	9.15	0.00	80.00	B	A
000000000	000000000	000000000	000000000	80.00	80.00	0.00	0.00	80.00	B	A
000000000	000000000	000000000	000000000	80.00	62.00	18.00	0.00	80.00	B	A
000000000	000000000	000000000	000000000	30.00	28.00	0.00	0.00	28.00	B	E

First Prev Next Last Search

11. Click **Submit**

12. Look for “Document submitted successfully” at the top of the screen.



13. Click **Close**



## Event Code Descriptions

<b>CODE</b>	<b>LONG DESCRIPTION</b>
<b>HOL</b>	Holiday Time
<b>HOLWK</b>	Holiday Worked
<b>HOLWP</b>	Holiday Worked Premium
<b>JURY</b>	Jury Duty Pay
<b>BRVMT</b>	Bereavement
<b>OT</b>	OVERTIME PAY
<b>OCPDL</b>	On-Call Pay - Flat Dollar Amount
<b>OCPGN</b>	On-Call Pay - \$15/day
<b>OCPPC</b>	On-Call Pay - Percent/Hourly
<b>PRAQT</b>	Premium-Aquatics Certification - Parks
<b>PRCRR</b>	Real-time reporting services to accommodate ADA requirements
<b>PRPWK</b>	Premium-Weekend Differential - \$1.00 (Parks)
<b>PRSHF</b>	Premium-Shift Differential - \$.50.
<b>PRWKD</b>	Premium-Weekend Differential - \$.50
<b>REG</b>	Regular Pay
<b>PLUSD</b>	PTO ( Scheduled) Leave Used
<b>PULUD</b>	PTO ( Unscheduled) Leave Used
<b>SLUSD</b>	Sick Leave Used
<b>VLUSD</b>	Vacation Leave Used
<b>WITNS</b>	WITNESS LEAVE PAY
<b>HLUSD</b>	Holiday Leave Used
<b>CLUSD</b>	COMP time Leave Used
<b>DLUSD</b>	Doctor Time Leave Used
<b>STNBY</b>	Stand-By Pay

# Warning Messages to pay attention to:

When you click Validate – **BE SURE TO CHECK THIS IMPORTANT STEP**

If it says at the top “1 of 2” or “1 of” any number other than 1 **BE SURE TO CHECK** the additional messages.

**If you don't you might short someone's pay.**

The screenshot shows the CGI Advantage web application interface. At the top, a status bar indicates "1 of 2" messages. A red box highlights this status bar. Below it, a "Document View" section shows "TIMEG - 191-1711080000188-1 - New- Draft". A red arrow points from the "1 of 2" status bar to the "Error Messages" window. The "Error Messages" window displays a table with the following data:

Component	Context	Severity	Override	Message
Time-To-Gross	Header	Warning		3.54 excess usage discarded for leave category SCKLV on 2017-09-09 for employee 000000949. (O0077)
		Information		Document validated successfully

Below the table, the "Code : O0077" and "Explanation" are visible. The explanation states: "The minimum or maximum balance threshold for the indicated leave balance was exceeded by the indicated amount on the indicated date. The excess leave was discarded and the leave balance was not allowed to go beyond the threshold because that action was selected on the leave category's Leave Category Policy record."

This warning message tells you that this employee did not have enough time in the specified leave category. If you do not correct this, the system will pay what leave time they have available, and then short them the rest.

# Invalid Time Format Errors

**TIMEG** - When the user enters an invalid amount (i.e., “.3” instead of “.30”):

Currently the user has 3 options to audit for invalid amount entries:

- 1) Use the **Picklist** when inputting the event code (*Recommended*):
  - A popup warning will display when the user moves out of the field with an invalid amount.



- 2) If the user doesn't want to use the Picklist.
  - Select the **“Save”** button and look for any **“NaN.NaN”** warnings in the total input column before moving to the next EE.

Event	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Input
	25	26	27	28	29	30	31	
REG	0.30							0.30
OT	0.30							0.30
JURY		3						NaN.NaN
Total Time	0.00	NaN.NaN	0.00	0.00	0.00	0.00	0.00	NaN.NaN
Total Dollars	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

- 3) If the user doesn't want to use the Picklist nor hit the Save button.
  - After entering all the EE's hours.....and the user hits the **“validation”** or **“Submit”** button... it will throw an error identifying the Day-column of the error.
  - Select the **“TIMEG Summary”** menu and scan that column for invalid entries.
  - *This is also the recommended process for other types of warnings for input errors (i.e., user entering hours into a row without an Event code entered)*

Example:

Error message after selecting the "Validation" button. Note the "Day 2" message.



Proceed to the "TIMEG Summary" page and scan the data in the "Day 2" column...and the incorrect record should jump out at you.

A screenshot of the "TIMEG Summary" page. The page title is "TIMEG - 101- 171228000018- 1- New- Draft". The "Timesheet Summary" section shows general information: Timesheet Group: TEST, Supplemental Pay Cycle: [blank], Pay Cycle: B/WK, Total Event Rows: [blank], Pay Period Start Date: 12/29/2017, Total Time: [blank], Pay Period End Date: 01/07/2018, Total Dollars: [blank]. Below this is a table with columns: Employee ID, Appt. ID, First Name, Last Name, Event, Mon, Tue, Wed, Thu, Fri, Sat. A green arrow points to the "Tue" column header. A red arrow points to the value "3" in the "Tue" column for the row with Employee ID 000009616 and Event JURY. The "Total Time" row shows 12:15.

Employee ID	Appt. ID	First Name	Last Name	Event	Mon	Tue	Wed	Thu	Fri	Sat		
					25							
000009616		OSCAR	GARCA	REG		0:30						
000009007		KATHLEEN	BUTTS	OT		0:30						
000009007		KATHLEEN	BUTTS	DLUSO		1:45						
000001997		JANCE	ROXBURN	OT		0:30						
000001518		MARY	BOUCHER	OT	0:00	0:30						
000009616		OSCAR	GARCA	OT		0:30						
000009616		OSCAR	GARCA	JURY		3						
000000248		MARK	VERMEER	REG	0:00	0:00	0:00	0:00	0:00	0:00		
000000149		MADLYN	ROMJN	REG	0:00	0:00	0:00	0:00	0:00	0:00		
000000276		JAMES	LOUGHRN	REG	0:00	0:00	0:00	0:00	0:00	0:00		
<b>Total Time</b>						12:15						