



Enterprise Management and Performance
Through Administrative Computing

PeopleSoft End-User Training

**UNIVERSITY OF MASSACHUSETTS
TIMEKEEPING**

PARTICIPANT GUIDE

Timekeeping



Welcome to the Timekeeping training course! This course contains the tools needed to learn the concepts and procedures involved in Entering Employee Time.

Goal To have the skills and knowledge necessary to perform all University of Massachusetts timekeeping responsibilities.

Participant Objectives At the end of this course you will be able to...

1. Use Employee Timesheets
2. Use the Work Schedule Form
3. Use the Prior Period Adjustments Form
4. Report Employee Time by Month
5. Report Employee Time Using the Rapid Log
6. Report Employee Time by Employee / Group
7. View / Interpret the Error Message Report
8. Correct Errors Online
9. Check Employee Leave Balances
10. Check Employee Comp Time Balances
11. Use the Time and Labor Summary Report
12. Use the TRC History Report
13. Navigate through the online Library to locate all other Timekeeping procedures.

Prerequisites Completion of the following modules:

1. PeopleSoft Fundamentals

Outline

Timekeeping Introduction

- A. Introduction
- B. Business Process
- C. Concepts
- D. Summary and Review

Time Collection / Forms

- A. Introduction
- B. Business Process
- C. Concepts
- D. Summary and Review

Reporting Employee Time by Month

- A. Introduction
- B. Business process
- C. Concepts
- D. Exercises
- E. Summary and Review

Using the Rapid Log – Positive Employees

- A. Introduction
- B. Business process
- C. Concepts
- D. Exercises
- E. Summary and Review

Time Validation

- A. Introduction
- B. Business process
- C. Concepts
- D. Exercises
- E. Summary and Review

Department Time Approval

- A. Introduction
- B. Business process
- C. Concepts
- D. Summary and Review

Time and Labor Reports

- A. Introduction
- B. Business process
- C. Concepts
- D. Exercises
- E. Summary and Review

Summary and Review

- A. Introduction
- B. Business process
- C. Concepts
- D. Summary and Review

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