Job Aid: Entering Time and Labor with Rapid Log

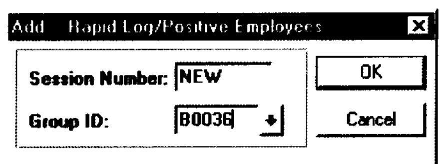
Intro

When reporting time for a large number of positive reporting employees, the recommended panel is "Rapid Log for Positive Employees," as it provides the ability to enter time for employees a week at a time rather than a day at a time. However, "Employee Time by Month" can also be used to enter time for positive reporting employees.

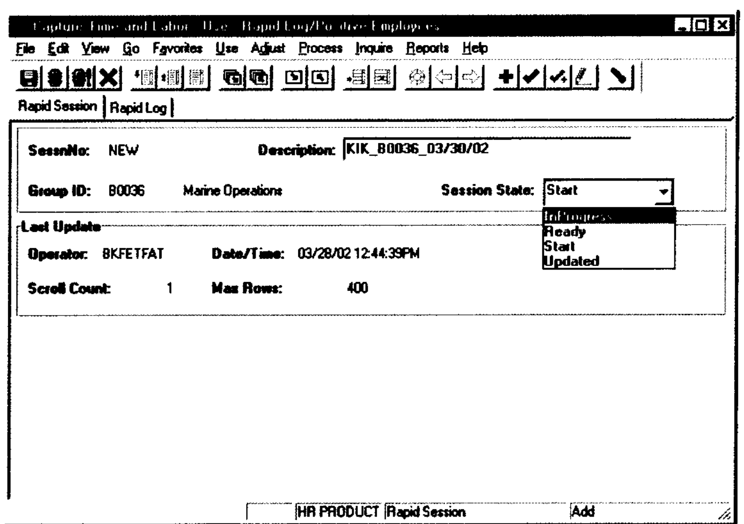
Note: The "Rapid Log for Positive Employees" can only be used on the **Thursdays** and **Fridays** for the week in which the time is being entered. Rapid Update runs on the Monday night after the first week in a pay period (and on the Sunday night after the second pay week), and processes the prior week's time entry. Then any corrections to the Rapid Log that need to be made can be done on Monday using "Employee Time by Month" panel.

Go → Administer Workforce → Capture Time and Labor
Use → Rapid Log/Positive Employees → Rapid Session → Add

1. Do not change the session number. Select the **GroupID** and click **OK**. The Group ID is the first five characters of the Department ID. If your department has access to multiple departments information, a "Dynamic" Group ID will show here instead; this number represents a collection of all departments that fall under your department.

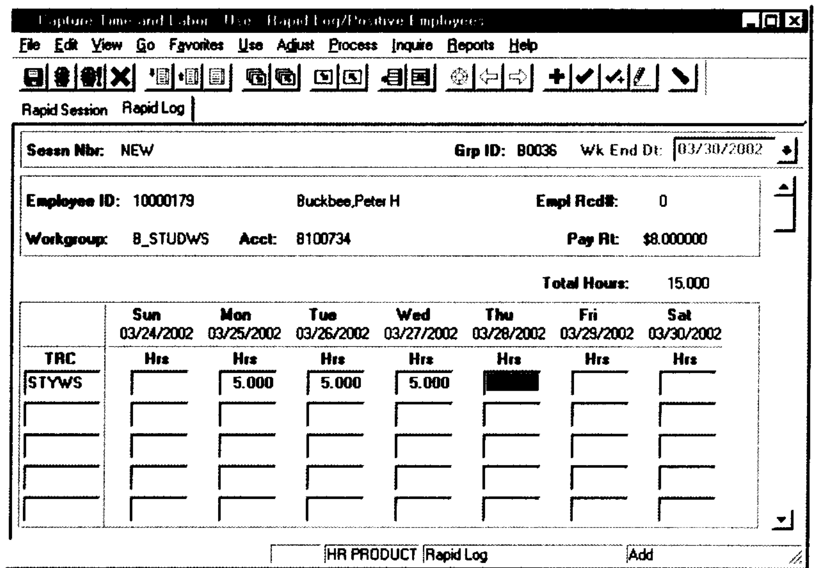


2. Enter a name for this session in the "Description" field. Use your initials, followed by an underscore, followed by the Group ID, followed by an underscore, followed by the week-ending date (e.g., KIK_B0036_03/30/02). The "Session State" will change to "In Progress" once the week-ending date is entered on the Rapid Log panel.



3. Click on the **Rapid Log** tab. Enter the **week-ending date** in the “Wk End Date” field. Once you tab out of the “Week Ending Date” field, dates are populated for each day of the week.

4. Use the scroll bar to find the employee’s record for which time needs to be entered. The panel will display the employee ID, employee name, employment record number, workgroup, account, and the pay rate. For student employees split between federal work-study and a department match, “account” will only show the department match.



5. Using the tab key to move from one field to the next, enter the appropriate number of hours worked by the employee for each day. As you enter hours, the system will update the “Totals” field for that employee.

   Only enter data in the row with the TRC for each employee. **Do not delete or change the TRC, even if the employee did not work, and do not add any TRCs in the blank TRC fields.**

Note: The following are the most common codes you will find in the TRC field:

- **STYWS** = Work Study Students
- **STYSH** = Non Work Study Students
- **REE, RHH, RJJ** = Hourly Employees (Non-Student)

6. Once you have completed time entry for an employee, scroll to the next employee’s record to enter time.

7. Once all time has been entered, move back to the Rapid Session panel and change “Session State” from “In Progress” to **Ready**. Then click **(Save)**.