

9.2 Time and Effort Reporting

Purpose: Use this document to report hours to the EFFRT time reporting code along with appropriate combination code for reporting purposes.

Audience: Employees.

- i** Time and Effort time reporting requires employees to double report their time. The total number of hours worked by day to the appropriate Time Reporting Code (TRC). And secondary rows added for the EFFRT (time and effort) TRC. A single row will need to be added for each combo code you will be reporting hours to during the period addressed within the timesheet.

Navigation: HCM Self Service > Time Reporting > Report Time > Timesheet

1. The **Timesheet** page displays.
2. Select the **Look Up Combination Code** icon.
3. To add rows for each combo code, select the **[+] plus sign**/add row icon. Add additional rows for each combo code if needed.

Employee Self Service Timesheet

Stephen Smith Employee ID: 101036022
Emp Record: 0
Current Change Date: 05/16/2019

Select Another Timesheet

View By: Week Previous Week Next Week
Date: 07/01/2019
Scheduled Hours: 40.00 Reported Hours: 0.00 Print Timesheet

From Monday 07/01/2019 to Sunday 07/07/2019

Mon 7/1	Tue 7/2	Wed 7/3	Thu 7/4	Fri 7/5	Sat 7/6	Sun 7/7	Total	Time Reporting Code	Override Reason	Business Unit	Combination Code	ChartFields		
										HR220			+	-
										HR220			+	-
										HR220			+	-

Submit

Reported Time Status Summary Exceptions Payable Time

Reported Time Status

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Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

Request Absence
Self Service
Time Reporting

4. The **Look Up Combination Code** pagelet displays.
5. Select or enter the appropriate combo code.

Look Up Combination Code

Search by: Combination Code begins with

Search Cancel [Advanced Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

Combination Code	Description	Account	Department	Business Unit PC	Project/Grant	Activity ID	Resource Type	Resource Category	Resource Sub-Category	Fund Code	Program Code	Class Field	Affiliate	Operating Unit	Alternate Account	Budget Reference	Sub Account	State Purposes	Fund Affiliate	Operating Unit Affiliate
000114672	Old Age and Survivors Insurance	602010	34414	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	460	(blank)	251	(blank)	7220	(blank)	(blank)	(blank)	X	(blank)	(blank)
000114683	Retirement and Pensions	602020	56270	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	101	(blank)	082	(blank)	7220	(blank)	(blank)	(blank)	N	(blank)	(blank)
000114692	Medical Aid	602030	56318	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	011	(blank)	7220	(blank)	(blank)	(blank)	X	(blank)	(blank)
000114693	Old Age and Survivors Insurance	602010	56338	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	011	(blank)	7220	(blank)	(blank)	(blank)	Y	(blank)	(blank)
000114712	Old Age and Survivors Insurance	602010	55652	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	083	(blank)	7220	(blank)	(blank)	(blank)	Y	(blank)	(blank)
000114713	Medical Aid	602030	10504	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	018	(blank)	7220	(blank)	(blank)	(blank)	X	(blank)	(blank)
000114735	Medical Aid	602030	55251	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	083	(blank)	7220	(blank)	(blank)	(blank)	Y	(blank)	(blank)
000114745	Health Life and Disability Ins	602040	74252	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	101	(blank)	061	(blank)	7220	(blank)	(blank)	(blank)	Y	(blank)	(blank)
000114758	Health Life and Disability Ins	602040	56387	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	043	(blank)	7220	(blank)	(blank)	(blank)	Y	(blank)	(blank)
000114807	Retirement and Pensions	602020	34252	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	066	(blank)	7220	(blank)	(blank)	(blank)	N	(blank)	(blank)
000114808	Medical Aid	602030	56340	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	011	(blank)	7220	(blank)	(blank)	(blank)	N	(blank)	(blank)
000114832	Health Life and Disability Ins	602040	56326	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	011	(blank)	7220	(blank)	(blank)	(blank)	Y	(blank)	(blank)
000114901	Health Life and Disability Ins	602040	34251	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	148	(blank)	061	(blank)	7220	(blank)	(blank)	(blank)	X	(blank)	(blank)
000114915	Medical Aid	602030	56319	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	011	(blank)	7220	(blank)	(blank)	(blank)	Y	(blank)	(blank)
000114926	Medical Aid	602030	55652	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	083	(blank)	7220	(blank)	(blank)	(blank)	N	(blank)	(blank)
000114929	Old Age and Survivors Insurance	602010	51903	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	101	(blank)	064	(blank)	7220	(blank)	(blank)	(blank)	X	(blank)	(blank)
000114933	Retirement and Pensions	602020	56332	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	149	(blank)	011	(blank)	7220	(blank)	(blank)	(blank)	X	(blank)	(blank)
000114979	Medical Aid	602030	79502	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	526	(blank)	252	(blank)	7220	(blank)	(blank)	(blank)	Y	(blank)	(blank)
000114991	Old Age and Survivors Insurance	602010	57751	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	101	(blank)	081	(blank)	7220	(blank)	(blank)	(blank)	N	(blank)	(blank)

6. The **Timesheet** page is updated and displays.
7. Enter the remaining hours by day and the TRC.
8. Repeat process for added rows.
9. Select the **Submit** button.

Timesheet

[New Timesheet](#) Employee ID 101009602

[Previous Week of HR](#) Emp Record 0

[Actions](#) Critical Change Date 05/16/2019

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 07/01/2019 Print Timesheet

Scheduled Hours 40.00 Reported Hours 0.00

From Monday 07/01/2019 to Sunday 07/07/2019

Mon 7/1	Tue 7/2	Wed 7/3	Thu 7/4	Fri 7/5	Sat 7/6	Sun 7/7	Total	Time Reporting Code	Override Reason	Business Unit	Combination Code	CharFields		
				4.00				01 EFFRT - Effort for Grants		HR220	000140002	CharFields	+	-
				8.00				01 REG - Regular		HR220	000115654	CharFields	+	-
										HR220		CharFields	+	-

Submit

10. The **Employee Affirmation** message pagelet displays.
11. Select the **OK** button.

Employee Affirmation (13500,30)

I hereby certify that the time reported is a true and accurate representation of the time and assignments worked in the period.

OK

- The **Submit Confirmation** page displays.
- Select the **OK** button.

Timesheet

Submit Confirmation

The Submit was successful.

Time for the Week of 2019-07-01 to 2019-07-07 is submitted

OK

- The **Timesheet** page is updated and displays.

Timesheet

Stephen Smith

Executive Director of HR

Actions

Employee ID 101009622

Empl Record 0

Earliest Change Date 05/16/2019

Select Another Timesheet

View By

Week

Previous Week

Next Week

Date

07/01/2019

Scheduled Hours

40.00

Reported Hours

8.00

Print Timesheet

From Monday 07/01/2019 to Sunday 07/07/2019

Mon 7/1	Tue 7/2	Wed 7/3	Thu 7/4	Fri 7/5	Sat 7/6	Sun 7/7	Total	Time Reporting Code	Override Reason	Business Unit	Combination Code	ChartFields		
				4.00			4.00	03 EFFRT - Effort for Grants		HR220	000140002	ChartFields	+	-
				4.00			4.00	01 REG - Regular		HR220	000115654	ChartFields	+	-

Submit

Reported Time Status

Summary

Exceptions

Payable Time

Reported Time Status

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Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
07/05/2019	Submitted	4.00	EFFRT	Effort for Grants	8.00	
07/05/2019	Submitted	4.00	REG	Regular	8.00	

Request Absence

Self Service

Time Reporting

- The process to report time and effort on a timesheet is now complete.
- End of procedure.

9.2 Time and Effort Reporting

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