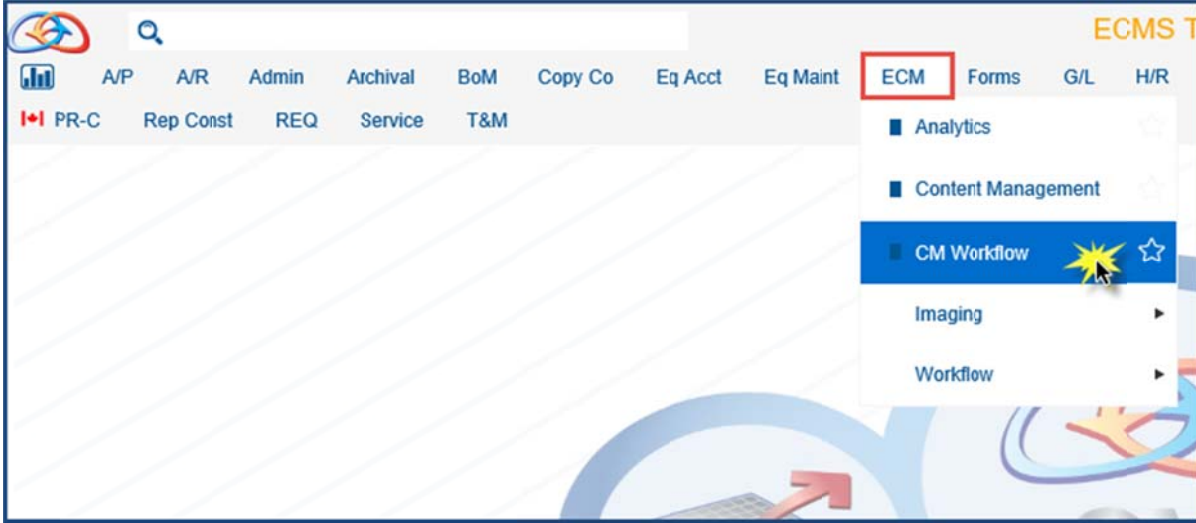


# Human Resources Self Service (HRSS) Time Entry Setup and User Guide

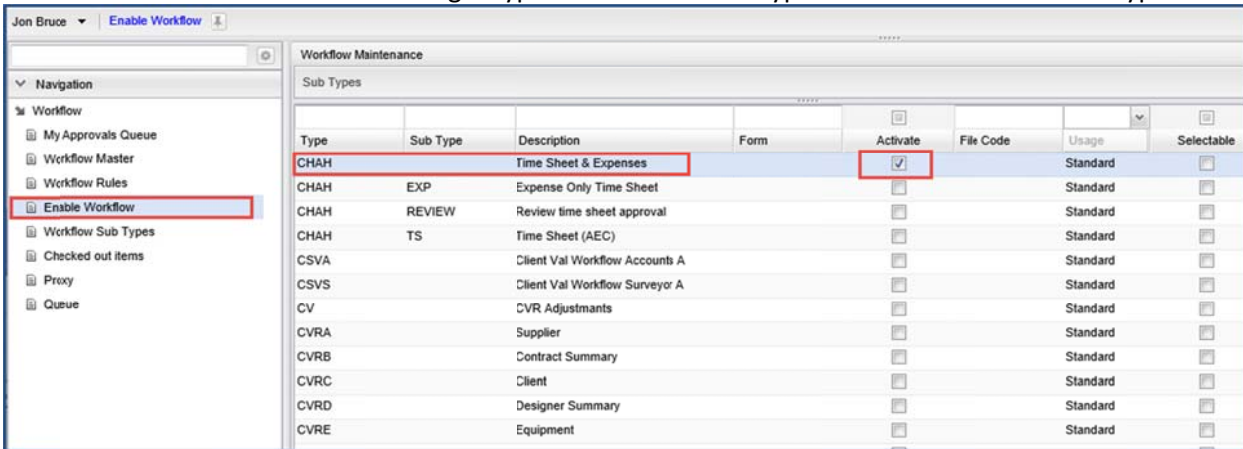


## eCMS & Web2 Setup Procedures:

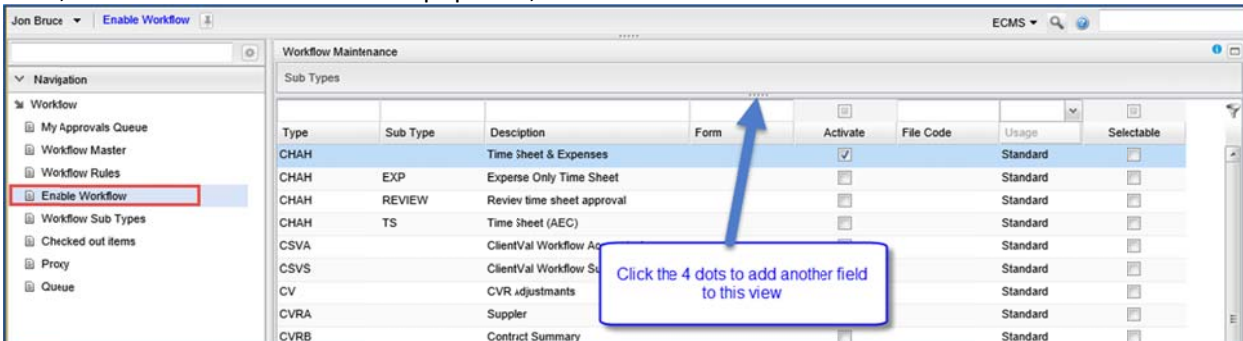
Before using HRSS, workflows need to be setup in the CM Workflow option in eCMS:



Once the CM Workflow window is open, select the Enable Workflow option and activate the CHAH Type by checking the box in the Activate column. Activating a Type with a *blank* Sub Type will also activate all Sub Types under that Type.



Next, there is an additional field to populate, as shown below:



Jon Bruce ▾ Enable Workflow

Workflow Maintenance

Sub Types

Tools ▾ View As ▾ Default \*

Refresh Data Tools ▾

65 records

Activate File Code Usage Selectable Assignee Mail Text

Title Source

Type App

Sub Type App

Description App

Form App

Activate App

File Code App

Usage App

Selectable App

Assignee Mail Text App

Auth Mail Text App

Company App

Click the + button to add a field and check the box next to Assignee Mail Text.

Double click here and enter this value: approval.chah

Once the workflow is activated, workflow rules can be setup by selecting the Workflow Rules option and clicking the Add button

Jon Bruce ▾ Workflow Rules

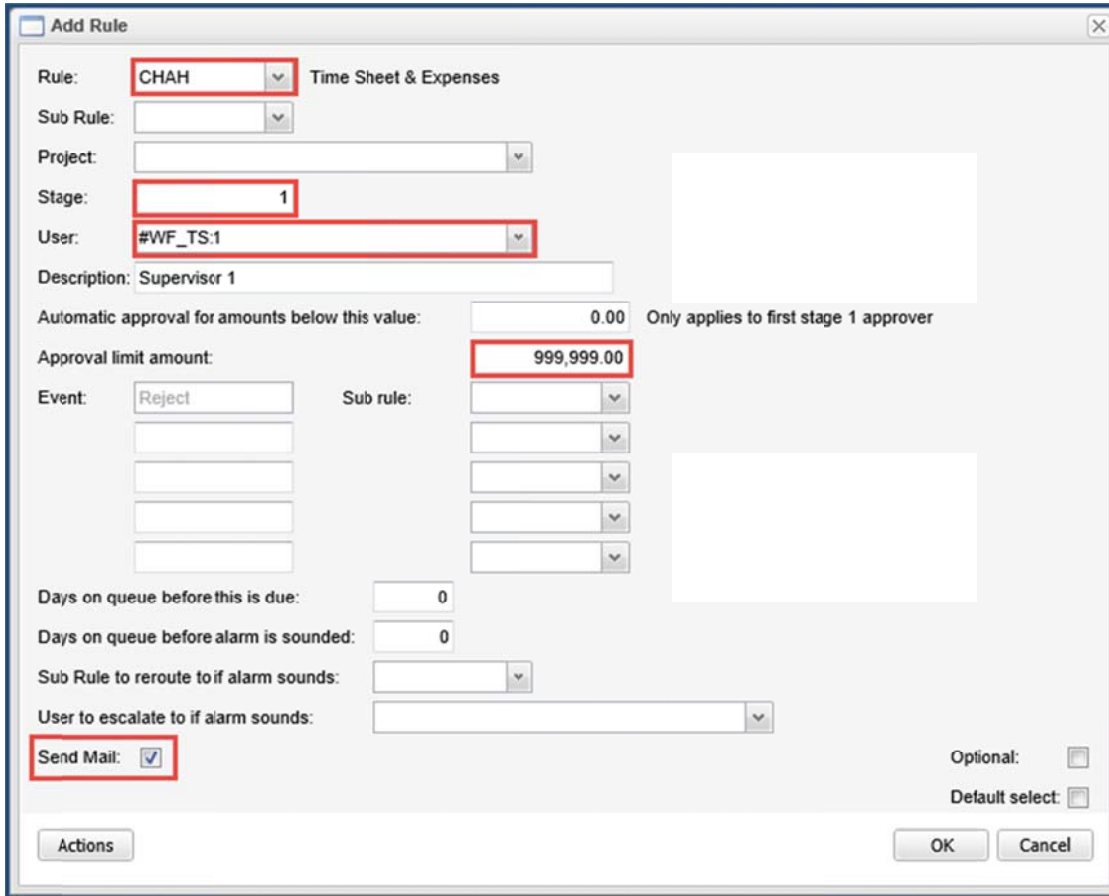
Workflow Rules

Add Edit Delete

Rule Sub Rule Stage User

No items to show.

## Fill in the Outlined Fields



**Add Rule**

Rule: **CHAH** Time Sheet & Expenses

Sub Rule:

Project:

Stage: **1**

User: **#WF\_TS:1**

Description: Supervisor 1

Automatic approval for amounts below this value: 0.00 Only applies to first stage 1 approver

Approval limit amount: **999,999.00**

Event: **Reject** Sub rule:

Days on queue before this is due: 0

Days on queue before alarm is sounded: 0

Sub Rule to reroute to if alarm sounds:

User to escalate to if alarm sounds:

**Send Mail:** ☒

Optional: ☐

Default select: ☐

Actions OK Cancel

**Rule:** This field is the Workflow Type that was activated in Enable Workflows (above)

**Stage:** Represents approval levels. For example, if there is only 1 approver, this value should be 1. If there are 2 approvers and the first approver has to see it before the second, a 2<sup>nd</sup> rule would need to be created with a Stage 2. If both approvers see it at the same time, then only 1 stage is required.

**User:** This field **MUST** be entered as follows – “#WF\_TS:1” to indicate that the approver is the person indicated in the Supervisor 1 field in the Payroll Master. #WF\_TS:2 is the approver from the Supervisor 2 field.

**Approval Limit Amount:** This must be 999,999 for the final approver. If there are two approvers (2 stages), put a 1 here in stage 1 and all 9’s in stage 2. This field will be used more for the AP invoice workflow when complete.

**Send Mail:** this need to be checked if the approver is to receive an email from the system.

In eCMS, make sure the employee has a Supervisor 1 and/or Supervisor 2 employee number designated in their Employee Master File if there will be 2 stages and/or 2 approvers. Otherwise only one of these is required (Depending on how you have the approval workflow setup). Note that this program is looking at the Employee Master and **NOT** the Personnel Data File in HR. So, if these fields are being managed in HR, make sure the HR default to update the Employee Master is set to “Y”.

Bottom right corner of the Employee Master:

|                       |         |                              |                                     |
|-----------------------|---------|------------------------------|-------------------------------------|
| Shift:                | 1       | Subject to FICA:             | <input checked="" type="checkbox"/> |
| Department:           | 6       | Subject to FUTA:             | <input checked="" type="checkbox"/> |
| Gender:               | Male    | Subject to RR T1 FICA-SS/MC: | NO-Both                             |
| Marital Status:       | Married | Subject to RR T2 Pension:    | <input type="checkbox"/>            |
| Earned Income Credit: |         | Subject to RR UI:            | <input type="checkbox"/>            |
| Tax Status:           | M       | State Exempt:                | <input type="checkbox"/>            |
| Federal Exemptions:   | 2       | Minority Code:               | 0                                   |
| Federal Income Tax:   | Yes     | Standard Cost:               | <input checked="" type="checkbox"/> |
| Additional Amount:    | 25      | Pension:                     | <input type="checkbox"/>            |
| Additional Percent:   | 0       | Exempt Certified:            | No                                  |
| Occupation:           |         | Country:                     |                                     |
| Description1:         |         | Supervisor 1:                | 3                                   |
| Description2:         |         | Company:                     | 1                                   |
| SOC Code:             |         | Division:                    | 0                                   |
|                       |         | Supervisor 2:                | 14                                  |
|                       |         | Company:                     | 1                                   |
|                       |         | Division:                    | 0                                   |

In addition, an eCMS User will need to be setup for each workflow approver. The e-mail address designated in the User's profile will be the one used by the Time Approval workflow.

Admin>Security>User/Group Setup – User Profile screen:


|                       |                          |
|-----------------------|--------------------------|
| User ID:              | SUPERVSR01               |
| User Name:            | Time Entry Supervisor 1  |
| Expiration Date:      | 12/31/2030               |
| Employee:             | <input type="checkbox"/> |
| Company Number:       | 1                        |
| Division Number:      | 0                        |
| Employee Number:      | 3                        |
| Restrict Time Entry:  | <input type="checkbox"/> |
| Restrict Check Print: | <input type="checkbox"/> |
| Position:             |                          |
| Email:                | supervsr01@gmail.com     |

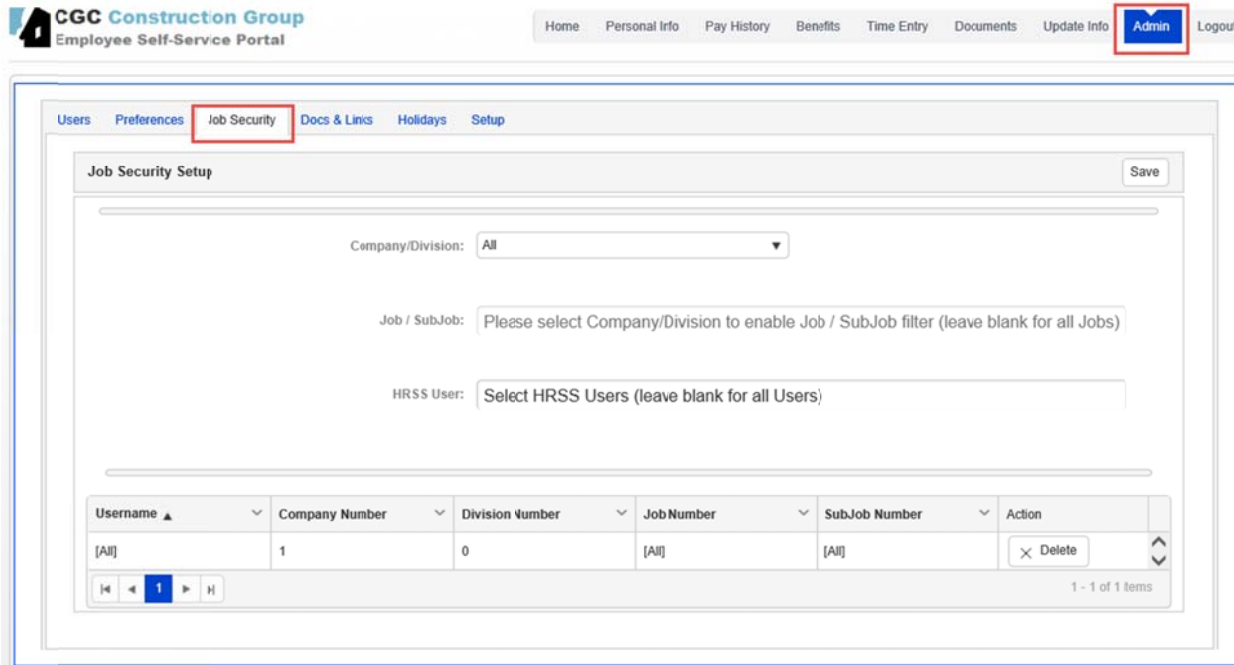
The Supervisor (employee #3) has to be  
1) an eCMS User linked to an Employee in the eCMS Employee Master  
2) designated as Supervisor 1 or 2 in the employee's master record whose time they approve.

The e-mail address designated here will be the one used by the time approval workflow



### HRSS Setup Procedures:

- 1) To modify the entry screens and change the columns that display, click the  and modify just like any other Web2 type screen.
- 2) To control Job Security on the Time Entry screen, go to the Admin tab and select the Job Security tab (below). Once a company is selected, the Job list becomes active. Any restrictions are for all users or user specific (as opposed to Employee class, for example). Any settings/Restrictions will be detailed in the table at the bottom of the screen. Don't forget to click the SAVE button to save your settings before you leave the screen.



**CGC Construction Group**  
Employee Self-Service Portal

Home Personal Info Pay History Benefits Time Entry Documents Update Info **Admin** Logout

Users Preferences **Job Security** Docs & Links Holidays Setup

**Job Security Setup** Save

Company/Division: All

Job / SubJob: Please select Company/Division to enable Job / SubJob filter (leave blank for all Jobs)

HRSS User: Select HRSS Users (leave blank for all Users)

| Username ▲ | Company Number | Division Number | Job Number | SubJob Number | Action                |
|------------|----------------|-----------------|------------|---------------|-----------------------|
| [All]      | 1              | 0               | [All]      | [All]         | <span>× Delete</span> |

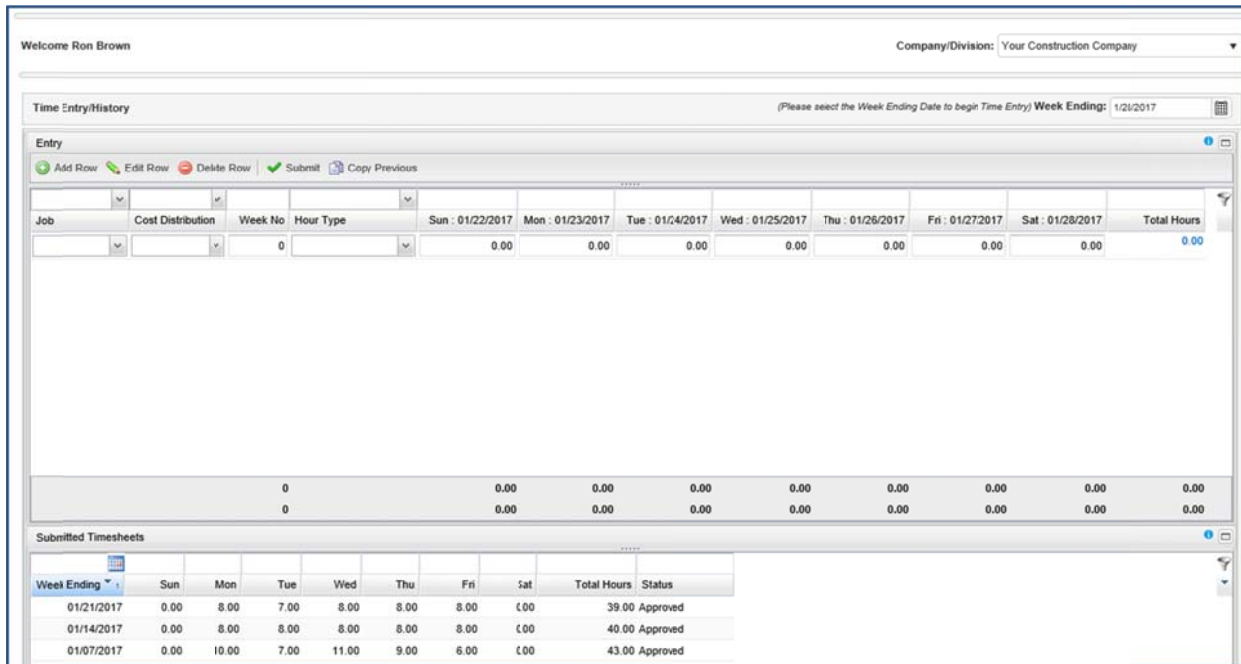
1 - 1 of 1 items

## Using Time Entry in HRSS:

After logging in to HRSS, navigate to Time Entry by clicking the Time Entry Tab:



The HRSS Time Entry screen will display as illustrated below. This may take a few seconds to load. Two sections appear: The Time Entry section for entering time and the Submitted Timesheets section to review status of previously submitted time.



Welcome Ron Brown Company/Division: Your Construction Company

**Time Entry/History** (Please select the Week Ending Date to begin Time Entry) Week Ending: 1/21/2017

**Entry**

[Add Row](#)
[Edit Row](#)
[Delete Row](#)
[Submit](#)
[Copy Previous](#)

| Job | Cost Distribution | Week No | Hour Type | Sun : 01/22/2017 | Mon : 01/23/2017 | Tue : 01/24/2017 | Wed : 01/25/2017 | Thu : 01/26/2017 | Fri : 01/27/2017 | Sat : 01/28/2017 | Total Hours |
|-----|-------------------|---------|-----------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|
|     |                   | 0       |           | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00        |
|     |                   | 0       |           | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00        |

**Submitted Timesheets**

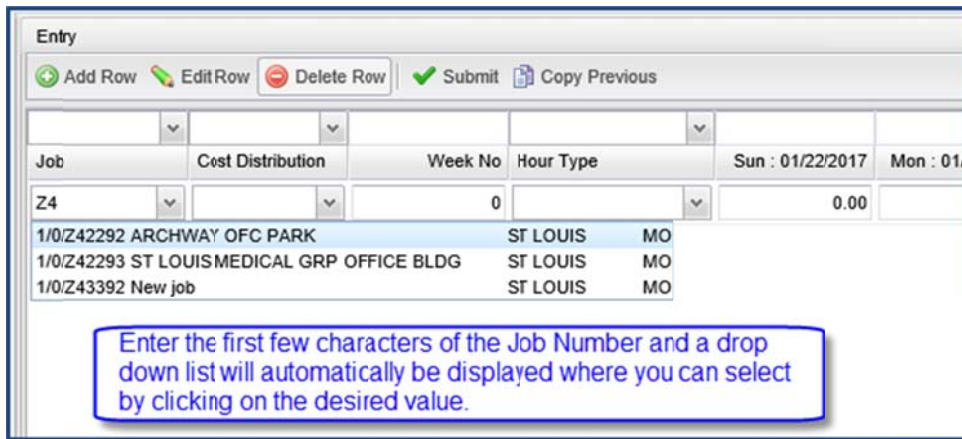
| Week Ending | Sun  | Mon   | Tue  | Wed   | Thu  | Fri  | Sat  | Total Hours | Status   |
|-------------|------|-------|------|-------|------|------|------|-------------|----------|
| 01/21/2017  | 0.00 | 8.00  | 7.00 | 8.00  | 8.00 | 8.00 | 0.00 | 39.00       | Approved |
| 01/14/2017  | 0.00 | 8.00  | 8.00 | 8.00  | 8.00 | 8.00 | 0.00 | 40.00       | Approved |
| 01/07/2017  | 0.00 | 10.00 | 7.00 | 11.00 | 9.00 | 6.00 | 0.00 | 43.00       | Approved |

For Entering time, make sure the Week Ending date is correct. Five buttons are available that perform the following functions:

- **Add Row** – As you need to add more Jobs/Cost Distributions, use this button to add additional lines for entry
- **Edit Row** – Once you enter time for a given row, press the enter key. This locks down the row and calculates the total hours for the row. Use Edit Row to unlock the row and make any desired changes. Or Double Click on a row and it will go into Edit mode.
- **Delete Row** – Used to delete a row if you want to remove the time prior to submitting it.
- **Submit** – Once all time has been entered, click the Submit button to start the workflow and send the time to the first approver. The time will then move to the lower section, Submitted Timesheets with a “Submitted” status.
- **Copy Previous** – This will copy the previous week ending date’s information and display it in the Time Entry section. NOTE-This currently copies the Job/Cost Distribution information and NOT the hours.

## Keying Time

When entering time, the user starts typing the first few digits of the value they wish to enter and the screen will display all values that start with those characters.



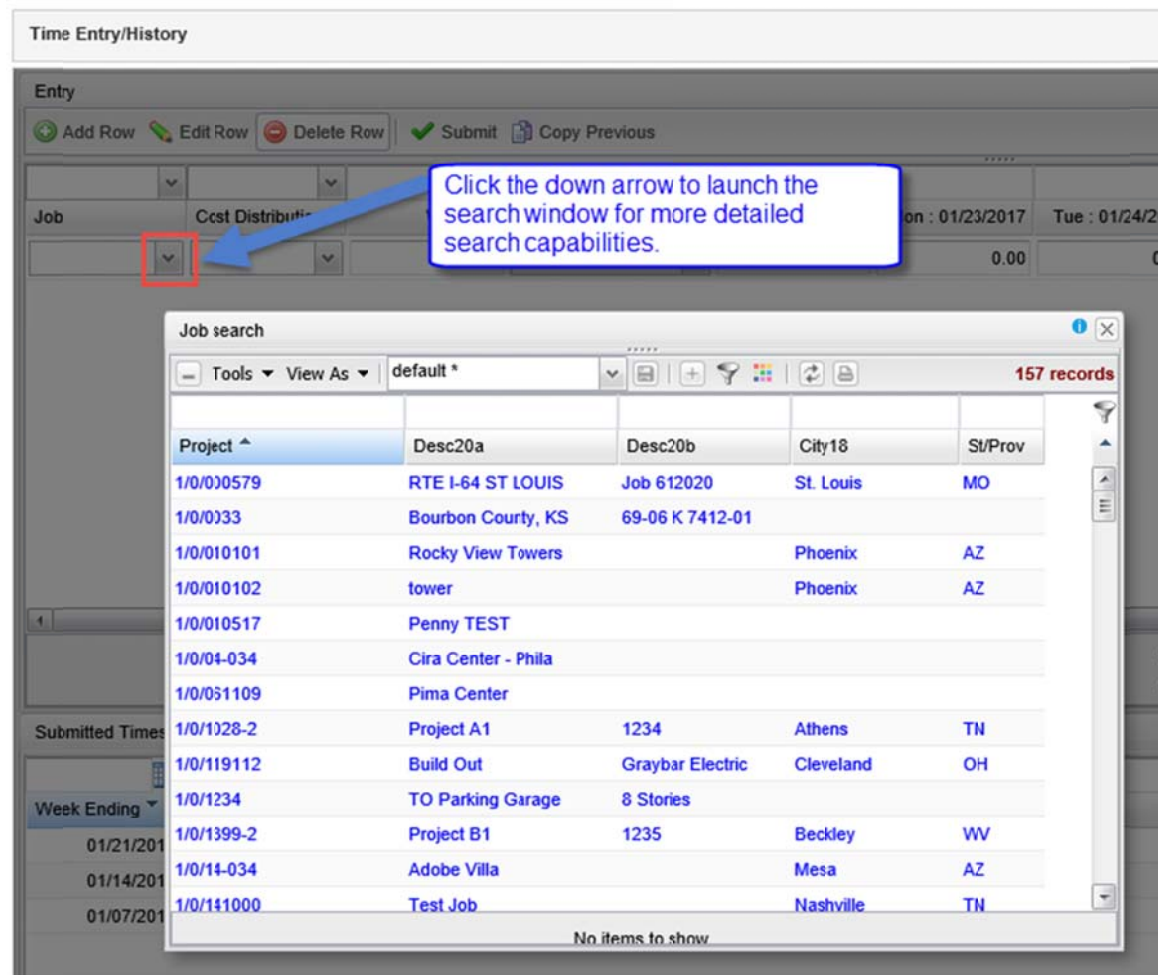
Entry

| Job  | Cost Distribution | Week No | Hour Type | Sun : 01/22/2017 | Mon : 01/23/2017 |
|--|-------------------|---------|-----------|------------------|------------------|
| Z4   |                   | 0       |           | 0.00             |                  |
| 1/0/Z42292 ARCHWAY OFC PARK ST LOUIS MO                |                   |         |           |                  |                  |
| 1/0/Z42293 ST LOUISMEDICAL GRP OFFICE BLDG ST LOUIS MO |                   |         |           |                  |                  |
| 1/0/Z43392 New job ST LOUIS MO                         |                   |         |           |                  |                  |

Enter the first few characters of the Job Number and a drop down list will automatically be displayed where you can select by clicking on the desired value.

Or

The user can click on the down arrow and search within the prompt window that appears very similarly to the eCMS IDI screens.



Time Entry/History

Entry

Click the down arrow to launch the search window for more detailed search capabilities.

Job search

Tools View As default \* 157 records

| Project    | Desc20a             | Desc20b          | City18    | St/Prov |
|------------|---------------------|------------------|-----------|---------|
| 1/0/010579 | RTE I-64 ST LOUIS   | Job 612020       | St. Louis | MO      |
| 1/0/01033  | Bourbon Courty, KS  | 69-06 K 7412-01  |           |         |
| 1/0/010101 | Rocky View Towers   |                  | Phoenix   | AZ      |
| 1/0/010102 | tower               |                  | Phoenix   | AZ      |
| 1/0/010517 | Penny TEST          |                  |           |         |
| 1/0/04-034 | Cira Center - Phila |                  |           |         |
| 1/0/051109 | Pima Center         |                  |           |         |
| 1/0/1028-2 | Project A1          | 1234             | Athens    | TN      |
| 1/0/119112 | Build Out           | Graybar Electric | Cleveland | OH      |
| 1/0/1234   | TO Parking Garage   | 8 Stories        |           |         |
| 1/0/1399-2 | Project B1          | 1235             | Beckley   | WV      |
| 1/0/14-034 | Adobe Villa         |                  | Mesa      | AZ      |
| 1/0/141000 | Test Job            |                  | Nashville | TN      |

No items to show



Suggestion – Edit the prompt list for the cost distribution to only show Labor cost types. Make that the default view.

Once Submitted the Approver(s) will get an email with the following detail:

Timesheet for: **2:Ron Brown Jr.**

Week ending: **1/28/2017**

Claim No: **6**

---

Total Hours: **40.00**

[Claim Details](#)  
[My Approval List](#)

**Timesheet Report**

Date: 01/23/2017  
Claim No: 6  
For: 2:Ron Brown Jr.

Timesheet

| Line No | Date      | Job                         | Work Stage | Activity | Extras | Comments | Rate            | Weekly Hours | Sunday 01/22/2017 | Monday 01/23/2017 | Tuesday 01/24/2017 | Wednesday 01/25/2017 | Thursday 01/26/2017 | Friday 01/27/2017 | Saturday 01/28/2017 |
|---------|-----------|-----------------------------|------------|----------|--------|----------|-----------------|--------------|-------------------|-------------------|--------------------|----------------------|---------------------|-------------------|---------------------|
| 3       | 1/28/2017 | 1/0/Z42292 ARCHWAY OFC PARK |            |          |        |          | RG-Regular Hour | 0.00         | 0.00              | 8.00              | 2.00               | 0.00                 | 0.00                | 0.00              | 0.00                |
| 4       | 1/28/2017 | 1/0/Z42292 ARCHWAY OFC PARK |            |          |        |          | RG-Regular Hour | 0.00         | 0.00              | 0.00              | 6.00               | 8.00                 | 0.00                | 0.00              | 0.00                |
| 5       | 1/28/2017 | 1/0/Z42292 ARCHWAY OFC PARK |            |          |        |          | VA:Vacation     | 0.00         | 0.00              | 0.00              | 0.00               | 0.00                 | 8.00                | 8.00              | 0.00                |
|         |           |                             |            |          |        |          |                 | <b>0.00</b>  | <b>0.00</b>       | <b>8.00</b>       | <b>8.00</b>        | <b>8.00</b>          | <b>8.00</b>         | <b>8.00</b>       | <b>0.00</b>         |

**Approval History**

Status: Passed to next stage

| Stage | Approval Type  | User        | User Name | Date      | Value  | Status      |
|-------|----------------|-------------|-----------|-----------|--------|-------------|
| 0     | Stage Complete | HRSS-jbruce | Ron Brown | 1/23/2017 | 1.0000 | In Progress |

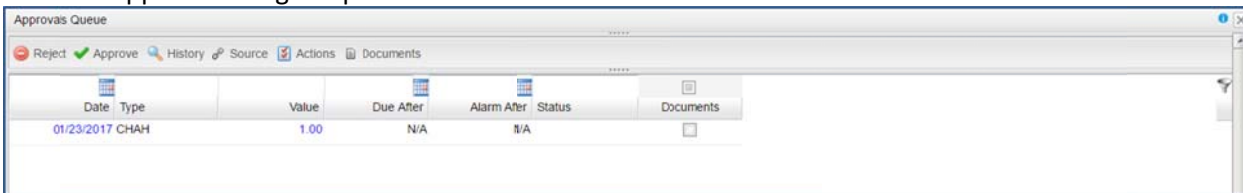
Click on the Claim Details link and you get to the actual time sheet related to the email notification. Note that there is no place to approve the time. This is view only.

TimeExpenses Timesheet

[Add Row](#)
[Edit Row](#)
[Delete Row](#)

| Job                        | Cost Distribution | Department | Hour Type       | Sun : 01/22/2017 | Mon : 01/23/2017 | Tue : 01/24/2017 | Wed : 01/25/2017 | Thu : 01/26/2017 | Fri : 01/27/2017 | Sat : 01/28/2017 | Total Hours   |
|----------------------------|-------------------|------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------|
| 1/0/Z42252                 | 02.02210:L        |            | RG-Regular Hour | 0.00             | 8.00             | 2.00             | 0.00             | 0.00             | 0.00             | 0.00             | 10.00         |
| 1/0/Z42252                 | 05.05120:L        |            | RG-Regular Hour | 0.00             | 0.00             | 6.00             | 8.00             | 0.00             | 0.00             | 0.00             | 14.00         |
| 1/0/Z42252                 | 03.03410:L        |            | VA:Vacation     | 0.00             | 0.00             | 0.00             | 0.00             | 8.00             | 8.00             | 0.00             | 16.00         |
| <b>Regular Hours: 0.00</b> |                   |            |                 | <b>8.000</b>     | <b>8.000</b>     | <b>8.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>24.000</b> |
| <b>Vacation: 0.000</b>     |                   |            |                 | <b>0.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>8.000</b>     | <b>8.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>16.000</b> |
| <b>Total Hrs: 0.000</b>    |                   |            |                 | <b>8.000</b>     | <b>8.000</b>     | <b>8.000</b>     | <b>8.000</b>     | <b>8.000</b>     | <b>0.000</b>     | <b>0.000</b>     | <b>40.000</b> |

Click on the My Approval List to get to the Approval Queue which is a list of all timecards waiting to be approved. In this case there is only one. This is the screen that allows you to Approve the time. If an IDI eCMS login screen appears, sign in as the approver using the password from Web2 for that user.



| Date       | Type | Value | Due After | Alarm After | Status | Documents |
|------------|------|-------|-----------|-------------|--------|-----------|
| 01/23/2017 | CHAH | 1.00  | N/A       | N/A         |        |           |

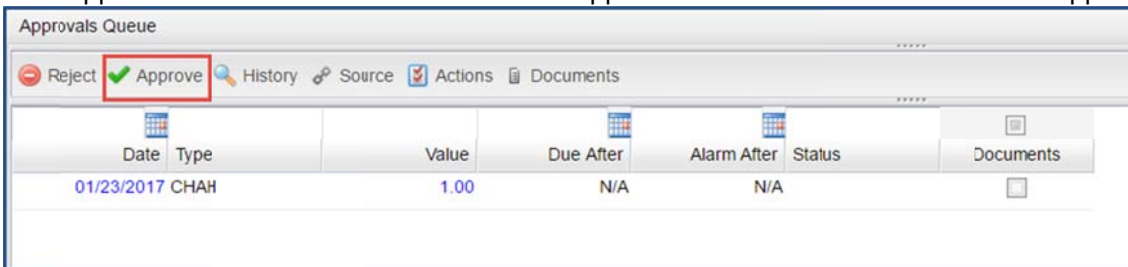
Click on the number in the Value column (1.00) to get to the detail time:



| Job                | Cost Distribution | Department | Hour Type       | Sun : 01/22/2017 | Mon : 01/23/2017 | Tue : 01/24/2017 | Wed : 01/25/2017 | Thu : 01/26/2017 | Fri : 01/27/2017 | Sat : 01/28/2017 | Total Hours |
|--------------------|-------------------|------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|
| 1/0/242292         | 02.02210:L        |            | RG:Regular Hour | 0.00             | 8.00             | 2.00             | 0.00             | 0.00             | 0.00             | 0.00             | 10.00       |
| 1/0/242292         | 05.05120:L        |            | RG:Regular Hour | 0.00             | 0.00             | 6.00             | 8.00             | 0.00             | 0.00             | 0.00             | 14.00       |
| 1/0/242292         | 03.03410:L        |            | VA:Vacation     | 0.00             | 0.00             | 0.00             | 0.00             | 8.00             | 8.00             | 0.00             | 16.00       |
| Regular Hours: 0.0 |                   |            |                 | 8.000            | 8.000            | 8.000            | 0.000            | 0.000            | 0.000            | 0.000            | 24.000      |
| Vacation: 0.000    |                   |            |                 | 0.000            | 0.000            | 0.000            | 0.000            | 8.000            | 8.000            | 0.000            | 16.000      |
| Total Hrs: 0.000   |                   |            |                 | 8.000            | 8.000            | 8.000            | 8.000            | 8.000            | 8.000            | 0.000            | 40.000      |

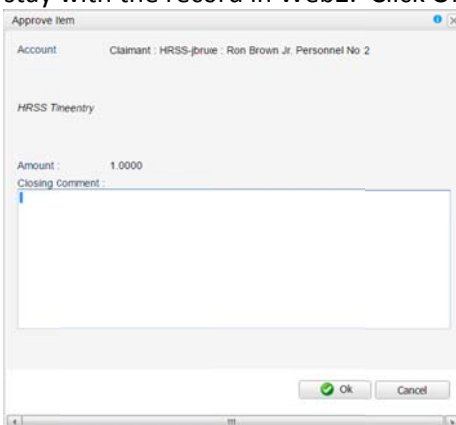
The Approver can Add, Edit & Delete Rows as described earlier in this document.

Click Approve to move the timecard to the next approver or to PRTIND if this is the final approver.



| Date       | Type | Value | Due After | Alarm After | Status | Documents |
|------------|------|-------|-----------|-------------|--------|-----------|
| 01/23/2017 | CHAH | 1.00  | N/A       | N/A         |        |           |

Once the Approve button is clicked a window appears to enter notes. These notes do not flow to PRTIND but they do stay with the record in Web2. Click OK to continue.



Account: Claimant: HRSS-bruce: Ron Brown Jr. Personnel No 2

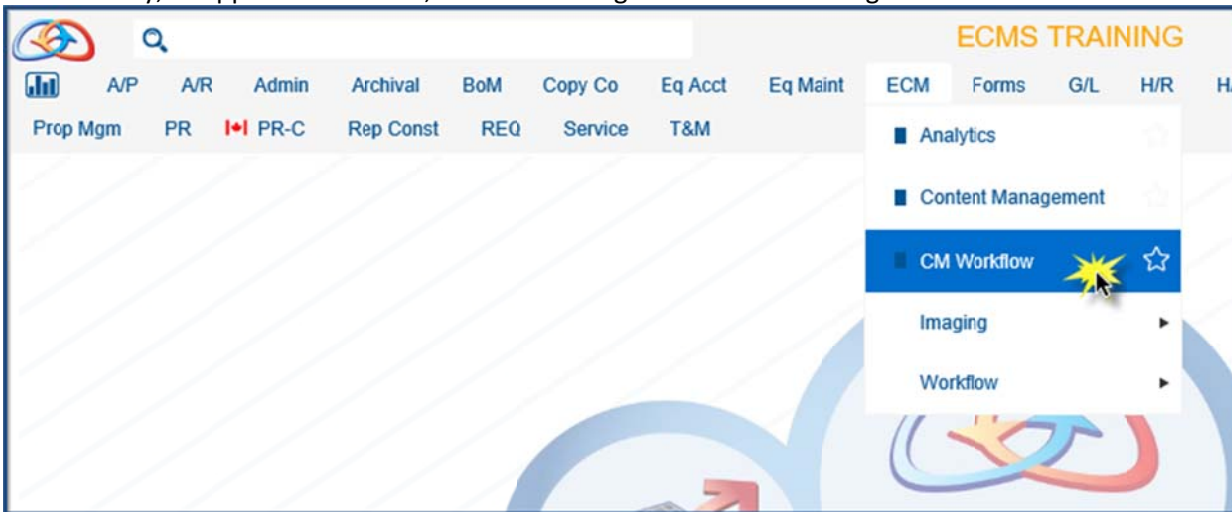
HRSS Timeentry

Amount: 1.0000

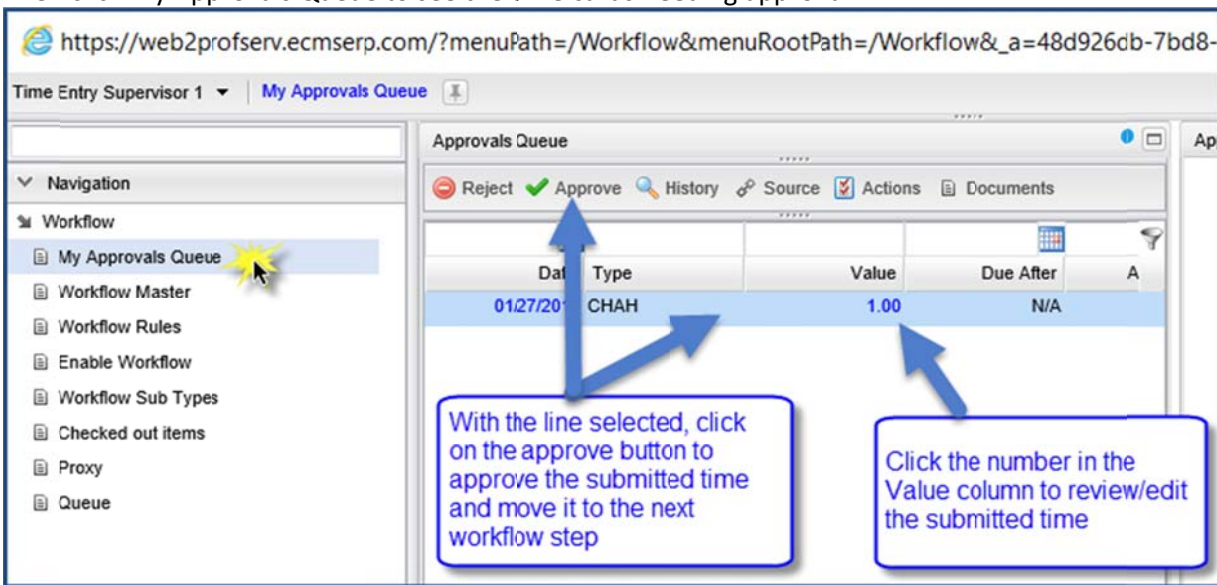
Closing comment:

Ok Cancel

Alternatively, to approve timecards, the user can log into eCMS and navigate to CM Workflow.



Then click My Approvals Queue to see the time cards needing approval.



A third way to approve time is to simply click REPLY to the email notification and type "Approve" and SEND. This will approve the time in the workflow posting it to PRTIND and show the time as Approved on the Employee's Time Entry screen in HRSS.