Timesheet Instructions

Updated

June 2012

Chapter 1

Accessing KDADS Web Applications

Table of Contents

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Updated - 06/01/2012

KDADS Web Applications and Security

Background

One of the system objectives for the Kansas Department for Aging and Disability Services Web Applications is to provide security of data from unauthorized or unintentional exposure or damage.

As we extend system service to users communicating via the Internet, this security objective becomes even more critical. Requiring a user-specific password for access is the starting point for security.

Access Management

At the time of employment with KDADS, a new employee will be given a username and initial password for the Network, Outlook and Web Applications. This information will be given to the employee during the Information Services orientation.

Password Requirements

Password requirements:

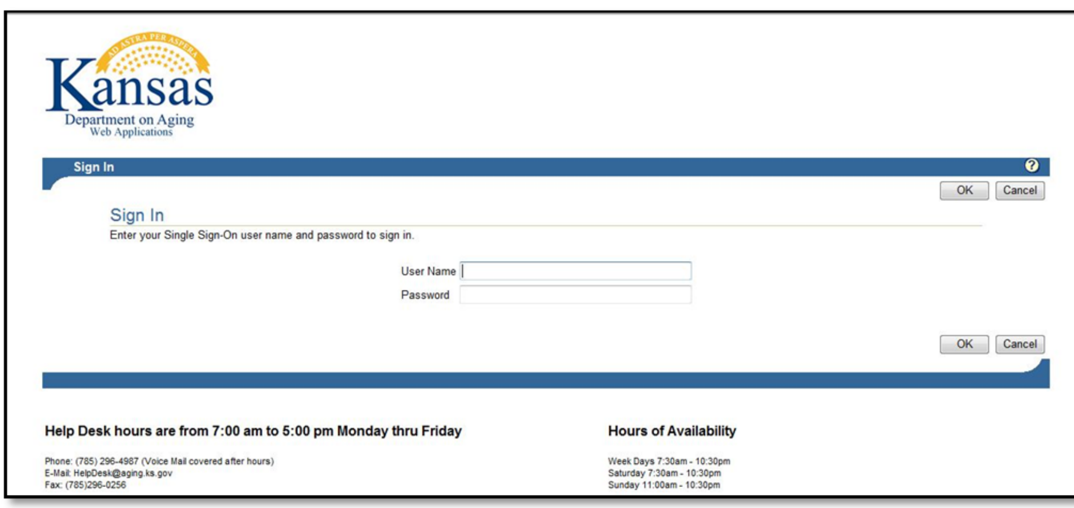
- Expires every 60 days
- Must be at least eight characters long
- Contain at least one upper case character
- Contain at least one numeric character
- Can not contain a portion of the user name

<u>Note</u>: A user should immediately change their password if they believe another person may have discovered their current password.

Signing into Web Applications

How to At the time of employment with KDADS, the new employee was given a username and initial password for Web Applications. The following are the steps to sign in to Web Applications for the first time and how to change the initial password.

Step	Action	Result
1.	Open the internet browser. Access the KDADS Intranet Web Site (https://intra.aging.ks.gov) OR the KDADS Provider Web Site (www.aging.ks.gov)	The website Home Page will display.
2.	Click on the **Web Application icon** on the home page. 	The Web Application Signin page will display.
3.	Type in the **Username** and **Initial Password**.	



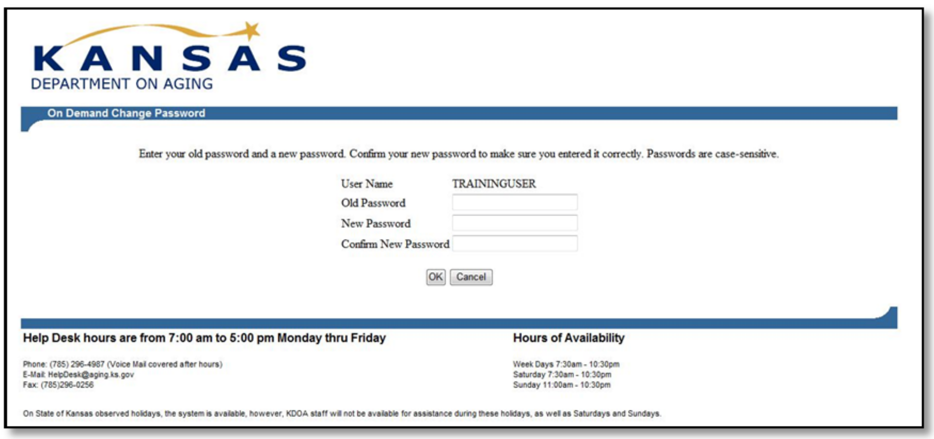
Step	Action	Result
4.	Click the **OK** button.	The Web Application Home Page will display.

Continued on next page

Changing Password

How to Once successfully signed on, the password can be changed manually.

Step	Action	Result
1.	In the header of the Web Application Home Page click on the **Change Password** link.	Change Password page will display.



Step	Action	Result
2.	Type in the **current password**, press the tab key.	Insertion point advances.
3.	Type in the **new password**, press the tab key.	Insertion point advances.
4.	Type in the new password once again to **confirm** the change.	
5.	Click on the **OK** button.	Single Sign-On Change Password success page will display.

Step	Action	Result
6.	Click on the **OK**.	Page will return to the Change Password page with all fields blank.

IMPORTANT: Do not enter your password information again – just click on the X to close the Change Password window.

Your Profile Settings

Overview

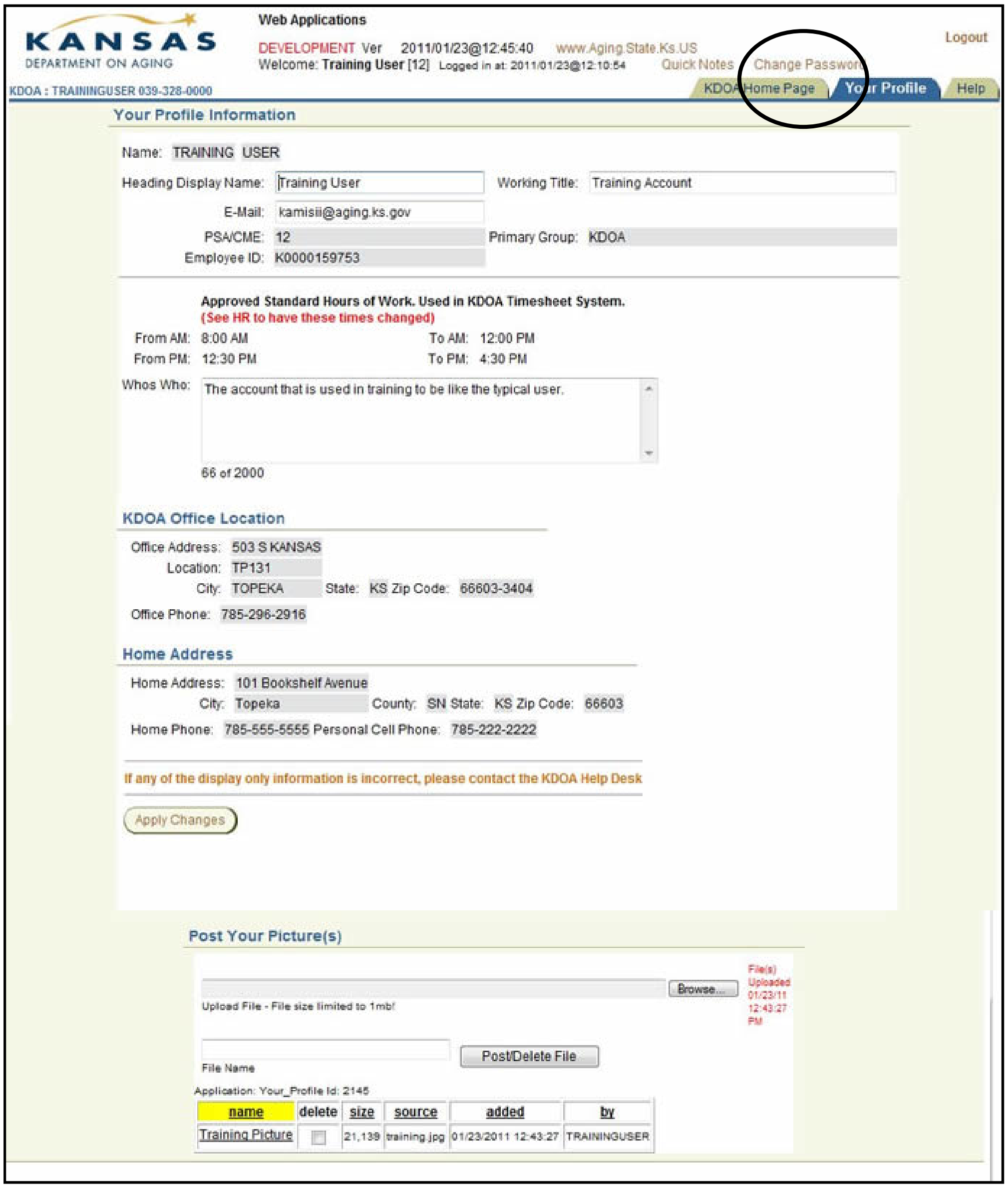
Your Profile is an option where you can edit the following:

- **Name Displayed** – The name that displays in the header of the KDADS Web Application pages.
- **Title -** Intended to be your working title

It is also where you can enter a comment regarding your job duties and upload your picture for the KDADS Who's Who application.

Click on the Your Profile Navigation Tab to access this area.

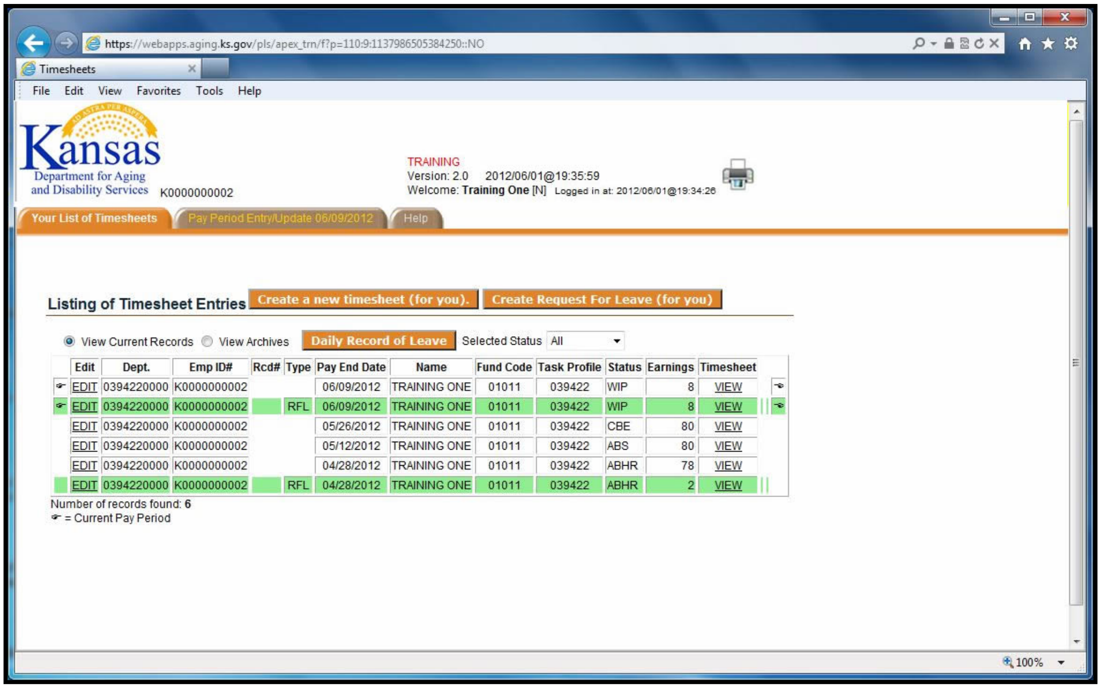
Your Profile Page



Accessing the Electronic Timesheet

How To Follow the steps in the table below to access the Timesheet system.

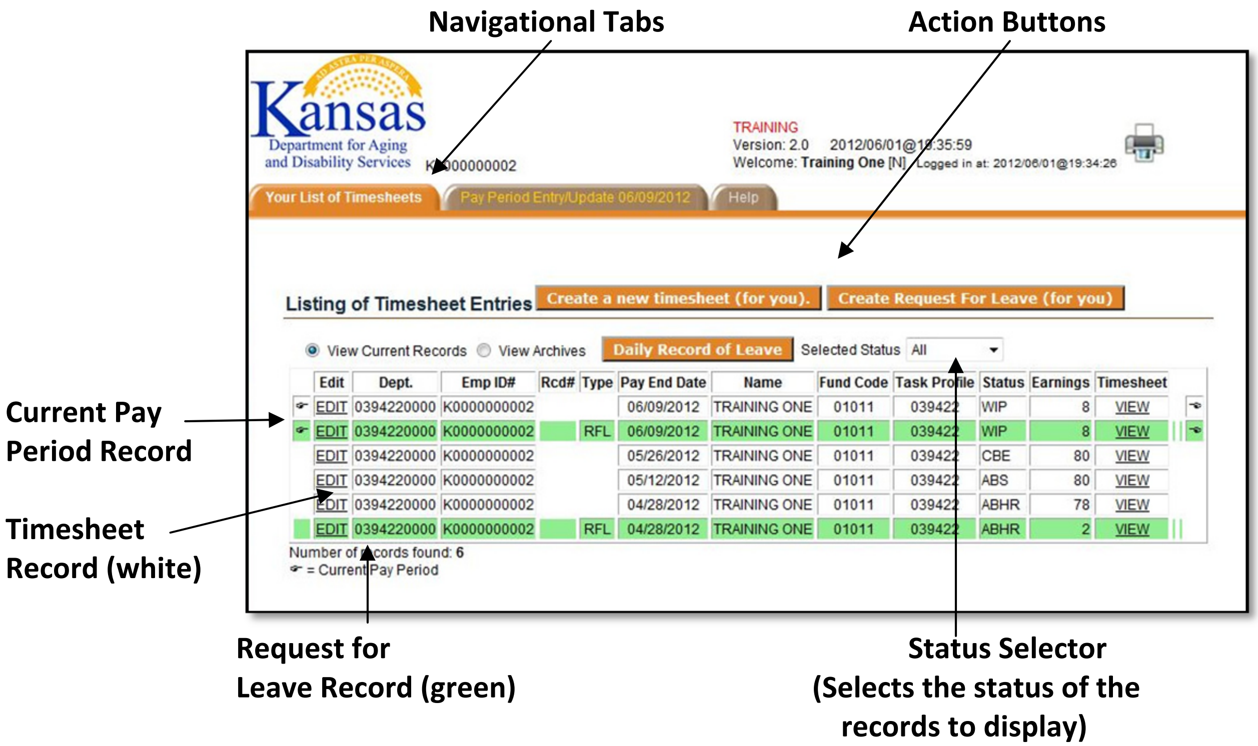
Step	Action	Result
1.	Once the KDADS Web Application Home page is displayed. Click on the **Timesheet** button.	A separate Timesheet window will be displayed.



Your List of Timesheets Navigation Tab

Introduction This navigational tab displays all Timesheets and Request for Leave line items.

The below window reflects all statuses and all current records and archives.



Description of Columns Below is the explanation of all the columns that are included on this navigational tab.

Column	Description
Edit	The Edit link will open the pay period selection window. If no time or request has been entered, the pay period record can be deleted.
Department	KDADS Department Number
Emp ID#	Employees ID # assigned
Rcd#	Record number
Type	Will indicate RFL if the line item is a Request for Leave
Pay End Date	The End Date of the Pay Period.
Name	Employee Name
Fund Code	The funding code in which the positions salary is funded.

Continued on next page

Your List of Timesheets Navigation Tab, Continued

Description of Columns (continued)

<table>
<tr><th>Column</th><th>Description</th></tr>
<tr><td>Status</td><td>Indicates the status of the timesheet or request for leave.</td></tr>
<tr><td></td><td><table>
<tr><th>Abbreviation</th><th>Description</th></tr>
<tr><td>WIP</td><td>Work In Progress</td></tr>
<tr><td>CBE</td><td>Completed By Employee</td></tr>
<tr><td>ABS</td><td>Approved By Supervisor</td></tr>
<tr><td>ABHR</td><td>Approved By Human Resources</td></tr>
</table></td></tr>
<tr><td>Earnings</td><td>Hours reported on the timesheet</td></tr>
<tr><td>Programs</td><td>If Program and Cost Objectives are reported</td></tr>
<tr><td>Timesheet</td><td>The View link will open the timesheet or request for leave</td></tr>
<tr><td>Blank</td><td>When the View Archives radio button is selected this area will display the date and time the original record was archived.</td></tr>
</table>

Exiting the Electronic Timesheet and KDADS Web Applications

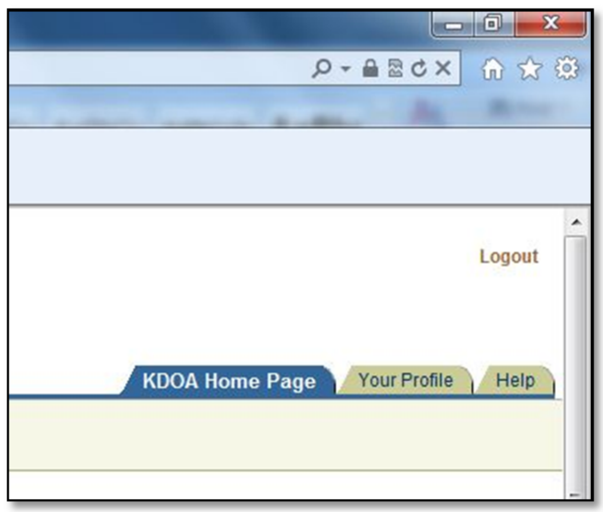
Introduction

There are two steps to correctly exit the timesheet program and KDADS web application.

1. Close the separate timesheet window. Will show the KDADS Web Application Home Page.
2. KDADS Home Page – Logout link. Will exit KDADS Web Applications and return to the Sign-on Screen.

Once logged out as instructed the browser window can be closed by clicking on the exit button. ☒

If this action is taken without logging-out first, KDADS Web Application system will automatically log-out the user at the system level.



Chapter 2

Timesheet

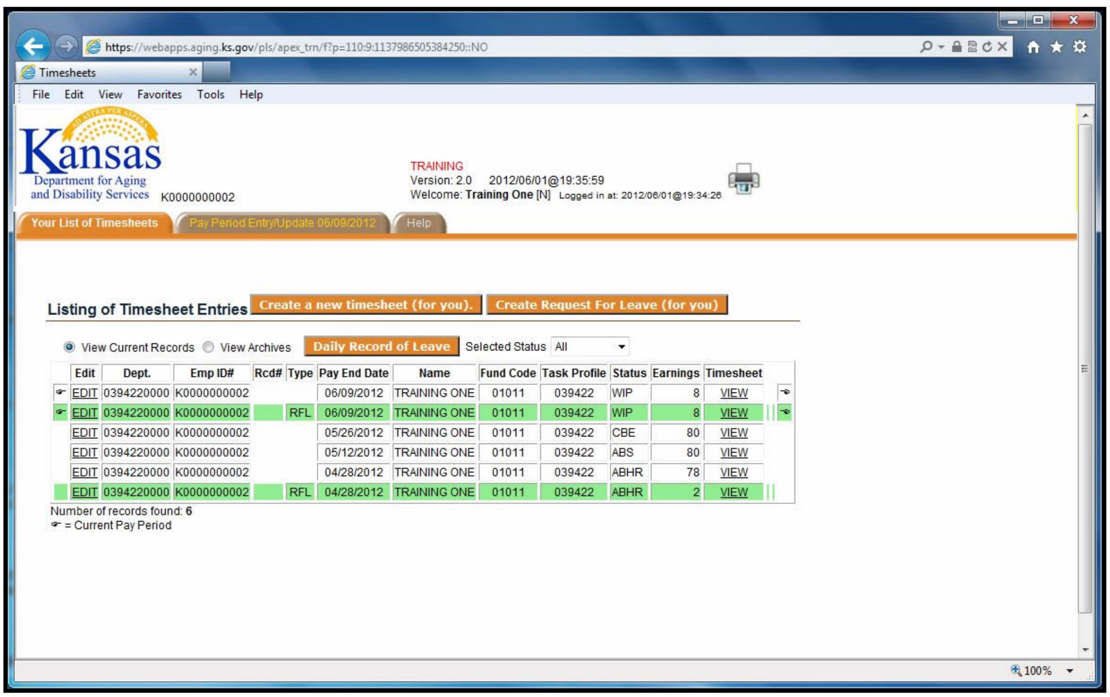
Table of Contents

Creating a Timesheet

Introduction The timesheet can be created at any time. The timesheet will remain in the Work in Progress status until signed. There is only one timesheet created per pay period. The hours can be modified until it is processed. If modifications need to be made after it is processed, the employees' Supervisor, Director, Commissioner or Human Resources can return the timesheet to the employee.

How to The following are the steps to creating a Timesheet.

Step	Action	Result
1.	Access the Timesheet Program as previously instructed.	Your List of Timesheet page is displayed.



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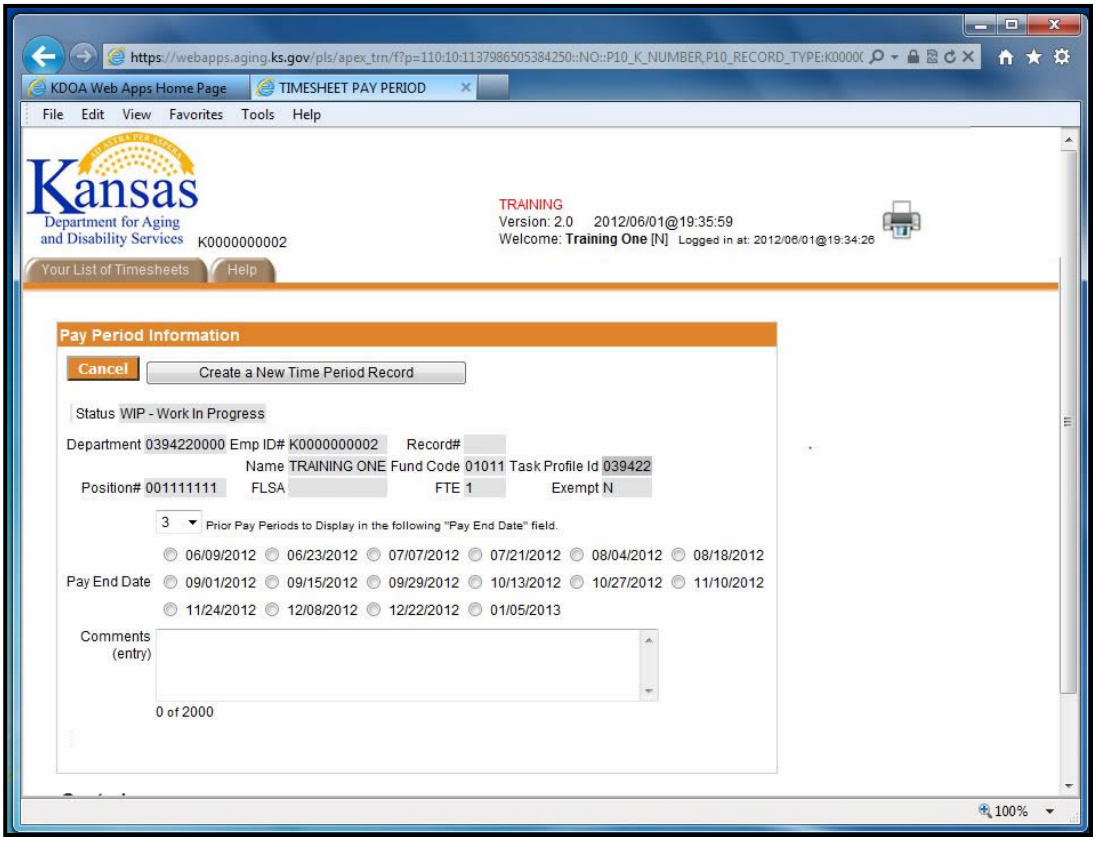
How to (continued)

<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>2.</td><td>Click on the Create a new timesheet (for you) button.</td><td>Pay Period Information page is displayed.</td></tr>
<tr><td colspan="3">


</td></tr>
<tr><td>3.</td><td>Select the radio button of the Pay End Date of the time period.</td><td></td></tr>
<tr><td>4.</td><td>Click on the Create a New Time Period Record button.</td><td>Pay Period Entry Update tab is created and the Timesheet form is displayed.</td></tr>
</table>

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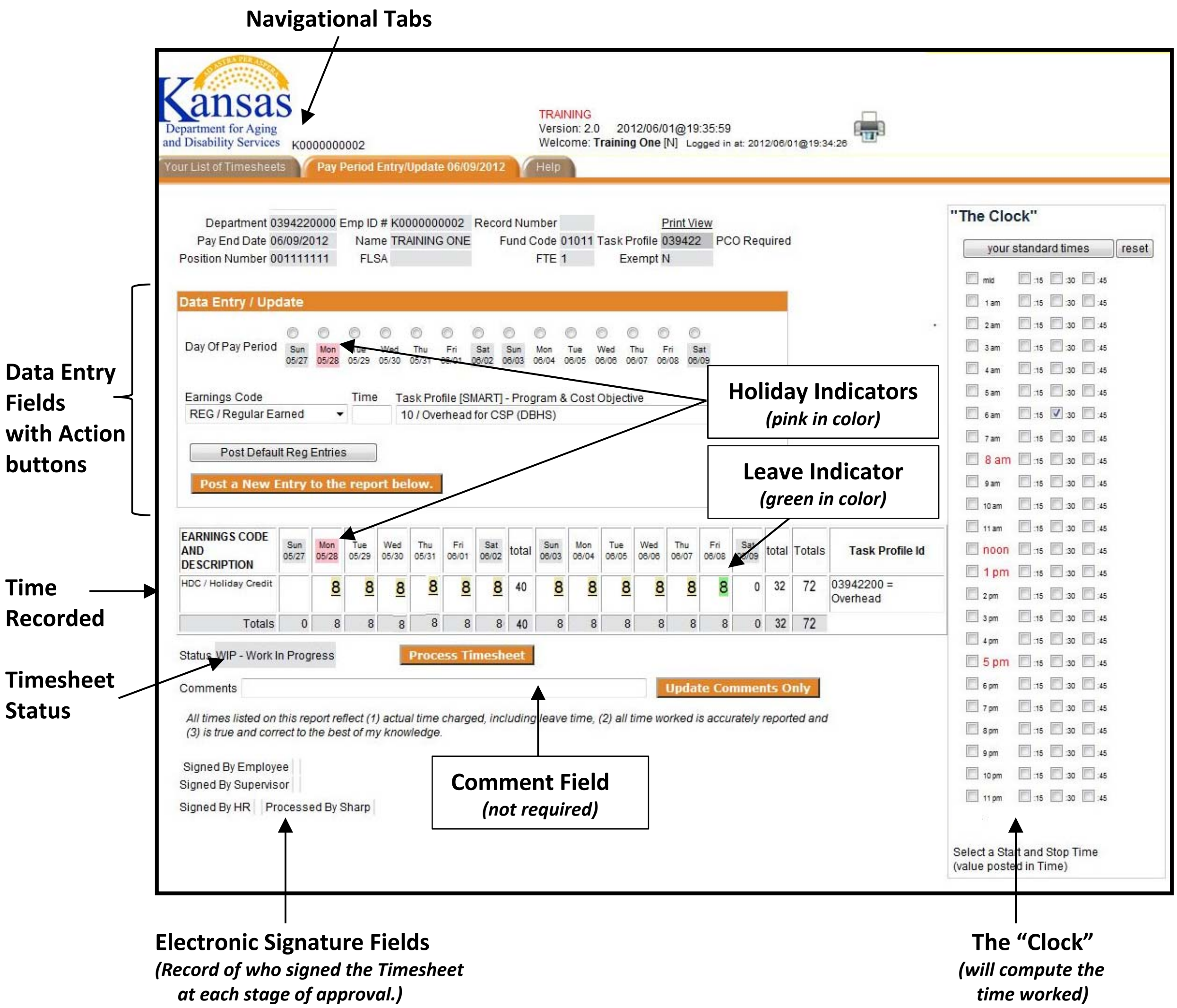
Creating a Timesheet, Continued

Introduction Below are the regions of the Timesheet page.



Note: If a Request for Leave has been completed for the time period, the leave amounts will be displayed on the timesheet in green. The leave cannot be modified on the timesheet; leave must be modified on the Request for Leave.

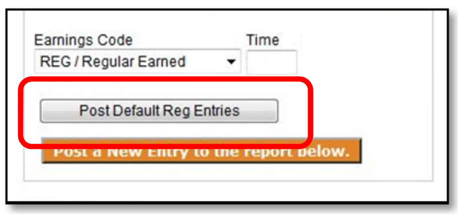
Entry into the Timesheet

Introduction Once the Timesheet document is created for the pay period, the time worked needs to be entered. If there was a Request for Leave created, the leave will be reflected on the timesheet, as well as any holiday leave.

How to The following are the steps to data entering the time worked.

Step	Action	Result
1.	Create a Timesheet as previously instructed.	Timesheet document is displayed.
2.	Enter the hours worked.	As per the following methods:

Method	Action	Result
1.	Click on the **Post Default Reg Entries** button. This button is available once when the timesheet is created for a non-exempt employee.	Any day that does not have an existing entry (leave request, holiday) will automatically be filled with 8 hours with the overhead task profile.



Method	Action	Result
2.	Enter time manually.	Time is posted to the table.

Step	Action
a.	Select the Day
b.	Select the **Earnings Code** from the drop down listing.
c.	Type in the **hours** worked or use the “Clock”. (Example of the clock is on the following page.)
d.	Click on the **Post New entry to the report below** button.

Continued on next page

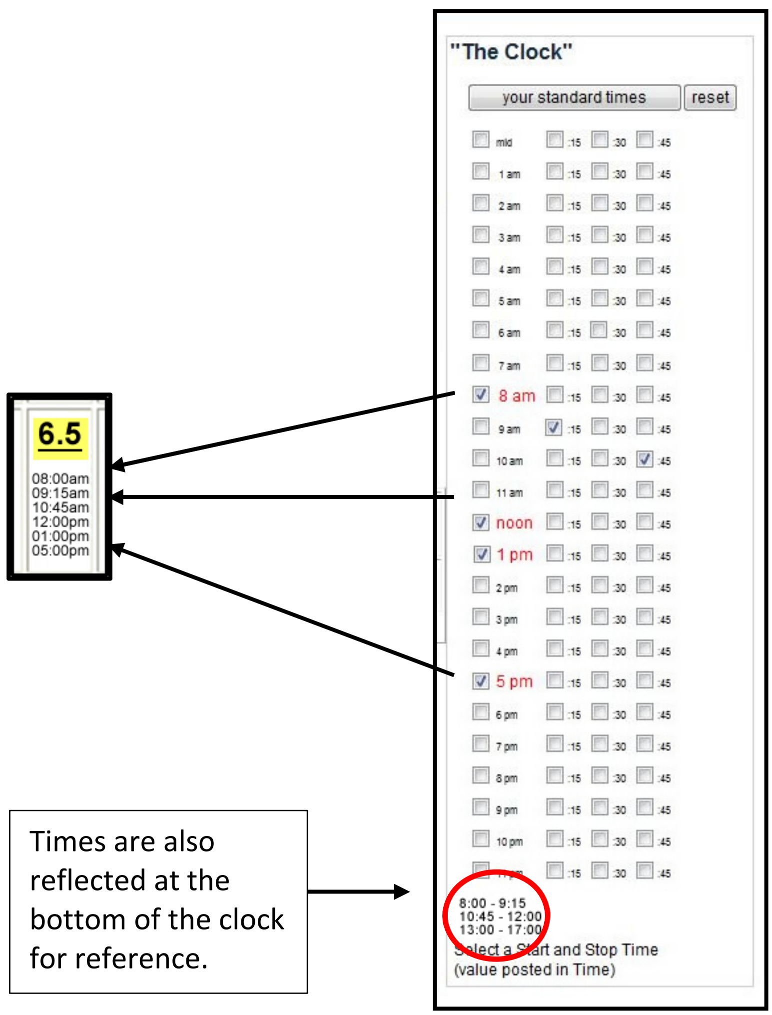
Introduction

The clock is an optional method of entering time for the timesheet. It is a convenient way to allow the system to calculate the timed worked if the employee is in and out of the office several times in one day. The times in red (8:00 – 12:00 – 1:00 – 5:00) are for visual reference only.

"Clock" Entry Example

Employee Standard hours are 8 to 5. The employee has a dentist appointment and left at 9:15 and arrived back at the office at 10:45, therefore, the employee was gone for 1.5 hours. Timesheet Entry using the "Clock" would be:

•	On the 8:00am line, select 8:00am (time arrived at work = **IN**)
•	On the 9:00am line, select the radio button next to 15 (time left for appointment = **OUT**)
•	On the 10:00am line, select the radio button next to the 45 (time arrived back from the appointment = **IN**)
•	Select the Lunch Time (Noon to 1:00pm = **OUT** and **IN**)
•	Select 5:00pm (time leaving work = **OUT**)



Completing Task Profiles – Program and Cost Objectives

Introduction

Depending upon the position funding, an employee may need to complete the Program and Cost Objectives. The Cost Objective codes are preset by the Budget and Accounting Divisions and the codes that are available for use are driven by the funding source(s) of the position. The option selected is based upon what type of work was done during the day and which funding group should be charged.

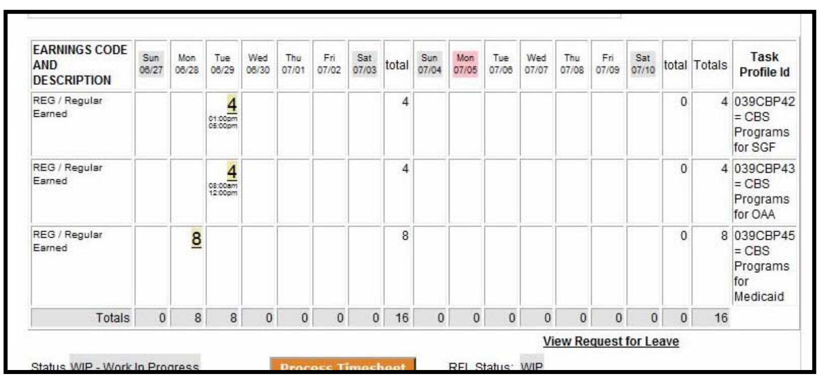
Note for Exempt Employees: If required to enter the Program and Cost Objectives, the hours indicated is an accounting function, not a Human Resources function. Leave Requests are submitted by this system (see Chapter 3) and is a Human Resources function.

How to

The following are the steps to data entering the Program and Cost Objectives on the Timesheet.

Step	Action	Result
1.	Create a Timesheet as previously instructed.	Timesheet document is displayed.
2.	Enter the hours worked toward the funding group.	Enter the time manually.

Step	Action
1.	Select the **Day**
2.	Select the **Program and Cost Objective** from the drop down listing.
3.	**Type** in the hours worked or use the "Clock".
4.	Click on the **Post New entry to the report below** button.



EARNINGS CODE AND DESCRIPTION	Sun 06/27	Mon 06/28	Tue 06/29	Wed 06/30	Thu 07/01	Fri 07/02	Sat 07/03	total	Sun 07/04	Mon 07/05	Tue 07/06	Wed 07/07	Thu 07/08	Fri 07/09	Sat 07/10	total	Totals	Task Profile Id
REG / Regular Earned			4 01:00pm 05:00pm					4								0	4	039CBP42 = CBS Programs for SGF
REG / Regular Earned			4 08:00am 12:00pm					4								0	4	039CBP43 = CBS Programs for OAA
REG / Regular Earned		8						8								0	8	039CBP45 = CBS Programs for Medicaid
Totals	0	8	8	0	0	0	0	16	0	0	0	0	0	0	0	0	16	

Completing Program and Cost Objectives – Adult Care Home Facility Surveys

Introduction

Facility Surveyors are required to complete Program and Cost Objectives. The Program and Cost Objective listing will contain a few generic options and all facilities within the employees district region.

Guidelines

Regional Managers and QI Staff – If working on a survey for an extended period of time during the day, charge time to the Facility. Otherwise, time spent on other tasks should be charged to the funding options as available/appropriate.

Surveys – Select the Facility, enter the Aspen Event ID, and enter the time using the clock.

Travel to/from Surveys – Include this time in the survey time toward the Facility.

Staff Meetings/In-Service/Other Tasks – Charge this time to General Services.

Surveys

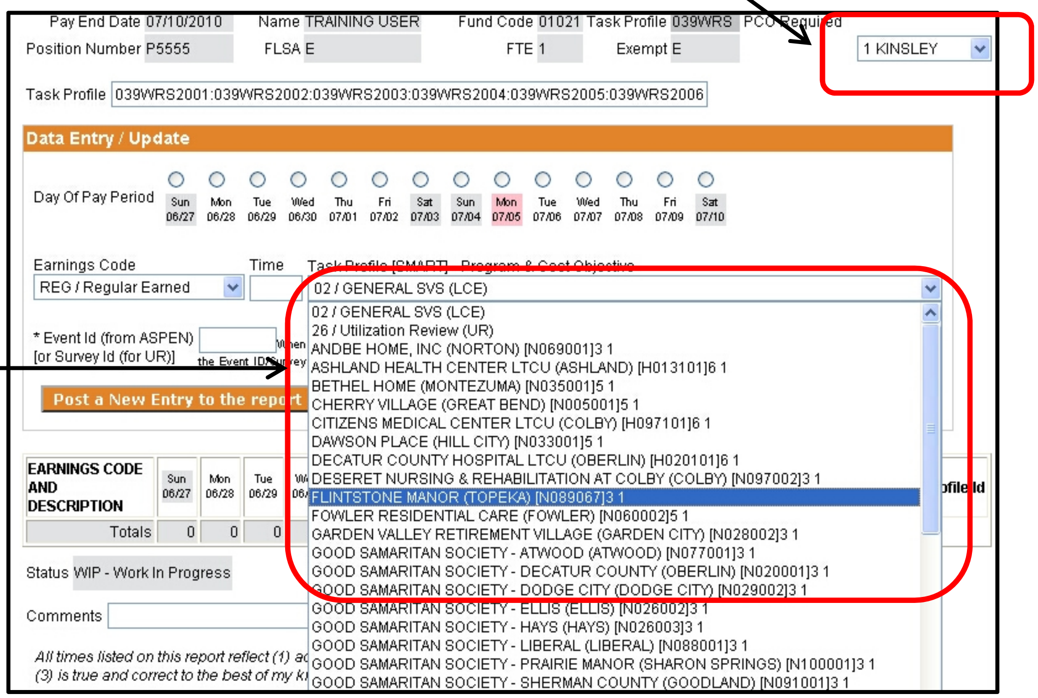
Surveys – Select the Facility, enter the Aspen Event ID, and enter the time using the clock.

The Facilities listed in the drop down field are associated with the employees assigned Administrative Region.

If the employee is working for another region, simply change the area drop down button to reflect that areas number. The facilities associated with the area will display.

Region Selection

Program Cost or Nursing Facility Selection

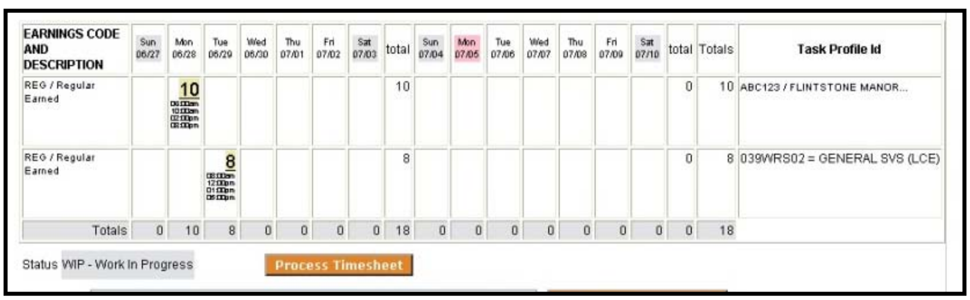


Completing Program and Cost Objectives – Adult Care Home Facility Surveys, Continued

How to The following are the steps to data entering the Program and Cost Objectives on the Timesheet.

Step	Action	Result
1.	Create a Timesheet as previously instructed.	Timesheet document is displayed.
2.	Enter the hours worked toward the funding group.	Enter the time manually.

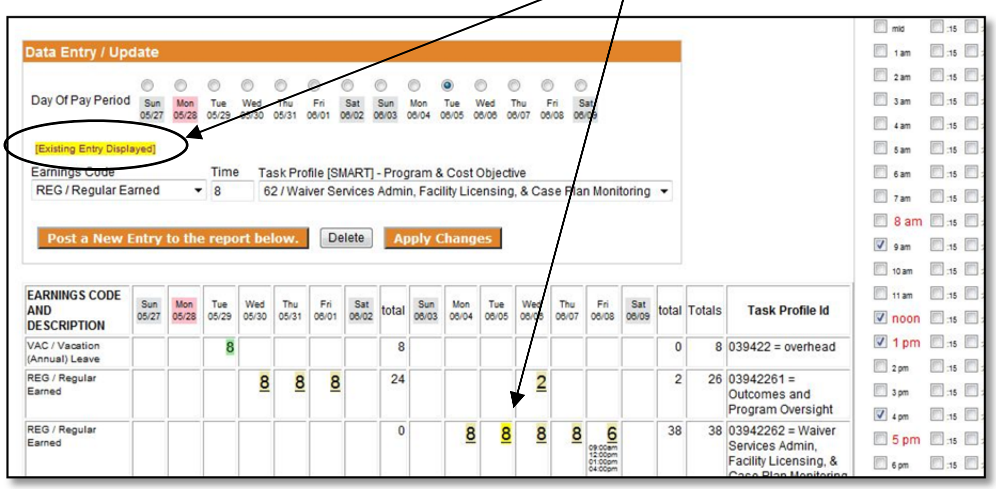
Step	Action
1.	Select the **Day**
2.	Select the **Program and Cost Objective** or **Adult Care Home Facility** from the drop down listing.
3.	**Type** in the hours worked or use the “Clock”.
4.	Click on the **Post New entry to the report below** button.



Modifying A Timesheet Entry

Introduction At times, an entry needs to be changed. If the timesheet is still in a Work in Progress (WIP) status, follow the instructions below. However, if the timesheet has been signed by the employee it is automatically forwarded to the supervisor for approval. If the Timesheet has to be modified it will need to be sent back to the employee either by the supervisor or human resources. For instructions on how to modify a processed timesheet, see the next section.

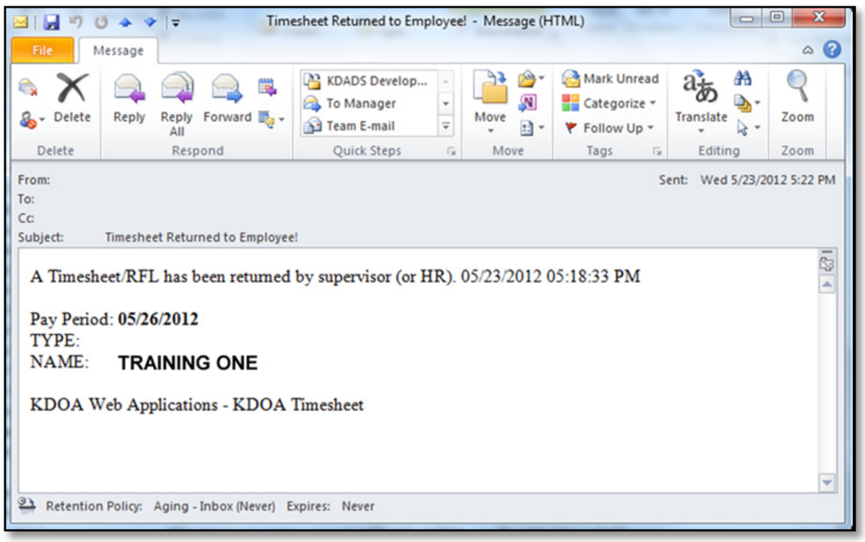
How to To make modifications, follow the steps in the below table.

Step	Action	Result
1.	On the **Your List of Timesheets** navigation tab, select the **View** link on the timesheet entry that needs to be modified.	All line items are displayed.
2.	On the data entry table, **click** on the time worked that needs to be modified.	The existing information is loaded into the data entry fields for modification and highlighted.
		
3.	Change the time worked or the Task Profile – Program & Cost Objective as needed.	Note: If leave needs to be added, delete the entry. Do not enter a "0". Then complete a Request for Leave to reflect the leave hours.
4.	Click on the **Apply Changes** button.	Change is saved.

Modifying A Processed Timesheet

Introduction Once the Timesheet is signed by the employee it is automatically forwarded to the supervisor for approval. If the Timesheet has to be modified it will need to be sent back to the employee either by the supervisor or human resources. For instructions on returning a Timesheet back to the employee, see Chapter 4 – Supervisor Instructions.

There is a comment area that can be completed as a note to the employee as to why the Timesheet is being returned. An e-mail is automatically sent to the employee when the Timesheet is returned. The e-mail does state the comment if entered.



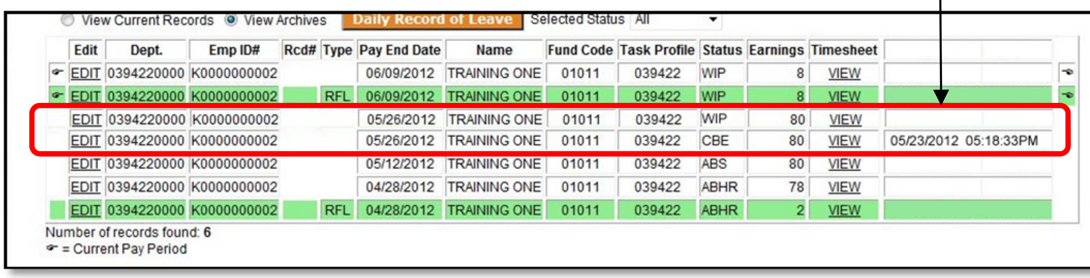
For historical purposes, the original Timesheet is archived; the modifications are made on a "copy" and resubmitted for approval.

Continued on next page

How to

Once the Timesheet is received by the employee, changes can be made and resubmitted. To make modifications, follow the steps in the below table.

Step	Action	Result
1.	On the **Your List of Timesheets** tab, select the **View Archives** radio button.	All line items are displayed. Note that the line items with the date and time in the last column are the archived records.

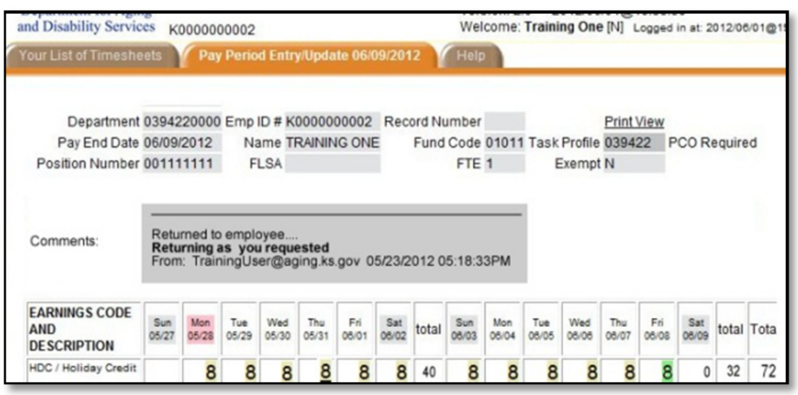


View Current Records View Archives Daily Record of Leave Selected Status All

	Edit	Dept.	Emp ID#	Rcd#	Type	Pay End Date	Name	Fund Code	Task Profile	Status	Earnings	Timesheet	
	EDIT	0394220000	K0000000002			06/09/2012	TRAINING ONE	01011	039422	WIP	8	VIEW	
	EDIT	0394220000	K0000000002		RFL	06/09/2012	TRAINING ONE	01011	039422	WIP	8	VIEW	
	EDIT	0394220000	K0000000002			05/26/2012	TRAINING ONE	01011	039422	WIP	80	VIEW	
	EDIT	0394220000	K0000000002			05/26/2012	TRAINING ONE	01011	039422	CBE	80	VIEW	05/23/2012 05:18:33PM
	EDIT	0394220000	K0000000002			05/12/2012	TRAINING ONE	01011	039422	ABS	80	VIEW	
	EDIT	0394220000	K0000000002			04/28/2012	TRAINING ONE	01011	039422	ABHR	78	VIEW	
	EDIT	0394220000	K0000000002		RFL	04/28/2012	TRAINING ONE	01011	039422	ABHR	2	VIEW	

Number of records found: 6
= Current Pay Period

Step	Action	Result
2.	Click on **View** of the archived record if needed to read the comment of the supervisor or Human Resources.	



Step	Action	Result
3.	Click back on the **Your List of Timesheets** tab, select **View** on the line item record for modification.	Note that the Status is now WIP (Work in Progress). This allows changes to be made to the timesheet.
4.	Change the information as instructed previously.	

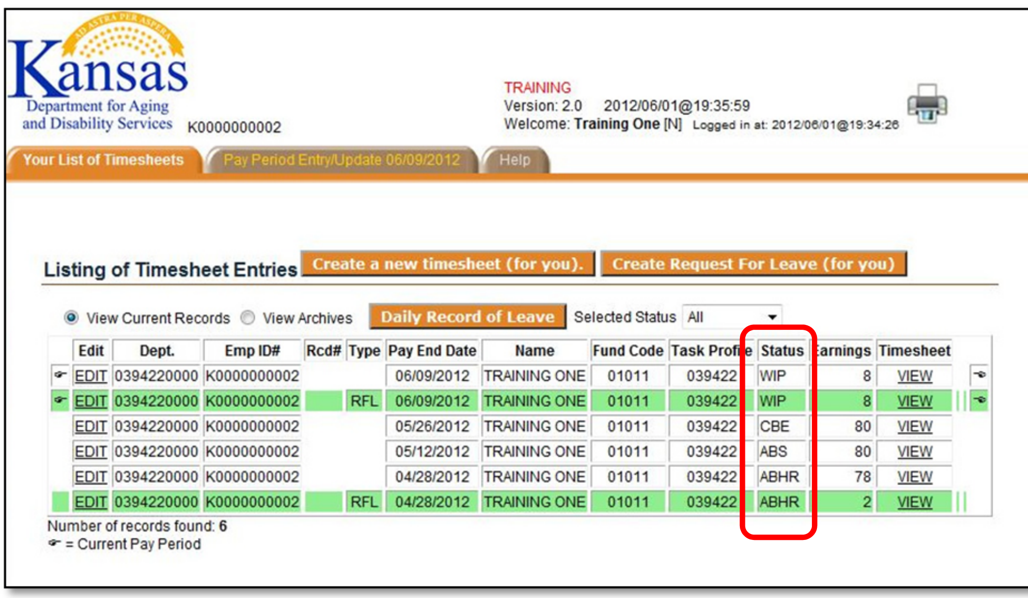
Processing (Signing) the Timesheet

Introduction The Timesheet will need to be signed by the employee for it to be completed and processed.

How to The following are the steps to completing a Timesheet.

Step	Action	Result
1.	On the Timesheet page, Click on the **Process Timesheet** button.	The following will automatically occur.

a.	The User Name, Date and Time is displayed in the Signed By Employee. The status will change to CBE (Completed by Employee) and the timesheet will become disabled.
b.	The Timesheet is electronically forwarded to the Supervisor for approval. Once approved by the Supervisor, the status will change to ABS (Approved by Supervisor).
c.	Once the Timesheet is approved by the Supervisor it is automatically forwarded to Human Resources. Once reviewed and posted by Human Resources, the status will change to ABHR (Approved by Human Resources).



Chapter 3

Request for Leave

Table of Contents

Creating a Request for Leave

Introduction

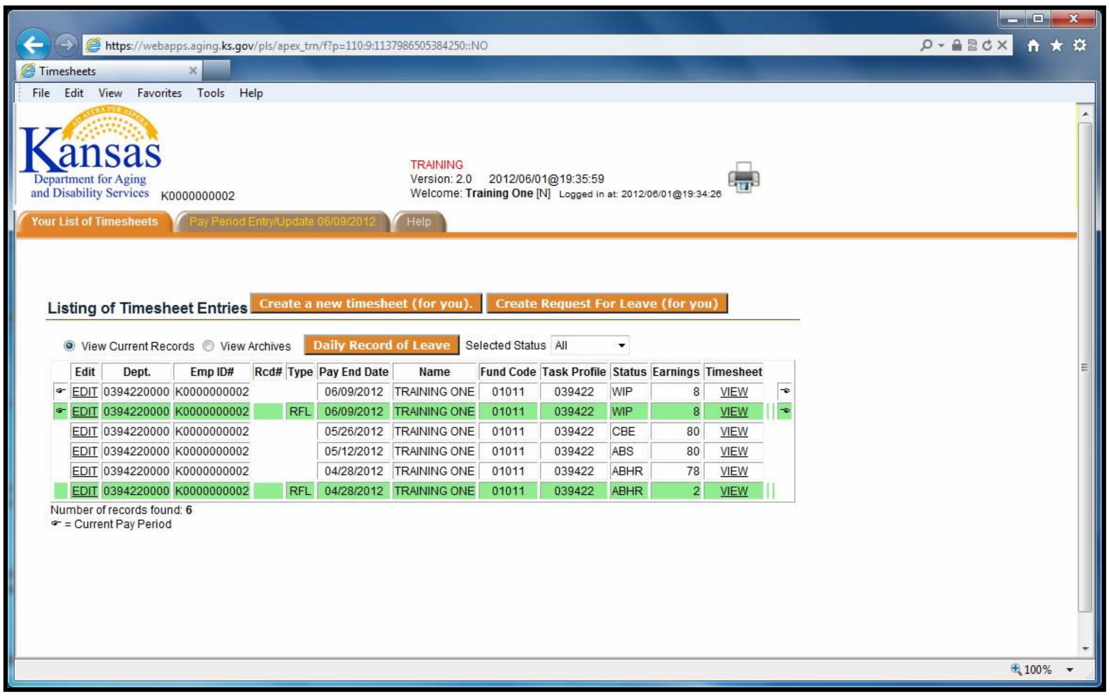
The Request for Leave functions exactly the same as the Timesheet. However, it is branded green for a visual cue.

The Request For Leave can be created at any time. The request will remain in the Work in Progress status until signed. However, if leave is taken during a pay period, then the Request for Leave needs to be completed prior to the timesheet document.

How to

The following are the steps to creating a Request For Leave.

Step	Action	Result
1.	Access the Timesheet Program as previously instructed.	Your List of Timesheets page is displayed.



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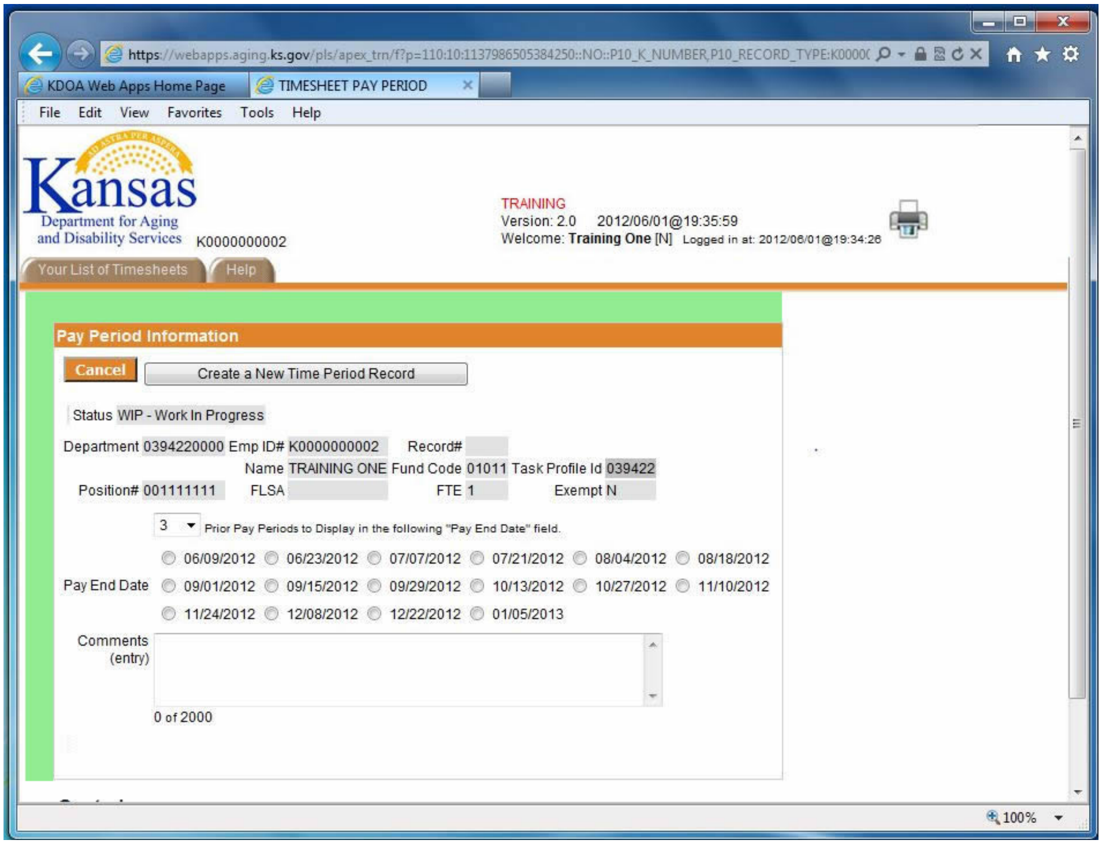
How to (continued)

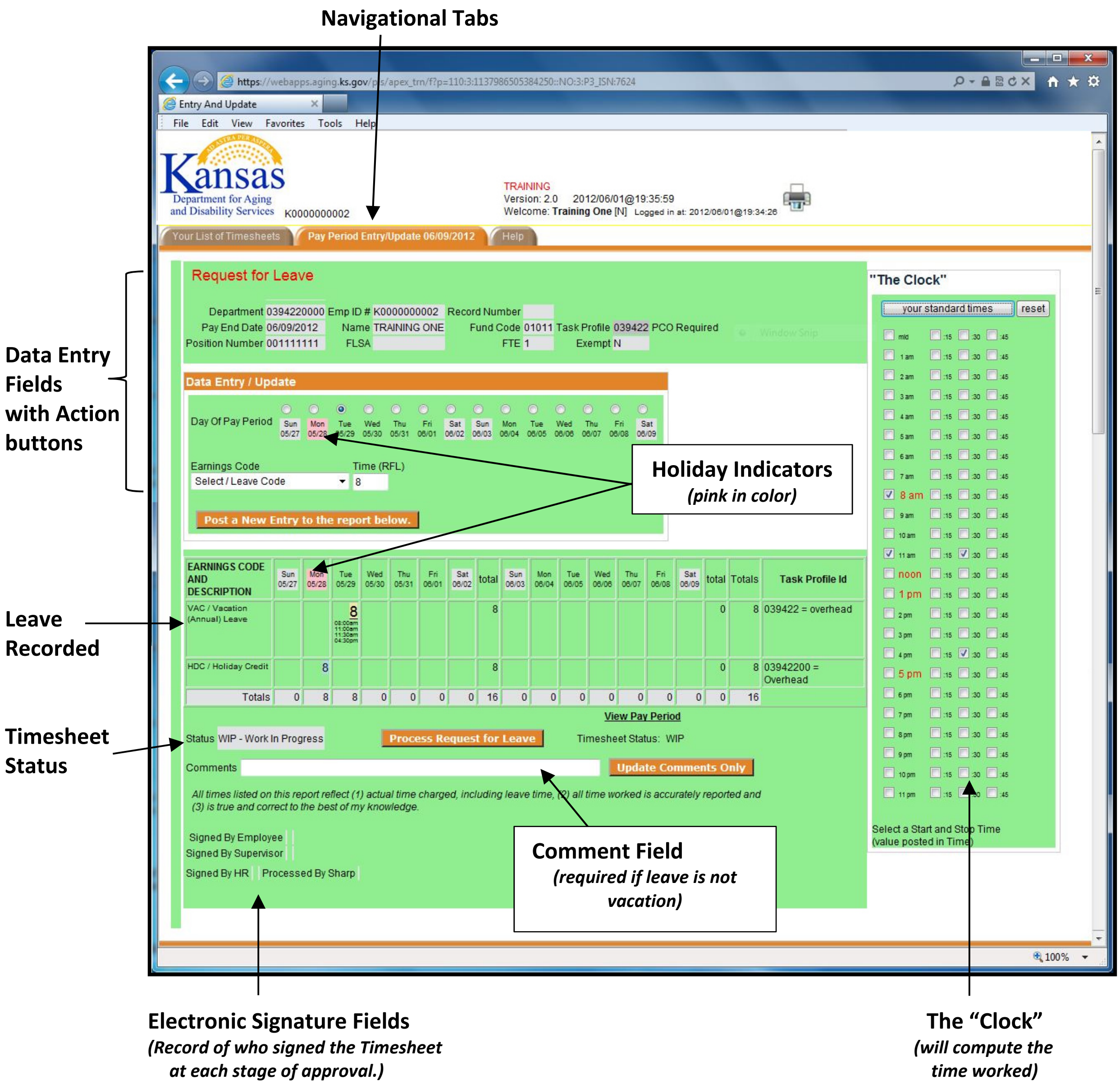
Step	Action	Result
2.	Click on the **Create Request For Leave (for you)** button.	Pay Period Information page is displayed.



3.	Select the radio button of the **Pay End Date** of the time period.	
4.	Click on the **Create a New Time Period Record** button.	Pay Period Entry Update tab is created and the Request For Leave page is displayed.

Continued on next page

Introduction Below are the regions of the Request for Leave page.



Completing the Request for Leave

Introduction

Once the Request For Leave document is created for the pay period, the leave and hours for that leave needs to be entered. The Request for Leave does reflect the actual hours taken in 15-minute increments. In order to enter the time taken, the "Clock" grid table (located on the far right of the page) must be used.

How to

The following are the steps to data entering the leave type and time on the Request for Leave.

Step	Action	Result
1.	Create a Request For Leave as previously instructed.	Request For Leave page is displayed.
2.	Select **Day** radio button	
3.	Select **Leave Type** from the drop down listing.	<u>Note</u>: The option of Discretionary Day will only display on the listing if a Discretionary Day is available to be used.
4.	Using the "Clock", enter the hours taken.	See the table below for the entry method.

Time Entry Method	Action
Your Standard Times Button Recommended for 8 hours of leave entry.	Will automatically place the standard working hours in the "Clock". These working hours are entered by the Human Resource Division. The standard hours entered are displayed in the Your Profile Navigation Tab on the KDADS Web Application Home Page.
Manual entry	Select the times for the leave using the "Clock". As time is selected, it is displayed to the right of the table. Also, the leave is calculated in the time field. See example below.

Continued on next page

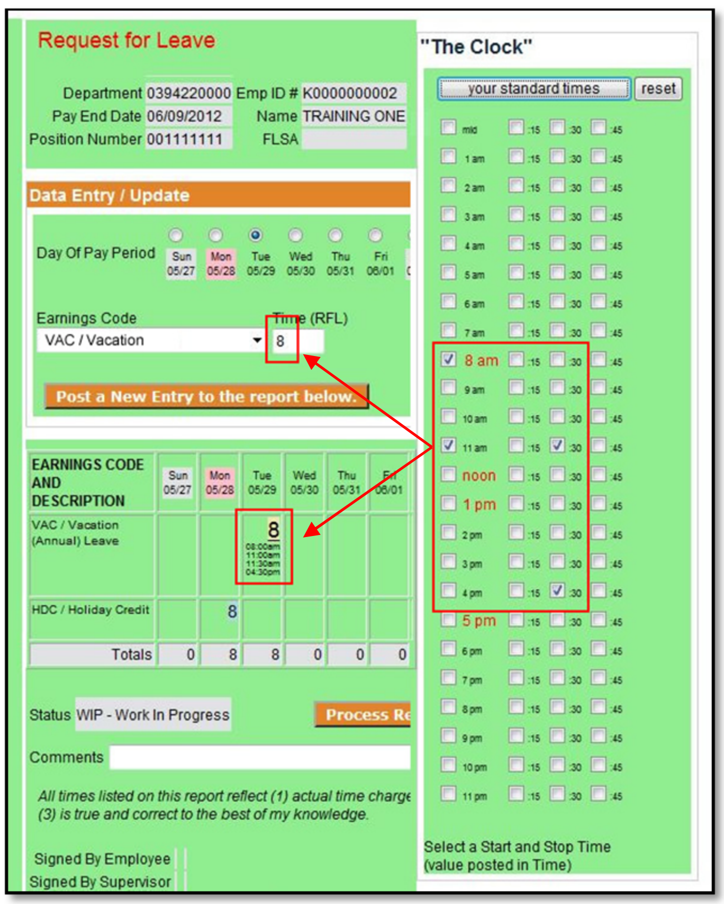
Introduction

The clock is the required method of entering time for the Request For Leave. It is a convenient way to allow the system to calculate the timed worked if the employee is in and out of the office several times in one day. The times in red (8:00 – 12:00 – 1:00 – 5:00) are for visual reference only.

"Clock" Entry Example

Employee Standard hours are 8 to 4:30 with a 30 minute lunch break. The employee will be taking a day of vacation. Request For Leave entry using the "Clock" would be:

•	On the 8:00am line, select the check box next to 8:00am (time the leave beings)
•	On the 11:00am line, select the check box next to 11:00am (time that is normal for the lunch break to being
•	On the 11:00am line, select the check box next to the 30 (time that is normal for the lunch break to end)
•	On the 4:00pm line, select the check box next to the 30 (time the leave ends)



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Example (continued)

Step	Action	Result
5.	Click on the **Post New Entry to the report below** button.	Leave is posted to the leave table.

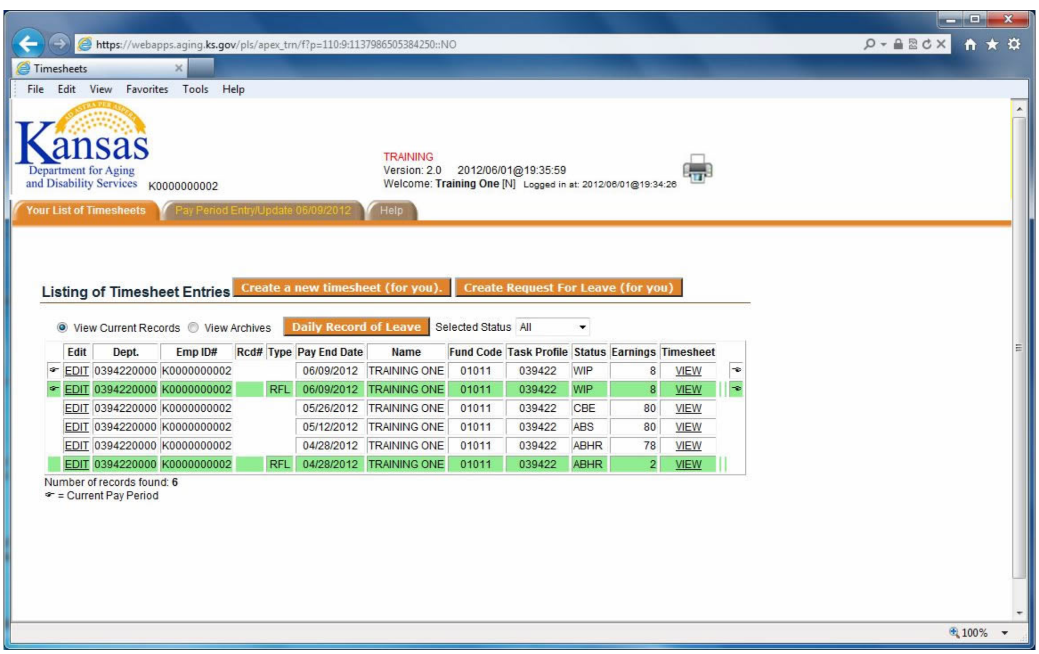
Processing (Signing) the Request For Leave

Introduction The Request for Leave will need to be signed by the employee for it to be completed and processed.

How to The following are the steps to completing a Request For Leave.

Step	Action	Result
1.	**Sign** the Request For Leave by clicking on the **Process Request for Leave** button.	The following will automatically occur.

a.	The User Name, Date and Time is displayed in the Signed By Employee. The status will change to CBE (Completed by Employee) and the Request For Leave will become disabled.
b.	The Request For Leave is electronically forwarded to the Supervisor for approval. Once approved by the Supervisor, the status will change to ABS (Approved by Supervisor).
c.	Once the Request For Leave is approved by the Supervisor it is automatically forwarded to Human Resources. Once reviewed and posted by Human Resources, the status will change to ABHR (Approved by Human Resources).

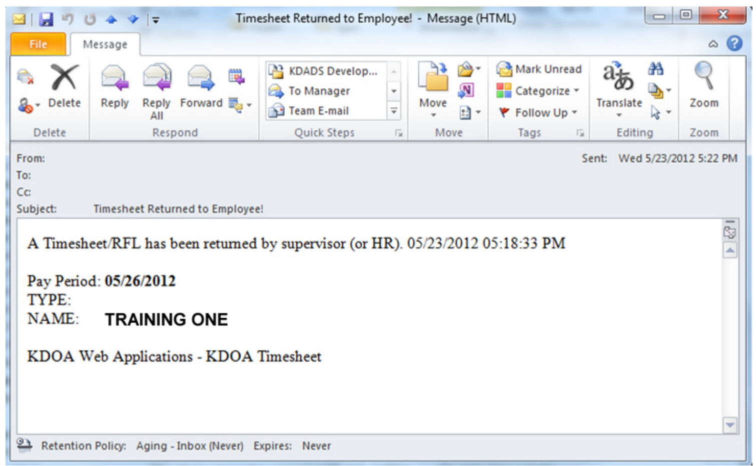


Modifying the Request For Leave

Introduction

Once the Request For Leave is signed by the employee it is automatically forwarded to the supervisor for approval. If the request has to be modified it will need to be sent back to the employee either by the Supervisor or Human Resources. For instructions on returning a Request For Leave back to the employee, see Chapter 4 – Supervisor Instructions.

There is a comment area that can be completed as a note to the employee as to why the Request For Leave is being returned. An e-mail is automatically sent to the employee when the Request For Leave is returned. The e-mail does state the comment if entered.



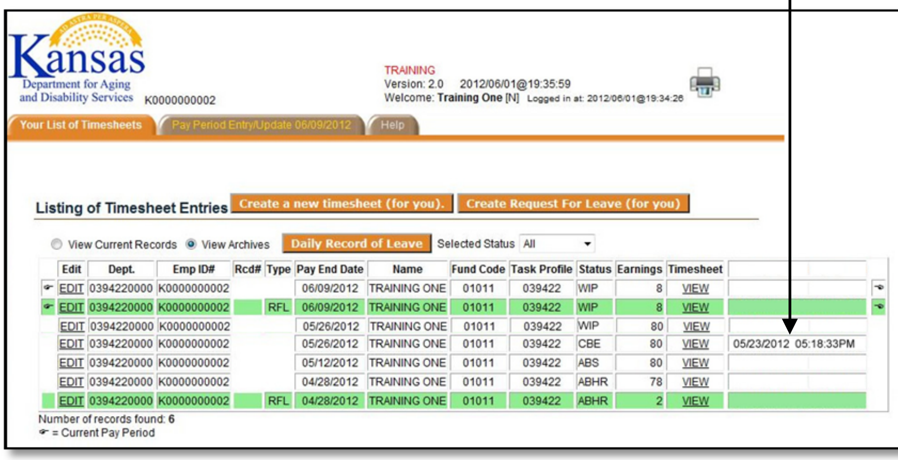
For historical purposes, the original Request For Leave is archived; the modifications are made on a “copy” and resubmitted for approval.

Continued on next page

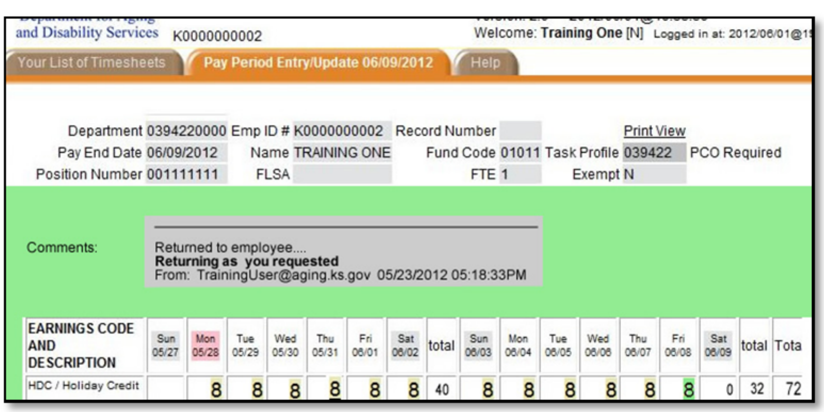
How to

Once the Request for Leave is received by the employee, changes can be made and resubmitted. To make modifications, follow the steps in the below table.

Step	Action	Result
1.	On the **Your List of Timesheets** tab, select **View Archived** radio button.	All line items are displayed. Note that the line items with the date and time in the last column are the archived records.



Step	Action	Result
2.	Click on **View** of the archived record if needed to read the comment of the supervisor or Human Resources.	



Step	Action	Result
3.	Click back on the **Your List of Timesheets** tab, select **View** on the line item record for modification.	Request for Leave will open.

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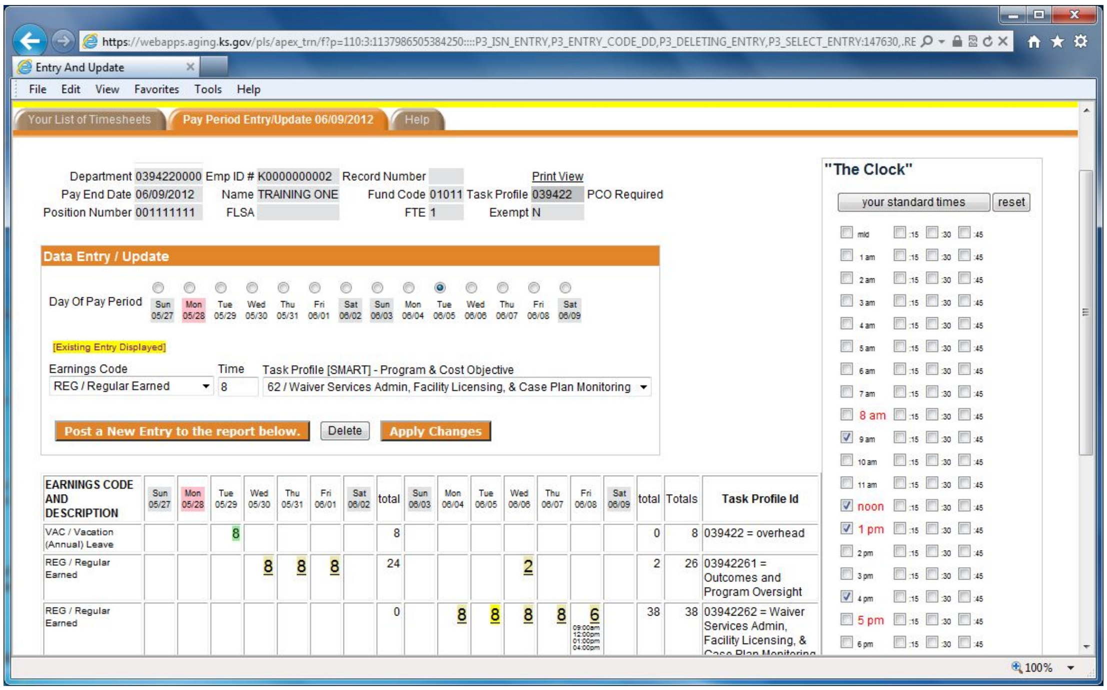
How to (continued)

Step	Action	Result
4.	On the data entry table, click on the leave amount that needs to be modified.	The existing information is loaded into the data entry fields for modification.



Step	Action	Result
5.	Using the **"Clock"** reselect the hours of the leave as needed.	
6.	Click on the **Apply Changes** button.	Leave amounts requested is modified.
7.	**Process (Sign)** the Request	As previously instructed.

Daily Record of Leave

Introduction By clicking on the Daily Record of Leave button it will display a Fiscal Year calendar view of the type and amount of leave taken.