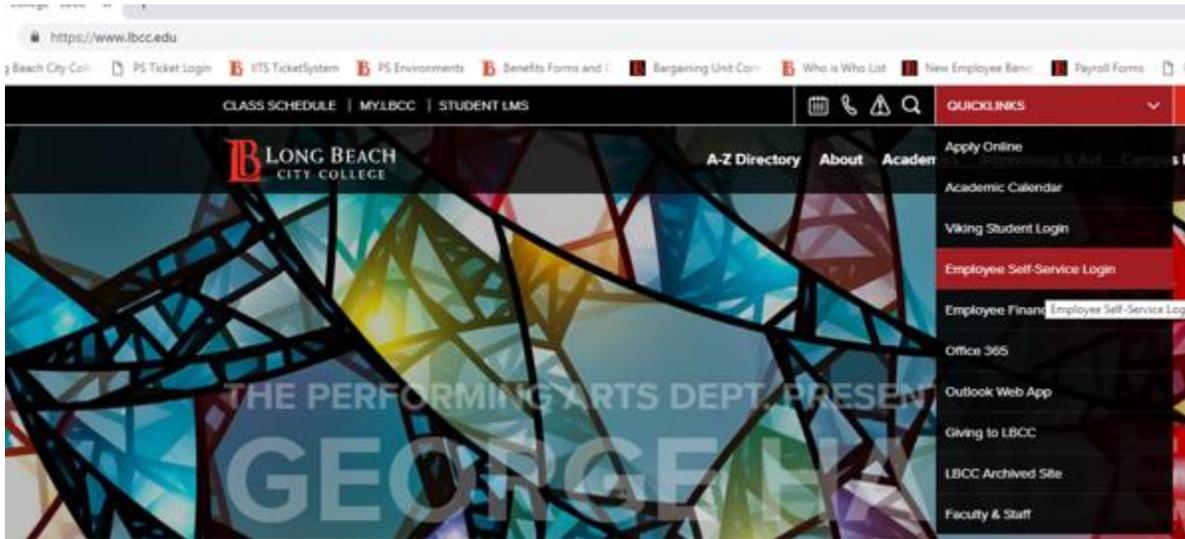


## Approving and Reviewing Time and Attendance in TARS

You can access the PeopleSoft system under Quick Links > Employee Self-Service Login



This brings up the sign on screen. Your User Name and Password are the same user name and password that you use to log on to the LBCCD network from your computer. The Password is case sensitive.

A screenshot of the Viking Employee System login page. The page features the Long Beach City College logo at the top, followed by the text 'VIKING EMPLOYEE SYSTEM'. Below this is a login form with two input fields: 'Viking ID' and 'Password'. A red 'Sign In' button is positioned below the password field. At the bottom of the page, there is a disclaimer: 'By logging into the website, I agree to abide by the standard set in Policy 6006 and Administrative Regulation 6006 for the duration of my employment and/or enrollment.' Below the disclaimer is a link for 'Forgot Password?' and a note stating 'System is available from 6am to 2am daily.'

**Pay periods** for all employees are from the first of the month through the last day of the month. Regular monthly employees are paid on the last working day of the month. Hourly assignments and Equal Pay are paid on the 10<sup>th</sup> of the month following the pay period. Classified Regular monthly overtime and late or supplemental payments are paid on the 16<sup>th</sup> of the month following the pay period. The regular monthly salary advance is also paid on the 16<sup>th</sup>. If one of these issue dates falls on a holiday or weekend it is issued the day before.

Every month there are **3 TARS deadlines**. Absences are entered to Absence Forms for the academic and classified regular monthly employees and for academic hourly assignments paid as Equal Pay. These employees are salaried.

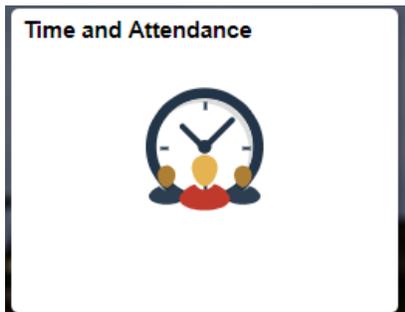
The **Absence deadline** is around the 20<sup>th</sup> of the month.

The **Timecard deadline** for a pay period is usually the first working day of the month following the pay period. Depending on the available days for payroll processing, the timecard deadline may be at the end of the pay period rather than the first of the following month.

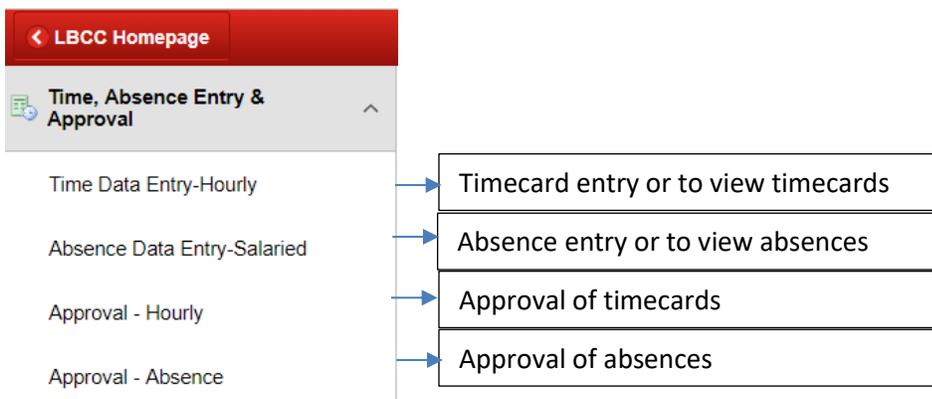
The **Late/Supplemental/Overtime timecard deadline** for payroll is around the 8<sup>th</sup> of the month following the pay period.

An e-mail reminder is sent the morning of the TARS deadline notifying timekeepers to make their final entries and approval managers must approve by close of business that day.

**When you are ready to approve, select the Time and Attendance tile on the PeopleSoft Home Screen:**



**You will have four menu items under Time, Absence Entry & Approval.**



Navigate to either Online Approval-Absence (absences) or Online Approval-Hourly (timecards).

Enter the Pay Period End Date and Entry Type of either Regular Salaried for Absences or Regular Hourly for Timecards.

### Online Approval-Absence

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Company begins with ▼ LBC

Pay Group begins with ▼

Pay Period End Date = ▼

LBC Entry Type = ▼ Regular Salaried ▼

Search Clear Basic Search  Save Search Criteria

The Pay Period End Date for absences and regular timecards is the last day of the month (Example: 01/31/2018). When entering dates you must enter at least six digits as the format. You can enter 01/31/2018 or 01/31/18 or 013118. If you enter 013118, the system will enter the slashes for you.

The Pay Period End Date for the Late/Supplemental/C12 OT uses the very first day of the month following the pay period. (Example: The January Late Pay Period End Date would be 02/01/2018).

Clicking on 'Search' after entering the Pay Period End Date either brings up a list of Pay Groups that have entries or takes you directly to the approval screen if only one Pay group has entries. Always make sure that you have approved all Pay Groups that have entries.

### Online Approval-Absence

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Company begins with ▼ LBC

Pay Group begins with ▼

Pay Period End Date = ▼ 12/31/2018

LBC Entry Type = ▼ Regular Salaried ▼

Search Clear Basic Search  Save Search Criteria

### Search Results

View All First 1-3 of 3 Last

Company	Pay Group	Pay Period End Date	LBC Entry Type
LBC	A12	12/31/2018	Reg. Sal
LBC	C12	12/31/2018	Reg. Sal
LBC	EQP	12/31/2018	Reg. Sal

Entries are listed by employee, by Earn Code. You can approve **“one by one”** by placing a check mark in the approval box by each employee’s name or you can approve everyone all at once by clicking on **“Approve All”** at the top of the screen. Make sure to click on **Save** in the bottom left corner after you approve one-by-one or approve all. This puts your User ID on the form as “Approved by” and locks out further entry for that person. If you find the timekeeper has additional entries to make for that person, you can “unlock” that person by clicking on **“Un-approve All”** and **Save**. After the timekeeper is done, don’t forget to go back in and **“Approve All”** and **Save** again.

Online Approval-Salaried

Pay End Date: 12/31/2018 Pay Grp: A12 Type: RS Approve All Un-approve All

\*\*\*Note\*\*\* Approve All will not approve your own time

Refresh

EMPLID	Rcd	Name	Employee Details	Job CD	Acct	Earn CD	Total Hrs	Entered By	Approved by	Approve	Approval Date
1 0629635	0	Vega III,William M	<a href="#">Employee Details</a>	M18670	Acad Sal NI Educ Adm Reg Stat	RSL	8.00	Vicki Lerch	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018
2 0629635	0	Vega III,William M	<a href="#">Employee Details</a>	M18670	Acad Sal NI Educ Adm Reg Stat	MGT	8.00	Vicki Lerch	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018
3 0771073	0	Knox,Ramon L	<a href="#">Employee Details</a>	M17650	Acad Sal NI Educ Adm Reg Stat	RSL	8.00	Noshin Razzaghi	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018
4 0523748	0	Avila,Jason S.	<a href="#">Employee Details</a>	M24050	CI Sal NI RS Manager/Supvr	RSL	9.00	Kimberly Casuga	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018
5 0523748	0	Avila,Jason S.	<a href="#">Employee Details</a>	M24050	CI Sal NI RS Manager/Supvr	VAC	3.00	Kimberly Casuga	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018
6 0770094	0	Borin,Eric Brian	<a href="#">Employee Details</a>	A25100	Academic Sal NI RS Counselor	RSL	8.50	Kimberly Casuga	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018
7 0771225	0	Ek,Ewell,Maria A	<a href="#">Employee Details</a>	M18590	Acad Sal NI Educ Adm Reg Stat	VAC	12.00	Kimberly Casuga	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018
8 0771188	0	Njoku-Carter,Veronica I	<a href="#">Employee Details</a>	A25100	Academic Sal NI RS Counselor	PN	35.00	Kimberly Casuga	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018
9 0203045	0	Blasetti,Sara J	<a href="#">Employee Details</a>	A25100	Academic Sal NI RS Counselor	PN	4.50	Jessica LeGault	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018
10 0203045	0	Blasetti,Sara J	<a href="#">Employee Details</a>	A25100	Academic Sal NI RS Counselor	DSL	13.50	Jessica LeGault	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018
11 0001695	0	Blouin,Lorraine L	<a href="#">Employee Details</a>	A25100	Academic Sal NI RS Counselor	DSL	11.00	Jessica LeGault	Sonia De La Torre-Iniguez	<input checked="" type="checkbox"/>	12/11/2018

Save Return to Search Previous in List Next in List Notify Refresh

Personalize | Find | View 100 | 1-11 of 132 | First | Last

← One by one Approval

If you want to see the actual timecard or absence form, click on the **“Employee Details”** link. A new tab will appear with TARS entry details. Close this window to return to the approval screen.

If you have more than one Pay Group with entries, click on **“Next in List”** at the bottom of the approval screen. You can also click on **“Return to Search”** and then click on the next group listed in the search screen. Make sure to approve all Pay Groups.

## Viewing/Reviewing Absences and Timecards

As noted before, you can review absences and timecards by clicking on the magnifying glass next to the entries on your approval screens. You can also view all of an employee's timecards or absences if you use the 'Find an Existing Value' tab on the Time Data Entry-Hourly or Absence Data Entry-Salaried screens.

### Absence Data Entry-Salaried

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Company begins with LBC

Empl ID begins with

Empl Record =

Pay Group begins with

Pay Period End Date =

LBC Entry Type =

Search Clear Basic Search Save Search Criteria

The screen defaults to "Add a New Value" tab. Click on "Find an Existing Value" tab if you want to see all absences (Absence Data Entry-Salaried) or timecards (Time Data Entry – Hourly) that have been entered for an employee.

If you enter just the Empl ID, all of the pay period entries for that person will appear in a list. You just click on the pay period you want to open the timecard or absence.

### Absence Data Entry-Salaried

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Company begins with LBC

Empl ID begins with 0002879

Empl Record =

Pay Group begins with

Pay Period End Date =

LBC Entry Type = Regular Salaried

Search Clear Basic Search Save Search Criteria

### Search Results

View All First 1-100 of 140 Last

Company	Empl ID	Empl Record	Pay Group	Pay Period End Date	Job Code	LBC Entry Type	Description
LBC	0002879	0	C12	04/30/2017	M30100	Reg. Sal	Payroll, Benefits Manager
LBC	0002879	0	C12	02/28/2017	M30100	Reg. Sal	Payroll, Benefits Manager
LBC	0002879	0	C12	12/31/2016	M30100	Reg. Sal	Payroll, Benefits Manager
LBC	0002879	0	C12	11/30/2016	M30100	Reg. Sal	Payroll, Benefits Manager
LBC	0002879	0	C12	10/31/2016	M30100	Reg. Sal	Payroll, Benefits Manager
LBC	0002879	0	C12	08/31/2016	M30100	Reg. Sal	Payroll, Benefits Manager
LBC	0002879	0	C12	07/31/2016	M30100	Reg. Sal	Payroll, Benefits Manager
LBC	0002879	0	C12	06/30/2016	M30100	Reg. Sal	Payroll, Benefits Manager

## Reports

You can run a report by pay period for an entire department or for an individual employee with detail or just a summary. These reports are found on the left Menu bar below approvals, **Time & Attendance Reports**.

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 Time & Attendance Reports ^

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Time/Att Detail Rpt - Dept

Time/Att. Detail Rpt - EMPLID

Time & Att. Summary Rpt

Time & Att Hrs Proc Summary

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### Time/Att Detail Rpt – Dept

This report shows details of either absence entries or timecards for a department by pay period. **Month Year** is the pay period month and year. May 2014 would be entered 052014 (MMYYYY). Enter the 6 digit **Department** number or search for it with the magnifying glass. The **Entry Type** is Regular Salaried for absences or Regular Hourly for timecards. Then click on **Print**.

TA Detail By Dept

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Month Year:  LBC Entry Type:

Department:

***You may get a message that indicates the download has been blocked. It will ask you if you want to open or save. Click on open.***

### Time & Attendance Detail Report by Department

Employee ID: 0002540		Name											
Job Rec#:0		PayGroup: C12		Job Code: M15100		Deputy Dir, Finance & Acctg							
Date	Start	Stop	Erncd	Hours	Month Paid	Chartfield		Entered By	Approved By	Date	Comments		
4/28/2014			RSL	8.00	5/31/2014	210300	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/21/2014			VAC	8.00	5/31/2014	210300	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/23/2014			VAC	8.00	5/31/2014	210300	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/27/2014			VAC	32.00	5/31/2014	210300	01	672000	0000	CWU	TARSMGR	5/22/2014	5/27-5/30

Employee ID: 0001146		Name:											
Job Rec#:0		PayGroup: C12		Job Code: M13400		Business Systems Analyst III							
Date	Start	Stop	Erncd	Hours	Month Paid	Chartfield		Entered By	Approved By	Date	Comments		
4/24/2014	7:00	11:00	VAC	4.00	5/31/2014	211000	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/9/2014	15:00	16:00	VAC	1.00	5/31/2014	211000	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/12/2014	10:00	12:00	VAC	2.00	5/31/2014	211000	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/12/2014	13:00	16:00	VAC	3.00	5/31/2014	211000	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/16/2014	14:00	16:00	VAC	2.00	5/31/2014	211000	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/19/2014			VAC	8.00	5/31/2014	211000	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/21/2014	14:00	16:00	VAC	2.00	5/31/2014	211000	01	672000	0000	CWU	TARSMGR	5/22/2014	

Employee ID: 0535539		Name:											
Job Rec#:0		PayGroup: C12		Job Code: C10100		Accountant							
Date	Start	Stop	Erncd	Hours	Month Paid	Chartfield		Entered By	Approved By	Date	Comments		
5/2/2014			VAC	8.00	5/31/2014	212000	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/13/2014	14:00	16:00	DPD	2.00	5/31/2014	212000	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/15/2014			PN	8.00	5/31/2014	212000	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/16/2014	7:30	9:00	DPD	1.50	5/31/2014	212000	01	672000	0000	CWU	TARSMGR	5/22/2014	
5/16/2014	13:00	16:00	PN	3.00	5/31/2014	212000	01	672000	0000	CWU	TARSMGR	5/22/2014	

Employee ID: 0002879		Name											
Job Rec#:0		PayGroup: C12		Job Code: M30100		Payroll, Benefits Manager							
Date	Start	Stop	Erncd	Hours	Month Paid	Chartfield		Entered By	Approved By	Date	Comments		
4/21/2014			VAC	24.00	5/31/2014	211000	01	672000	0000	CWU	TARSMGR	5/22/2014	4/21-4/23
5/12/2014			VAC	8.00	5/31/2014	211000	01	672000	0000	CWU	TARSMGR	5/22/2014	

### Time/Att. Detail Rpt - EMPLID

This report shows details of either absence entries or timecards for an individual by pay period. Enter the EMPLID. Choose the Employee Rcd# if the employee has more than one job record. Month Year is the pay period month and year. May 2014 would be entered 052014 (MMYYYY). Choose Absence in the Time/Absence field if you want absences and choose Hourly if you want timecards. Click on Print.

Empl ID: 
 Empl Record:

Month Year: 
 Time/Absence:

You may get a message that indicates the download has been blocked. It will ask you if you want to open or save. Click on open.



### Time & Attendance Detail Report by EMPLID

Emplid ID: 0002879		Name: Carr,Joan M	
Empl Rcd#:0	PayGroup: C12	Job Code: M30100	Payroll, Benefits Manager

Date	Start	Stop	Erncd	Hours	Month Paid	Chartfield	Entered By	Approved By	Date	Comments
4/21/2014			VAC	24.00	5/31/2014	211000 01 672000 0000	CWU	TARSMGR	5/22/2014	4/21-4/23
5/12/2014			VAC	8.00	5/31/2014	211000 01 672000 0000	CWU	TARSMGR	5/22/2014	

There is also a Time & Att. Summary Rpt you can run that has less detail. It is run by Pay Group, Month Year and Time/Absence. These are the Pay Groups:

Pay Group	Description	
A12	Academic Regular Monthly	Absence
AHD	Academic Hourly/Daily	Timecard
BDP	Board Trustees/Persn Comm	Timecard
C12	Classified Regular Monthly	Abs & TC
EQP	EQUAL PAY (Contract Pay)	Absence
FWS	Federal Work Study Program	Timecard
HDC	Classified Hourly/Daily	Timecard
<del>SMR</del>	<del>Summer SBA Contract pay</del>	
STU	Student Workers (District)	Timecard