

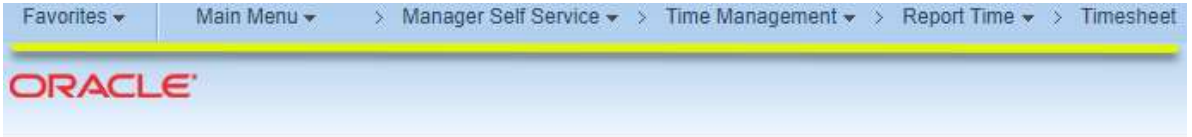
Entering Docks

Absence Management & Time & Labor

Overview
 To ensure docks are reflected on the monthly payroll, Dock (employee has had a non-compensable absence) must be reported to payroll and entered in Absence Management and Time and Labor as soon as they occur for the entire month. Payroll reports docks to the State Controller’s Office by the “master cut off” date in order to capture all docks in the employee’s upcoming paycheck. Please refer to the payroll calendar for the cut-off dates.

Entering docks in Time and Labor
Navigation: Main Menu → Manager Self Service → Timesheet

Pull up Employee(s) by Empl ID or group ID



Report Time
Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Position Number	<input type="text"/>

Show Schedule Information

View By: Date: << Previous Week Next Week >>

Employees For Michelle Cano, Totals From 08/05/2023 - 08/11/2023

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
Name		0.000000	0.000000	0.000000		0.000000	0.000000

Approve Reported Time
 Manager Self Service
 Time Management

→ Select "Dock" under the Time Reporting Code Enter dock hours and click submit

→ Appropriate approve must approve the hours immediately.

Timesheet
Teddy Toro Employee ID: 000000000
Employee Record Number:

View By: Week *Date: 08/02/2023 Refresh << Previous Week Next Week >>
Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours << Previous Employee

From Wednesday 08/02/2023 to Tuesday 08/08/2023

Wed 8/2	Thu 8/3	Fri 8/4	Sat 8/5	Sun 8/6	Mon 8/7	Tue 8/8	Total	Time Reporting Code	Taskgroup	Override Rate
								DOCK - Informal Dock	DH_GENERIC	
								CFML - COVID FFCRA FML	GENERIC	
								CIT - Citizen Time/Voting & Oath	GENERIC	
								CODAL - CO Designated Admin. Leave		
								CPAL - COVID PAL		
								DOCK - Informal Dock		
								HG6 - Planned Holiday Pay @ 1.5		
								OTPR - Overtime Paid @ 1.5		
								OTST - Overtime Paid @ 1.0		
								REG - Regular Hours Worked		
								SHGRV - Shift - Graveyard (2.30)		
								SHSWG - Shift - Swing (1.35)		

Apply Schedule

Reported Time Status - select to hide

Date	Status	Total
		0.000000

Reported Hours Summary - select to view

Balances - select to view

Submit Approve Selected Deny Selected

Punch Timesheet
Return to Select Employee
Manager Self Service
Time Management

Entering docks in Absence Management

Navigation: Main Menu → Manager Self Service → Time Management → Report Time → Timekeeper Absence Entry or Manager Absence Entry.

"Enter New Absence Events", use the drop-down arrow to select Dock, and then enter the Begin Date and End Date. Leave partial days as None to dock based on the employee's scheduled hours or select partial hours to report dock with partial hours for that day.

Navigation: Main Menu > Manager Self Service > Time Management > Report Time > Manager Absence Entry

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Report and View Employee Absences

Teddy Toro
000000000
CSU Dominguez Hills
Click for Instructions

From 07/01/2023 Through 08/01/2023

Existing Absence Events	Personalize	Find	First	1 of 1	Last
Vacation					

Enter New Absence Events

Absence Name	*Begin Date	*End Date	*Partial Days	Absence Duration	Unit Type	Add Comments
DOCK	07/01/2023	07/01/2023	None		Hours	

Submit / Approve

→ Appropriate approvers must approve Reported Absences and approve the docks(s)

→ Docks need to be entered in both systems.

- Timesheet
- Absence Management

Navigation: Main Menu → Manager Self Service → Time Management *or* Timekeeper → Report Time → Timekeeper Absence Entry *or* Manager Absence Entry.

