

Entering Docks

Absence Management & Time & Labor

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Overview					Dock (employee ha		•
	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.						
Estado e de desir							
Entering docks in Time and Labor	Navigation: Main Menu→ Manager Self Service→ Timesheet						
	Favorites -	Main Menu 👻	> Manager S	Self Service 🔻	> Time Management -	> Report Time 👻	> Timesheet
Pull up Employee(s) by Empl ID or group	ORACL	E.					
ID							
	Report Time						
	Timesheet Summary						
	Employee Selection Criteria						
	Description				Value		
	Group ID				Q		
	Empl ID					Q	
	Empl Rcd Nbr					Q	
	Last Name					Q	
	First Name					Q	
	Job Code					Q	
	Department					Q	
	Position Number					Q	
				-			
	Clear Selec	tion Criteria Sav	e Selection C	criteria	Get Employees		
	Show Schedule Information						
	View By:	Veek 🗸	Date: 08/0	7/2023 🛐 🕏	Refresh << Prev	vious Week Ne	ext Week >>
	Employees I	For Michelle Cano, 1	fotals 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	0.00000	0.000000
	Approve Bapad	ed Time					
	Approve Reported Time Manager Self Service						
	Time Managem	ent					

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under the Time	Timesheet							
	Teddy Toro Employee ID: 00000000							
Reporting Code Enter	Employee Record Number:							
dock hours and click	0							
submit								
	View By: Week * Date: 08/02/2023 # # Reported Hours: 0.00 Hours \$ Cheduled Hours: 40.00 Hours <							
Appropriate	From Wednesday 08/02/2023 to Tuesday 08/08/2023							
approve must	Timesheet [TTT]) Wed Thu Fri Sat Sun Mon Tue							
approve the hours	8/2 8/3 8/4 8/5 8/6 8/7 8/8 Total Time Reporting Code Taskgroup Override Rate							
immediately.								
	CIT - Citizen Time/Voling & Oath CODAL - CO Designated Admin. Leave							
	Apply Schedule CPAL - COVID PAL							
	Reported Time Status - select to hide							
	Reported Time Status HG6 - Planned Holiday Pay @ 1.5 OTPR - Overtime Paid @ 1.5 of 1 ()) Last							
	Date Status Total OTST - Overtime Paid @ 1.0 ments 0.000000 REG - Regular Hours Worked REG - Regular Hours Worked Ments							
	SHGRV - Shift - Graveyard (2.30) SHSWG - Shift - Swing (1.35)							
	Reported Hours Summary - select to view							
	Submit Approve Selected Deny Selected							
	Punch Timesheet							
	Return to Select Employee Manager Self Service							
	Time Management							
Entering docks in	Navigation : Main Menu \rightarrow Manager Self Service \rightarrow Time Management \rightarrow Report Time \rightarrow Timekeeper							
Absence	Absence Entry <i>or</i> Manager Absence Entry.							
Management								
	"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							
	Favorites • Main Menu • >> Manager Self Service • >> Time Management • > Report Time • >> Manager Absence Entry							
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	Report and View Employee Absences							
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→ Appropriate	Navigation : Main Menu $ ightarrow$ Manager Self Service $ ightarrow$ Time Management <i>or</i> Timekeeper $ ightarrow$ Report Time $ ightarrow$						
approve Reported	Timekeeper Absence Entry <i>or</i> Manager Absence Entry.						
Absences and approve the docks(s)	CRACLE' Management Manage Schedules Job and Personal Informa Approve Time and Except Reported Time						
Docks need to be entered in both systems.	Approve Reported Absences Click for Instructions Click for Instructi						
TimesheetAbsence Management	Absence Requests						