

# Fire/Rescue Electronic Timesheets

Wednesday, June 10, 2015 9:15 am



KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM  
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## NEWS & EVENTS

### Notice:

Sierra-Cedar will be performing maintenance this weekend. During this time there will be no system availability.

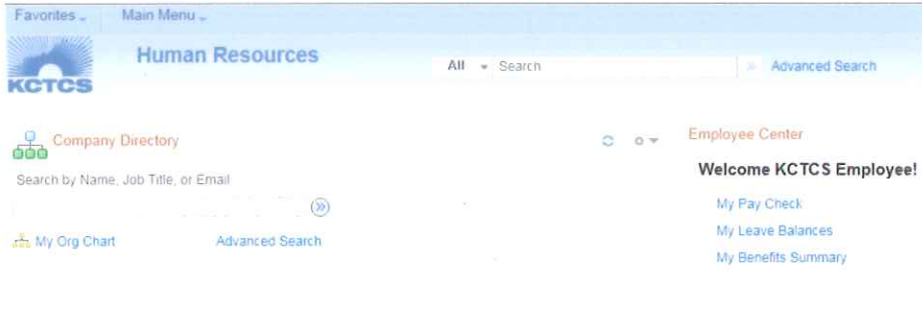
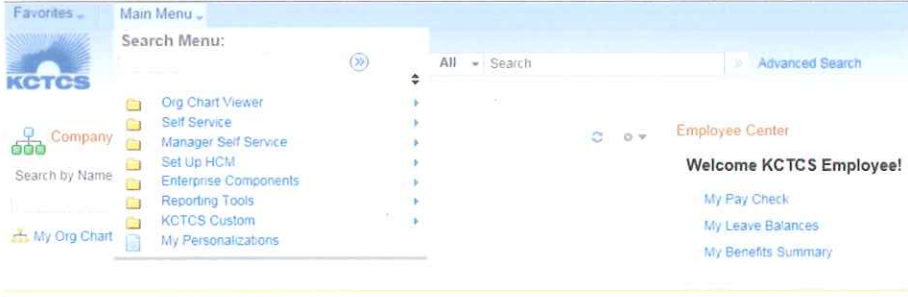
Start Date: Saturday, June 13th, 2015  
Start Time: 7:00 PM ET

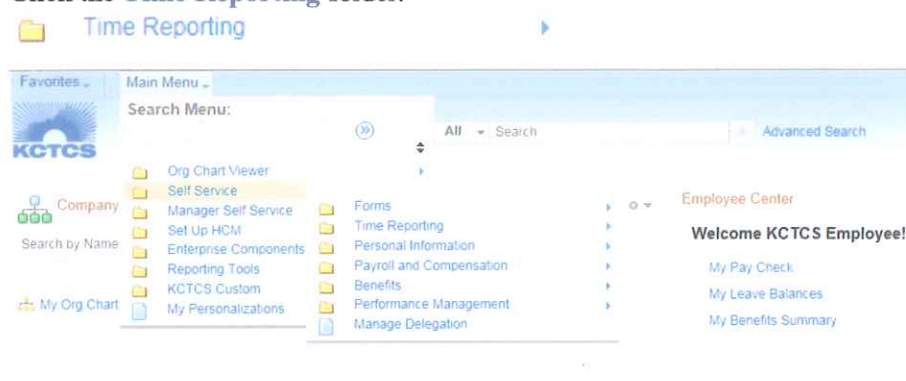
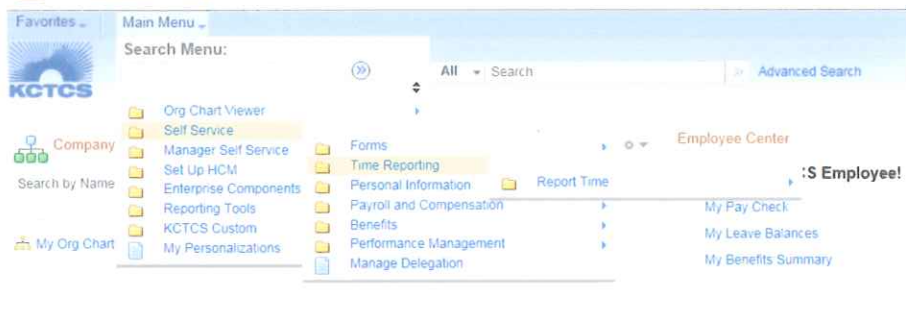
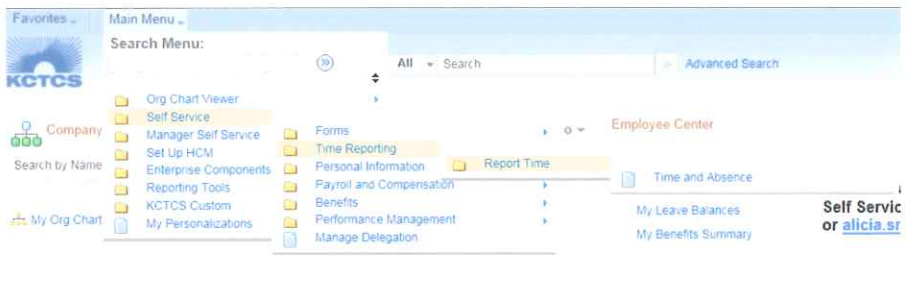

End Date: Sunday, June 14th, 2015  
End Time: 7:00 PM ET \*\*

\*\* Please note that CMS has scheduled until 7:00 PM ET on June 14th, 2015 to perform production environment system maintenance. Production systems are normally up by 4PM ET. Development environments will be available by 7:00 AM ET on Monday, June 15th, 2015.

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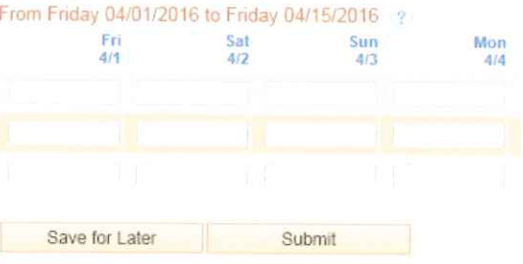
Step	Action
1.	<p>Begin by navigating to the <b>Time and Absent</b> page.</p> <p>Click <b>Main Menu</b>.</p> 
2.	<p>Click the <b>Self-Service</b> folder.</p> 

Step	Action															
3.	<p>Click the <b>Time Reporting</b> folder.</p> 															
4.	<p>Click the <b>Report Time</b> folder.</p> 															
5.	<p>Click the <b>Time and Absence</b> link.</p> 															
6.	<p>PeopleSoft opens to the <b>Select Job</b> page.</p>  <table border="1" data-bbox="292 1669 901 1837"> <thead> <tr> <th>Job Title</th> <th>Department ID</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>SFRT CPAT Proctor</td> <td>31010000</td> <td>Fire Commission</td> </tr> <tr> <td>GRP-TEMP Fire Training (Sys)</td> <td>31000000</td> <td>Fire Rescue/Tmg</td> </tr> <tr> <td>GRP TEMP Maint/Clerical (Sys)</td> <td>31000000</td> <td>Fire Rescue/Tmg</td> </tr> <tr> <td>GRP-TEMP Indust/Deg Tmg (Sys)</td> <td>31000000</td> <td>Fire Rescue/Tmg</td> </tr> </tbody> </table>	Job Title	Department ID	Department	SFRT CPAT Proctor	31010000	Fire Commission	GRP-TEMP Fire Training (Sys)	31000000	Fire Rescue/Tmg	GRP TEMP Maint/Clerical (Sys)	31000000	Fire Rescue/Tmg	GRP-TEMP Indust/Deg Tmg (Sys)	31000000	Fire Rescue/Tmg
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Step	Action
7.	<p>Click the <b>Job Title</b> link you need to submit time for.</p> <ul style="list-style-type: none"> <li>• <b>GRP-TEMP Maint/Clerical (Sys) = \$10 pay rate</b></li> <li>• <b>GRP-TEMP Fire Training (Sys) = \$21 pay rate</b></li> <li>• <b>GRP-TEMP Indust/Deg Trng (Sys) = \$22 pay rate</b></li> </ul> <p>*Note: Each job title will be reported separately. You may have to fill out 3+ timesheets in a given pay period.</p>



Step	Action
8.	<p>Make sure the correct pay period is populated. If you need to choose a different pay period use the blue link “previous period” or “next period” to navigate to the correct date.</p>
9.	<p>Part time Fire/Rescue employees must report their locality worked. To select the locality worked, scroll all the way to the right and select the <b>Addl. Info</b> link.</p>
10.	<p>Click on the magnifying glass next to the <b>Locality</b> box, to choose your Locality.</p>

Step	Action
11.	<p>This will display all of the different taxing localities. Clicking on the blue Locality code link will populate that row of the timesheet with the correct taxing locality. Not all locations charge a local tax. Hours needing to be reported in a location that does not charge a local tax, should be charged to the blank “NO LOCAL” selection.</p> 
12.	<p>Each locality should be reported on its own line of the timesheet. <b>If working in the city limits, choose the city. If not working in the city limits, choose the county. If the city does not have a local tax, choose the county. If the county does not have a local tax, choose the “NO LOCAL” selection.</b></p>
13.	<p>Enter the number of hours for the days that you worked for the semi-monthly pay period (e.g. 4/1/16 – 4/15/16).</p> 
14.	<p>Continue adding rows and selecting localities until the timesheet is complete. Additional rows can be added by clicking the “+” button, located on the far right-hand side of the page.</p> 
15.	<p>Once the timesheet is complete, and on or before the due date, click on the <b>Submit</b> button to route the timesheet to the supervisor for approval.</p>  <p><b>*Note:</b> Every time that you click Submit your supervisor will get an email requesting time approval. So, use Save for Later until you are all finished with time entry. Clicking Save for Later will not request approval from your supervisor.</p>