

Title	Timekeeping and Monitoring SuperUser Guidelines
Version	1.1
Date	20100917
Created by	Janice Minder, SDBOR
Edited by	Minder
Copyright	South Dakota Board of Regents
Process Owner	Human Resources
Dept/Division	Human Resources
Get help with this process	Shared Payroll Center, Janice Minder, Kayla Bastian
Processes	SNAP
	PTRUSER
	PSAORGN
	PSAEMPR
	PZRTMST

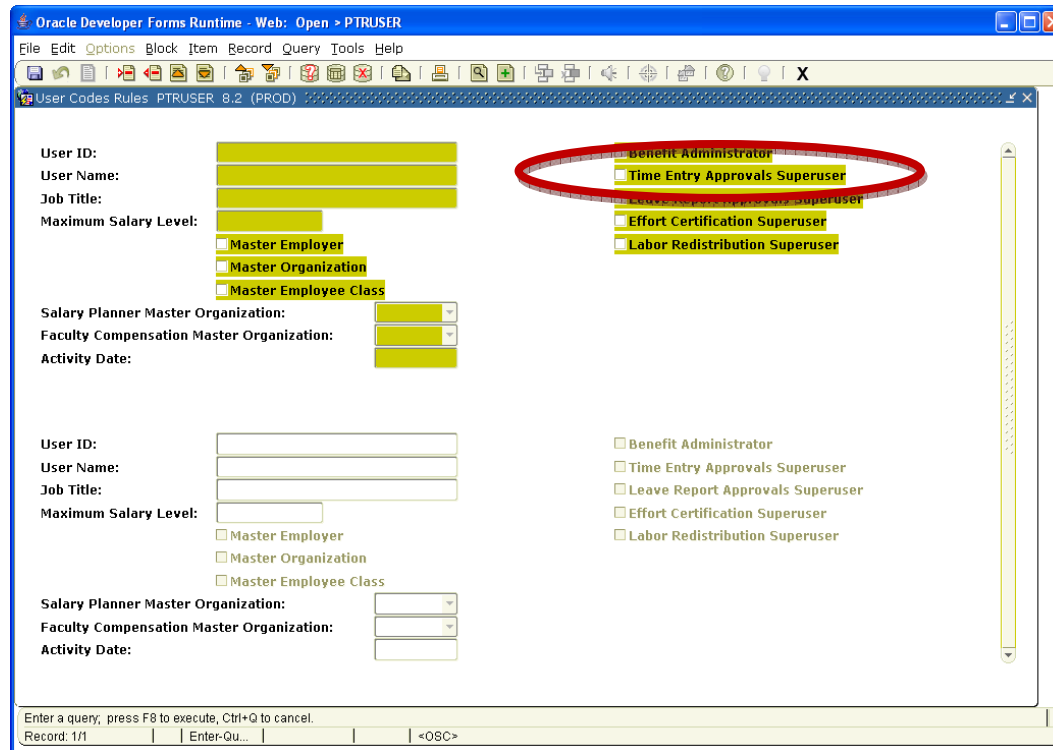
Description:

This guideline is for SuperUsers to identify the status of time entry submission.

Reference Information:

In order for the a SuperUser (defined as any employee not acting as a supervisor and possibility not in Human Resources who has access to timesheets and leave reporting for employees. SuperUsers can act on behalf of Supervisors and Human Resources and are similar to hiring manager assistants in YourFuture), to have appropriate access in Banner the following Rule forms must be completed: PTRUSER, PSAORGN and PSAEMPR. Employee must be in the security class of ZC_HR_DEPT_MGR_SUPER_SHARED.

PTRUSER



Employee must be loaded in GOATPAD and GOAEACC first or PTRUSER cannot be populated. However, once those are completed, then employee can be loaded into PTRUSER. If the individual should have access to Timesheets, they should have the Time Entry Approvals Superuser selected.

Next, to ensure the only organizations and employers are accessed, PSAORGN and PSAEMPR must be completed.

PSAORGN

The screenshot shows the Oracle Developer Forms Runtime interface for the PSAORGN form. The window title is "Oracle Developer Forms Runtime - Web: Open > PSAORGN". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The main content area is titled "Organization Security PSAORGN 8.3 (PROD)". It features several input fields and dropdown menus: "Current User:", "New User:", "COA:", "Include Organization Low:", and "Exclude Organization Low:". Below these are three columns: "Organization Low", "Organization High", and "Activity Date". Each column has a dropdown menu and a list of input fields. The status bar at the bottom displays the error message "FRM-40202: Field must be entered." and "Record: 1/1".

It is essential to only identify the organizations the employee should have access to in Banner. This is a security feature to ensure that employees are not accessing confidential employee information. The low and high organization should be the same. You can enter data entrable and non-data entrable.

PSAEMPR

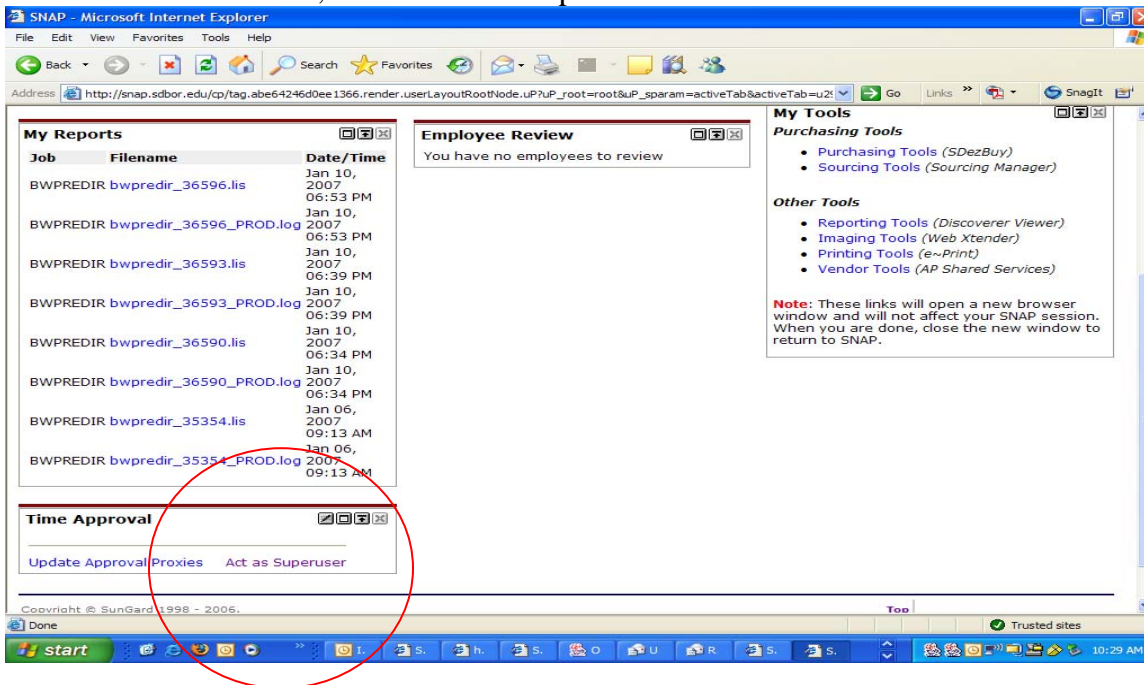
The screenshot shows a web-based form titled "Oracle Developer Forms Runtime - Web: Open > PSAEMPR". The browser address bar indicates the URL is "Employer Security PSAEMPR 8.0 (PROD)". The form includes several input fields: "Current User:", "New User:", "Include Employer:", and "Exclude Employer:". Below these is a table with two columns: "Employer" and "Activity Date". The "Employer" column has a dropdown menu and a list of empty input boxes. The "Activity Date" column has a list of empty input boxes. At the bottom, there is a status bar with the text "Current User Code; Press LIST for valid codes." and "Record: 1/1".

This form should be populated for the primary employer and any secondary the employee may have access. If a secondary is selected, official permissions should come from that employer.

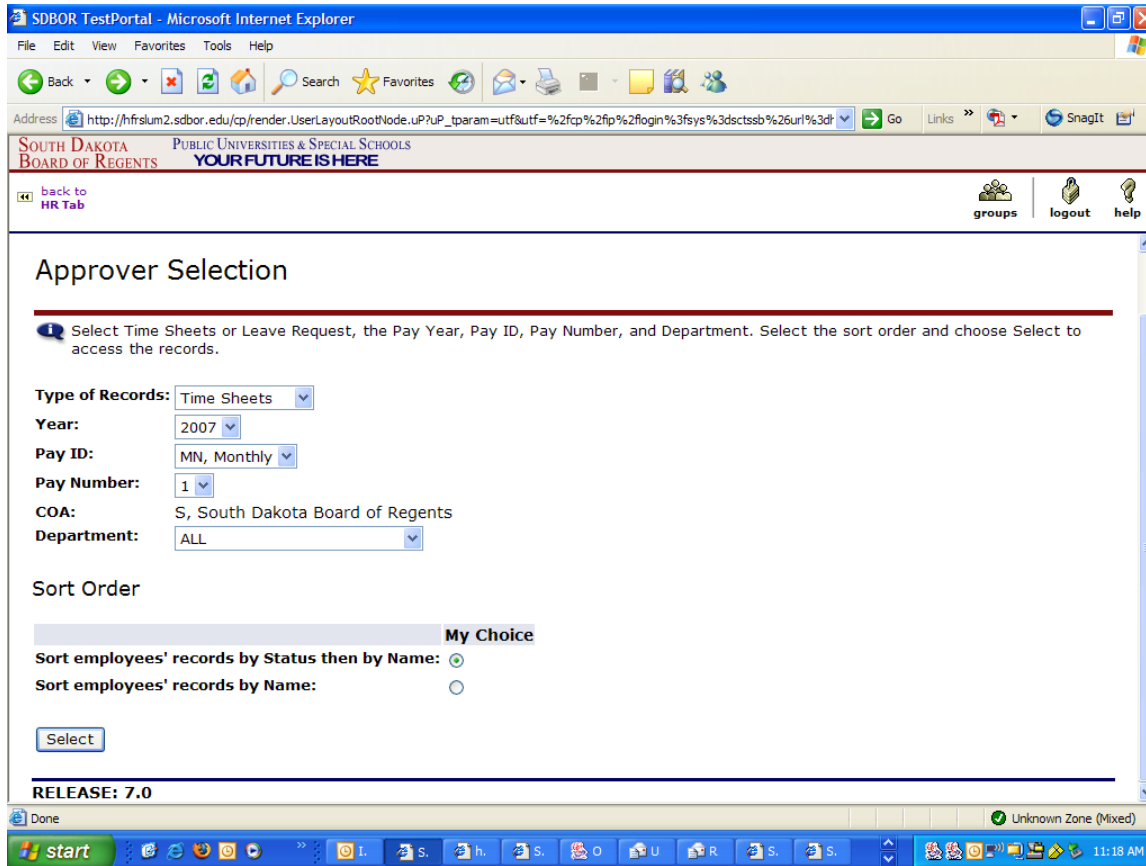
Once these forms are completed, the employee has access as a superuser.

This document will now document how an employee can go through SNAP to gain access to SSB to review and monitor timesheets.

1. Go to SNAP HR Tab, select Act as a SuperUser.



2. Select the departments from your list or if you do not see the department, select All.

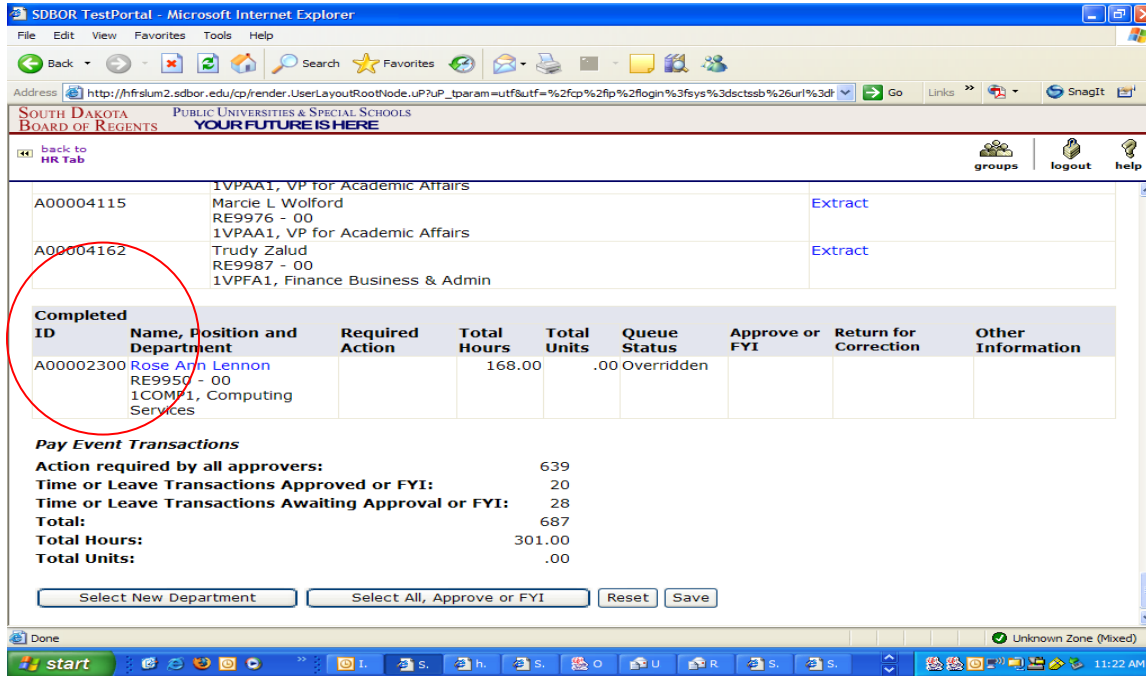


3. Identify who needs time extracted, on the 22nd at 8:00 AM, contact each one of them to have them report time as appropriate.

The screenshot shows a web browser window titled "SDBOR TestPortal - Microsoft Internet Explorer". The address bar contains a URL from "http://hfrslum2.sdbor.edu". The page header includes "SOUTH DAKOTA BOARD OF REGENTS" and "PUBLIC UNIVERSITIES & SPECIAL SCHOOLS YOUR FUTURE IS HERE". Below the header, there are navigation links for "groups", "logout", and "help".

A00002962	1COMP1, Computing Services Janice Kay Minder RE9983 - 00 1DOHR1, Human Resources	8.00	.00	
A00003051	Carla M Reihe RE9946 - 00 1COMP1, Computing Services	.00	.00	
Not Started				
ID	Name, Position and Department	Other Information		
A00003915	Naveen R Akkati RE9962 - 00 1COMP1, Computing Services	Extract		
A00000323	Linda L Allbee RE9940 - 00 1LIBR1, Library Services	Extract		
A00000372	Marla Jean Anderson RE9999 - 00 1VPFA1, Finance Business & Admin	Extract		
A00000373	Michele R Anderson RE9998 - 00 1AUDT1, Internal Auditor	Extract		
A00000239	Terry D Baloun RE9929 - 00 1PRES1, Executive Director	Extract		
A00000247	Charles D Barnard RE9961 - 00 1COMP1, Computing Services	Extract		

4. Then at or around 1:00 PM, you will want to go back into the system to identify if the supervisor has approved the timesheets by viewing status of Approved.



5. Reminder, you can go into Banner INB as well and go to PHATIME (remember to pull time by WEB and to check SuperUser). PHADSUM can be used as well.

6. PZRTMST is a report that was also generated to assist the superuser versus going through INB or SSB for timesheet monitoring. This process allows for a report to be generated that will document the status of every employee. This can be run by Employer as well as organization by payroll period. This report will show the employee, the timesheet status, approval status, hours taken, supervisor name, Institution. See example below screen-shot. Names are removed for privacy.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GJAPCTL 8.3 (PROD)

Process: PZRTMST Time sheets Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Institution	BOR
02	Year	2010
03	Pay Period	8
04	Pay Ind.	MN
05	Entry Set	W
06	Orgn Code	%

Submission

Save Parameter Set as Name: Description: Hold Submit

Save Entered Parameters; CHECK to save.

Record: 1/1 <OSC>

Ver: 082009.27a

Employee Name	A_ID	Emp. Status	Apr. Status	Time Stamp	Hours	ORGN	POSN	SUFF	Approver Name	A_ID	School
EMPLOYEE NAME	A00077129	Complete	Approved	23-AUG-2010 09:04:02 AM	32.00	DEPT	RE9945	00	SUPERVISOR NAME	A00002156	BOR
EMPLOYEE NAME	A00079670	Complete	Approved	23-AUG-2010 11:37:58 AM	149.00	DEPT	RE9995	00	SUPERVISOR NAME	A00002962	BOR