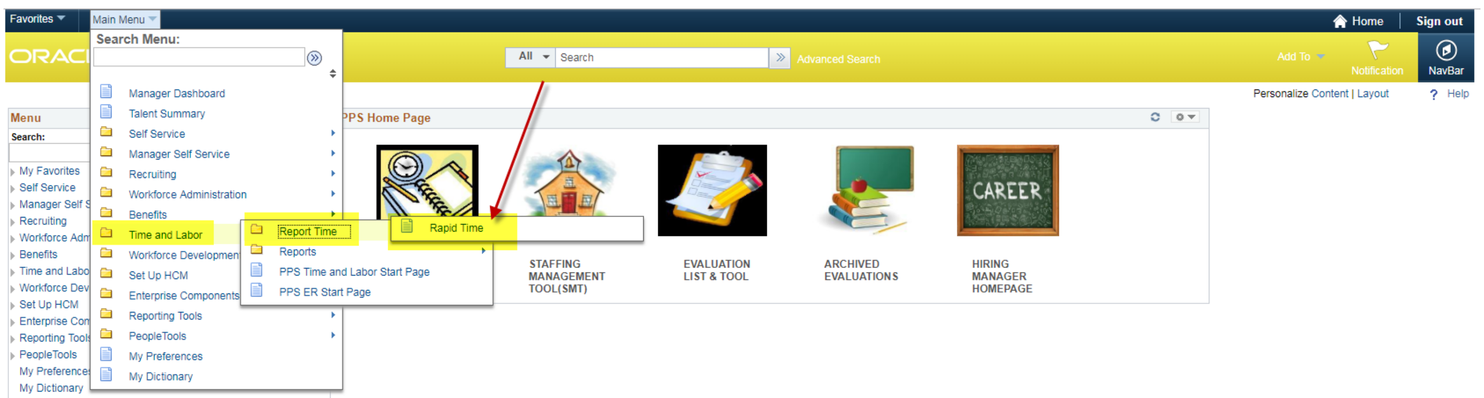
Late Time Reporting with Rapid Time

Now when you have time that was not reported when worked or

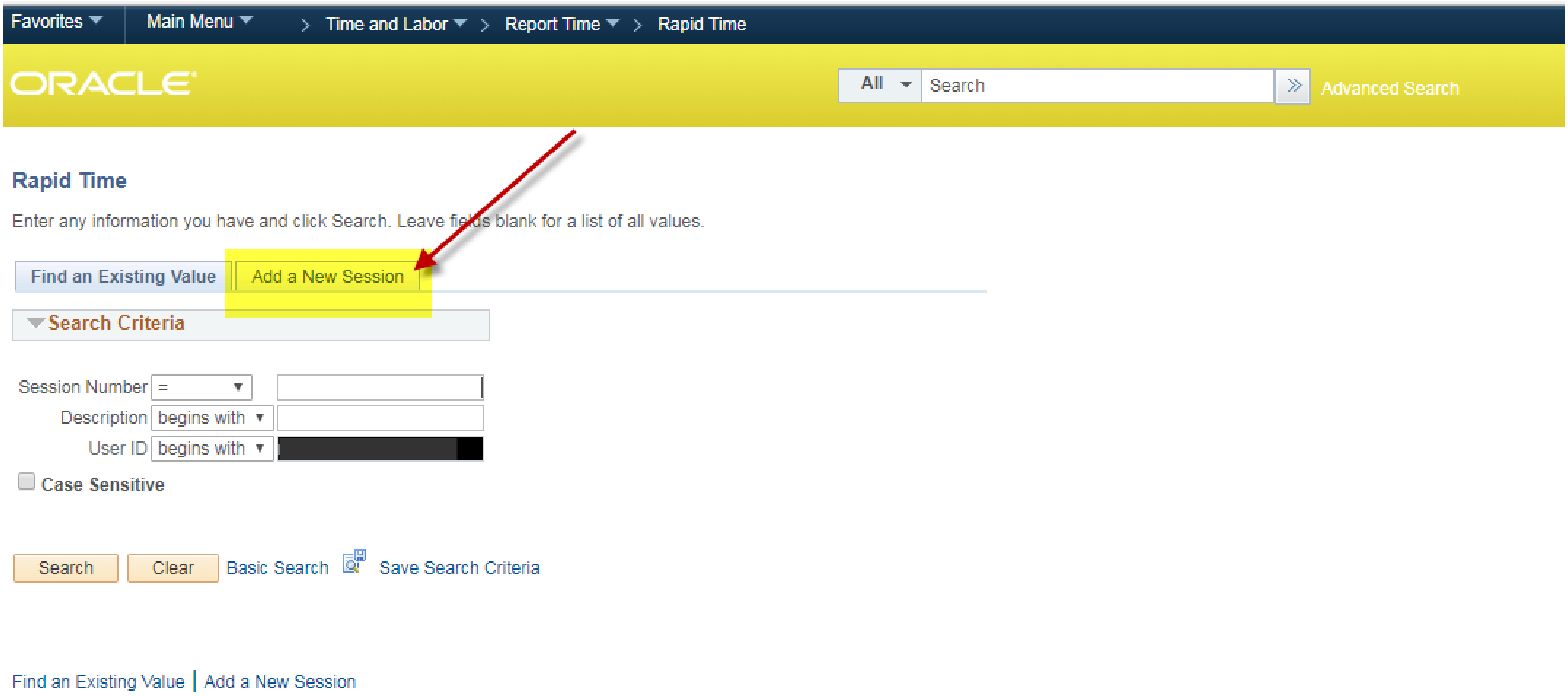
Time card corrections you will enter it through Rapid Time on PeopleSoft.

Steps:

1.) Log in to PeopleSoft HRMS and go to Main Menu > Time and Labor > Report Time > Rapid Time

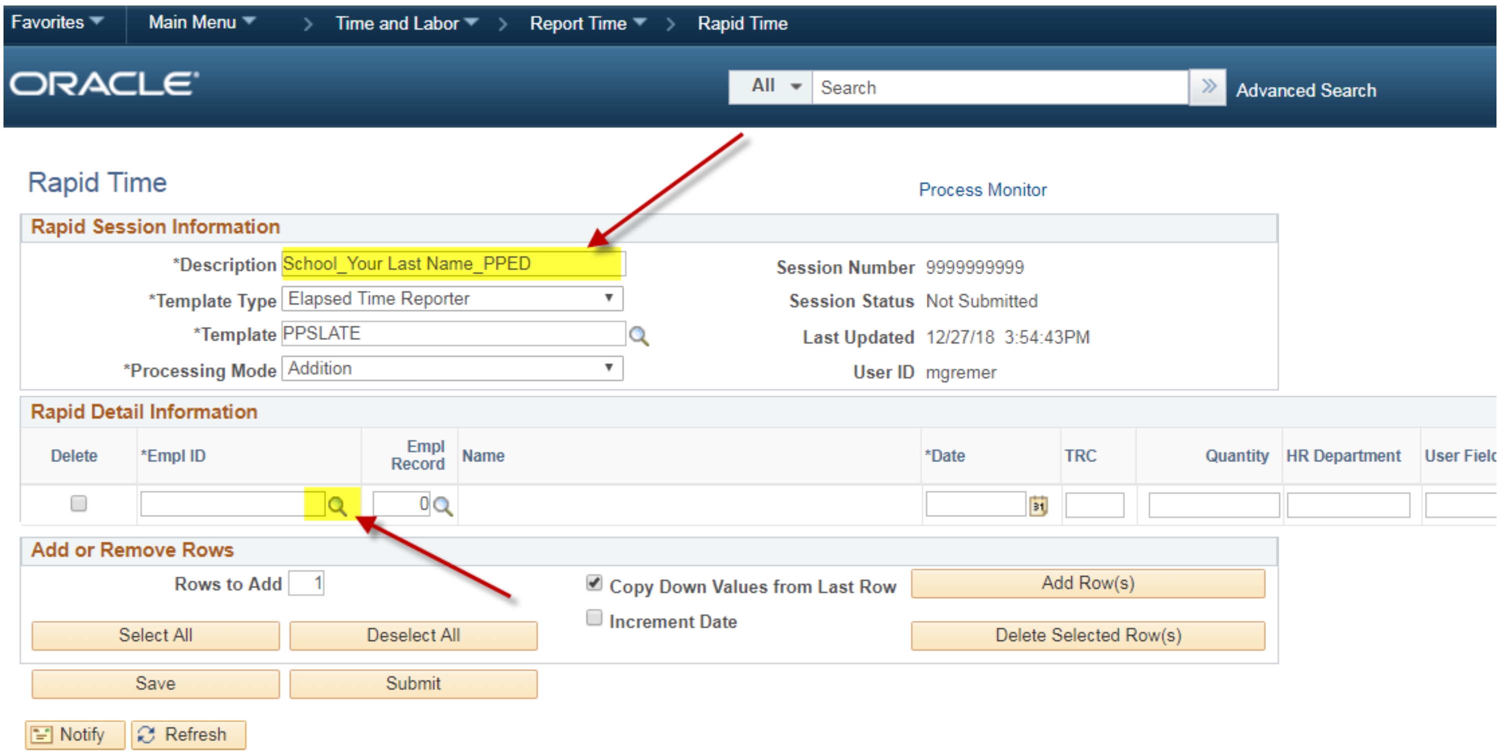


2.) If you do not already have an active session click on Add New Session



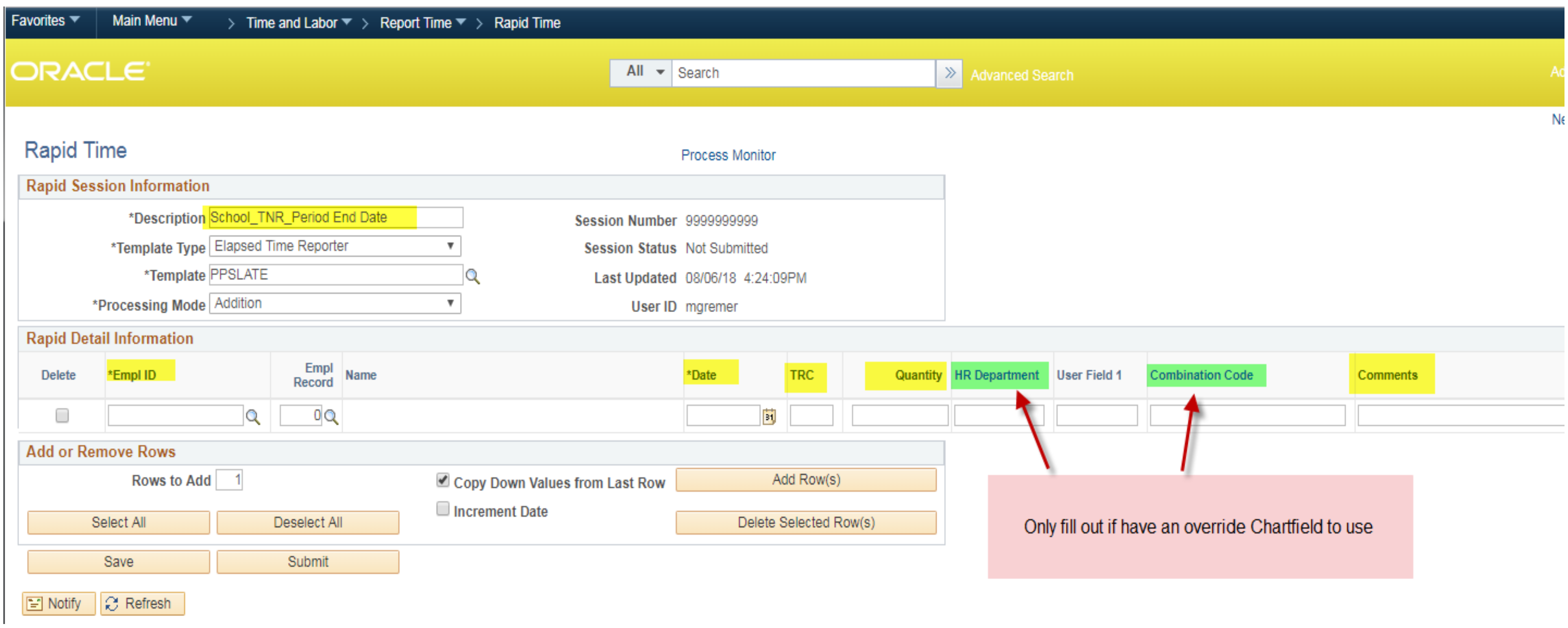
3.) Once you click that it will open up this screen below where you will add a description of Dept/School name_Your Last Name_Period End Date. For example: Payroll Dept for August Payroll would enter Payroll_TNR_08.15.2018.

The Template Type, Template and Processing mode will automatically populate. In the Rapid Detail information section is where you will enter the employee's time. The magnify glass next to Empl ID will give you a full list of your employees you have access to that you can choose from if you do not know their ID number already. Selecting there or entering an ID will populate their name automatically

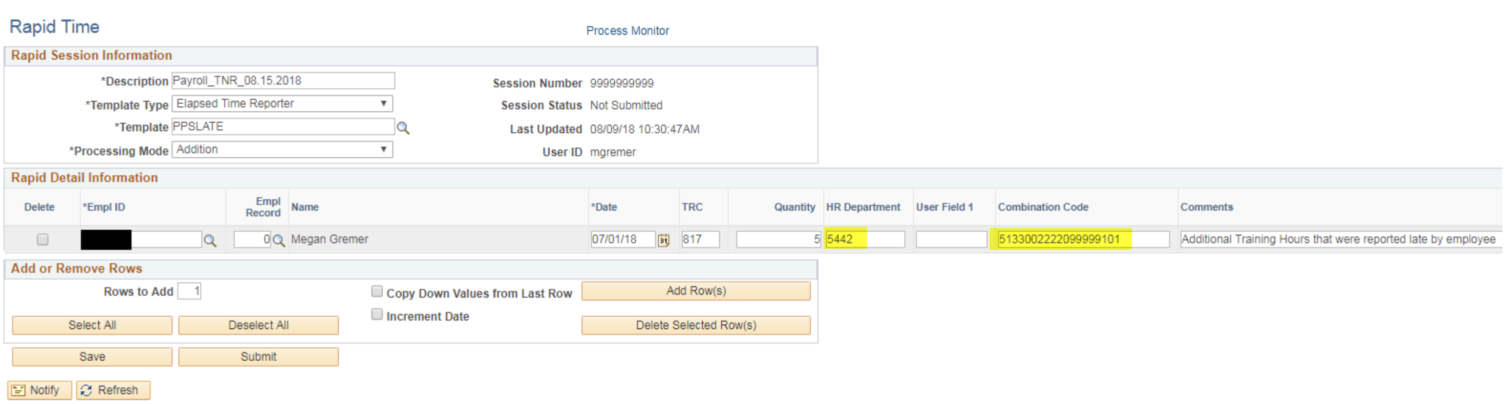


4.) Once you select your employee you will enter their time information in the sections listed. Please see the TRC Earnings code key for which TRC to use (this can be found on the Payroll Department Site under Secretary/Manager Resources > Forms).

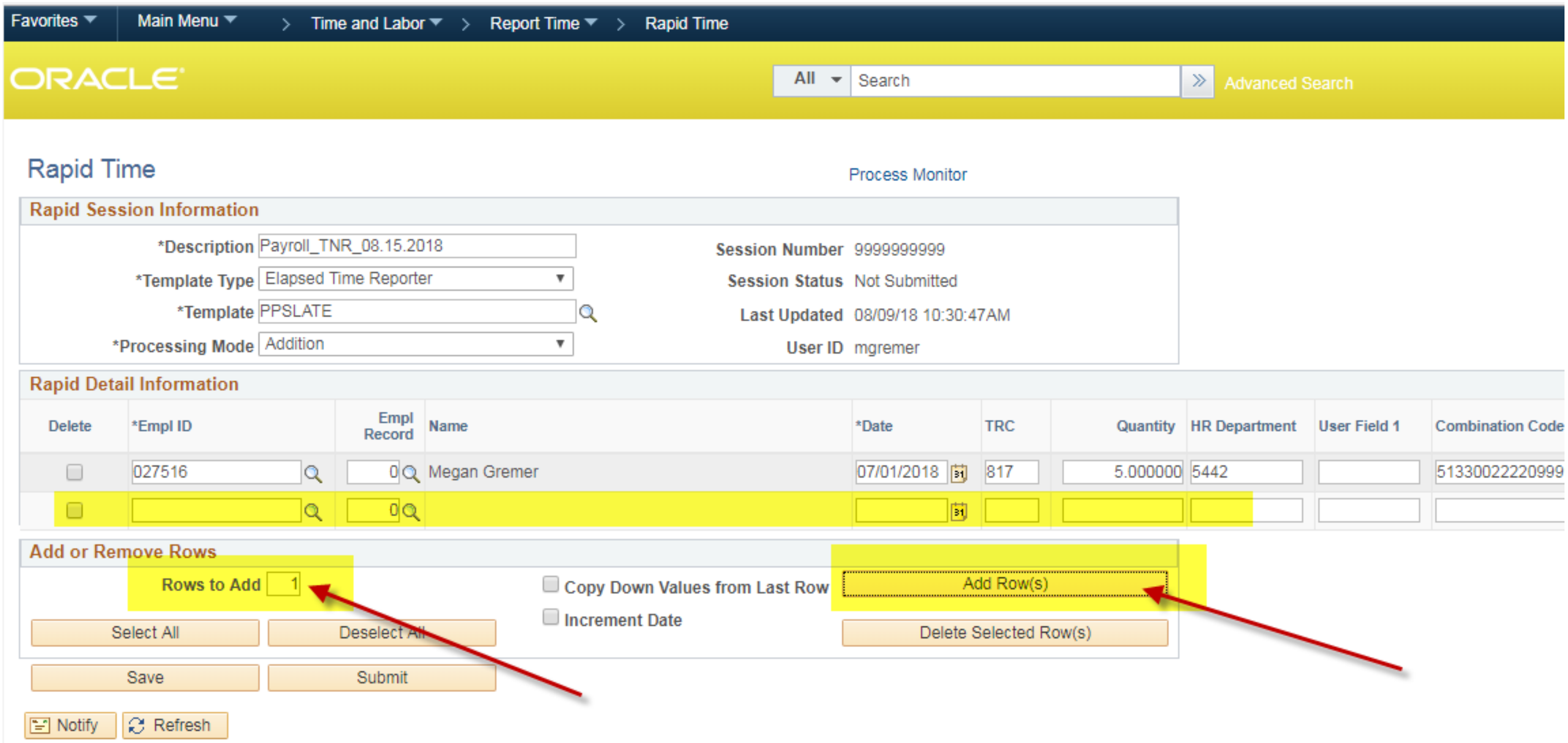
**Note: If you have an override charfield to enter then in the "HR Department" column is where you will list the dept for the chartfield needed if it is different than their default chartfield. In the combination code section is where you will enter the rest of the chartfield details in the order of: Account, Program, Class, Fund, then Proj/Grant and don't put any spaces between them. So for example the chartfield with Dept: 5442 Account: 513300 Program: 22220 Class: 99999 Fund: 101 Proj/Grant: N/A Like below:



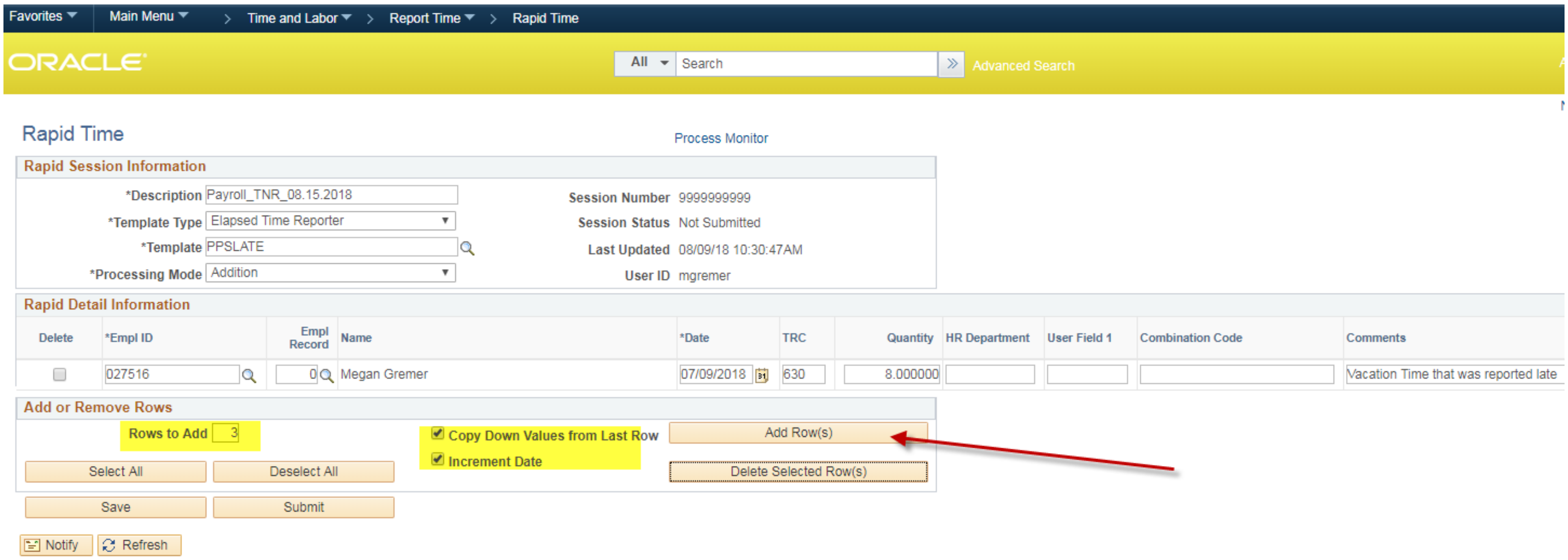
Sample with an override chartfield needed:



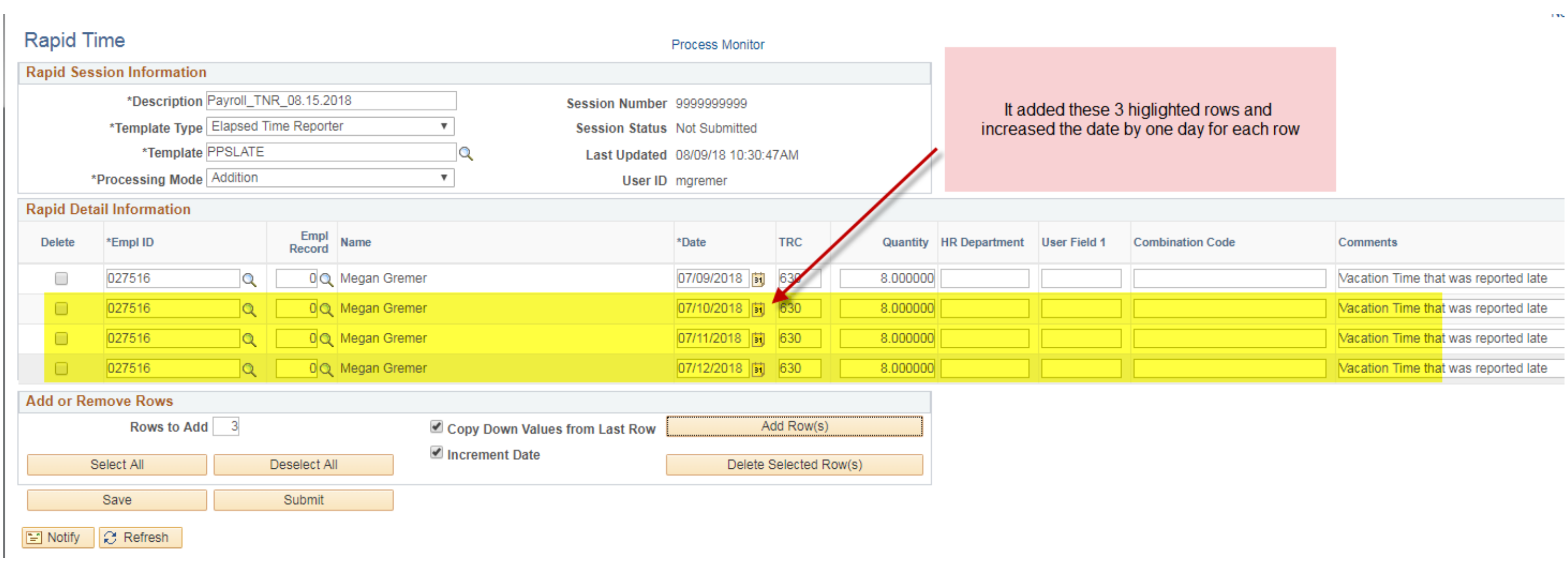
5.) To add a new row if you have more than one employee to add you go down to the "Add or Remove Rows" section and make sure by "Rows to Add" there is a 1 and then click on "Add Row(s)".



6.) Also in the “Add or Remove Rows” Section you can add multiple rows for one person. To do so you list how many rows you want added in the “Rows to Add” box, then check the box “Copy Down Values from Last Row” to copy the data, and if you check “Increment date” it will automatically add a day to each line to give you separate consecutive days will all the information. Once you have that all filled out click on “Add Row(s)”.

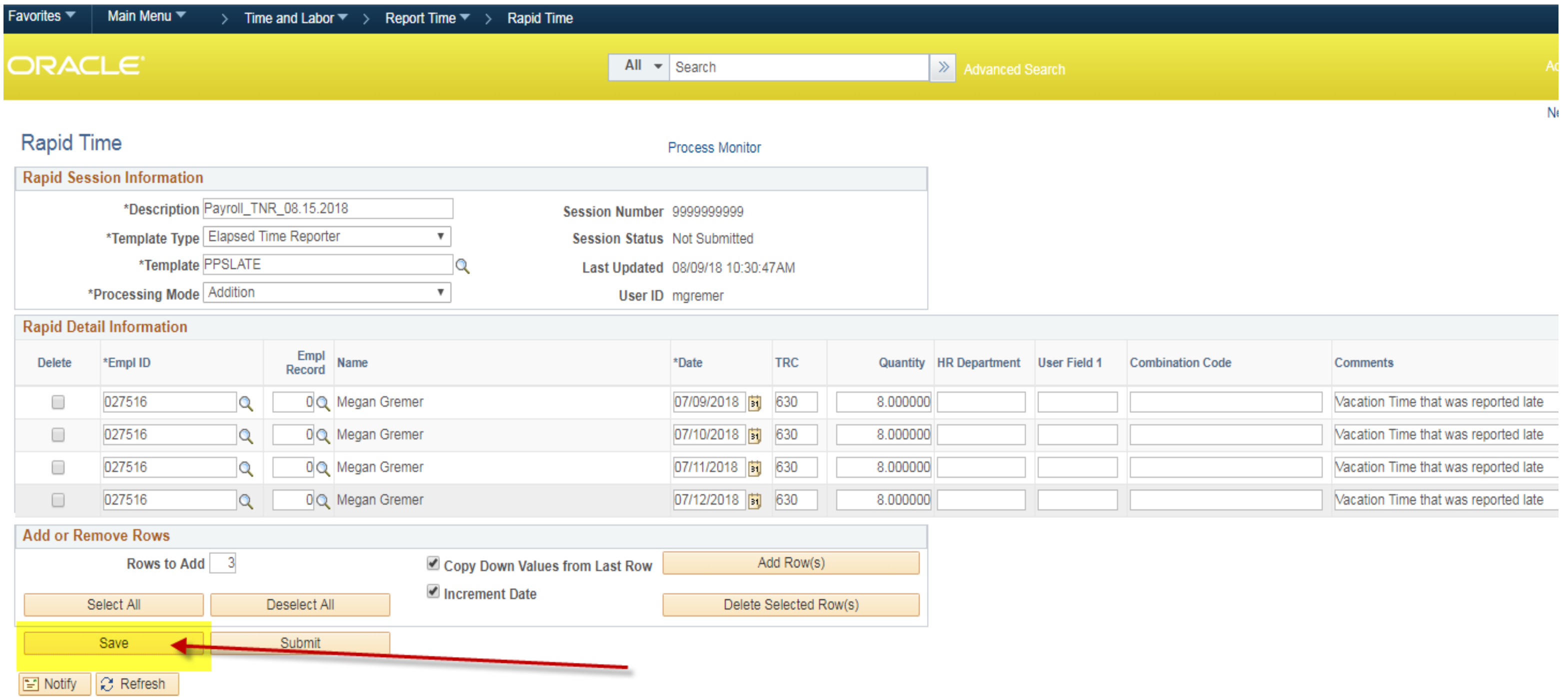


If you have it set up like the picture above and click on “Add Row(s)” it will turn out like this:

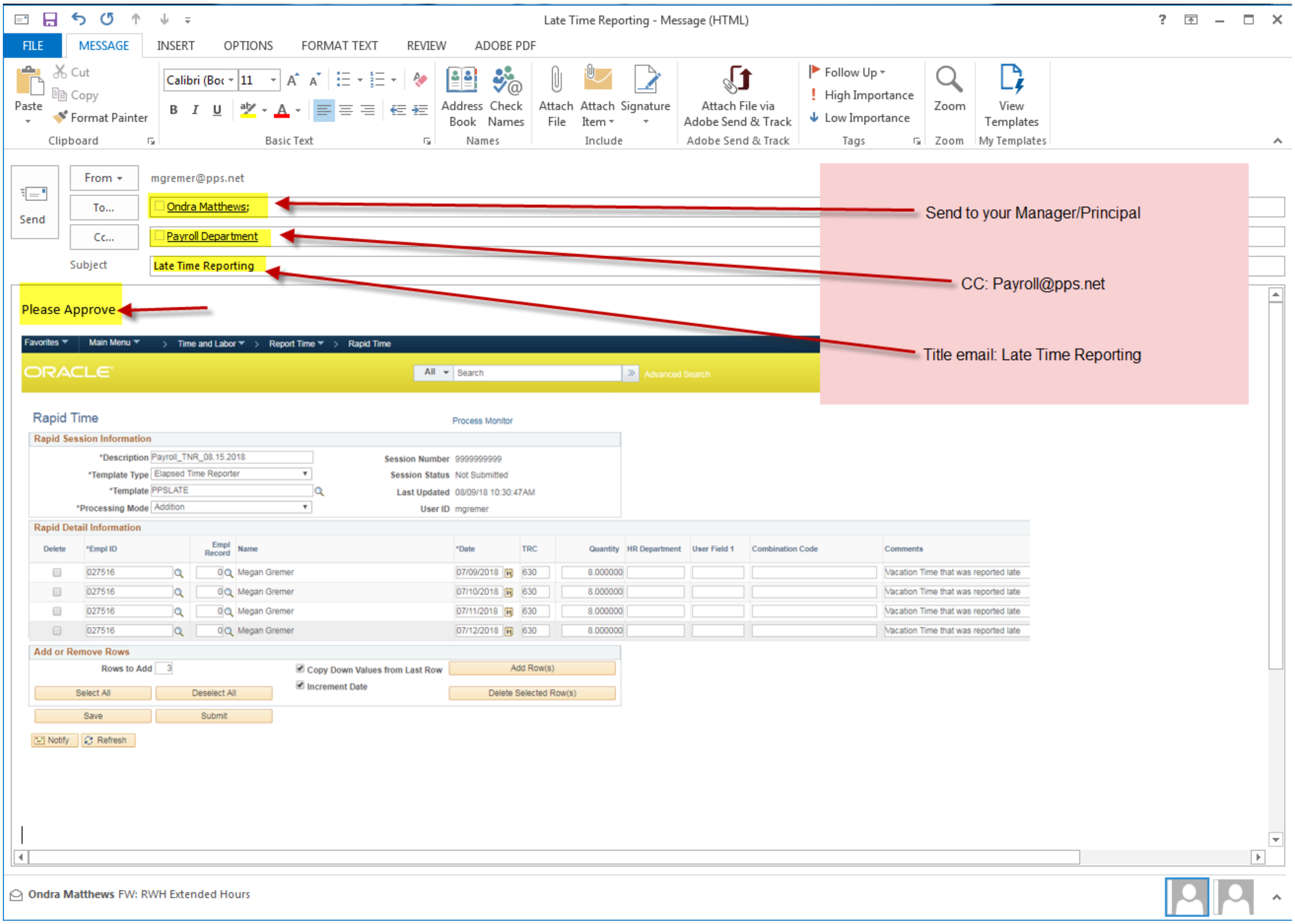


7.) Once you have added the employee(s) information you need you can hit save.

***We recommend keeping one session open and adding all late time you receive that pay period and submitting at the end of the pay period or only submitting one session a week at the most – you can go back into a saved session to edit an add as many times as you want until you send it to your manager and payroll for payroll to submit.*



8.) To submit you want to take a screen shot with the snipping tool (see instructions posted on the Payroll Department site under Secretary/Manager Resources under Forms on how to get and use snipping tool if you do no have it) take a screen shot of all the time you entered (can be multiple screen shots if they do not all fit on one) and copy that into the body an email – it is important you do not do an attachment, instead paste it into the body of the email for audit purposes. You will send it to your Manager/Principal and request approval in the email with the screen shot and CC in payroll@pps.net . Title the email "Late Time Reporting". Your manager/Principal will then need to reply all saying it was



approved. Once that approval email comes in payroll will submit that time to load to payroll.

If you have any questions please email/call your Payroll Specialist