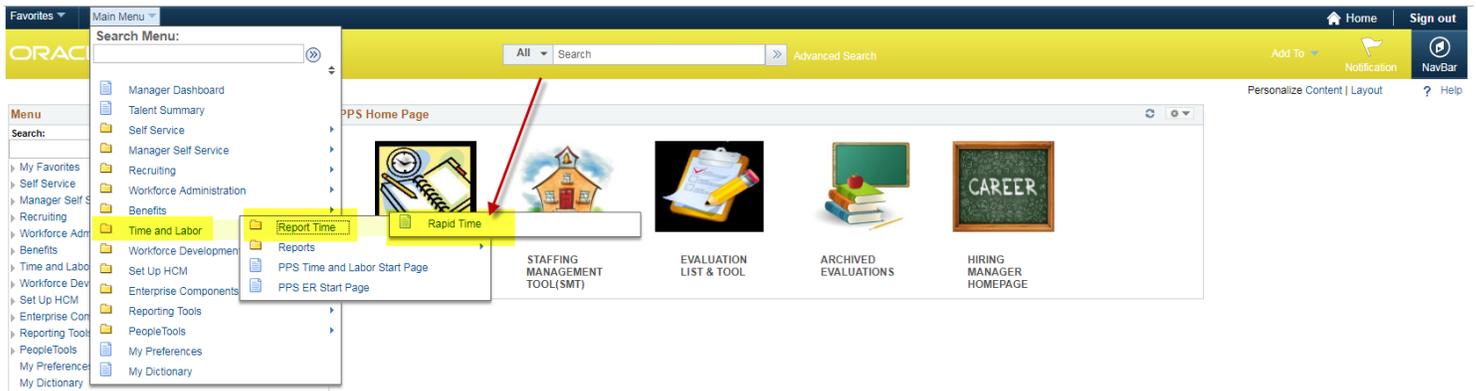


# Late Time Reporting with Rapid Time

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

### Rapid Time

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Session](#)

▼ Search Criteria

Session Number =

Description begins with ▾

User ID begins with ▾

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

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

Favorites ▾ Main Menu ▾ > Time and Labor ▾ > Report Time ▾ > Rapid Time

ORACLE® All ▾ Search [ ] >> Advanced Search

### Rapid Time Process Monitor

**Rapid Session Information**

*Description	School_Your Last Name_PPED	Session Number	999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	PPSLATE	Last Updated	12/27/18 3:54:43PM
*Processing Mode	Addition	User ID	mgremer

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field
<input type="checkbox"/>	[ ]	<input type="checkbox"/>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

**Add or Remove Rows**

Rows to Add

Copy Down Values from Last Row

Increment Date

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:

**Rapid Session Information**

\*Description: School\_TNR\_Period End Date  
 \*Template Type: Elapsed Time Reporter  
 \*Template: PPSLATE  
 \*Processing Mode: Addition

Session Number: 999999999  
 Session Status: Not Submitted  
 Last Updated: 08/06/18 4:24:09PM  
 User ID: mgremer

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>						

**Add or Remove Rows**

Rows to Add: 1  
 Copy Down Values from Last Row  
 Increment Date

Buttons: Select All, Deselect All, Save, Submit, Add Row(s), Delete Selected Row(s)

Notify Refresh

Sample with an override chartfield needed:

**Rapid Session Information**

\*Description: Payroll\_TNR\_08.15.2018  
 \*Template Type: Elapsed Time Reporter  
 \*Template: PPSLATE  
 \*Processing Mode: Addition

Session Number: 999999999  
 Session Status: Not Submitted  
 Last Updated: 08/09/18 10:30:47AM  
 User ID: mgremer

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Megan Gremer	07/01/18	817	5	5442		513300222099999101	Additional Training Hours that were reported late by employee

**Add or Remove Rows**

Rows to Add: 1  
 Copy Down Values from Last Row  
 Increment Date

Buttons: Select All, Deselect All, Save, Submit, Add Row(s), Delete Selected Row(s)

Notify Refresh

- 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)”.

Oracle Rapid Time interface showing session information and a table of employee data. The "Add or Remove Rows" section is highlighted, with red arrows pointing to the "Rows to Add" field (set to 1) and the "Add Row(s)" button.

**Rapid Session Information**

*Description	Payroll_TNR_08.15.2018	Session Number	9999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	PPSLATE	Last Updated	08/09/18 10:30:47AM
*Processing Mode	Addition	User ID	mgremer

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code
<input type="checkbox"/>	027516	0	Megan Gremer	07/01/2018	817	5.000000	5442		51330022220999
<input type="checkbox"/>		0							

**Add or Remove Rows**

Rows to Add:   Copy Down Values from Last Row  Increment Date

- 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)”.

Oracle | All | Search | Advanced Search

Rapid Time | Process Monitor

**Rapid Session Information**

\*Description: Payroll\_TNR\_08.15.2018 | Session Number: 999999999  
 \*Template Type: Elapsed Time Reporter | Session Status: Not Submitted  
 \*Template: PPSLATE | Last Updated: 08/09/18 10:30:47AM  
 \*Processing Mode: Addition | User ID: mgremer

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>	027516	<input type="checkbox"/>	Megan Gremer	07/09/2018	630	8.000000				Vacation Time that was reported late

**Add or Remove Rows**

Rows to Add: 3 |  Copy Down Values from Last Row | Add Row(s)  
 Increment Date | Delete Selected Row(s)

Select All | Deselect All | Save | Submit

Notify | Refresh

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

Rapid Time | Process Monitor

**Rapid Session Information**

\*Description: Payroll\_TNR\_08.15.2018 | Session Number: 999999999  
 \*Template Type: Elapsed Time Reporter | Session Status: Not Submitted  
 \*Template: PPSLATE | Last Updated: 08/09/18 10:30:47AM  
 \*Processing Mode: Addition | User ID: mgremer

**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>	027516	<input type="checkbox"/>	Megan Gremer	07/09/2018	630	8.000000				Vacation Time that was reported late
<input type="checkbox"/>	027516	<input type="checkbox"/>	Megan Gremer	07/10/2018	630	8.000000				Vacation Time that was reported late
<input type="checkbox"/>	027516	<input type="checkbox"/>	Megan Gremer	07/11/2018	630	8.000000				Vacation Time that was reported late
<input type="checkbox"/>	027516	<input type="checkbox"/>	Megan Gremer	07/12/2018	630	8.000000				Vacation Time that was reported late

**Add or Remove Rows**

Rows to Add: 3 |  Copy Down Values from Last Row | Add Row(s)  
 Increment Date | Delete Selected Row(s)

Select All | Deselect All | Save | Submit

Notify | Refresh

It added these 3 highlighted rows and increased the date by one day for each row

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.*

The screenshot displays the Oracle Rapid Time interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Time and Labor > Report Time > Rapid Time. Below this is the Oracle logo and a search bar with 'All' and 'Advanced Search' options.

The main content area is titled 'Rapid Time' and includes a 'Process Monitor' link. It is divided into two main sections:

- Rapid Session Information:** This section contains several fields:
  - \*Description: Payroll\_TNR\_08.15.2018
  - \*Template Type: Elapsed Time Reporter
  - \*Template: PPSLATE
  - \*Processing Mode: Addition
  - Session Number: 999999999
  - Session Status: Not Submitted
  - Last Updated: 08/09/18 10:30:47AM
  - User ID: mgremer
- Rapid Detail Information:** This is a table with the following columns: Delete, \*Empl ID, Empl Record, Name, \*Date, TRC, Quantity, HR Department, User Field 1, Combination Code, and Comments. It contains four rows of data for Megan Gremer, each with a quantity of 8.000000 and a comment 'Vacation Time that was reported late'. The dates are 07/09/2018, 07/10/2018, 07/11/2018, and 07/12/2018.

Below the table is the 'Add or Remove Rows' section, which includes a 'Rows to Add' field set to 3, and several buttons: 'Add Row(s)', 'Delete Selected Row(s)', 'Select All', 'Deselect All', 'Save', and 'Submit'. A red arrow points to the 'Save' button. At the bottom left, there are 'Notify' and 'Refresh' buttons.

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 not 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 of 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](mailto:payroll@pps.net) . Title the email “Late Time Reporting”. Your manager/Principal will then need to reply all saying it was

**Send to your Manager/Principal**

**CC: Payroll@pps.net**

**Title email: Late Time Reporting**

**Please Approve**

**From:** mgremer@pps.net

**To:** Ondra Matthews

**Cc:** Payroll Department

**Subject:** Late Time Reporting

**Rapid Time** Process Monitor

**Rapid Session Information**

\*Description: Payroll\_TNR\_08.15.2018  
 \*Template Type: Elapsed Time Reporter  
 \*Template: PPSLATE  
 \*Processing Mode: Addition

Session Number: 999999999  
 Session Status: Not Submitted  
 Last Updated: 08/09/18 10:30:47AM  
 User ID: mgremer

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>	027516	<input type="checkbox"/>	Megan Gremer	07/09/2018	630	8.000000				Vacation Time that was reported late
<input type="checkbox"/>	027516	<input type="checkbox"/>	Megan Gremer	07/10/2018	630	8.000000				Vacation Time that was reported late
<input type="checkbox"/>	027516	<input type="checkbox"/>	Megan Gremer	07/11/2018	630	8.000000				Vacation Time that was reported late
<input type="checkbox"/>	027516	<input type="checkbox"/>	Megan Gremer	07/12/2018	630	8.000000				Vacation Time that was reported late

**Add or Remove Rows**

Rows to Add: 3  
 Copy Down Values from Last Row  
 Increment Date

Select All, Deselect All, Save, Submit, Add Row(s), Delete Selected Row(s), Notify, Refresh

Ondra Matthews FW: RWH Extended Hours

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\*\**

