



## Late Time Reporting with Rapid Time

To get to this page, you will log into PeopleSoft (blue Oracle log in screen) with your PPS Network User ID and Password and then go to **Time and Labor > Report Time > Rapid Time**

**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

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

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### Panel Overview:

When you have late time that was not reported when worked or time card corrections you will report that time through Rapid Time in PeopleSoft.

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### Expert Tips:

**Always be sure to save your work, it does not automatically save what you do**

**Never change anything in the Rapid Session Information box except the Description**

**You can put more than one employee on a Rapid Time Session, we recommend creating and saving a session and to keep adding to that same session as the period goes on and submitting everything you have at the end of the current pay period to be added to the Payroll.**

**If the person you are doing the Rapid Time for has more than position, be sure you are using the correct record number for your Rapid Time entry**

**Remember to copy a screenshot of your Rapid Time Session into the body of the email (if a lot of lines, might need more than one screenshot), do not attach it to the email**

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To create a new Rapid Time Session click on Add New Session (if you already created one and want to add to it you can either enter the session number or click on search and find it listed under the search button)

**Oracle**

**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

Search Clear Basic Search Save Search Criteria

Once you click that it will open up this screen below

**Rapid Time** Process Monitor

**Rapid Session Information**

\*Description School/Dept\_Last Name\_PPED

\*Template Type Elapsed Time Reporter

\*Template PPSLATE

\*Processing Mode Addition

Session Number 999999999

Session Status Not Submitted

Last Updated 05/24/19 12:10:06PM

User ID

**Rapid Detail Information**

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

**Add or Remove Rows**

Rows to Add 1

Copy Down Values from Last Row

Increment Date

Select All Deselect All

Save Submit

Notify Refresh

**Callouts:**

- You want to name your Rapid Time Session here using You School/Dept\_Your Last Name\_Pay Period End Date
- Leave these boxes exactly as they automatically populate - never change them to something else
- If you click the Magnify glass you will get a list of your employees to choose from

\*\*\* If an employee you are looking for is not showing up in the list when you click on the magnify glass contact your payroll specialist for help.

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).

**Rapid Time** Process Monitor

**Rapid Session Information**

\*Description: School/Dept\_Last Name\_PPED      Session Number: 999999999  
 \*Template Type: Elapsed Time Reporter      Session Status: Not Submitted  
 \*Template: PPSLATE      Last Updated: 05/24/19 12:10:06PM  
 \*Processing Mode: Addition      User ID:

**Rapid Detail Information**

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

**Add or Remove Rows**

Rows to Add: 1       Copy Down Values from Last Row      Add Row(s)  
 Increment Date      Delete Selected Row(s)  
 Select All      Deselect All  
 Save      Submit  
 Notify      Refresh

**Annotations:**

- Enter the date the time is for here (points to \*Date)
- In these two columns you will put the earnings code for the time type in "TRC" box and then the hours/amount for that earning type in the "Quantity" box (points to TRC and Quantity)
- Leave this box blank, do not need to enter anything here (points to Comments)
- Add comments here saying what the time is for or any important details (points to Comments)
- Always click "Save" it does not automatically save what you enter (points to Save button)
- Employee info goes here, putting in their ID will populate there name, be sure if they have multiple jobs you use correct record (points to \*Empl ID and Name)
- Only enter these fields if you have an override charfield to enter. You will put the Dept of the override charfield in the "HR Department" box and then in the "Combination Code" box you will put the Account code, Program Code, Class Code, Fund Code, then Proj/Grant code (if there is one) in that exact order with no spaces, commas, dashes, etc (points to HR Department and Combination Code)

Here is a sample of one filled out for an employee:

**Rapid Time** Process Monitor

**Rapid Session Information**

\*Description: School/Dept\_Last Name\_PPED      Session Number: 999999999  
 \*Template Type: Elapsed Time Reporter      Session Status: Not Submitted  
 \*Template: PPSLATE      Last Updated: 05/24/19 12:10:06PM  
 \*Processing Mode: Addition      User ID:

**Rapid Detail Information**

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"/>	05/01/19	817	2	5414		513300222299999205G1872	Additional Hours turned in late

**Add or Remove Rows**

Rows to Add: 1       Copy Down Values from Last Row      Add Row(s)  
 Increment Date      Delete Selected Row(s)  
 Select All      Deselect All  
 Save      Submit  
 Notify      Refresh

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 from the row above, and if you check “Increment date” it will automatically add a day to each line to give you separate consecutive days with all the information. Once you have that all filled out click on “Add Row(s)”. Be aware that it does not skip weekends so you may have to adjust dates that it creates

Rapid Time Process Monitor

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**Rapid Session Information**

*Description	School/Dept_Last Name_PPED	Session Number	999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	PPSLATE	Last Updated	05/24/19 1:49:23PM
*Processing Mode	Addition	User ID	

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**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>				05/01/2019	817	2.000000	5414		513300222299999205G1872	Additional Hours turned in late
<input type="checkbox"/>				05/02/2019	817	2.000000	5414		513300222299999205G1872	Additional Hours turned in late
<input type="checkbox"/>				05/03/2019	817	2.000000	5414		513300222299999205G1872	Additional Hours turned in late
<input type="checkbox"/>				05/04/2019	817	2.000000	5414		513300222299999205G1872	Additional Hours turned in late

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**Add or Remove Rows**

Rows to Add   Copy Down Values from Last Row  Increment Date

By setting up the criteria like this and clicking on "Add Row(s)" the 3 highlighted rows above in Rapid Detail Information were created

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 in the “Rows to Add” box enter the total number of different employees you have time to enter for and then click on “Add Row(s)”.

Rapid Time Process Monitor

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**Rapid Session Information**

*Description	School/Dept_Last Name_PPED	Session Number	999999999
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	PPSLATE	Last Updated	05/24/19 1:49:23PM
*Processing Mode	Addition	User ID	

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**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>				05/01/2019	817	2.000000	5414		513300222299999205G1872	Additional Hours turned in late
<input type="checkbox"/>										

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**Add or Remove Rows**

Rows to Add   Copy Down Values from Last Row  Increment Date

\*\*\* If you are wanting to change leave time that was reported wrong do not forget to put the prior leave time used as a negative and then the new leave time you want to use as a positive. For Example. If an employee marked sick time for two days, but then later came back and said it should have been family time you would put in the two days with negative sick hours and then additional rows to put in two days of family leave time like pictured below:

**Rapid Time** Process Monitor

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**Rapid Session Information**

\*Description: School/Dept\_Last Name\_PPED      Session Number: 118410  
 \*Template Type: Elapsed Time Reporter      Session Status: Not Submitted  
 \*Template: PPSLATE      Last Updated: 05/24/19 3:02:30PM  
 \*Processing Mode: Addition      User ID:

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**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>				05/01/2019	622	-8.000000				Hours reported as sick should be family
<input type="checkbox"/>				05/01/2019	652	8.000000				Hours reported as sick should be family
<input type="checkbox"/>				05/02/2019	622	-8.000000				Hours reported as sick should be family
<input type="checkbox"/>				05/02/2019	652	8.000000				Hours reported as sick should be family

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**Add or Remove Rows**

Rows to Add:        Copy Down Values from Last Row      Add Row(s)  
 Increment Date      Delete Selected Row(s)  
 Select All      Deselect All      Save      Submit

Once you have added the employee(s) information be sure you always click “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.*

**Rapid Time** Process Monitor

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**Rapid Session Information**

\*Description: School/Dept\_Last Name\_PPED      Session Number: 118409  
 \*Template Type: Elapsed Time Reporter      Session Status: Not Submitted  
 \*Template: PPSLATE      Last Updated: 05/24/19 1:57:47PM  
 \*Processing Mode: Addition      User ID:

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**Rapid Detail Information**

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>				05/01/2019	817	2.000000	5414		513300222299999205G1872	Additional Hours turned in late
<input type="checkbox"/>				05/02/2019	817	3.000000	5414		513300222299999205G1872	Additional Hours turned in late
<input type="checkbox"/>				05/03/2019	817	1.000000	5414		513300222299999205	Additional Hours turned in late
<input type="checkbox"/>				05/06/2019	817	2.000000	5414		513300222299999205	Additional Hours turned in late

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**Add or Remove Rows**

Rows to Add:        Copy Down Values from Last Row      Add Row(s)  
 Increment Date      Delete Selected Row(s)  
 Select All      Deselect All      Save      Submit

    

You will know it saved because your session number will produce once you save (when you start a session it defaults to 999999999)

Be sure to always click "Save" as the system does not automatically save what you enter

The Submit button will be greyed out for you. To report time to Payroll 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) 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 attach, 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.

Late Time Reporting - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW ACROBAT

Clipboard Basic Text Names Include Tags Zoom My Templates

Send From: mgremer@pps.net  
 To: **Manager/Principal's Email**  
 Cc: **Payroll Department;**  
 Subject: **Late Time Reporting**

**Please Approve**

Send Email to you Manager/Principal  
 CC Payroll@pps.net  
 Title Email: Late Time Reporting

Rapid Time Process Monitor

Rapid Session Information

*Description	School/Dept_Last Name_PPED	Session Number	118409
*Template Type	Elapsed Time Reporter	Session Status	Not Submitted
*Template	PPSLATE	Last Updated	05/24/19 1:57:47PM
*Processing Mode	Addition	User ID	

Rapid Detail Information

Delete	*Empl ID	Empl Record	Name	*Date	TRC	Quantity	HR Department	User Field 1	Combination Code	Comments
<input type="checkbox"/>		0		05/01/2019	817	2.000000	5414		513300222299999205G1872	Additional Hours turned in late
<input type="checkbox"/>		0		05/02/2019	817	3.000000	5414		513300222299999205G1872	Additional Hours turned in late
<input type="checkbox"/>		0		05/03/2019	817	1.000000	5414		513300222299999205	Additional Hours turned in late
<input type="checkbox"/>		0		05/06/2019	817	2.000000	5414		513300222299999205	Additional Hours turned in late

Add or Remove Rows

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

Select All Deselect All Add Row(s) Delete Selected Row(s)

Save Submit

Return to Search Previous in List Next in List Notify Refresh

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 PO Box 3107, Portland, OR 97208-3107

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