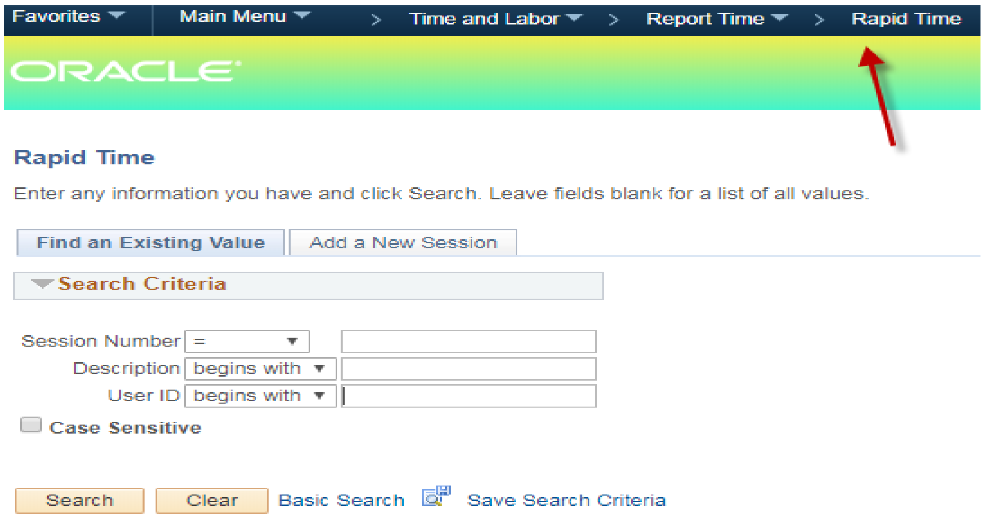
# Late Time Reporting with Rapid Time

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**

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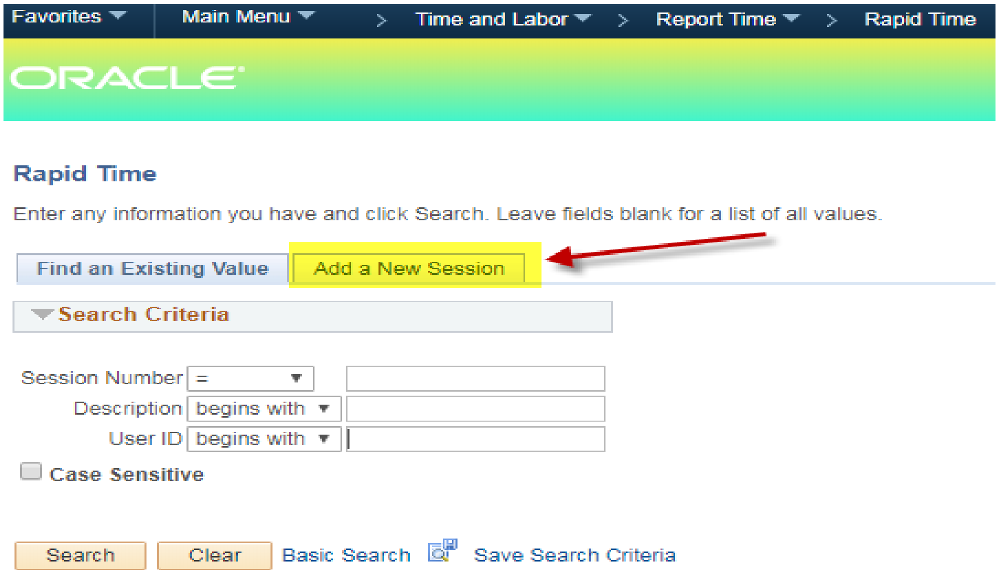
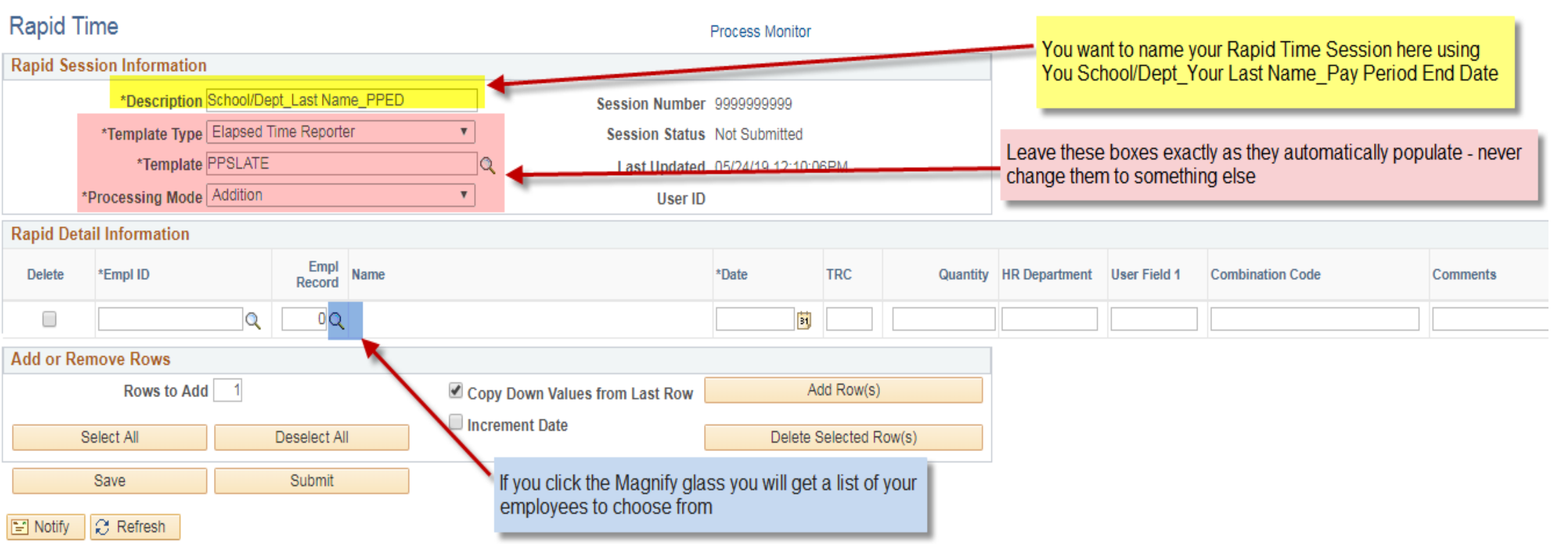
To create a new Rapid Time Session click on Add New Session (if you already created one and want to add to it you can either enter the session number or click on search and find it listed under the seach button)

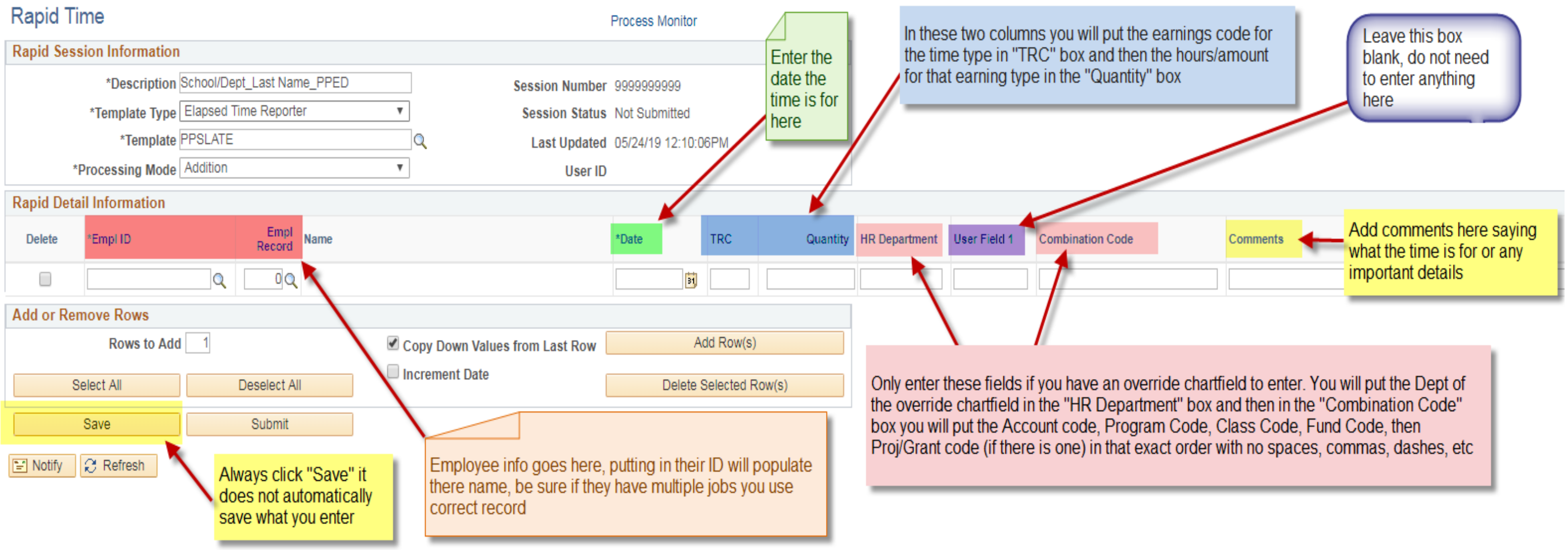



Once you click that it will open up this screen below

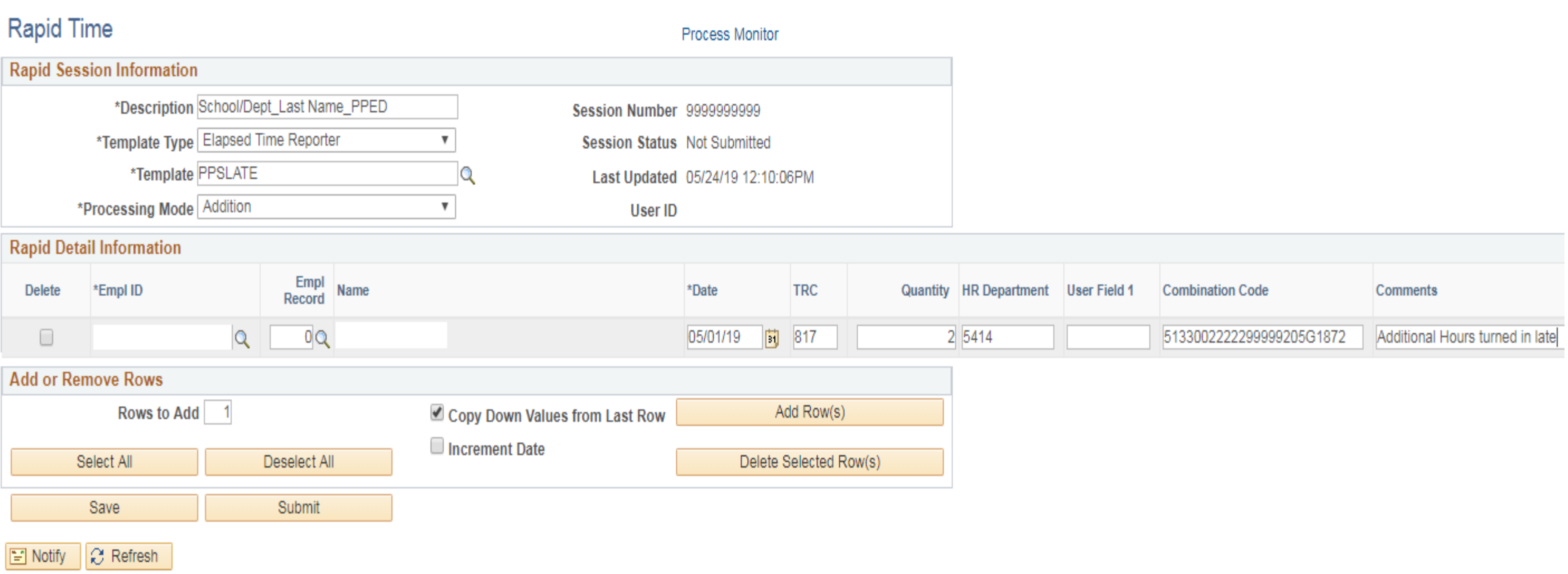



*** If an employee you are looking for is not showing up in the list when you click on the magnify glass contact your payroll specialist for help.

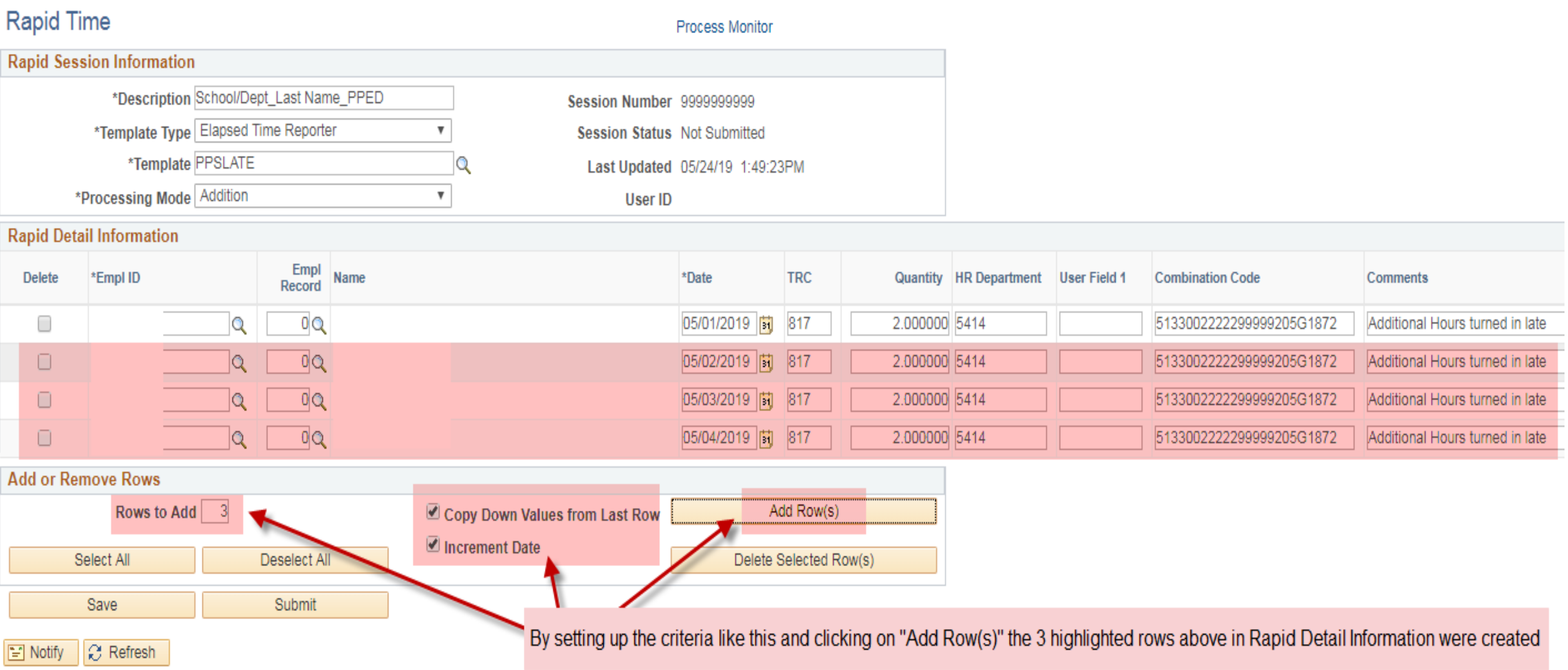
Once you select your employee you will enter their time information in the sections listed. Please see the TRC Earnings code key for which TRC to use (this can be found on the Payroll Department Site under Secretary/Manager Resources > Forms).



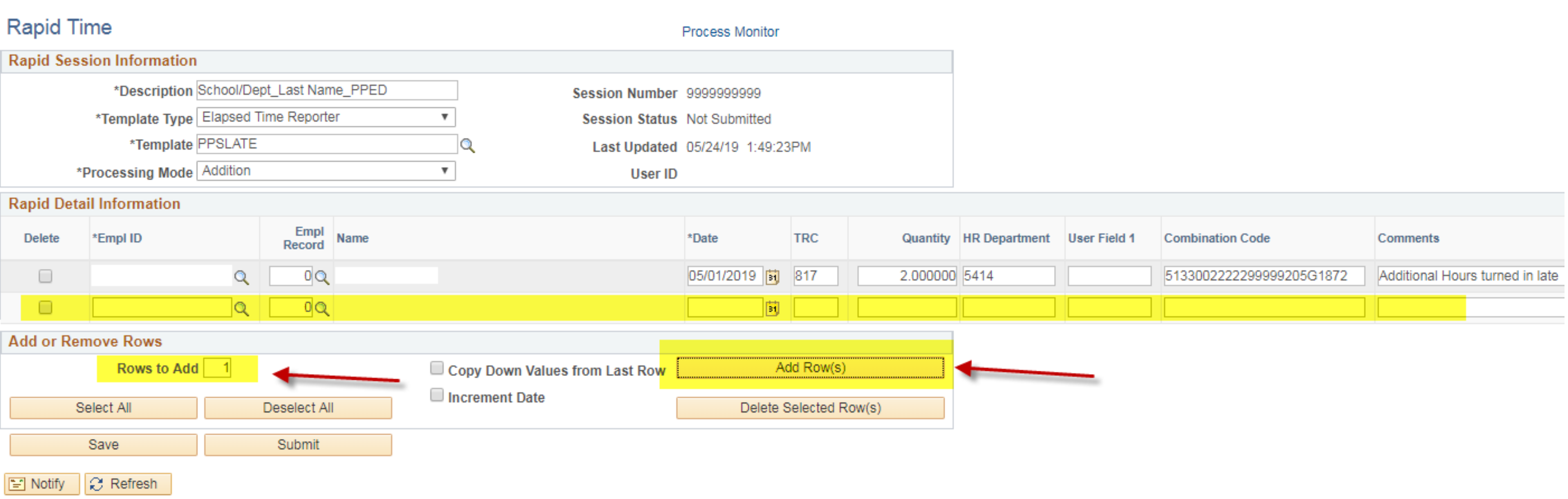

Here is a sample of one filled out for an employee:



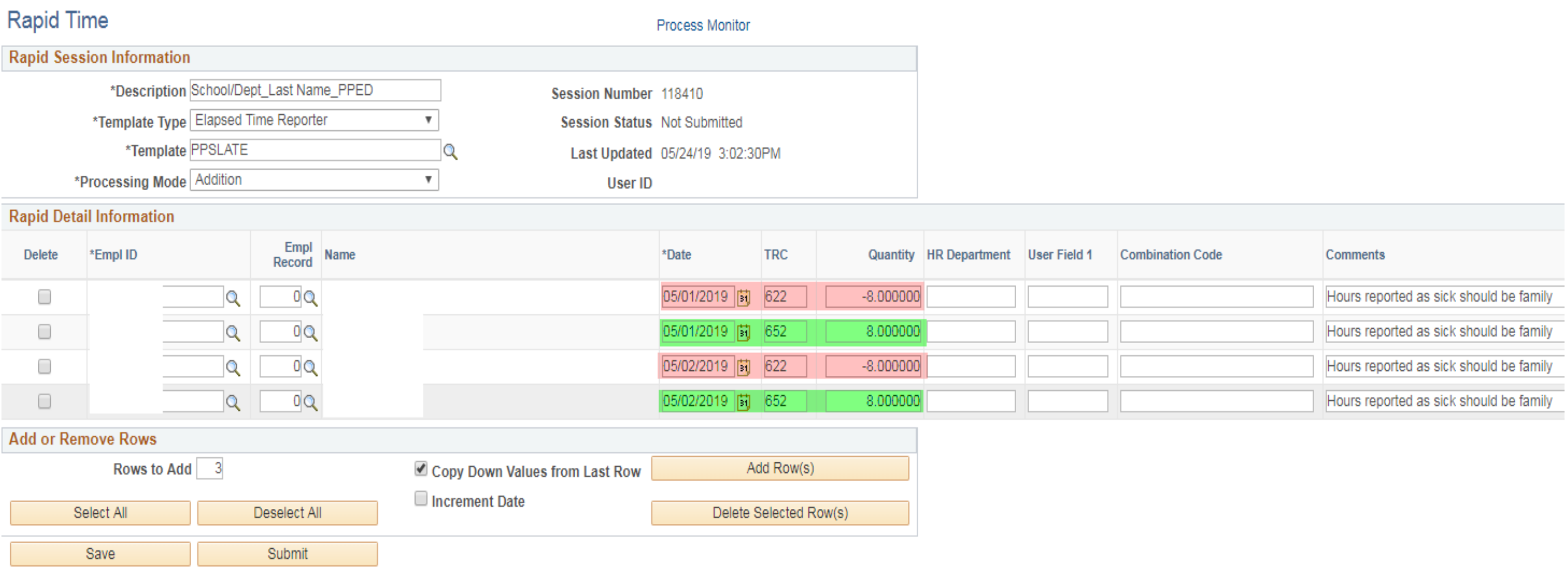
In the “Add or Remove Rows” Section you can add multiple rows for one person. To do so you list how many rows you want added in the “Rows to Add” box, then check the box “Copy Down Values from Last Row” to copy the data from the row above, and if you check “Increment date” it will automatically add a day to each line to give you separate consecutive days will 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




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)”.



*** 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

**Rapid Session Information**

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

**Rapid Detail Information**

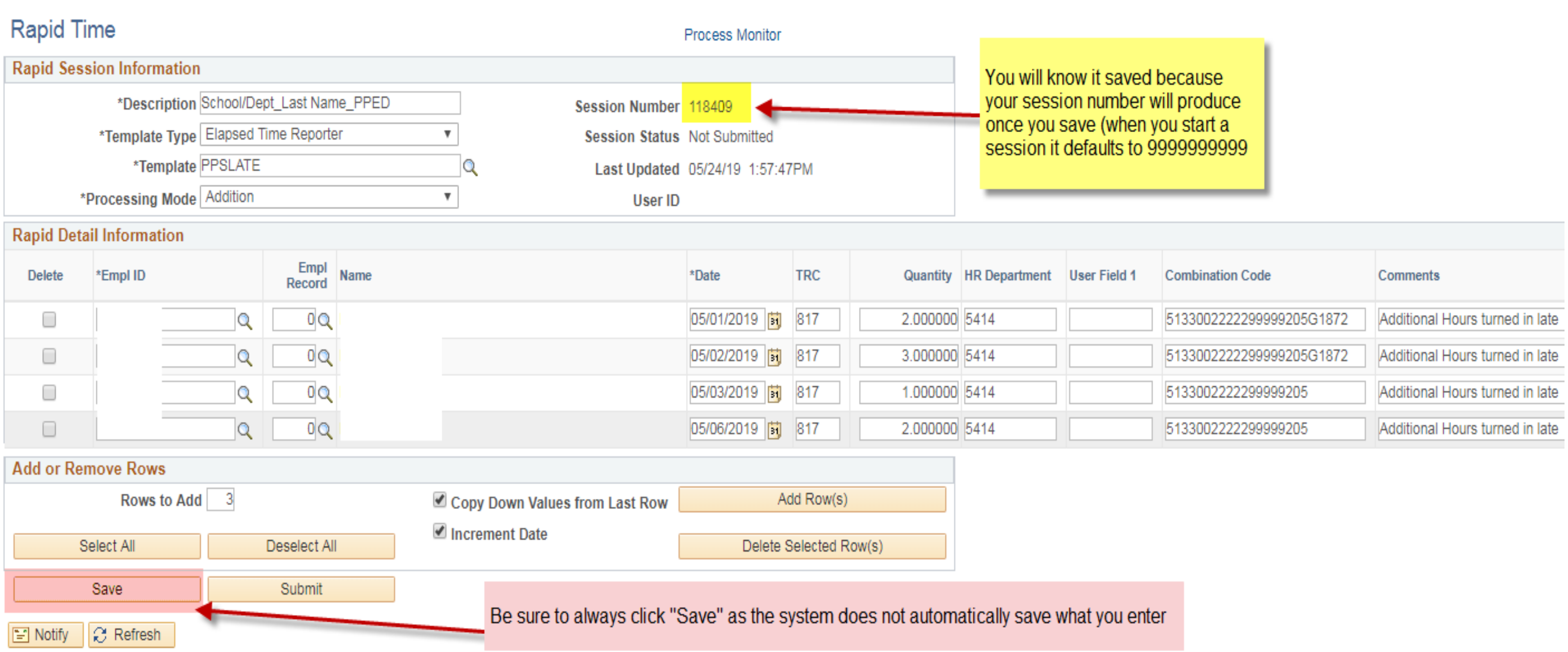
| Delete | *Empl ID | Empl Record | Name | *Date | TRC | Quantity | HR Department | User Field 1 | Combination Code | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 0 | | 05/01/2019 | 622 | -8.000000 | | | | Hours reported as sick should be family |
| | | 0 | | 05/01/2019 | 652 | 8.000000 | | | | Hours reported as sick should be family |
| | | 0 | | 05/02/2019 | 622 | -8.000000 | | | | Hours reported as sick should be family |
| | | 0 | | 05/02/2019 | 652 | 8.000000 | | | | Hours reported as sick should be family |

**Add or Remove Rows**

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

**Rapid Session Information**

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

You will know it saved because your session number will produce once you save (when you start a session it defaults to 9999999999

**Rapid Detail Information**

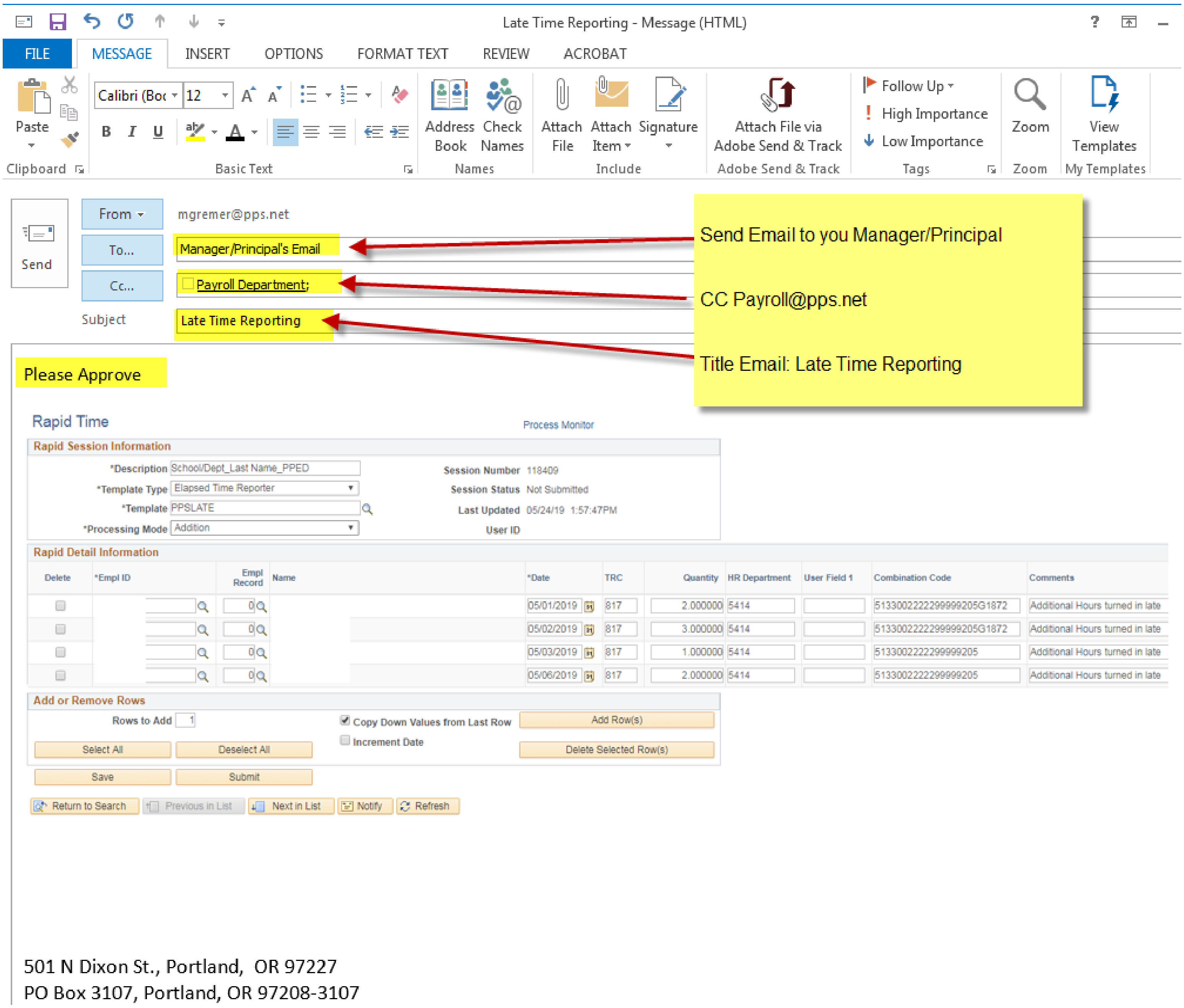
| Delete | *Empl ID | Empl Record | Name | *Date | TRC | Quantity | HR Department | User Field 1 | Combination Code | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 0 | | 05/01/2019 | 817 | 2.000000 | 5414 | | 5133002222299999205G1872 | Additional Hours turned in late |
| | | 0 | | 05/02/2019 | 817 | 3.000000 | 5414 | | 5133002222299999205G1872 | Additional Hours turned in late |
| | | 0 | | 05/03/2019 | 817 | 1.000000 | 5414 | | 5133002222299999205 | Additional Hours turned in late |
| | | 0 | | 05/06/2019 | 817 | 2.000000 | 5414 | | 5133002222299999205 | Additional Hours turned in late |

**Add or Remove Rows**

Rows to Add: 3
Copy Down Values from Last Row
Increment Date
Add Row(s)
Select All
Deselect All
Delete Selected Row(s)
Save
Submit
Notify
Refresh

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 no 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.




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