



Payroll Side of AESOP Reference Guide

When you reconcile jobs in AESOP there is an overnight process that happens that will load them into PeopleSoft so they will be available for you see in Time and Attendance the next business day. That is why it is so important to reconcile in AESOP every day.

To see the subs that came over from AESOP you will log into PeopleSoft (the blue Oracle log in screen) with your PPS Network User ID and Password and then go to **Time and Labor > PPS Time and Labor Start Page** and click on **“Prepare Employee Timesheet”**

The screenshot shows the Oracle PeopleSoft interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Time and Labor', and 'PPS Time and Labor Start Page'. Below this is the Oracle logo. The main heading is 'What would you like to do?' with a subtext '(click on an option below)'. There are four options listed:

- Report Daily Time & Attendance**: 2nd TASK: ONLY ENTER AFTER CONFIRMING NO ERRORS. Enter absences and regular hours for several employees at once. Use this option to key time daily.
- Prepare Employee Timesheet**: 1st TASK: CONFIRM NO ERRORS EXIST PRIOR TO ENTERING DAILY TIME. View or update a single employee's Timesheet in detail. Use this menu only to check for errors or to correct errors on Timesheets. (This option is highlighted in yellow with a red arrow pointing to it.)
- Submit to Payroll**: 3rd TASK: SUBMIT ONLY AFTER ALL ERRORS ARE CLEAR TO AVOID DELAY. Only access this menu to submit time after all errors have been cleared in the "Prepare Employee Timesheet" menu.
- View Employee Timesheet**: View current or prior Timesheets in display only mode. Print a Timesheet Report for the manager to sign.

Panel Overview:

This is where you will go to see the list of Subs at your school that have loaded to PeopleSoft from AESOP. From this screen you can edit their time as needed and add chartfields. It will also load the Teacher's absence over as well that will need to be checked for any necessary edits.

Expert Tips:

Reconcile in AESOP everyday

Go to Prepare Employee Timesheet in PeopleSoft at least 3 times a week to check for errors – edit Sub errors first so you don't hold up payroll for anyone else who is ready to submit their time.

In **Prepare Employee Timesheet** you will want to select the radio button next to **“Substitute Employess”** and then click **“Next”**

Prepare Employee Timesheet

Select Pay Period:

2019-06 (05/16/19 - 06/15/19) ▼

Select Employee Group:

Employees

Substitute Employees

Next

[Return to Start Page](#)

That will take you to the screen that lists all the substitutes that you have had at your school in the current pay period that have been loaded from AESOP.

Prepare Employee Timesheet - Select Substitute

[Show Regular Employees](#)

[Return to Start Page](#)

You have entered the following time for substitutes. Please click a name to make changes.

Substitute Employees				Find [?]	1-3 of 3	
Empl ID	Name	Assignment	Days	Hours	Errors	Submitted
	[Redacted]	Substitute Teacher-Classroom	1	7.00	?	
	[Redacted]	Substitute Teacher-Classroom	2	14.00		
	[Redacted]	Substitute Teacher-Classroom	2	14.00	X	

A "?" in this column means the time has not run through the Time Admin Process to check for errors

? - Indicates the TimeSheet has not been checked for errors. Click on the Employee name to check for errors.

[Show Regular Employees](#)

[Return to Start Page](#)

Clicking on their name will take you into their individual timesheet where you can add Chartfields and any other edits you need

Can switch to view your Regular Employees Timesheets by clicking here

An "X" means there is an error on this Sub that needs to be fixed

Always check/fix Sub errors first, if they have an error it can affect other schools being able to submit Payroll

If you don't see a Sub in your list, first make sure you reconciled the prior business day so it had time to go through the overnight process to load to PeopleSoft. If you did reconcile the prior business day and they still are not showing contact the Sub Office

Once you click on an employee name it will take you to their individual time sheet and look like this:

Report Time for Substitute Employee

Empl ID: Job Descr: Substitute Teacher-Classroom Distrib % 100.000 6299-512100-1000A-05000-101
 Name: Job Type: Hourly
 Pay Period: 2019-06 (05/16/19 - 06/15/19)

	Day	Date	Time Type	Reason	Hours	Dept	Account	Program	Class	Fund	Proj/Grt	Location	Subbing For	Name
+	Thu	05/16/2019	Sub DAILY PAY Hours		7.00							244		
+	Fri	05/17/2019	Sub DAILY PAY Hours		7.50							213		
+	-	Mon	05/20/2019	1- Sub DAILY PAY Hours								180		
+	-	Tue	05/21/2019	1- Sub DAILY PAY Hours								180		

Save Return to Search
 Always click Save - it does not automatically save your work

Greyed out lines mean that time was for sub time at another school, you cannot edit or remove

Can add an override chartfield here when necessary

Errors

The following errors must be fixed. Once the Timesheet has been fixed, Save the Timesheet to check for errors.

Error Code	Date	Description	Details
1 PPSX0020	05/20/2019	Chartfield required for Reason code	Details

If have to split time to two chartfields can add a second row by hitting the "+" sign next to the name

Any errors will be displayed here telling you the date of the error and what the error is so you can fix it

It is important to never delete sub time without talking to the Sub Office first. If a sub is showing for your location and they were not a sub there contact the Sub Office so they can correct and it can be moved to the proper location.

If you switch over to Regular employees you can see the absence for the teacher that was loaded through the AESOP process.

Report Time for Salaried Employee

Empl ID: Job Descr: Teacher-SPED Distrib % 100.000
 Name: Job Type: Salaried 40.00 hrs/wk
 Pay Period: 2019-06 (05/16/19 - 06/15/19) Week 1 Week 2 Week 3 Week 4 Week 5 All Weeks Show Weekends

	Day	Date	Time Type	Reason	Hours	Dept	Account	Program	Class	Fund	Proj/Grt	Details
+	Thu	05/16/2019										Details
+	Fri	05/17/2019										Details
+	-	Sat	05/18/2019									Details
+	-	Sun	05/19/2019									Details
+	-	Mon	05/20/2019	(Invalid Value)	8.00							Details
+	-	Tue	05/21/2019	(Invalid Value)	8.00							Details
+	-	Wed	05/22/2019									Details

Leave Balances

Description	End Balance
1 Family Illness	0.00
2 Sick	0.00
3 Personal	0.00

If leave time comes over from AESOP load to the teacher as "(Invalid Value)" then you need to change the time type to the type of leave it should be (if they have that leave available)

If employee leave balances are out you will want to change the "(Invalid Value)" to be unpaid absence time

If you start having to enter unpaid time for an employee because they have exhausted their leave balances be sure to email benefits at leave@pps.net to let them know the employee will be going unpaid, and as a courtesy also email the employee to advise them they are out of leave balances and will have unpaid time