Submit to Payroll

Submission Deadline is the 1st Business Day following the 15th by 4:30pm

To get to this page, 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 **"Submit to Payroll"**

Panel Overview:

> This page is where you will go when you have completed your payroll entries, all your time you have entered has run through time admin, there is no errors left and you are ready to submit your payroll.

Expert Tips:

> **Do not go to this page when the Time Admin Process is running on Submission day, the current pay period you want to submit will be locked out and you will submit next Month's payroll.**

Clicking on "Submit to Payroll" will then take you to this screen

ORACLE

Submit to Payroll - Introduction

You have begun the process of submitting your time to payroll for the:

6/15/2019 pay period

Always check this date every time you submit to ensure you are submitting the correct pay period

If you intend to submit for this period please click the "next" button, otherwise please click the "back" button.

Note: Do not submit your time during the Time Admin lockout periods on the final time entry deadline day.

[< Back]   [Next >]

If it is the correct pay period click on "Next" to continue the submission process

If the incorrect pay period is showing up it means the Time Admin Process is running so the current pay period is locked out, wait until you get the email that time admin has finished running and then try submitting again

Once you clicked "Next" it will take you to this screen that is linked with Daily Time and Attendance

Step 1 of 4 - Missing Time Attendance

The following dates were not marked complete on the Attendance page. Click on a date to make changes. Or mark the "Attendance Complete" checkbox. You may also skip this step by clicking "Next".

NOTE: BESC timekeepers should skip this step by clicking "Next".

Date	Attendance Complete
2019-06-10	✔
2019-06-11	✔
2019-06-12	✔
2019-06-13	✔
2019-06-14	✔

Any day that you did not mark the attendance complete in Daily Time and Attendance will show here, just check the box for each day

[< Back]   [Next >]   [Finish Later]

Once all the days are checked click on "Next"

That will take you to this screen that is linked with your Substitutes ***

Step 2 of 4 - Submit substitute time   < Back   Next >   Finish Later

The following is all substitute time reported for location 180.

Select the employees you'd like to submit to Payroll. Or, Click a name to make changes.
Note: You cannot submit time for employees that have errors or employees that need to be checked for errors. Click on an employee name to check for errors.

Substitute Employees   Find | [⤢]   1-3 of 3

	Empl ID	Name	Assignment	Days	Hours	Errors	Submitted
☑			Substitute Teacher-Classroom	1	7.00		
☑			Substitute Teacher-Classroom	2	14.00		
☑			Substitute Teacher-Classroom	2	14.00		

Select All   ➕ Add a sub not listed

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

          < Back   Next >   Finish Later

If this column has any "X"s in it, you need to go back and fix the error before submitting.

If there is a "?" and it is not because of your school you can still submit

Check all the boxes for the subs saying you want to submit them, or click "Select All"

Once all the subs are checked and good click on "Next"

*** NOTE: If you are a Payroll Keyer at the BESC and you have a sub pop up on the substitute submission page, just skip over them. Substitutes go by location so when one has the location 100 (The BESC) then it will show up there for everyone at location 100 even if it is not your sub.*

After you click "Next" it will take you to this screen linked to your regular employees

Step 3 of 4 - Submit Employee Time   < Back   Next >   Finish Later

The following is all time reported for the pay period.
Select the employees you'd like to submit to Payroll. Or, Click a name to make changes.
Note: You cannot submit time for employees that have errors or employees that need to be checked for errors. Click on an employee name to check for errors.

▼ Salaried Employees   Find | ⬈   1-38 of 38

	Empl ID	Name	Assignment	Job Type	Absence Hrs	Addl Hrs	Errors	Submitted
☑			Principal-ES	Salaried				
☑			Para CB-Functional	Salaried				
☑			EA-ES	Salaried				
☑			EA-ES Gr K	Salaried				
☑			Teacher-K8 ESL/Instruct Spec	Salaried				
☑			Teacher-K8 ESL/Instruct Spec	Salaried		4.00		
☑			Para 1:1 Support	Salaried				
☑			Para CB-Functional	Salaried				
☑			Teacher-ES Gr 3	Salaried				
☑			Teacher-K8 Gr 4	Salaried				
☑			Teacher-ES Gr K	Salaried				
☑			Teacher-ES PE	Salaried				
☑			Teacher-SPED Gr 3-5 CB	Salaried				
☑			Para 1:1 Support	Salaried				
☑			Teacher-ES Gr 3	Salaried				
☑			Para CB-Functional	Salaried				
☑			Para 1:1 Support	Salaried				
☑			Media Specialist-ES	Salaried				
☑			Teacher-ES Gr K	Salaried				
☑			Teacher-ES Gr 5	Salaried				
☑			Teacher-K8 Gr 2	Salaried	34.00			
☑			Para CB-Functional	Salaried	7.00			
☑			Teacher-ES Gr 2	Salaried				
☑			Instr Spec-K8	Salaried	8.00			
☑			Teacher-ES Gr 1	Salaried				
☑			Para CB-Functional	Salaried				

> If there are any "X"s in this column you will need to go fix them before you submit
>
> If there are any "?"s in this column you will need to wait until time admin runs to check for errors before you submit

▼ Hourly Employees   Find | ⬈   1 of 1

	Empl ID	Name	Assignment	Job Type	Worked Hrs		Errors	Submitted
☑			Substitute Administrator	Hourly				

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

< Back   Next >   Finish Later

> Once all the employees are marked and there is no errors click on "Next"

Check all the boxes for the employees saying you want to submit them, or click on "Select All"

Clicking on "Next" will take you to this final screen confirming you submitted the time

Step 4 of 4 - Complete

Congratulations - all your employees have been submitted.Choose "OK" below to view a summary of the time you Submitted.

OK ← Click "Ok" so you can get to the screen to print

If you submit payroll then realize you have a change to make, or something addtional just got turned into you, as long as it is not passed the 4:30pm submission deadline on submission day you can go in and make the edit/addtion and then re-submit you time. It will not duplicate any time by submitting more than once.

Payroll will pull in all time after the 4:30 deadline whether it was officially submitted or not, so if you are out unexpectedly on submission day the time for all your employees will be brought in to ensure all employees' time is processed. If there is any missed time you can report it through the Rapid Time process (this process procedures can be found later in training)

After you click "Ok" it will take you to this screen

View Timesheet Summary - Lazcano-Huff,Kara R   Return to Start Page

Pay Period: 2019-06 (05/16/19 - 06/15/19) ▼   *Print Options | Print with detail ▼

Once correct Print Option selected click on this printer icon to get a PDF copy

Make sure you choose option of "Print with detail" or "Print with detail by Manager"

Salary Employees

Personalize | Find | View All | 🔲 | 🔳   First ◀ 1-40 of 40 ▶ Last

Empl ID	Name	Assignment	Time Type	Reason	Hours	Amount	Dept	Acct	Prog	Class	Fund	Proj	Details
		Principal-ES											Details
		Para CB-Functional											Details
		EA-ES											Details
		EA-ES Gr K											Details
		Teacher-K8 ESL/Instruct Spec											Details
		Teacher-K8 ESL/Instruct Spec	Extended Hours	Acct Rec School	4.00								Details
		Para 1:1 Support											Details
		Para CB-Functional											Details
		Teacher-ES Gr 3											Details
		Teacher-K8 Gr 4											Details
		Teacher-ES Gr K											Details
		Teacher-ES PE											Details
		Teacher-SPED Gr 3-5 CB											Details
		Para 1:1 Support											Details
		Teacher-ES Gr 3											Details
		Para CB-Functional											Details
		Para 1:1 Support											Details
		Media Specialist-ES											Details
		Teacher-ES Gr K											Details
		Teacher-ES Gr 5											Details
		Teacher-K8 Gr 2	Sick Leave - Salaried		8.00								Details
		Teacher-K8 Gr 2	Family Illness - Salaried		16.00								Details
		Teacher-K8 Gr 2	Emergency/Personal - Salaried		10.00								Details
		Tchr-SPED LC Class Supp											Details
		Principal's Secretary-K8											Details

Be sure your pop up blockers are not on, as once you click on the printer icon it will pop up another page of a PDF of the report for you to print and have signed

It is very important for audit purposes to always use "Print in Detail" or "Print in Detail by Manager"

Be sure to always print this report after each Submission day to show the time you submitted. If HR transfers or terminates someone they will no longer show up on this report if you try to go back and print it later even if that employee was active during that pay period

Here is a sample of the report that pops up after you hit the Printer Icon:

Pay Period: 05/16/2019 - 06/15/2019   ← Make sure the correct pay period is printed

Salary Employees for Debora Armendariz-00000019-Principal-ES

Emplid	Name	Assignment	Time Type	Reason	Date	Hrs/Amt	Dept	Account	Prog	Class	Fund	Proj
		EA-ES 504										
		Counselor-K8										
		Teacher-ES Gr 4	Sick Leave - Salarie		05/21/2019	8.00						
		Teacher-K8 Gr 1										
		Teacher-ES Instrumental Music										
		Teacher-ES Gr 5										
		Para CB-Functional										
		EA-ES Biling Spanish-Reading	Extended Hours	Tutoring	05/16/2019	1.00						
			05/16/2019 Afterschool ESL Lexia									
		School Secretary-K5										
		Teacher-SPED Gr K-2 CB-Func	Work Related Absence		05/20/2019	8.00						
		Teacher-SPED Gr K-2 CB-Func	Work Related Absence		05/21/2019	8.00						
		Para CB-Functional	Unpaid Absence - Sal		05/17/2019	7.00						
		Teacher-ES Gr 2										
		Instr Spec-K8	Emergency/Personal -		05/24/2019	8.00						
		Teacher-ES Gr 1	Emergency/Personal -		05/17/2019	8.00						
		Para CB-Functional										

Hourly Employees - No Report To Position

Emplid	Name	Assignment	Time Type	Reason	Date	Hrs/Amt	Dept	Account	Prog	Class	Fund	Proj
		Substitute-AP/VP/ Prgm Admin										

Substitute Employees

Emplid	Name	Assignment	Time Type	Reason	Hours	Amount	Dept	Account	Prog	Class	Fund	Proj
		Substitute Paraeducator	Substitute Paraeduca	*District Covered	6.50							
		Substitute Teacher-Classroom	Sub DAILY PAY Hours		14.00							
		Substitute Teacher-Classroom	Sub DAILY PAY Hours	*General Ed	7.00							
		Substitute Teacher-Classroom	Sub DAILY PAY Hours	_Other Chartfield	21.00							
		Substitute Teacher-Classroom	Sub DAILY PAY Hours	_Other Chartfield	7.00							
		Substitute Teacher-Classroom	Sub DAILY PAY Hours	*General Ed	13.00							
		Substitute Teacher-Classroom	Sub DAILY PAY Hours		7.00							
		Substitute Teacher-Classroom	Sub DAILY PAY Hours	_Other Chartfield	7.00							
		Substitute Teacher-Classroom	Sub DAILY PAY Hours	_Other Chartfield	7.00							

With my Approver signature below I certify that the employees, identified above, performed the Assignment listed with hours actually worked and for Salaried employees hours of leave taken.

Keyer: _____
Signature

_____
Name (Print)

_____
Title (Print)

← You as the Keyer sign here

Approver: _____
Signature

_____
Name (Print)

_____
Title (Print)

← Principal/Manager signs here

Once your report is signed scan it and name the file **"School/Dept name_Pay Period End Date_Your Last Name"** then email to Payroll@pps.net

Signed Summary is due by 1:00pm the first business day following submission day

If your Principal/Manager is out email the report PDF to them and CC: Payroll@pps.net and then as soon as they return get it signed and sen PDF to Payroll@pps.net