



HCM TIMESHEET ENTRY PROCEDURE

October 12, 2021

- 1) First log into PeopleSoft HCM 9.2 using your employee number and password.
<https://hcm92.co.riverside.ca.us/psp/h920prda/EMPLOYEE/HRMS/?cmd=logon>.



ORACLE PeopleSoft
HCM 9.2 Production

User ID

Password

Select a Language
English

Enable Screen Reader Mode

[Forgot Your password?](#)

- 2) Once logged in, you will see your employee dashboard. Click "Time" tile as shown below.

The screenshot shows the Oracle PeopleSoft Employee Self Service dashboard. The top navigation bar includes the Oracle logo and the text "Employee Self Service". The main dashboard area contains several tiles:

- Open Enrollment:** Starts now until 10/10/2021. Your final enrollment must be submitted by 01:00 PM PST, 10/10/2021. Enrollment to Open: 3:34:59:59.
- Time:** Highlighted with a red box and a red arrow pointing to it.
- Payroll:** Last Pay Date: 10/06/2021.
- Personal Details:** Profile icon.
- Benefit Details:** Action Required.
- Compensation History:** Oracle HRMS logo.
- Announcements:** No Announcements available.

- On the time page you can first look at your leave time banks if needed.

The screenshot shows the 'Time' page interface. At the top, there is a header 'Time' and a dropdown menu for '*Select a Job' with 'ACCOUNTING TECHNICIAN II-PARKS' selected. Below this are five main sections:

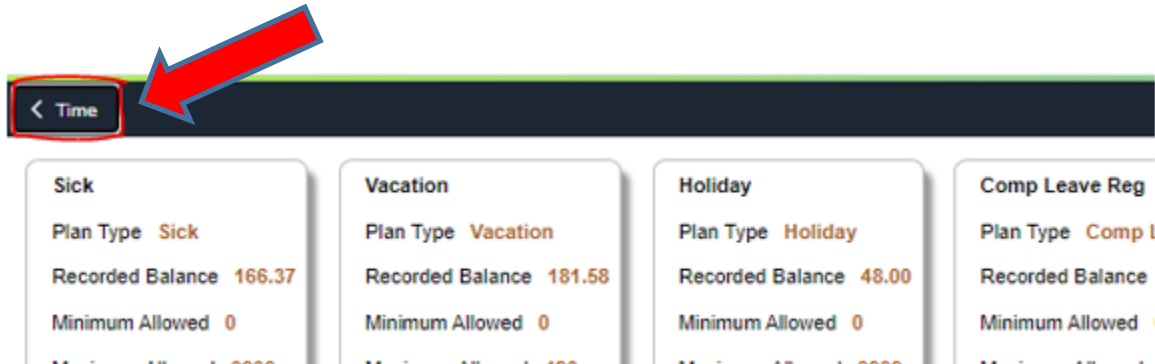
- Enter Time** (10/07/21 - 10/20/21): Shows Reported 8.00 and Scheduled 0.00.
- Time Summary** (10/07/21 - 10/20/21): Shows Holiday 8.00 Hours.
- Weekly Time** (10/07/21 - 10/13/21): Shows Reported 8.00 and Scheduled 0.00.
- Weekly Time Summary**: Contains a calendar icon.
- Leave / Comp Time**: A large box containing the text '497.66 Balance Hours', which is highlighted with a red border and a red arrow pointing to it from the right.

- This will allow you to see the balances in all your leave time banks.

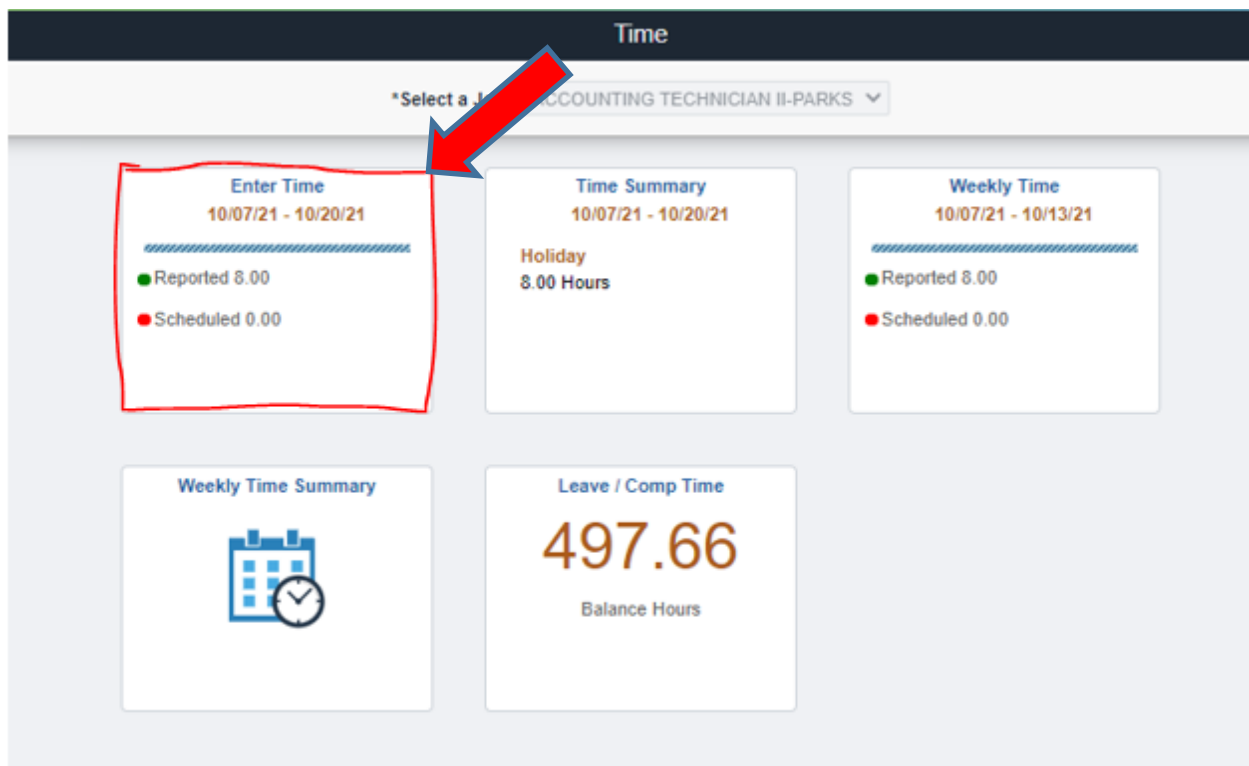
The screenshot shows the 'Leave / Comp Time' page with a list of leave types and their recorded balances. The recorded balances are highlighted in yellow:

Plan Type	Recorded Balance	Minimum Allowed	Maximum Allowed
Sick	166.37	0	9999
Vacation	181.58	0	480
Holiday	48.00	0	9999
Comp Leave Reg	25.20	0	120
Supplemental Sick Leave	76.50	0	80
Comp Leave Mgt	0.00	0	9999

- To leave this page click on the time icon in the left corner. It will bring you back to the time page.



- 3) Now you are ready to enter your time worked for the pay period. Click on the enter time tile.



- You will now see the enter time page.

Time Enter Time

Job Title ACCOUNTING TECHNICIAN II-PARKS

23 September - 6 October 2021
County of Riverside 14 Day Sch
Scheduled 0.00 | Reported 80 Hours

View Legend Save for Later Submit

Week 1 of 2
Scheduled 0.00 | Reported 44.00 Hours

*Time Reporting Code / Time Details	23-Thursday	24-Friday	25-Saturday	26-Sunday	27-Monday	28-Tuesday	29-Wednesday
REG - Regular	Scheduled 0 Reported 9	Scheduled 0 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 0 Reported 9	Scheduled 0 Reported 9	Scheduled 0 Reported 9
	9.00	8.00			9.00	9.00	9.00
Comments							

- First make sure you are on the correct pay period and the correct week.

23 September - 6 October 2021
County of Riverside 14 Day Sch
Scheduled 0.00 | Reported 80 Hours

Week 1 of 2
Scheduled 0.00 | Reported 44.00 Hours

23-Thursday	24-Friday	25-Saturday	26-Sunday	27-Monday	28-Tuesday
Scheduled 0 Reported 9	Scheduled 0 Reported 8	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 0 Reported 9	Scheduled 0 Reported 9
9.00	8.00			9.00	9.00
Comments					

- 5) Then, make sure you are entering the correct time reporting code. Next you can check that you are reporting the correct time details by clicking on the time details icon.

*Time Reporting Code / Time Details

23-Thursday

REG - Regular

Comments

Scheduled	Reported
0	9

9.00

- 6) This screen will bring up your default task and project ID. If needed you can change your project ID and your task profile ID here. Once you are done updating these fields click on the done button.

Cancel

Time Details

Done

Taskgroup PK001 Parks

Business Unit RIVCO County of Riverside

Project ID PK-GEN

Activity ID 0000000000000000

Resource Category

*Task Profile ID R003896304

Business Unit PC RIVCO

Task

Resource Type

Resource Sub-Category

- Next enter your hours worked. Depending on how many different project or task ID's you need to enter you may have several lines of regular hours to enter. On days that have no hours, please delete all zeros.

To enter or delete a line, simply click on the + or - button at the right of each line.

7 October - 20 October 2021
 County of Riverside 14 Day Sch
 Scheduled 0.00 | Reported 8 Hours

Save for Later Submit

Week 1 of 2
 Scheduled 0.00 | Reported 17.00 Hours

9-Saturday	10-Sunday	11-Monday	12-Tuesday	13-Wednesday
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 0 Reported 8	Scheduled 0 Reported 0	Scheduled 0 Reported 0
		8.00		
			0.00	0.00

Note: A red arrow points to a circled area containing '+' and '-' buttons next to the Tuesday and Wednesday rows.

- If you have a certificate or shift differential time that needs to be entered, you will use the time reporting code drop down box to find the correct code. Please make sure the (Z) code follows the regular hours.

Example: If you have worked at two different parks and have shift differential make sure your shift differential matches the regular hours. And if you also have a certificate make sure it also follows the regular hours.

Time Reporting Code / Time Details

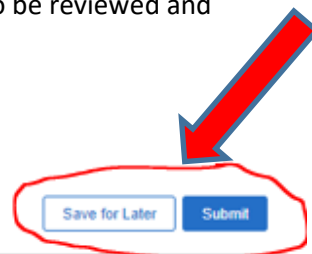
	7-Thursday	8-Friday	9-Saturday
Scheduled 0 Reported 22	Scheduled 0 Reported 18	Scheduled OFF Reported 19	
REG - Regular	9.00		8.00
Z71 - Parks Shift Differential \$1.05	4.00		3.00
Z83 - Pesticide License	9.00		8.00
REG - Regular		9.00	
Z83 - Pesticide License		9.00	
Comments			

You can choose to enter your time each day or each week or enter all time at the end of the pay period.

If you enter your time each day or each week you will click on the “Save for Later” tab in the righthand corner each time you enter hours.

If you enter all your time once at the end of the pay period or when you have finished entering all your time for the pay period, click on the “Submit” button. Please remember that as soon as you click on the “Submit” button your supervisor will receive an email that your time is ready to be reviewed and approved.

7 October - 20 October 2021
County of Riverside 14 Day Sch
Scheduled 0.00 | Reported 8 Hours

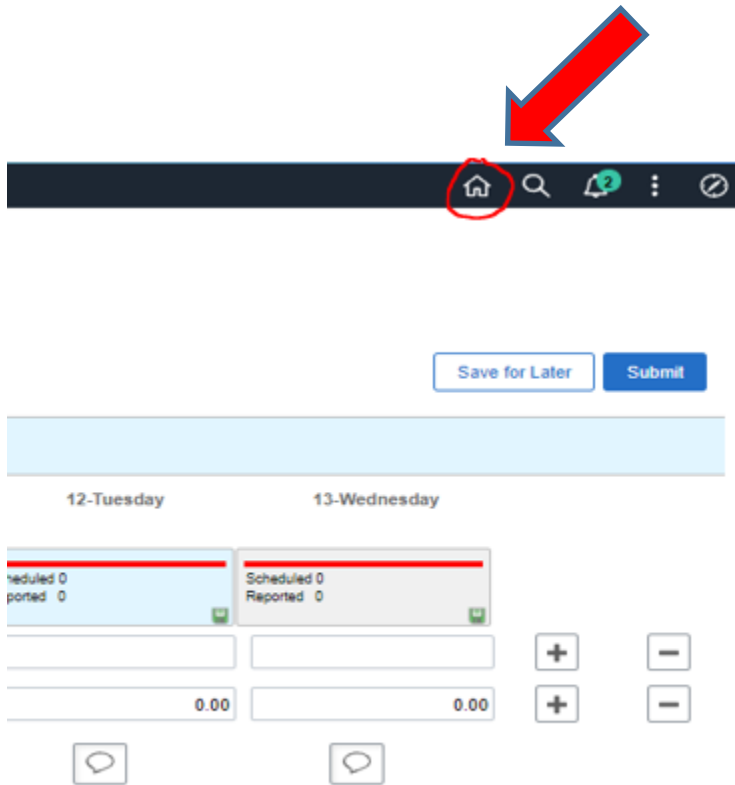


< Week 1 of 2 >
Scheduled 0.00 | Reported 17.00 Hours

9-Saturday	10-Sunday	11-Monday	12-Tuesday	13-Wednesday
Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 0 Reported 8	Scheduled 0 Reported 0	Scheduled 0 Reported 0
		8.00		
			0.00	0.00

- If you have to leave early on a day you have already entered, you can go back and correct your time and hit “Submit” again. Just remember that each time you hit “Submit” your supervisor will receive an additional email stating that your time is again ready to be reviewed and approved.
- **Holiday Time** - If there is a holiday in the pay period and it falls on your normal day to work it will appear as a separate line on your time entry page. If the holiday falls on your normal day to be off it will not appear on your time entry page, you will have to remember to add the line yourself. (There are 2 charts in the back of this pamphlet to guide you with what holiday time code to use.)

9) Once you are done entering your time for the pay period click on the home icon in the righthand corner to return to your home page.



Time Reporting Codes

REG – Regular worked hours

SCK – Sick

VAC – Vacation

OVT – Overtime worked Paid

CTW – Overtime worked Banked

CLU – Comp time used

HOL - Holiday (Regular workday but did not work)

HLR – Holiday worked (Please list time in regular time and mirror the time in HLR)

HLX – Holiday (Regularly scheduled day off and did not work)

HLE – Holiday (Save holiday hours to leave bank)

AWP – Absent without pay (No call no show)

AAWP – Authorized Absent without pay

IIA – Workers Comp time off

BER – Bereavement pay

JUR – Jury Duty

VOTE – Voting time

Task Profile ID's

WORK LOCATION / ACTIVITY	Task Profile ID	Project Code
BUSSVCS - Executive Team	A003884378	PK-GEN
BUSSVCS - Facilities Maint (DMT)	A003898305	PK-DMT
BUSSVCS - Finance	A003898304	PK-GEN
BUSSVCS - General	A003898305	PK-GEN
BUSSVCS - Grants&Contracts	A003898305	PK-GRT
BUSSVCS - Guest Services	A003884402	PK-GEN
BUSSVCS - HumanResources	A003898305	PK-HR
BUSSVCS - Marketing	A003898300	PK-GEN
BUSSVCS - Planning	A003898305	PK-PLN
BUSSVCS - Volunteer Mgmt	A003898305	PK-VOL
BUSSVCS - Weddings & Events	A003899080	PK-GEN
CIP - DIF	A003898707	PK-GEN
CIP - District	A003898633	PK-GEN
CIP - Grants	A003898706	PK-GEN
INTERP - General/Hist Prsv	A003884384	PK-GEN
INTERP - Gilman Ranch	A003899386	PK-GEN
INTERP - Hidden Valley Nature Ctr	A003899414	PK-GEN
INTERP - Idyllwild Nature Center	A003899415	PK-GEN
INTERP - Jensen Ranch	A003899412	PK-GEN
INTERP - San Timoteo Schoolhouse	A003899413	PK-GEN
INTERP - SantaRosaPlateau Nature Center	A003899416	PK-GEN
INTERP - Trujillo Adobe Historic Area	A003884384	PK-GEN
NATRES - HAB-General	A003898327	PK-GEN
NATRES - HAB-Box Springs	A003899327	PK-GEN
NATRES - HAB-Harford Springs	A003899328	PK-GEN
NATRES - HAB-Hidden Valley	A003899384	PK-GEN
NATRES - HAB-Santa Rosa Plateau	A003899385	PK-GEN
NATRES - HAB-Trails Maintenance	A003884382	PK-GEN
NATRES - Mitigation Bank	A003898313	PK-GEN
NATRES - MSHCP Reserve Mgmt	A003898312	PK-GEN
NATRES - Multi Species Reserve	A003898314	PK-GEN
NATRES - Off Road Vehicle Mgmt	A003898328	PK-GEN

Task Profile ID's continued

WORK LOCATION / ACTIVITY	Task Profile ID	Project Code
PARKS - General	A003898361	PK-GEN
PARKS - Blythe Parks	A003899428	PK-GEN
PARKS - Hurkey Creek	A003899417	PK-GEN
PARKS - Idyllwild	A003899422	PK-GEN
PARKS - Kabian	A003898361	PK-GEN
PARKS - Lake Cahuilla	A003899423	PK-GEN
PARKS - Lake Skinner	A003899134	PK-GEN
PARKS - Lawler Lodge & Cabins	A003899424	PK-GEN
PARKS - Mayflower	A003899427	PK-GEN
PARKS - McCall	A003899425	PK-GEN
PARKS - Rancho Jurupa	A003899426	PK-GEN

Certification Time Codes

CERTIFICATIONS	TIME CODE
Cert. Playground Inspector	Z85
Cert. Pool/ Aquatics Operator	Z44
Heavy Equipment Operator	Z11
Standby Time	Z07
QAC-Qualified Applicator Certificate	Z84
QAL-Qualified Applicator License	Z83
Water Treatment Certification	Z88

Holiday

Full-Time Regular Employee

Holiday - HOL Employees Regularly Scheduled Day to Work

* The employee is normally scheduled to work, but did not work and had the day off. The county only pays up to 8 hours of holiday pay. A leave balance must be used in lieu of any missing out after the 8 hour holiday is applied. If an employee works a 9 hour shift, they would code 8 hours to HOL and 1 hour VAC.

Holiday - HLR Employee Worked

* The employee worked the holiday and wants to be paid out for their holiday hours. Code the hours worked under Regular (REG) time and then mirror the regular hours worked under HLR (up to 8 hours).

Holiday - HLE Employee Wants to Bank the Holiday

* The employee worked the holiday and wants to bank their holiday hours. Code the hours worked under Regular time and then mirror the regular hours worked under HLE (up to 8 hours).

* The Holiday falls on the employee's normal day off, does not need the holiday hours to fulfil their required 80 hours, and wants to bank the holiday. Code the 8 holiday hours to HLE.

Holiday - HLX Employee is Scheduled to be off

* The Holiday falls on the employee's normal day off, does not need the holiday hours to fulfil their required 80 hours, and wants to be paid for the holiday. Code the 8 holiday hours to HLX.

Holiday

Part-Time Regular/Seasonal Employee

Holiday - HOL Employees Regularly Scheduled Day to Work

* The employee is normally scheduled to work, but could not work because the facility was closed and they missed out on regularly worked hours. The employee is to code HOL for up to the employee's normally scheduled shift (ie: the employee normally works 6 hours, code 6 hours to HOL).

Holiday - HLR Employee Worked

* The employee worked the holiday and wants to be paid out for their holiday hours. Code the hours worked under Regular (REG) time and then mirror the regular hours worked under HLR (up to 8 hours).

Holiday - HLE Employee Wants to Bank the Holiday

* The employee worked the holiday and wants to bank their holiday hours. Code the hours worked under Regular time and then mirror the regular hours worked under HLE (up to 8 hours).

Holiday - HLX Employee is Scheduled to be off

* A Part-Time Regular/Seasonal Employee does not qualify for Holiday pay if the holiday falls on their normal day off.

* A Part-Time Regular/Seasonal Employee does not qualify for Holiday pay if the holiday falls on their normal day to work, the facility is open, but they chose not to work (or did not report to work).