# ABACUS: Timecard Employee Guide

1. **Abacus: Timecards –**
* **Is ONLY for recording and approving LABOR HOURS WORKED.**
* **Is ONLY displaying APPROVED ABSENCE hours.**
* **Is the system of record for LABOR HOURS WORKED.**
* **Deadline: timecards should be entered and completed by 9 am for previous day’s work.**
1. **Workday –**
* **Is for recording TIME OFF (e.g. Absence).**
* **Is responsible for PAYROLL.**
* **Is the system of record for HR information.**
* **Is the system of record for ABSENCES.**
* **Is the system of record for HOURS PAID.**
1. Supervisors –
* Will **APPROVE** labor hours worked in Abacus.
* Will **APPROVE** time off in Workday.
1. **Abacus and Workday will talk to one another and transfer ‘approved’ labor hours worked and ‘approved’ absence hours.**

**NOTE:** *Unlike other PSU entities, OPP bills for our services based on actual labor and material charges.  Specifically, for the labor piece, those charges are captured via our work orders through timecard entry.  Since we generate hundreds of thousands of work orders, Workday was unable to capture all of that data therefore requiring us to continue to utilize “Abacus: Timecards” for worked (billable) timecard entry only.*

## Logging In to ABACUS

Website: https://apps.opp.psu.edu/timecards and log in with your WebAccess credentials.

You may also access the application via OPP Intranet at http://www.opp.psu.edu/intranet.

## Employee Home

Employee’s home screen displays any Unsubmitted, Unapproved, and/or Rejected timecards. You will be able to access any of these timecards by selecting the **ID** number.

## Creating a Timecard

Timecards can be created in the following two ways.

### ****Create Timecard****

1. Select the **Create Timecard** link within the Show Menu.
2. From the Create Timecard screen **confirm** and/or **change** the Supervisor, Pay Shift, and Date, if necessary.
3. Select **Save**.
4. Use the **Edit Details** button to make corrections, if applicable.

### ****Employee Pay Period****

1. Select **Employee Pay Period** within the Show Menu.
2. **Confirm** the **Pay Period and** if necessary, use the Pay Period drop down to change Pay Periods and select update.
3. Select the **AddCard** button for the day you want to create a new Timecard.
4. From the Create Timecard screen **confirm** and/or **change** the Supervisor, Pay Shift, and Date, if necessary.
5. Select **Save**.
6. Use the **Edit Details** button to make corrections, if applicable.

## Entering Labor Information

### ****Labor Entry****

1. **From the Timecard Details screen, select the Add Labor button within the Labor section.**
2. **Enter the Task Number; the building name will be automatically entered.**
3. **Enter a Phase Code, if applicable.**
4. **Your default home Craft is displayed, if necessary modify it.**
5. **Enter Hours (Regular, Overtime, Callout).**
6. **Enter a Temporary Transfer (TT) skill level.**
7. **Enter Equipment Number and Hours, if applicable.**
8. **Click the Save button.**

## Loading Employee Labor Data from Maximo

This function will load unapproved labor from Maximo for that day.

1. **From the Timecard Details screen,** select the **Load from Maximo** button.
2. The message **Maximo load complete** will appear on the screen when done.
3. The **labor** will now be visible from the Show Timecard screen and can be validated.

## ****Submitting Timecards****

1. Within **Timecard Details select Submit within Actions on the right-hand side.**

## Retracting a Timecard

Timecards can be retracted if they have been Submitted, but not Approved by a Supervisor.

1. Select the **Timecard** to be retracted from the Employee Home screen.
2. Within Timecard Detail select **Retract within** the Actions.

## Editing a Timecard

### ****Editing Timecard Details****

1. Select the **Timecard** to be edited.
2. Select **Edit Details** from within the Actions section.
3. Make the necessary **revisions** to Supervisor, Pay Shift, Date, and/or add Timecard comments.
4. Click the **Update** button to save your changes or **Cancel** to return to the Timecard Details screen.

### Editing or Deleting Labor Detail

1. Select the **Timecard to** be edited.
2. Select the **Edit** or **Delete** button from the Labor records of the Timecard.
3. If the **Edit** button is selected, the Edit Labor dialog box is displayed.
4. Make the **necessary edits** to the information.
5. Select **Update**.
6. If the **Delete** button is selected, a **Yes/No** dialog box is displayed. Select the appropriate option.

## Showing a Pay Period

1. Select **Employee Pay Period** from the menu.
2. Click on the Pay Period drop down and select the Previous or Next pay periods and select **Update** to change Pay Period.
3. Click the **Timecard** status button for a particular day to view the Show Timecard details.

**NOTE:** If **AddCard is selected,** a **new** Timecard will be created for that day.

## Searching for a Timecard

1. Select the **Find Timecard** link from the Show Menu.
2. Enter a **Start Date** and **End Date** or use the Calendar icons to select the date.
3. Click the **Search** button.
4. Select the **ID** of the timecard you’d like to view.

**NOTE:** You may also select a Supervisor, Status(es), or Shifts to narrow the search.

## Using Templates

Timecard templates can be created if the same information is being entered over multiple days. There is no limit on the number of Timecard templates that can be created.

### Creating a Template

1. Select a **Timecard** with hours entered.
2. Select the **Save as Template** link within Actions.
3. Enter a **Template Name**.
4. Click the **Save** button.

### Using or Deleting a Template

1. Create a new **Timecard**.
2. Select **Load Template** from Actions; all your templates will be displayed.
3. To use a template, click the **Load** button to the right of the template name; the data from the template will be displayed on the Timecard Details screen.
4. To remove a previously saved template, select **Delete**.
5. Select **Yes** to delete the Template or **No** to return to the Show Timecard screen.

**NOTE:** All previous templates you have saved will be displayed. Select **Preview** to view previously created templates.

## Application Help

Additional information on the following topics can be found in the Application Help located in the menu.

* General Help
* Training Material
* Supported Web Browsers
* Vacation and Sick Award
* Payroll Deadlines
* Timecard Statuses
* NDPD Code Conversions
* User Details