# ABACUS: Timecard Supervisor Guide

1. **Abacus: Timecards –**
* **Is ONLY for approving LABOR HOURS WORKED for technical service, wage, and temp employees.**
* **Is ONLY displaying APPROVED ABSENCE hours.**
* **Is the system of record for LABOR HOURS WORKED.**
* **Deadline: timecards must be approved by 11 am for previous day’s work.**
1. **Workday –**
* **Is for approving 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. **Integrations –**
* **Abacus will send ‘approved’ LABOR HOURS WORKED nightly to Workday.**
* **Workday will send ‘approved’ ABSENCE hours to Abacus in real time.**
* **Workday will send OPP HR employee data to Abacus nightly.**

**\*OPP Payroll is responsible for updating OPP specific data fields on employee records in Abacus (e.g. craft/skill, unit, etc.) to aid in downstream applications (e.g. Maximo).**

**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

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.

## Home Screen

Supervisor’s Home screen contains multiple sections. The top section allows the Supervisor to select another Supervisor to view/approve cards, displays Unapproved Timecards for their employees, displays Employees reporting to them, Employees on TT to this Unit, and Employees on TT from this Unit.

## Creating a Timecard for Employees

Timecards can be created in two ways.

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

1. Select the **Create Timecard** link from the Show Menu.
2. Select an **Employee** by typing the employee’s name in the Employee field and selecting the appropriate one.
3. **Confirm** and/or **change** the **Supervisor, Pay Shift,** and **Date.**
4. Click the **Save** button.

### ****Supervisor Pay Period****

1. Select **Supervisor Pay Period** from the menu.
2. Confirm the **Pay Period**. *If necessary, use the* *Supervisor and/or Pay Period drop down* *at the top of the screen to change either option and then click Update.*
3. Select **AddCard** for the Employee on the day you want to create a new Timecard.
4. **Confirm** the Supervisor, Pay Shift, and Date are correct.
5. Select Save to complete the timecard.

## Entering Labor Information For Employees

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

1. **From the Timecard Details screen, select Add Labor within the Labor section.**
2. **Enter the Task Number. *The Building name will be*** *automatically populated.*
3. **Enter a Phase Code, if applicable.**
4. **The employee’s home Craft is displayed and may be modified.**
5. **Enter Hours (Regular, Overtime, Callout).**
6. **Enter a Temporary Transfer (TT) Skill level.**
7. **Enter Equipment Number and Equipment Hours.**
8. **Click the Save button.**

## Loading Employee Labor Data from Maximo

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

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

## Editing and Deleting Employee Timecards

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

Timecard details: Supervisors, Pay Shift, and Dates.

1. Select the **Timecard** to be edited.
2. Select **Edit Details** from within Actions.
3. Make the necessary **revisions** to Supervisor, Pay Shift, Date, or add Timecard Comments.
4. Select the **Update** button.

### Editing or Deleting Labor Detail

1. Select the **Timecard** to be edited or deleted.
2. Select **Edit** or **Delete** from within the Labor section of the Timecard.
3. If **Edit** is selected, the Edit Labor Details dialog box is displayed.
4. Make the necessary **edits** to the information.
5. Click the **Update** button.
6. If the **Delete** button is selected, the Delete Labor dialog box is displayed.
7. Click **Yes** to delete the labor or **No** to return to the Timecard Details screen.

### Deleting a Timecard

1. Select the **Timecard** to be deleted.
2. Select **Delete Timecard** from the Actions box.
3. Click **Yes** to delete the Timecard or **No** to return to the Timecard Details screen.

## Rejecting an Employee’s Timecard

1. Select the **Timecard** to be rejected.
2. Click **Reject Timecard** from the Actions box.
3. Type a **Rejection Comment** in the Comment box.
4. Click **Reject Timecard** button.

## Approving an Employee’s Timecard

1. Select the **Timecard** to be approved.
2. From the Timecard Actions box, click **Approve Timecard**.
3. Click **Yes** to approve the Timecard or **No** to return to the Timecard Details screen.

## Showing Timecard Audits

1. Select the **Timecard** to view the audit.
2. From Actions, select **Show Audits**.
3. The **Timecard Audits** are displayed.
4. Click the **Close** button.

## Showing a Pay Period

1. Select **Supervisor Pay Period** from the menu.
2. The view will automatically display the current Pay Period and all the employees reporting to the selected Supervisor.
3. To view a Pay Period for another supervisor, you’d select a supervisor from the drop down. You are also able to select previous or future pay periods.

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

## Searching for a Timecard

1. Select **Find Timecard** from the menu.
2. Enter a **Start date** and **End date** using the Calendar icon.
3. Click Search.
4. Click the Show button ID Number to see the timecard.

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

## Searching Timecard Audits

1. Select **Find Timecard Audit** from the menu.
2. Enter a **Start Date** and **End Date** using the Calendar icon.
3. Enter a **User ID (e.g. Access ID)** or **Timecard ID.**
4. Select **Event Type**, check as many as applicable.
5. Click **Search**.
6. Select **Show Related** next to an audit record to view the entire timecard audit trail.
7. Click the **Reset** button to clear the values and start a new search.

## 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