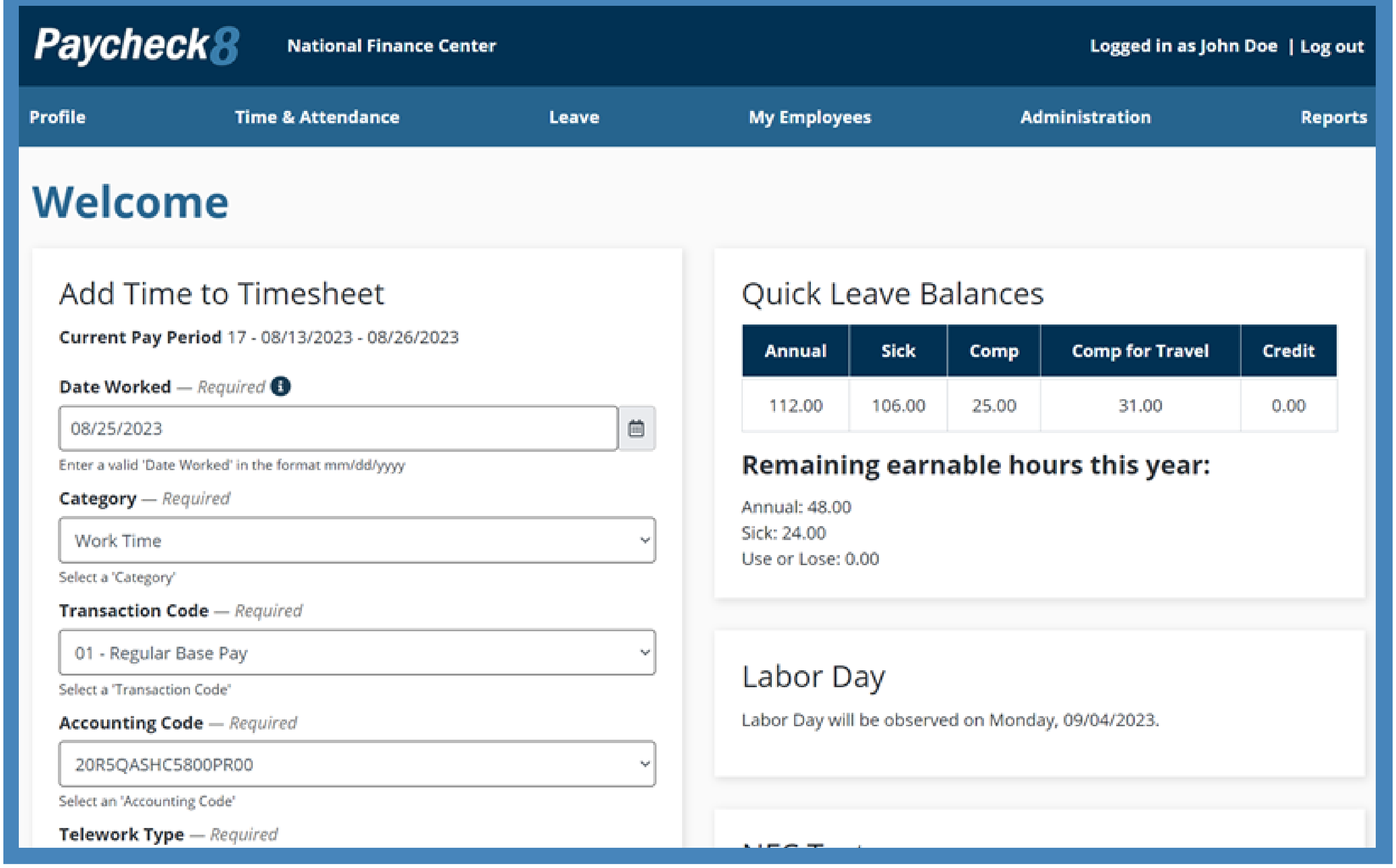
USDA National Finance Center
U.S. DEPARTMENT OF AGRICULTURE

Paycheck8

Quick Reference HR Admin. Role



HR Admin. Menu Options

Profile:

View profile and appointment information.

Time & Attendance (T&A):

Enter Time, My Timesheets, Premium Pay Request, and Premium Pay Submitted.

Leave:

Leave Balances, Manage Leave Requests, Leave Share Requests, Leave Share Donations, Leave Calendar, Leave Case Application, and Leave Cases Submitted.

Administration:

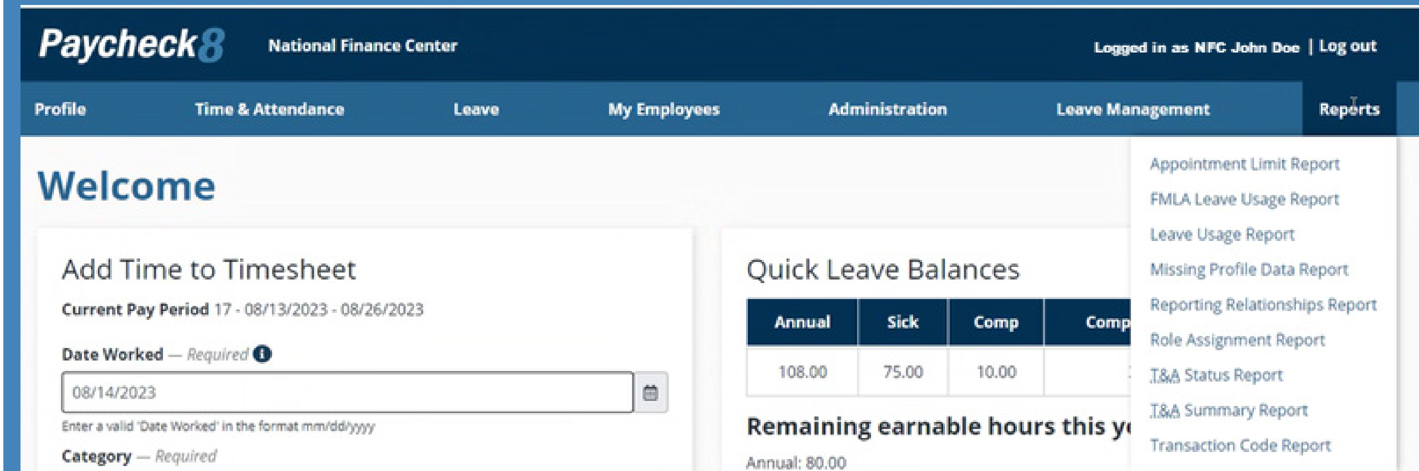
Manage Employees, Manage Notifications, Manage Accounting Codes, and Mass Accounting Code Assignment.

Reports:

T&A Status Report, T&A Summary Report, Reporting Relationships Report, Appointment Limit Report, Transaction Code Report, and Leave Audit Report.

Paycheck8

Running Reports



Running Reports:

1. Select **Reports** from the **Reports** menu.
2. Select the applicable report. The selected report filters are displayed.
3. Select **Search** button. The search results are displayed.
4. Select the **Export to CSV** button. A popup appears to Save As or Open. If **Save As** is selected, select where to save the report. If Open is selected, it will open the report.

   OR

   Select the **Print to PDF** button. A popup appears to print or save the report.

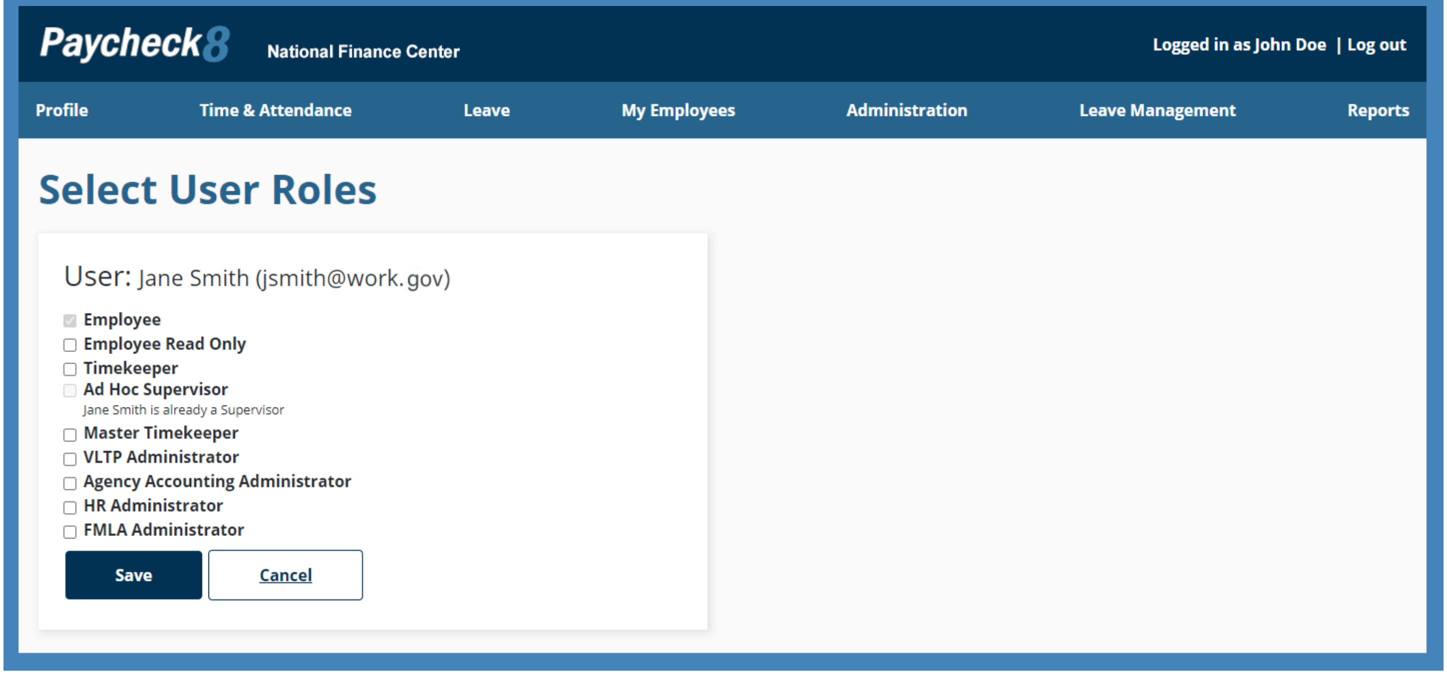
> **NOTE:** Reports may either be printed, exported, or saved.

Types of Reports

- **Appointment Limit Report –** Displays appointment limitation report by pay period using org code or manager type.
- **FMLA Leave Usage Report – Displays an employee's Family and Medical Leave Act (FMLA) case information**
- **Leave Usage Report –** Displays an employee's leave information for a specific leave type.
- **Missing Profile Data Report –** Displays employees with missing information.
- **Reporting Relationships Report –** Displays reporting relationships by timekeeper or manager types.
- **Role Assignment Report –** Displays a list of employees for the selected role.
- **T&A Status Report –** Displays the timesheet statuses by pay period using organizational code or manager.
- **T&A Summary Report –** Displays timesheet summary counts by pay period using org code.
- **Transaction Code Report –** Displays transaction code usage details on the specified transaction code combination.

Paycheck8

Adding a Timekeeper or Master Timekeeper



Managing Roles

1. Select **Manage Employees** from the Administration navigation menu. The Manage Employees page is displayed.

2. Enter at least two characters of search criteria. Users can search using first name, last name, user ID, or email address.

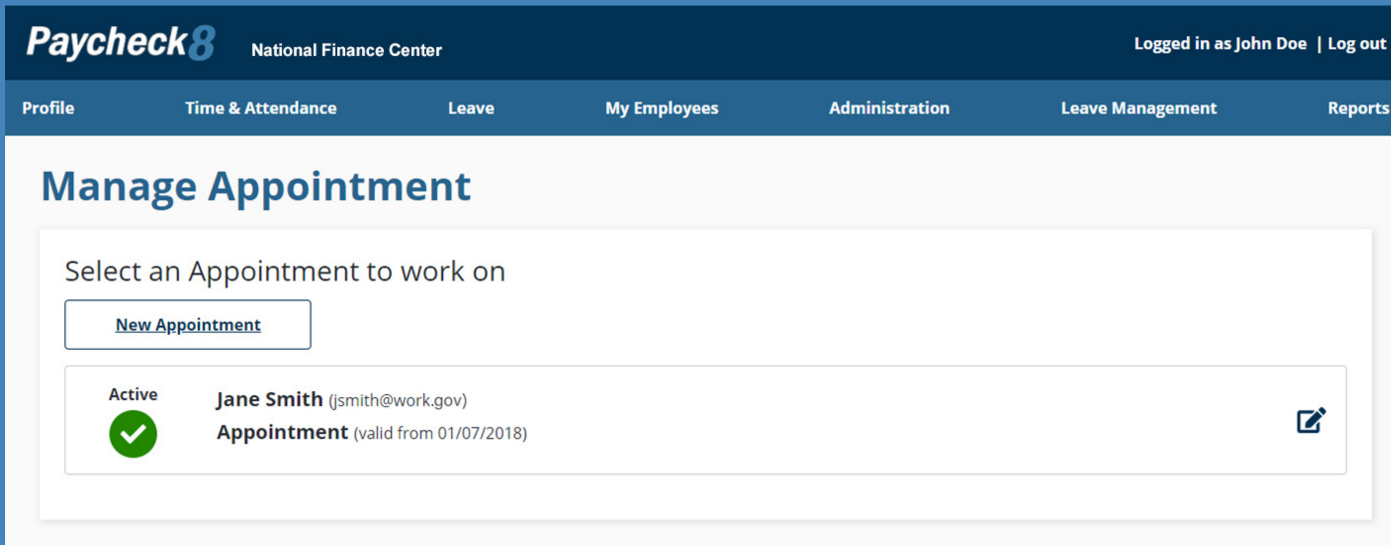
3. Select the **Search** button. The search results are displayed.

4. Select the S**elect User Roles** link from under the Actions column. The Select User Roles page is displayed.

5. Select the applicable roles that you wish to assign.

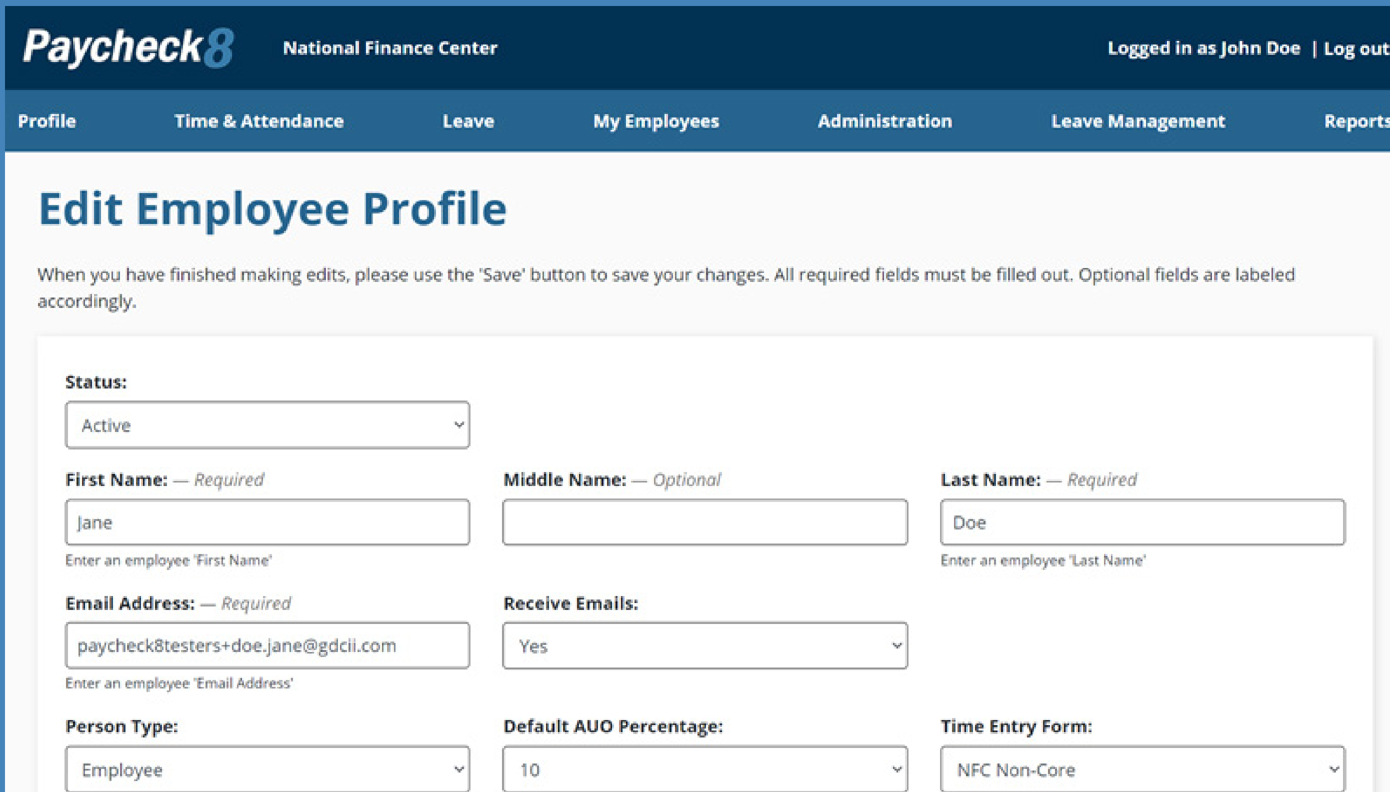
6. Select the **Save** button. The Information save popup appears.

7. Select the **Close** button. You are returned to the Select User Roles page.



Managing Appointments

1. Select **Manage Employees** from the **Administration** navigation menu. The Manage Employees page is displayed.
2. Enter at least two characters of search criteria. Users can search using first name, last name, user ID, or email address.
3. Select the **Search** button. The search results are displayed.
4. Select the **Manage Appointments** link from under the Actions column. The Manage Appointment page is displayed.
5. Select the **New Appointment** button. The New Appointment page is displayed.
6. Make applicable edits.
7. Select the **Save** button.



Managing Employee Profiles

1. Select **Manage Employees** from the **Administration** navigation menu. The Manage Employees page is displayed.
2. Enter at least two characters of search criteria. Users can search using first name, last name, user ID, or email address.
3. Select the **Search** button. The search results are displayed.
4. Select **Edit Employee Profile** from the Actions column. The Edit User page is displayed.
5. Edit the applicable fields.
6. Select the **Save** button.