

The screenshot shows the Paycheck8 HR Admin. Role interface. At the top, there is a navigation bar with the Paycheck8 logo, National Finance Center, and a user login status: 'Logged in as John Doe | Log out'. Below the navigation bar, there are tabs for Profile, Time & Attendance, Leave, My Employees, Administration, and Reports. The main content area is titled 'Welcome' and contains two primary sections: 'Add Time to Timesheet' and 'Quick Leave Balances'.

Add Time to Timesheet
Current Pay Period 17 - 08/13/2023 - 08/26/2023

Date Worked — Required ⓘ
08/25/2023
Enter a valid 'Date Worked' in the format mm/dd/yyyy

Category — Required
Work Time
Select a 'Category'

Transaction Code — Required
01 - Regular Base Pay
Select a 'Transaction Code'

Accounting Code — Required
20R5QASHC5800PR00
Select an 'Accounting Code'

Telework Type — Required

Quick Leave Balances

Annual	Sick	Comp	Comp for Travel	Credit
112.00	106.00	25.00	31.00	0.00

Remaining earnable hours this year:
Annual: 48.00
Sick: 24.00
Use or Lose: 0.00

Labor Day
Labor Day will be observed on Monday, 09/04/2023.

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.

The screenshot shows the Paycheck8 National Finance Center interface. The user is logged in as NFC John Doe. The navigation menu includes Profile, Time & Attendance, Leave, My Employees, Administration, Leave Management, and Reports. The Reports menu is open, showing a list of reports: Appointment Limit Report, FMLA Leave Usage Report, Leave Usage Report, Missing Profile Data Report, Reporting Relationships Report, Role Assignment Report, T&A Status Report, T&A Summary Report, and Transaction Code Report. The main content area shows a 'Welcome' message, an 'Add Time to Timesheet' section with a 'Date Worked' input field (08/14/2023), and a 'Quick Leave Balances' table.

Annual	Sick	Comp	Comp
108.00	75.00	10.00	

Remaining earnable hours this year: Annual: 80.00

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.

Select User Roles

User: Jane Smith (jsmith@work.gov)

- Employee
- Employee Read Only
- Timekeeper
- Ad Hoc Supervisor
Jane Smith is already a Supervisor
- Master Timekeeper
- VLTP Administrator
- Agency Accounting Administrator
- HR Administrator
- FMLA Administrator

Save

Cancel

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 **Select 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.



Paycheck8 National Finance Center Logged in as John Doe | Log out

Profile Time & Attendance Leave My Employees Administration Leave Management Reports

Manage Appointment

Select an Appointment to work on

[New Appointment](#)

Active	Jane Smith (jsmith@work.gov)	
	Appointment (valid from 01/07/2018)	

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.

Paycheck8 National Finance Center Logged in as John Doe | Log out

Profile Time & Attendance Leave My Employees Administration Leave Management Reports

Edit Employee Profile

When you have finished making edits, please use the 'Save' button to save your changes. All required fields must be filled out. Optional fields are labeled accordingly.

Status: <input type="text" value="Active"/>		
First Name: — <i>Required</i> <input type="text" value="jane"/> <small>Enter an employee 'First Name'</small>	Middle Name: — <i>Optional</i> <input type="text"/>	Last Name: — <i>Required</i> <input type="text" value="Doe"/> <small>Enter an employee 'Last Name'</small>
Email Address: — <i>Required</i> <input type="text" value="paycheck8testers+doe.jane@gdcii.com"/> <small>Enter an employee 'Email Address'</small>	Receive Emails: <input type="text" value="Yes"/>	
Person Type: <input type="text" value="Employee"/>	Default AUO Percentage: <input type="text" value="10"/>	Time Entry Form: <input type="text" value="NFC Non-Core"/>

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.