

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

Profile Time & Attendance Leave My Employees Administration Reports

Timekeeper Administration

Selection Criteria

The search requires a selected checkbox for type of Employees as well as Year and PayPeriod. Input for any other fields on the form will narrow the search result. Click the Search button to see the search results.

First Name: **Last Name:**
Employee Number: **Email Address:**
Home Org Code:
Enter at zero or least two characters for an optional 'Home Org Code'
Pay Period: — Required **Year:** — Required
Select a year to narrow the search results or leave blank to see all years

Select from employees where I am:

Direct Timekeeper Delegated Timekeeper

Accessing Employee Timesheets

Timekeepers may access any employee's timesheet that they are assigned to by selecting the **Timekeeper Administration** menu option from the **Administration** menu.

1. Select **Timekeeper Administration** from the **Administration** menu. The Timekeeper Administration page is displayed.
2. As an optional step, you may narrow down the search results on the page by entering in search criteria. When entering search criteria, you must complete at least one field with a minimum of two characters, in any one of the first four input fields: First Name, Last Name, Employee Number, or Email Address. You may also select a year and/or a pay period. More criteria will provide more precise results.
3. Select the **Search** button. Under the **Search Results** section, a list of employees will be displayed that have been assigned to you as a timekeeper.
4. Find the employee whose timesheet you wish to view and select the **View Timesheets** button from the **Actions** column. The **View Timesheets** page is displayed.
5. On the **View Timesheets** page, select the View button for appropriate Pay Period.

Edit User Accounting Codes

Current Assignments for John Doe

Use the Accounting Code Assignment button to open a modal where you can search for codes to make new assignments. Use the Accounting Code Search Form to filter the search results by Accounting Code. For each accounting code listed, you may click the Remove button to remove the accounting code from potential use. You may also click the Default button to assign the selected Accounting Code as the Default for the selected/current employee.

Accounting Code Assignment

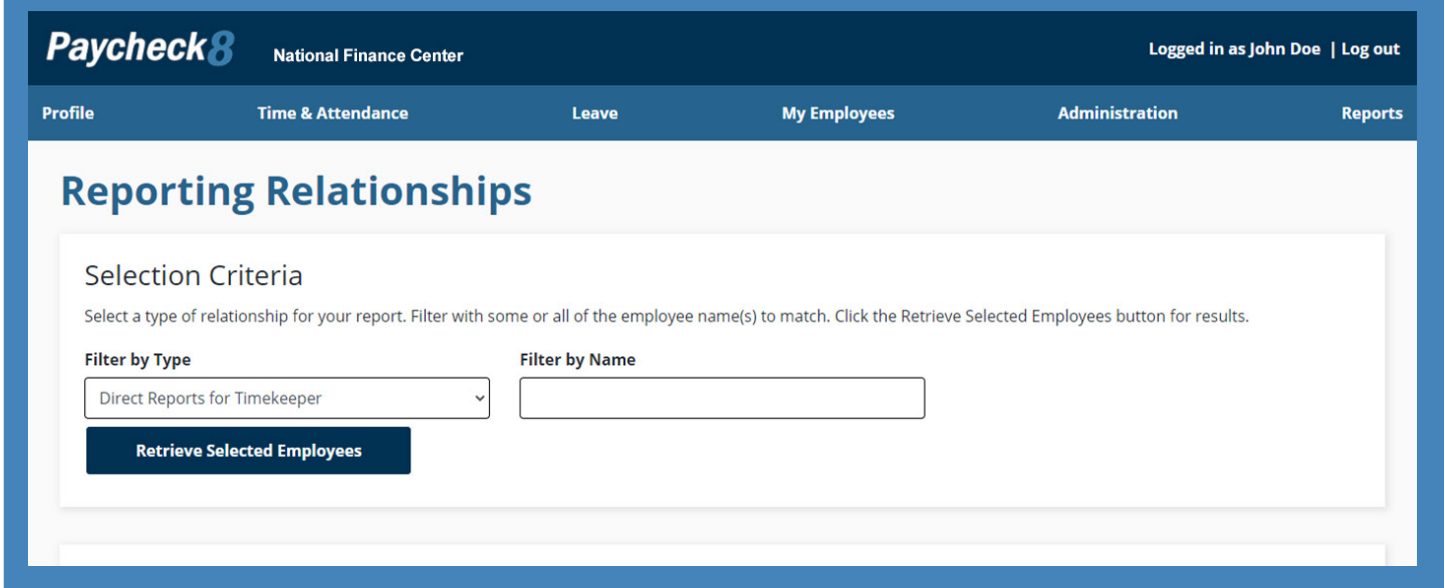
Accounting Code:

Search

Accounting Code	Description	Start Date	Stop Date	Actions
20R5QAAXAGUHMNB00	PMS NFC MGMT	01/01/2018	01/01/2099	<p>Remove</p> <p><input type="radio"/> Default</p>
20R5QASHC5800PR00	PMS HC58 Paycheck8 Proj Mgmt	01/01/2018	01/01/2099	<p>Remove</p> <p><input type="radio"/> Default</p>
20R5XESH5800SS00	ATB HC58 Paycheck8 Syst Reqt	01/01/2018	01/01/2099	<p>Remove</p> <p><input checked="" type="radio"/> Default</p>

Adding/Editing Accounting Codes:

1. Select **Manage Employees** from the **Administration** menu. The Manage Employees page is displayed.
2. Enter search criteria.
3. Select the **Search** button. The search results are displayed.
4. Select **Edit User Accounting Codes** from the **Actions** column. The Edit User Accounting Codes page is displayed.
5. Enter at least two characters of the new accounting code in the accounting code search field, or search by program code, project code, activity code, or description.
6. Select the **Search** button. The search results are displayed.
7. Select the **Applicable Option** in the **Actions** column.



Delegating Your Timekeeper Role:

1. Select **Reporting Relationships** from the **My Employees** menu. The Reporting Relationships page is displayed listing the employees directly reporting to your Timekeeper role.
2. Select the **Delegate all to Timekeeper** button to delegate all employees to the new timekeeper, or select the **Timekeeper Search** button next to an individual employee's name to delegate only that particular employee to the new timekeeper. The **Search for a Timekeeper** popup appears.
3. Enter the applicable search criteria in the First Name, Last Name, Employee ID, and Email Address fields.
4. Select the **Search** button. The search results are displayed.
5. Select the **Choose** button in the **Actions** column of the applicable timekeeper. The Reporting Relationships page is displayed with the applicable employee(s) for the delegate(s) listed in the **Delegated Timekeepers** column.

NOTE: To remove the delegation, select the **Remove** button next to the applicable employee(s) from whom you want to remove the delegated timekeeper. This can be done for individual employees.

Updating an Employee's Work Schedule:

1. Select **Manage Employees** from the **Administration** main menu. The Manage Employees page is displayed.
2. Enter the applicable search criteria in the First Name, Last Name, Employee ID, and Email Address fields.
3. Select the **Search** button. The search results are displayed.
4. Select the **Employee** link from the **Actions** column for the applicable employee. The Edit Employee Profile page is displayed.
5. Modify the employee's work schedule by selecting the drop down on the **Alternative Work Schedule** field. Additional schedule information may also be entered in the optional **Work Schedule Description** field.
6. Select the **Save** button.

Welcome

Add Time to Timesheet

Current Pay Period 8 - 04/10/2022 - 04/23/2022

Date Worked — Required ⓘ

Enter a valid 'Date Worked' in the format mm/dd/yyyy

Category — Required

Select a 'Category'

Transaction Code — Required

Select a 'Transaction Code'

PPA Account Code — Required

- [T&A Summary Report](#)
- [Appointment Limit Report](#)
- [Transaction Code Report](#)
- [Leave Usage Report](#)

Quick Leave Balances

Annual	Sick	Comp	Comp for Travel	Credit
64.00	63.00	35.00	36.00	3.00

Remaining earnable hours this year:

Annual: 72.00
 Sick: 72.00
 Use or Lose: 0.00

Test

Test Notification with end date

Running Reports:

1. Select **Reports** from the **Reports** menu.
2. Select the applicable report. The selected report filters are displayed.
3. Complete the report filters.
4. Select the **View Report** button.