



HR/CMS v9.2 Navigation - Quick Reference for Employee

Home Page Overview

Quick Links

Quick Links provides one click access to commonly used functions including timesheet and paycheck

Announcements

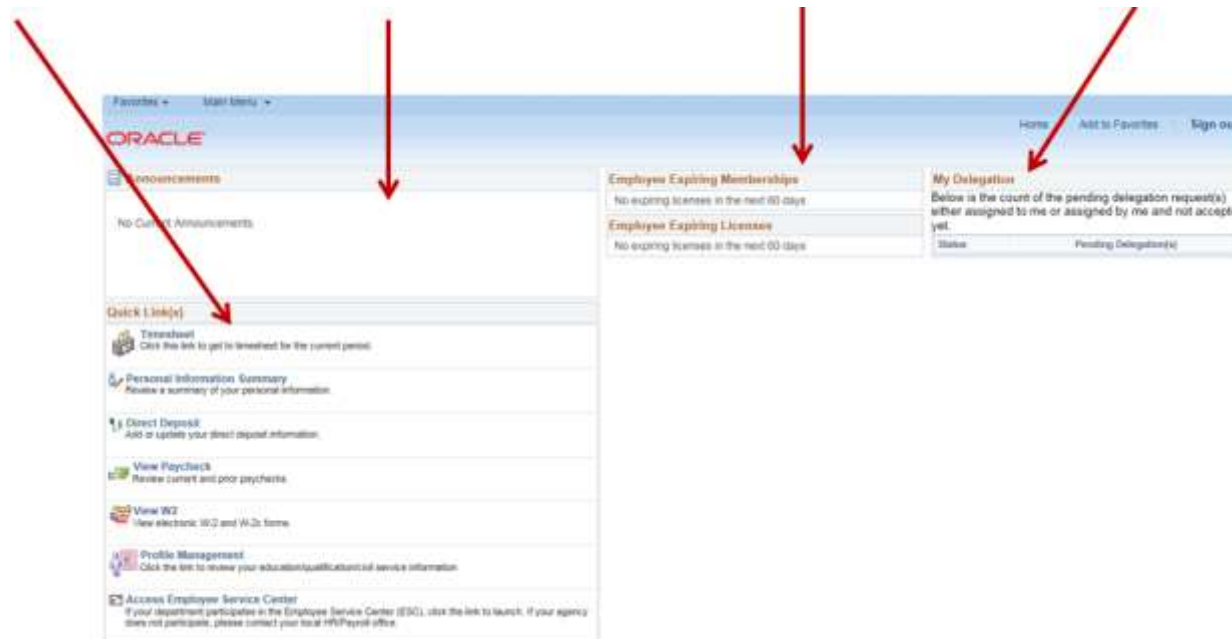
The Announcements feed contains topical HR/CMS information, as well as system information.

Employee Expiring Memberships and Licenses

Displays employee licensure and membership expirations

My Delegation

Pending delegation requests assigned to the employee or assigned by the employee



Punch Timesheet Overview



HR/CMS v9.2 Navigation - Quick Reference for Employee

Save for Later ❶

Mouse over Embedded Help ❷

Tabbed Information Boxes ❸

ORACLE® Home Add to Favorites Sign Out New Window

Timesheet

X318659X.ZZZZZZ Employee ID 318659
Edo Systems Analyst,II Empl Record 0
Actions Time Source Schedule Information Earliest Change Date 02/09/2015

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 04/12/2015
Scheduled Hours 37.500 Reported Hours 0.000 Elapsed Timesheet

From 04/12/2015 to 04/18/2015

Comments	Day	Date	Reported Status	In	Lunch	In	Out	Branch Total	TRC	Short Description	Quantity	Sched Hrs	Business Unit	User Field 1	User Field 2
Comments	Sun	4/12	New									0.00	COMID		
Comments	Mon	4/13	New	9:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	7.500				7.50	COMID		
Comments	Tue	4/14	New	9:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	7.500				7.50	COMID		
Comments	Wed	4/15	New	9:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	7.500				7.50	COMID		
Comments	Thu	4/16	New	9:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	7.500				7.50	COMID		
Comments	Fri	4/17	New	9:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	7.500				7.50	COMID		
Comments	Sat	4/18	New									0.00	COMID		

Save for Later Submit Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary

Category	Total	Sun 4/12	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18
Total Reported Hours								
Total Scheduled Hours	37.500		7.500	7.500	7.500	7.500	7.500	
Schedule Deviation	37.500		7.500	7.500	7.500	7.500	7.500	
No category Displayed	37.500		7.500	7.500	7.500	7.500	7.500	

Self Service
Time Reporting

ElapsedTimesheet Overview



HR/CMS v9.2 Navigation - Quick Reference for Employee

Save for Later ❶

Mouse over Embedded Help ❷

Tabbed Information Boxes ❸

ORACLE

Timesheet

X318659X,ZZZZZ Employee ID: 318659
Edp Systems Analyst II Empl Record: 0

Actions Time Source Schedule Information Earliest Change Date: 02/08/2015

Select Another Timesheet

View By: Week Previous Week Next Week
*Date: 04/12/2015 Scheduled Hours: 37.500 Reported Hours: 0.000 Punch Timesheet

From Sunday 04/12/2015 to Saturday 04/18/2015

Sun 4/12	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Total TRC	Type	Short Description

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status Find | 1 of 1

Date	Total TRC	Description	Sched Hrs	Comments
	0.000000		0.00	Comments

Self Service
Time Reporting



HR/CMS v9.2 Navigation - Quick Reference for Employee

Save for Later ❶

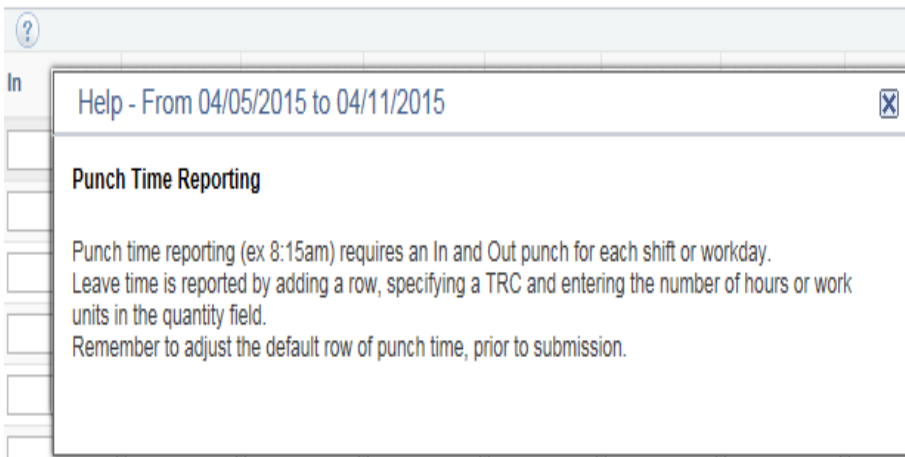
The Save for Later button allows you to enter time without submitting it. Time can be entered daily and submitted once at the end of the week.

Enter your time and click **Save for later**. Return to your timesheet, complete your time entries and then click **Submit** for approval.



Mouse over Embedded Help ❷

The embedded help features are enabled on the Timesheet page. Click on the button with the question mark to display embedded help.



Tabbed Information Boxes ❸

Tabbed summaries at the bottom of the page keep the information you need at your fingertips. This results in less scrolling to find information; instead it fits all in one page and can be easily accessed in a single click.

The Timesheet Tabs provide information on Reported Time Status, Summary, Leave/Compensatory Time, Exceptions and Payable Time.

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time
Reported Time Status				
Date	Total TRC	Description		
	0.000000			

For More Information

For more information contact:

Employee Service Center (ESC): 617-979-8500

Non-ESC supported agencies, please contact your HR department.