PENNSTATE

ITS Training Services

ABACUS: Timecard Supervisor Guide

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 contain two sections. The top section displays Unapproved Timecards, the bottom section displays a list of current employees.

Creating a Timecard for Employees

Timecards can be created in two ways.

Create Timecard

1. Select the **Create Timecard** link from the menu.
2. Click on the **Employee** field.
3. Select an **Employee** by typing the employee's name in the Employee field.
4. Click the **Select** button.
5. **Confirm** and/or **change** the **Supervisor, Pay Shift,** and **Date.**
6. Click the **Create Card** button.

Show Pay Period

1. Select the **Show Pay Period** link from the menu.
2. Confirm the Pay Period, if necessary use the Previous or Next buttons at the top of the screen to change the Pay Period.
3. Select the **New Card** button for the Employee and the day you want to create the new Timecard.
4. Confirm the Supervisor and Pay Shift are correct.
5. Use the **Edit Details** button to make corrections.

Entering Labor and/or Absence Information For Employees

Labor Entry

1. From the Show Timecard screen, select the **Add Labor** button under 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.

Absence Entry

1. From the Show Timecard screen, select the **Add Absence** button under the Absence section.
2. Select the **Absence Type** from the drop-down menu.
3. Enter the **Hours**.
4. Select the **FMLA** and/or **3 for 1** checkbox, if applicable.
5. Click the **Save** button.

Loading Employee Labor Data from Maximo

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

1. From the Show Timecard screen, click the **Load from Maximo** link from the Timecard Actions box.
2. The message **Maximo load complete** will appear on the screen when done.
3. The **labor** will now be visible from the Show Timecard 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 the **Edit Details** button from the Details section.
3. Make the necessary **revisions** to Supervisor, Pay Shift, Date, or add Timecard Comments.
4. Select the **Save** button.

Editing or Deleting Labor and Absence Information

1. Select the **Timecard** to be edited or deleted.
2. Select the **Edit** or **Delete** button from the Labor and/or Absence records of the Timecard.
3. If the **Edit** button is selected, the Edit Labor Details or Update Absence Details dialog box is displayed.
4. Make the necessary **edits** to the information.
5. Click the **Save** button.

6. If the **Delete** button is selected, the Delete Labor or Delete Absence dialog box is displayed.
7. Click **Yes** to delete the labor or absence or **No** to return to the Show Timecard screen.

Deleting a Timecard

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

Rejecting an Employee's Timecard

1. Select the **Timecard** to be rejected.
2. Click the **Reject Timecard** link from the Timecard 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 the **Approve Timecard** link.
3. Click **Yes** to approve the Timecard or **No** to return to the Show Timecard screen.

Showing Timecard Audits

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

Showing a Pay Period

To view additional pay periods, click the **Previous** or **Next** buttons at the top of the Show Pay Period screen.

1. Select **Show Pay Period** from the menu.
2. Click the **Timecard** status button for a particular day to view the Show Timecard details.

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

Searching for a Timecard

1. Select the **Search Timecards** link from the menu.
2. Enter a **Start Date** and **End Date** using the Calendar icon.
3. Select **Supervisor** from the drop-down menu.
4. Select **Employee** from the drop-down menu.
5. Select **Status,** check as many criteria as applicable.
6. Select **Shift,** check as many criteria as applicable.
7. Click the **Search** button.
8. Search **results** are returned in a table and can be **sorted** by clicking column headings.
9. Click the **Show** button to see the Timecard details.
10. Click the **Reset** button to clear the values and start a new search.

Searching Employee Absence Balances

Searches can only be done for processed absences.

1. Select the **Search Absences** from the menu.
2. Enter a **Start Date** and **End Date** using the Calendar icon.
3. Indicate if **FMLA** from drop-down menu.
4. Filter by **Absence Type** by clicking inside the Types box.
5. Identify the **Absence** type; choose as many as applicable.
6. Click the **Select** button.
7. Click the **Employee** field.
8. Select an **Employee** by typing the employee's name in the Employee field.
9. Click the **Select** button.
10. Indicate if **3 for 1** from drop-down menu.
11. Select **Search**.
12. Search **results** are returned in a table and can be sorted by clicking the column headings.
13. Click the **Reset** button to clear the values.

Searching Timecard Audits

1. Select the **Search Audits** link from the menu.
2. Enter a **Start Date** and **End Date** using the Calendar icon.
3. Enter a **User ID** (ie. Access ID)**.**
4. Select **Event Type**, check as many as applicable.
5. Click the **Search** button.
6. Search **results** are returned in a table and can be **sorted** by clicking column headings.
7. Select **More** next to an audit record to view the entire timecard audit trail.
8. 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
- Supported Web Browsers
- Vacation and Sick Award
- Payroll Deadlines
- Timecard Statuses
- NDPD Code Conversions
- User Details