

## ABACUS: Timecard Employee Guide

### Logging In to ABACUS

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

Employee's home screens contain two sections. The top section displays any Unsubmitted and/or Rejected timecards and the bottom section displays approved Absence Balances.

### Creating a Timecard

Timecards can be created in the following two ways.

#### Create Timecard

1. Select the **Create Timecard** link from the menu.
2. From the Create Timecard screen **confirm** and/or **change** the Supervisor, Pay Shift, and Date, if applicable.
3. Click **Create Card**.

#### 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 Pay Periods.
3. Select the **New Card** button for the day you want to create a new Timecard.
4. **Confirm** the correct Supervisor and Pay Shift are displayed.
5. Use the **Edit Details** button to make corrections, if applicable.

### Entering Labor and/or Absence Information

#### 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 entered.
3. Enter a **Phase Code**, if applicable.
4. Your default home **Craft** is displayed, if necessary modify it.

5. Enter **Hours** (Regular, Overtime, Callout).
6. Enter a **Temporary Transfer (TT) skill** level.
7. Enter **Equipment Number** and **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 **Absence 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 function will load unapproved labor from Maximo for that day.

1. From the Show Timecard screen, select the **Load from Maximo** link.
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.

#### Submitting Timecards

1. Select the **Timecard** to be submitted.
2. Click the **Submit Timecard** link under Timecard Actions on the right side of the screen.
3. Select **Yes** from the Confirm Action dialog box.

#### Retracting a Timecard

Timecards can be retracted if they have been Submitted, but not Approved by a Supervisor.

1. Select the **Timecard** to be retracted.
2. Click the **Retract Timecard** link from the Timecard Actions box.
3. Click **Yes** to retract the Timecard or **No** to return to the Show Timecard screen.

## Editing a Timecard

### Editing a Timecard Details

1. Select the **Timecard** to be edited.
2. Select the **Edit Details** button from within the Details section.
3. Make the necessary **revisions** to Supervisor, Pay Shift, Date, or add Timecard comments.
4. Click the **Save** button to edit the details or **Cancel** to return to the Show Timecard screen.

### Labor and Absence – Editing or Deleting

1. Select the **Timecard** to be edited.
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 or Update Absence 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.

### Showing a Pay Period

1. Select **Show Pay Period** from the menu.
2. Click the **Previous** or **Next** buttons at the top of the screen to view additional pay periods.
3. 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. Click the **Search** button.
4. Click the **Show** button to see the timecard.

**NOTE:** You may select a Supervisor, Status(es), or Shifts to narrow the search.

### Reviewing Absence Balances

#### Searching for Absence Balances

Searches can only be done for processed absences.

1. Select the **Search Absences** from the menu.
2. Select the **Type** from the drop-down menu. If left blank, all absence types will be returned.
3. Enter a **Start date** and **End date** using the Calendar icon.

4. Select **Search**.

**NOTE:** Absence balances are viewable on the **Home** screen.

### Using Templates

Timecard templates can be created if the same information is being entered over multiple days. There is no limit on the number of Timecard templates that can be created.

#### Creating a Template

1. Select a **Timecard** with hours entered.
2. Select the **Save as Template** link under the Timecard Actions.
3. Enter a **Template Name**.
4. Click the **Save** button.

#### Using or Deleting a Template

1. Create a new **Timecard**.
2. Select **Load a Template** from the Timecard Actions; all of your templates will be displayed.
3. To use a template, click the **Load** button to the right of the template name; the data from the template will be displayed on the Show Timecard screen.
4. To remove a previously saved template, select **Delete**.
5. Select **Yes** to delete the Template or **No** to return to the Show Timecard screen.

**NOTE:** All previous templates you have saved will be displayed. Select **Preview** to view previously created templates.

### 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