

Question? What "Path" do I use to locate ...	Main Menu	Menu 1	Menu 2	Menu 3	Transaction Page	Link	Page Tab
Accrual Balances-- Leave Accrual Balances (as of last pay period end date; only current data row)	Time and Leave	Maintain Time and Leave	Review			<u>Current Leave Accrual Balances</u>	Leave Accrual Balance
Accrual Balances-- Leave Accrual Balances (history & current rows of data for vacation, sick, compensatory time & other leaves)	Time and Leave	Maintain Time and Leave	Review			<u>Leave Accruals</u>	Leave Accruals
Adding a Time Sheet On-Line	Time and Leave	Maintain Time and Leave				<u>Employee</u>	Daily (Use Add Mode)
Leave Accruals/Balances (history and current rows of data for vacation, sick, compensatory time & other leaves)	Time and Leave	Maintain Time and Leave	Review			<u>Leave Accruals</u>	Leave Accruals
Leave Accruals/Balances - Current	Time and Leave	Maintain Time and Leave	Review			<u>Current Leave Accrual Balances</u>	Leave Accrual Balance

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Longevity Bonus-- Amount of Longevity Bonus (May be viewed on- line after preliminary pay calculation has been run for pay period.)	Time and Leave	Maintain Time and Leave			<u>Employee</u>		Daily or Summary
Longevity Date/Service Date	Time and Leave		Review		<u>Leave Accruals</u>		Leave Accruals
Report -- Employee Time Documents	Time and Leave		Reports	Time Document s	<u>Department Time Document</u>		Print Department Time Doc's
Report -- Leave Accrual Report	Time and Leave		Reports		<u>Leave Accrual Report</u>		Print Leave Accrual Report
Report - Time Entry Error Report	Time and Leave		Report		<u>Time Entry Errors</u>		Time Entry Errors
Service Date/Longevity Date	Time and Leave		Review		<u>Leave Accruals</u>		Leave Accruals

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Time and Leave Balances (Displays history & current rows of data for vacation, sick, compensatory time & other leaves)	Time and Leave		Review		<u>Leave Accruals</u>		Leave Accruals
Time and Leave Entry Panel	Time and Leave	Maintain Time and Leave			<u>Employee</u>		Daily
Time and Leave Report - Department (Employee Name/ID#/Rcd #, Position #, FLSA Status, and other items)	Time and Leave		Reports	Time Reports	<u>Department Time Document</u>		Print Department Time Totals
Time and Leave Report--Leave Accrual Report (Employee Name / ID# / Rcd#, Plan Type, Benefit Plan & 9 other items)	Time and Leave		Reports		<u>Leave Accrual Report</u>		Print Leave Accrual Report
Time Document - Print Department	Time and Leave		Reports	Time Documents	<u>Department Time Document</u>		Print Department Time Doc's
Time Document - Print Employee	Time and Leave		Reports	Time Documents	<u>Employee Time Document</u>		Print Employee Time Doc's

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Time Document--Print Blank	Time and Leave		Reports	Time Document s	<u>Blank Time Document</u>		Print Blank Time Doc's
Time Entry by Department (Panel is used to turn on the "OK to Process" checkbox for EXEMPT employees within a department.)	Time and Leave	Maintain Time and Leave			<u>Department by Paygroup</u>		Department by Paygroup
Time Entry Error Messages-- Department (Used by those who enter time and leave directly into HRIS-PS.)	Time and Leave	Maintain Time and Leave			<u>Time Error Messages 1</u>		Time Entry Error Messages 1
Time Entry Error Messages--Interface Users (i.e. Hale Library, Housing, Union, and Rec Services)	Time and Leave	Maintain Time and Leave			<u>Time Error Messages 2</u>		Time Entry Error Messages 2
Time Entry--"OK to Process" Department Panel (Visual display of department personnel "OK" to pay for the pay period)	Time and Leave	Maintain Time and Leave			<u>Department</u>		Department

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Time Sheet -- Adding a Time Sheet On-Line	Time and Leave	Maintain Time and Leave			<u>Employee</u>		Daily (Use Add Mode)