Timesheet Options for Time Entry

Current Classic Timesheet

Time entry uses task profiles that utilizes percentage allocations to combination codes. Allowing the personnel services to be charge to multiple funding sources.

Example of a Task profile:

Timesheet Options for Time Entry

Task Oriented Time Entry

MT
SABHRS

Related Content ▾ | New Window

Timesheet

Computer Systems Admin Spcl

Employee ID ▮▮▮

Empl Record 0

Actions ▾

Earliest Change Date 01/07/2017

Select Another Timesheet

'View By [Week ▼]   Previous Week   Next Week

'Date [04/01/2017] 📅 ↻

Reported Hours 10.50

From Saturday 04/01/2017 to Friday 04/07/2017 ⑦

Sat 4/1	Sun 4/2	Mon 4/3	Tue 4/4	Wed 4/5	Thu 4/6	Fri 4/7	Total	Time Reporting Code	Level 1	Level 2	Level 3			
	8.00						8.00	01 REG - Regular Earnings ▼	SRV_EXPTIM 🔍	SOS 🔍	AGENCY	🔍	➕	➖
		0.50					0.50	01 REG - Regular Earnings ▼	SRV_EXPTIM 🔍	JUD-COURTS 🔍		🔍	➕	➖
		2.00					2.00	01 REG - Regular Earnings ▼	DR DRILL 🔍	🔍		🔍	➕	➖

[Save for Later]   [Submit]

Level 1 – 10 Max Characters
Level 2 – 10 Max Characters
Level 3 – 15 Max Characters

Caveats:
1.) This timesheet uses a custom task template.
2.) Template is filled with the level combinations an employee can choose.
3.) The level combinations used on the timesheet is not free form. A level combination consists of up to three level fields in a single combination. The system only allows a user to choose the values in Level 1, 2, or 3 for an exact combination stored on the Montana Task Template. If an employee tries to enter a level combination not stored on the template that does not exist the timesheet will give an error and not allow to be saved or submitted until a valid combination is entered.
4.) The level combinations are stored on the Montana Task Template by an identified Taskgroup. Employees in different Taskgroups could have different level combinations available than an employee in a different Taskgroup.
5.) Level combinations charges the time paid to a specific combination code. This does not allow split funding like task profiles allowing percentage allocations to different chartfield values.

Timesheet Options for Time Entry

Examples of Task Template

Montana Task Template

Taskgroup 6117ETSBMT   ETSB- Mid Tier

Level 1   Find | View All   First ◀ 2 of 14 ▶ Last

⊞ ⊟

User Field 1 DR DRILL   🔍   DPHHS Disaster Recovery Drill

Level 2   Find | View All   First ◀ 1 of 1 ▶ Last

⊞ ⊟

User Field 2 [   ] 🔍

Level 3   Find | View All   First ◀ 1 of 1 ▶ Last

⊞ ⊟

User Field [   ] 🔍

3

*Combo Code [000056248   ] 🔍

💾 Save   🔍 Return to Search   ✉ Notify

Timesheet Options for Time Entry

Montana Task Template

Taskgroup 6117ETSBMT ETSB- Mid Tier

| Level 1 | Find | View All | First 10 of 14 Last |

+ −

User Field 1 SRV_EXPTIM 🔍 Professional Hours

| Level 2 | Find | View All | First 1 of 39 Last |

+ −

User Field 2 AGR 🔍 Agriculture

| Level 3 | Find | View All | First 1 of 1 Last |

+ −

User Field [ ] 🔍
3

*Combo Code 000056082 🔍

Timesheet Options for Time Entry

STATE OF MONTANA
SABHRS HR

Montana Task Template

Taskgroup   6117ETSBMT   ETSB- Mid Tier

Level 1   Find | View All   First ◀ 10 of 14 ▶ Last

[+] [−]

User Field 1 SRV_EXPTIM   🔍   Professional Hours

     Level 2   Find | View 1   First ◀ 1-39 of 39 ▶ Last

       [+] [−]

     User Field 2 AGR   🔍   Agriculture

         Level 3   Find | View All   First ◀ 1 of 1 ▶ Last

            [+] [−]

            User Field 3   🔍

            *Combo Code 000056082   🔍

     [+] [−]

     User Field 2 ARTS   🔍   Montana Arts Council

         Level 3   Find | View All   First ◀ 1 of 1 ▶ Last

            [+] [−]

            User Field 3   🔍

            *Combo Code 000056082   🔍

Timesheet Options for Time Entry

STATE OF MONTANA
SABHRS HR

Montana Task Template

Taskgroup 6117ETSBMT   ETSB- Mid Tier

Level 1   Find | View All   First ◁ 10 of 14 ▷ Last

⊞ ⊟

User Field 1 SRV_EXPTIM 🔍   Professional Hours

Level 2   Find | View 1   First ◁ 1-39 of 39 ▷ Last

⊞ ⊟

User Field 2 AGR 🔍   Agriculture

Level 3   Find | View All   First ◁ 1 of 1 ▷ Last

⊞ ⊟

User Field [   ] 🔍
3
*Combo Code 000056082 🔍

⊞ ⊟

User Field 2 ARTS 🔍   Montana Arts Council

Level 3   Find | View All   First ◁ 1 of 1 ▷ Last

⊞ ⊟

User Field [   ] 🔍
3
*Combo Code 000056082 🔍

The screenshot on the left illustrates the cascading of the level combinations.

The minimum requirement for a level combination is a level 1 value with a combination code.

For the level 1 SRV_EXPTIM value there are 39 corresponding level 2 values.

In this example the level 3 value is blank for both level combinations indicating there is no level 3 that is required in the level combination. If a user entered level 1 SRV_EXPTIM and chose level 2 AGR. No level 3 value would be available to choose from in the example shown.

Each of the 39 level 2 values listed under the level 1 SRV_EXPTIM value can either have a corresponding level 3 value or be left blank not requiring a level 3 value.

Combination codes (Combo Codes) for each level combination do not have to be the same.

Combination codes are maintained utilizing task profiles even though these users would not use task profiles for time entry. This is simply how the system allows a combination code to be created.

Level field values are maintained by Department of Administration's Human Resource Systems Services Bureau. Any new values or description changes will be performed by our department and are requested utilizing a template and submitted to the SABHRS HR inbox.

The Montana Task Template is maintained by the Agencies utilizing the ITSD Time Reporting Template.