

This job aid covers logging into the FFE Time Entry system, creating and approving Time Entry transactions and printing reports for the following employee types:

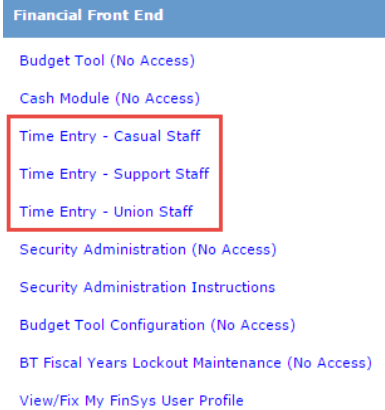
- Time Entry - Casual Staff (Short Term Columbia employees)
- Time Entry – Support Staff
- Time Entry – Union Staff

Logging in

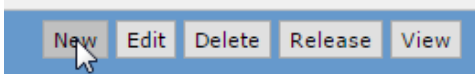
Log into the Columbia Portal at www.my.columbia.edu and click the **FinSys** tab.

Entering a New Transaction for an Employee

1. Click the desired **Time Entry** employee type from the menu.



- **Time Entry - Casual Staff** to enter time entry hours for Casual - Short Term employees.
 - **Time Entry - Support Staff** to add or subtract hours from a bi-weekly paid regular support staff's paycheck (payment for normal hours is handled in PAC).
 - **Time Entry – Union Staff** to add or subtract hours from a weekly union staff's paycheck (payment for normal hours is handled in PAC).
2. Click **New** from the menu at the bottom of the screen.

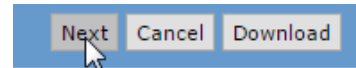


The Time Entry Employee List appears for the departments for which you have access.

The screenshot shows a table titled 'Time Entry Casual Employee List'. The table has columns for 'Department', 'PS Emp ID', 'Name', and 'UNI'. The table contains a list of employees with their respective department codes, employee IDs, names, and UNI numbers. A search box is located above the table, and a 'Count: 4016 Page 1/134' indicator is at the bottom.

Department	PS Emp ID	Name	UNI
220300X		ABRAHAM, CHRISTOPHER, SENIOR	1962228
4044103		ABRAHAMSON, DAVID	1962228
4022102		ABRAHAM, CHRISTOPHER S	1762228
520200X		ABRAHAM, ABRAHAM	1442228
790210X		ABRAHAM, CHRISTOPHER S	842
2550107		ABRAHAM, GABRIEL, PHOENIX	1962228
823400X		ABRAHAM, GABRIEL, PHOENIX	1962228
1206102		ABRAHAM, LINDA	1442228
4401101		ABRAHAM, CHRISTOPHER S	1762228
4402106		ABRAHAM, CHRISTOPHER S	1762228
4048102		ABRAHAM, ABRAHAM	1762228
4560202		ABRAHAM, ABRAHAM	1762228
461000X		ABRAHAM, ABRAHAM	1962228
7007902		ABRAHAM, ABRAHAM	1962228
220300X		ABRAHAM, ABRAHAM	1962228
821400X		ABRAHAM, ABRAHAM S	1962228
821500X		ABRAHAM, ABRAHAM S	1962228
0502107		ABRAHAM, ABRAHAM	1442228
4028102		ABRAHAM, ABRAHAM	1962228
4502104		ABRAHAM, ABRAHAM	1442228
4013102		ABRAHAM, ABRAHAM	1762228
4106102		ABRAHAM, LINDA	1762228
4401101		ABRAHAM, CHRISTOPHER S	1962228
220300X		ABRAHAM, ABRAHAM S	1962228
4401101		ABRAHAM, ABRAHAM S	1962228
5501101		ABRAHAM, ABRAHAM S	1442228
1621115		ABRAHAM, ABRAHAM	1962228
7503202		ABRAHAM, ABRAHAM S	1442228
6062202		ABRAHAM, ABRAHAM S	1962228
2550107		ABRAHAM, ABRAHAM S	1962228

3. Select an employee from the Time Entry Employee list by clicking the **checkbox** to the left of desired employee. You can also utilize the Search box above the list to:
 - Search for an Employee by ID, Name, or UNI
 - Enter Employee ID or UNI for an employee not in your Time Entry Employee List (not available for casual employees)
4. Click the **Next** button from the bottom of the screen.



The Line Item screen appears.

Completing the Transaction Line Items Screen

REGULAR		OVERTIME	
Hours : Minutes	Rate	Overtime Code	Hours : Minutes Rate
: :	10.0000	not selected	: : :
WORK PERIOD		Percent: 100.000	
Pay Period: Select a Pay Period			
CHART FIELDS			
Combo Code: Selection by Combo Code (optional)			
Dept	Project	Activity	
Select Department	Select Project	Select Activity	
Segment	Site	Account	
Select Segment	Site not Required	Select Account	
Clear Chart Fields			Reset Chart Fields

Casual Staff

1. Enter the **Regular Hours** and **Minutes** worked over the two week pay period in the **Regular** Section

REGULAR	
Hours : Minutes	
: :	

2. Select the **Overtime Code** you want to use to calculate any overtime pay from the dropdown.

Overtime Code
Straight time
not selected
Straight time
Time and a half time

3. Enter the **Overtime Hours** and **Minutes** and the **Rate** over the pay period.

OVERTIME		
Hours : Minutes	Rate	
: :		

4. Select the two week pay period from the **Pay Period** dropdown in the **Work Period** section.

Pay Period:	Select a Pay Period
	Select a Pay Period
	07/11/2016 - 07/24/2016
	06/27/2016 - 07/10/2016
	06/13/2016 - 06/26/2016
	05/30/2016 - 06/12/2016
	05/16/2016 - 05/29/2016

5. Complete the **ChartFields** section:

- If you enter a **Combo Code**, the related ChartFields are automatically displayed.
Combo Code: (optional)
- If you select each of the **ChartFields**, the related Combo Code is automatically displayed.
- If you do not enter a Combo Code or Chart String, the Combo Code in PAC will be used for the employee.

6. Click **Save** from the bottom of the screen.

Save	Cancel	Reset
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The Transaction Detail list for the employee appears.

#	Work Period	RC	Reg Hours	
1	06/13/2016-06/26/2016	R1	70: 0	1

Count: 1 Page 1/1

Support and Union Staff

The **Hours** and **Rate** are preset for Support and Union Staff. Use the Transaction Line Items form to make adjustments.

Hours	Rate
070.00	00031.4665

1. Select the **Code** from the dropdown to calculate any adjustment to pay.

Code
Overtime - Straight time
Regular Hours
Absent Without Pay
Overtime - Straight time
Overtime - Double time
Overtime - Half time
Overtime - Time and a half time
Overtime - Double and a half time
Shift Differential (% of Rate)
Sick Pay (R2)
Vacation Pay (R2)
OTF - FLSA Overtime
Shift Differential (flat)

2. Enter the **Hours** and **Minutes** to make the desired adjustment. The **Rate** auto-populates based on the chosen Code.

Hours : Minutes	Rate
: :	

3. Complete the **ChartFields** section:

- If you enter a **Combo Code**, the related ChartFields are automatically displayed.

Combo Code: (optional)

- If you are using a ComboCode outside your department, select **Foreign**.

Use: Local Foreign Combo Codes

- If you select each of the **ChartFields**, the related Combo Code is automatically displayed.
- If you do not enter a Combo Code or Chart String, the Combo Code in PAC will be used for the employee.

4. Click **Save** from the bottom of the screen.

Save	Cancel	Reset
------	--------	-------

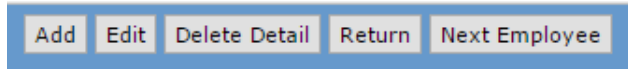
The Transaction Detail list for the employee appears.

#	Code	Description	Hours	Minutes	Rate/Amt
1		Overtime - Straight time	1	0	31.4665

Count: 1 Page 1/1

Working with Transaction Details

The buttons at the bottom of the screen provide ways to work with the transaction detail(s) that you just saved.



- Click **Add** to add an additional transaction for the employee.
- To edit a transaction detail, select the checkbox next to the item and click **Edit**.
- To delete a transaction detail, select the checkbox next to the item and click **Delete Detail**.
- Click **Next Employee** to enter a new transaction for the next employee on your Employee List.
- Click **Return** to return to your Employee List.

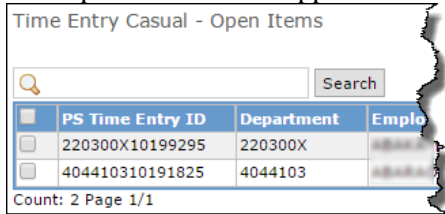
Releasing Transaction Items

After a new transaction is saved, it is in Open status and must be released in order for it to receive approval.

1. From the bottom of Employee List screen, click the **Cancel** button.



The Open Items screen appears.



2. Click the check box next to each transaction item to be released.
3. Click the **Release** button at the Release button.



The Confirm TE Release dialog appears.

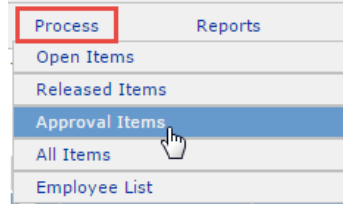


4. Click **Release**.

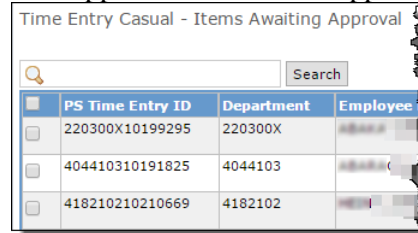
Approving Transaction Items

You must have final approval authority in FFE to approve a payment transaction.

1. From the **Process** menu, click **Approval Items**.



The Approval Items screen appears.

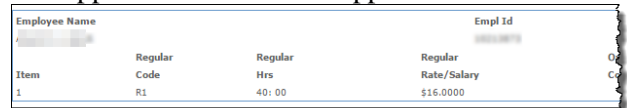


2. Click the checkbox next to each item to be approved.
3. Click the **Approve** button from the bottom of the screen.

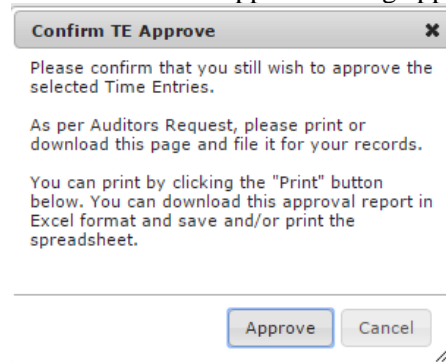
If this is the first approval of your current session, The Password Verification screen appears.



4. Enter your UNI password (if required) and click the **Continue** button from the bottom of the screen. The approval details screen appears.



5. Click the **Continue** button. The Confirm TE Approve dialog appears.

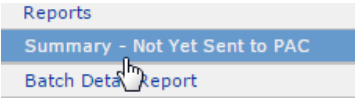


6. Click **Approve**.

Running Reports

Batch Summary Report

- From the **Report** menu, click **Summary – Not Yet Sent to PAC**.



The Batch Summary Filter screen appears.

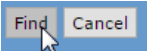
- Select either the *Entries Not Yet Approved* or *All Entries* **Selection Type**.

Time Entry - Batch Summary Filter



Selection Type: Entries Not Yet Approved
 All Entries

- Click the **Find** button from the bottom of the screen.



The Report runs and appears on your screen.

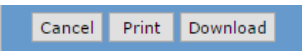


Financial Front-End

TE-TIME COLLECTION STATUS SUMMARY CASUAL Employees - TES Not Yet Approved

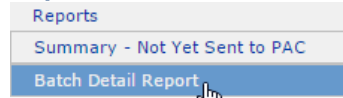
ZT Number	Employee Name	Current Status	Name	Date/Time	Next Action
00000000000000	ABRACA, DANIEL	Released for Approval	ZARETSKY(EZ2248)	Jul 29 2016 3:19PM	To be Approved
00000000000000	O'NEAL, MARILYN E	Preliminarily Approved	SATTERFIELD(DS2722)	May 16 2016 4:30PM	To be Approved
00000000000000	ABRACA, DANIEL	Released for Approval	ZARETSKY(EZ2248)	Jul 29 2016 3:19PM	To be Approved
00000000000000	WONG, SARA	Released for Approval	SCHUTT(RDS2172)	May 2 2016 12:22PM	To be Approved
00000000000000	ABRACA, DANIEL	Released for Approval	ZARETSKY(EZ2248)	Jul 29 2016 4:59PM	To be Approved

You can click the **Print** or **Download** buttons to print or save the report.



Batch Detail Report

- From the **Report** menu, click **Batch Detail Report**.



The Transmitted Transaction Filter screen appears.



Pay Period:
From [mm/dd/yyyy]: 08/01/2016 To [mm/dd/yyyy]: 08/01/2016

From Department or Node: 010000X **To Department or Node:** 010000X

Employee Id: All

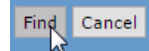
Report Format:
 Simple Detail
 Extended Detail (prints 1 Employee per page)

- Enter the desired **Pay Period** and **Department Node**. Optionally, you can enter a specific **Employee ID**.

- Select the desired **Report Format**:

- Simple Detail* displays multiple employees' basic details per page
- Extended Detail* displays one employee per page with greater detail.

- Click the **Find** button from bottom of the screen.



The Report runs and appears on your screen.



Financial Front-End

TE-TIME COLLECTION CASUAL STAFF Batch Detail Report

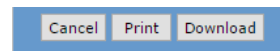
Sort Order: Dept#, Pay Period Begin, Employee Name
Department/Node: 0000000 Department/Node: 9999999
Pay Period From: 07/31/2016 To: 08/07/2016
Employee Number: All

Department: 220300X - LIB Collec										Pay Period Begins:			Pay Period Ends:			Due to Payroll By: 08/08/2016			
Employee Name	Empl Id	TE Dept	Approval Dept	Created By	Approved By	Regular	Regular	Regular	Overtime	Overtime	Overtime	Work Period	Begin	End	BD Dept	Prog	Site	Acct	**** - Mask
1	RI	70:00	15.0000									06/13/2016	06/26/2016	COLUM-1606302-UR004472-01-00000-00000000-3003-54400					

Department: 2550107 - GEU SFS Fe										Pay Period Begins:			Pay Period Ends:			Due to Payroll By: 08/08/2016			
Employee Name	Empl Id	TE Dept	Approval Dept	Created By	Approved By	Regular	Regular	Regular	Overtime	Overtime	Overtime	Work Period	Begin	End	BD Dept	Prog	Site	Acct	**** - Mask
1	RI	9:00	25.0000									05/02/2016	05/13/2016	COLUM-0502104-UR001733-01-21607-00000023-*****54410					

Department: 4044103 - ABS E3B St										Pay Period Begins:			Pay Period Ends:			Due to Payroll By: 08/08/2016			
Employee Name	Empl Id	TE Dept	Approval Dept	Created By	Approved By	Regular	Regular	Regular	Overtime	Overtime	Overtime	Work Period	Begin	End	BD Dept	Prog	Site	Acct	**** - Mask
1	RI	30:00	15.0000									07/31/2016	07/24/2016						

You can click the **Print** or **Download** buttons to print or save the report.



Getting Help

If you have any questions, you can log an incident or request service by using the [self-service web form](#), or you can contact the HR Service Center by phone: (212) 851-2888.