

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

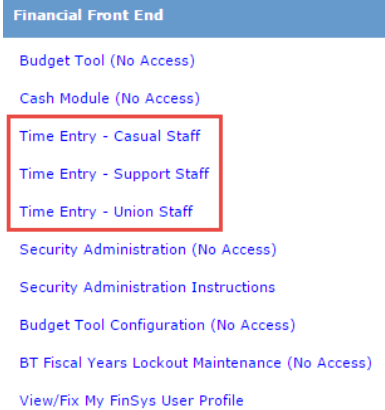
- Time Entry - Casual Staff (Short Term Columbia employees)
- Time Entry – Support Staff
- Time Entry – Union Staff

## Logging in

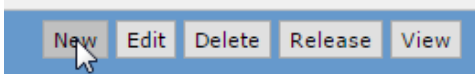
Log into the Columbia Portal at [www.my.columbia.edu](http://www.my.columbia.edu) and click the **FinSys** tab.

## Entering a New Transaction for an Employee

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



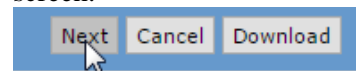
- **Time Entry - Casual Staff** to enter time entry hours for Casual - Short Term employees.
  - **Time Entry - Support Staff** to add or subtract hours from a bi-weekly paid regular support staff's paycheck (payment for normal hours is handled in PAC).
  - **Time Entry – Union Staff** to add or subtract 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. There are 40 rows of data. A search box is visible above the table with the text 'Search Across All Pages'. Below the table, there is a pagination bar that says 'Count: 4016 Page 1/134' and navigation arrows.

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
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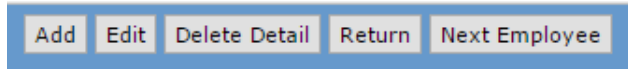
The Transaction Detail list for the employee appears.

#	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.

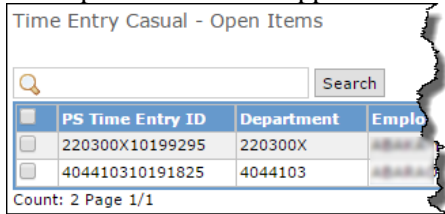
## Releasing Transaction Items

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.

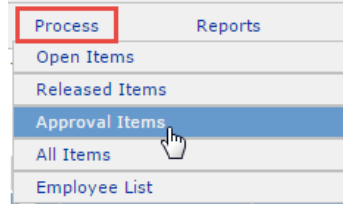


4. Click **Release**.

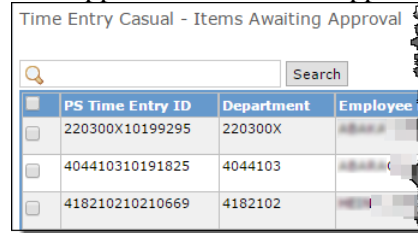
## Approving Transaction Items

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.

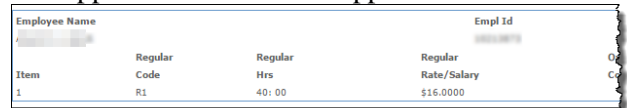


2. Click the checkbox next to each item to be approved.
3. Click the **Approve** button from the bottom of the screen.

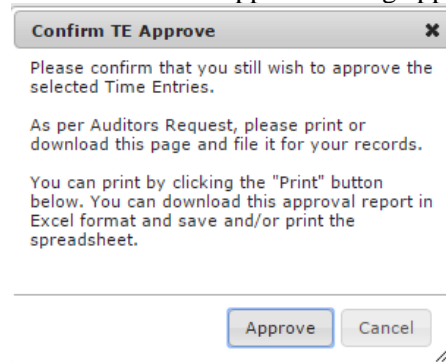
If this is the first approval of your current session, The Password Verification screen appears.



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.

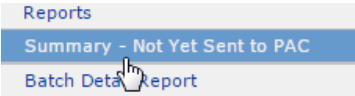


6. Click **Approve**.

## 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

#### Financial Systems Time Entry - Batch Status Report 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

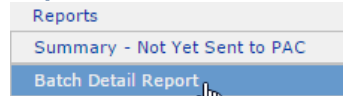
ZT Number	Employee Name	Current Status	Name	Date/Time	Next Action
220300X000000	ABRARA, THOMAS, BARRA	Released for Approval	ZARETSKY(EZ2248 )	Jul 29 2016 3:19PM	To be Approved
220300X000000	O'NEILL, MARILYN E	Preliminarily Approved	SATTERFIELD(DS2722)	May 16 2016 4:30PM	To be Approved
4444444444444	ABRARA, THOMAS	Released for Approval	ZARETSKY(EZ2248 )	Jul 29 2016 3:19PM	To be Approved
4444444444444	NEWM, SARA	Released for Approval	SCHUTT(RDS2172)	May 2 2016 12:22PM	To be Approved
5200000000000	ABRARA, THOMAS	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.

Cancel Print Download

### Batch Detail Report

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



The Transmitted Transaction Filter screen appears.

#### Financial Systems Time Entry - Batch Detail Report Filter

**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

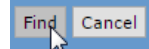
**Report Format:**  
 Simple Detail  
 Extended Detail (prints 1 Employee per page)

- 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	
Item	Code	Hrs	Rate/Salary	Code	Hrs	Rate/Salary	Begin End B0 Dept Proj Activity Prog Seg Site Acct ##### Mask
1	RI	70.00	15.0000				06/13/2016 06/26/2016 COLUH-1606302-UR004472-01-00000-0000000-3003-54400

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	
Item	Code	Hrs	Rate/Salary	Code	Hrs	Rate/Salary	Begin End B0 Dept Proj Activity Prog Seg Site Acct ##### Mask
1	RI	9.00	25.0000				05/02/2016 05/13/2016 COLUH-0502104-UR001733-01-21607-0000000-3003-54410

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	
Item	Code	Hrs	Rate/Salary	Code	Hrs	Rate/Salary	Begin End B0 Dept Proj Activity Prog Seg 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.

Cancel Print Download

## 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.