



HARRIS COUNTY

INFORMATION TECHNOLOGY CENTER

TRAINING MANUAL

ADVANCED TIME ALLOCATION

Harris County
Information Technology Center (ITC)
Training Manual:

Using the IFAS Employee Time Posting Screen (CSDTEM) to Enter Grant, Project, or Other Funding Source Hours

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TITLE: *Using the IFAS Employee Time Posting Screen (CSDTEM) to Enter Grant, Project, or Other Funding Source Hours*
Version 1.0, Rev. B

SYNOPSIS: This manual explains the process for entering group and employee time exception hours into the IFAS system. This manual also explains the relationships among the three time entry screens: (1) Group Time Posting Screen (CSDTGP mask), (2) Pay Period Time Posting Screen (CSDTTM mask), and (3) Employee Time Posting Screen (CSDTEM mask). This manual explains how to define and use group postings as well as how to modify and delete group and employee entries from the Group and Employee Time Posting Screens.

VERSION:	Rev.	Date	Comments:
	A	09/01/2002	First Release.
	B	09/26/2002	Includes grant-related GL Key information. Explains first two characters of GL Key's department code are alphabetic for grants followed by the last digit of the grant year in the third position of department code.
	C	11/15/2002	Removed all references to using date ranges when posting grant, project, or special funding hours. IFAS functionality is not working when a date range is used in the posting screens.

TYPOGRAPHICAL CONVENTIONS:

This manual uses the following typographical conventions:

- **Bold** represents a “button,” menu selection option, dialog box, or graphical user interface option associated with the application; for example:

Click **Open** from the **File Menu** pull-down options.

- **Bold** also represents the name of dialog boxes on a graphic user interface window; for example:

From the **Attributes/Device** window, click **Devices**.

HYPertext LINKS:

Throughout this manual, hypertext links are available to jump to and cross-reference other sections and chapters. To activate the link, simply place the cursor over the desired section or chapter and the cursor will change to a link icon. Press the left mouse button once to jump to the new location. Follow the appropriate Adobe™ Acrobat procedures to return to the point of origin within the document.

ABOUT THIS MANUAL:

This manual is designed to assist the user in understanding the relationships among the three daily time entry screens, including: (1) Group Time Posting Screen (CSDTGP mask), (2) Pay Period Time Posting Screen (CSDTTM), and (3) Employee Time Posting Screen (CSDTEM mask). This manual also provides step-by-step procedures for entering hours associated with grants into the IFAS system. The manual explains that there are only two screens available to post hours against grants, and identifies them as: (1) Group Time Posting Screen (CSDTGP) and (2) Employee Time Posting Screen (CSDTEM). Group definitions are also covered along with the Payroll Audit’s “re-pre-posting” process. This manual also explains how to modify, confirm, and delete hours posted using these screens to grants, projects, and other funding sources.

NOTES:

There are six types of notes to supplement procedures and explanations in the manual. The table below describes each type of note and its purpose.

Type of Note:	Description:
TIP:	Provides additional ideas to help perform tasks.
NOTE:	Emphasizes important information.
IMPORTANT:	Provides information essential to complete the task.
CAUTION:	Advises users that failing to take or avoid an action may result in loss of data.
	Reference and background information.
	Indicates users should not proceed until the instructions have been followed or the information confirmed.

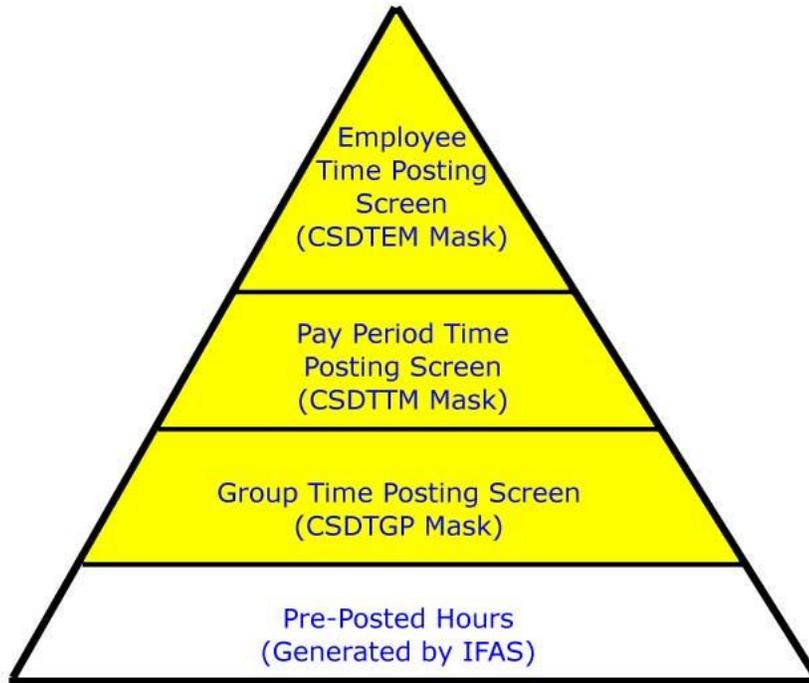
CONTENTS:

1	Introduction & Background:	1-1
2	Using the Group Time Posting Screen (CSDTGP) to Enter Hours:	2-1
2.1	Defining Groups:.....	2-3
2.2	Deleting a Group Definition:	2-9
2.3	Posting Hours to the Group Time Posting Screen (CSDTGP):.....	2-17
2.3.1	Posting Group Hours to Multiple Grants/Funding Sources:.....	2-23
2.3.2	Modifying Group Hour Posting Entries:	2-27
2.3.3	Deleting Group Hours Posted to Multiple Grants/Funding Sources:	2-27
2.4	Deleting an Entry from the Group Time Posting Screen (CSDTGP):	2-32
3	Using the Employee Time Posting Screen (CSDTEM) to Enter Hours:	3-1
3.1	Using the Employee Time Posting Screen (CSDTEM) to Modify Entries:	3-16
3.2	Using the Employee Time Posting Screen (CSDTEM) to Delete an Entry:	3-19
	Attachment A - Procedure O.1-3: Preparation of Project/Grant Allocation Timesheet.....	AA-1
	Attachment B – Form 1084B-3: Time and Attendance Record – Capital Project/Grant Allocation	AB-1
	Attachment C – Procedure G.8: Grants Time Allocation	AC-1

1 INTRODUCTION & BACKGROUND:

The **Employee Time Posting Screen (CSDTEM)** is one of three screens available for posting employee time.

The graphic below depicts the three screens for posting employee time, with the highest override level at the top (see below):



NOTE: Please refer to these instructions, [Procedure O.1-3](#), and [Form 1084B-3](#) to post hours against grants, projects, and other funding sources. [Procedure G.8](#) explains the general policy for recording actual personnel time allocated to grants.

Using the **Group Time Posting Screen (CSDTGP)** or the **Employee Time Posting Screen (CSDTEM)**, entries can be split between different grants, projects, or funding sources. DTE clerks can override components of the employee's pay assignment and post time against grants, projects, or other funding sources within the department. Entries via the **Group Time Posting Screen** will post an hour value to multiple employees within the defined group.

NOTE: The **Employee Time Posting Screen (CSDTEM)** is the highest level of override and will replace any time posted at the group, pay period, or pre-posted level.

The County must provide personnel for the administration of grants. The stipulations, terms, and conditions are covered in the grant contract. A grant contract may stipulate

that any regular hours, overtime, and even vacation hours be tracked, recorded, and associated with the grant.

To accurately account for grant work and charge the hours back to the appropriate grant, the DTE Clerk must enter these hours in either the **Group Time Posting Screen (CSDTGP)** or the **Employee Time Posting Screen (CSDTEM)**. The **Group Time Posting Screen** allows hours to be posted to multiple employees from a single entry in IFAS. The multiple employees must first be defined and established as a group. The **Employee Time Posting Screen** posts hours to individual employees. The two screens may be used in tandem to improve time entry efficiency.

For example, depending on the department or division, it may be more efficient to post hours to grants, projects, and other funding sources via the **Group Time Posting Screen (CSDTGP)** and then modifying hours at an individual employee level via the **Employee Time Posting Screen (CSDTEM)**. If 10 employees within the department work on the same grant, it's possible to define a group within IFAS and post hours for all 10 employees with a single entry in the **Group Time Posting Screen (CSDTGP)** instead of 10 separate entries in the **Employee Time Posting Screen (CSDTEM)**.

If one of the 10 employees from the group worked different hours than the rest, this modification can be made from the **Employee Time Posting Screen (CSDTEM)**.

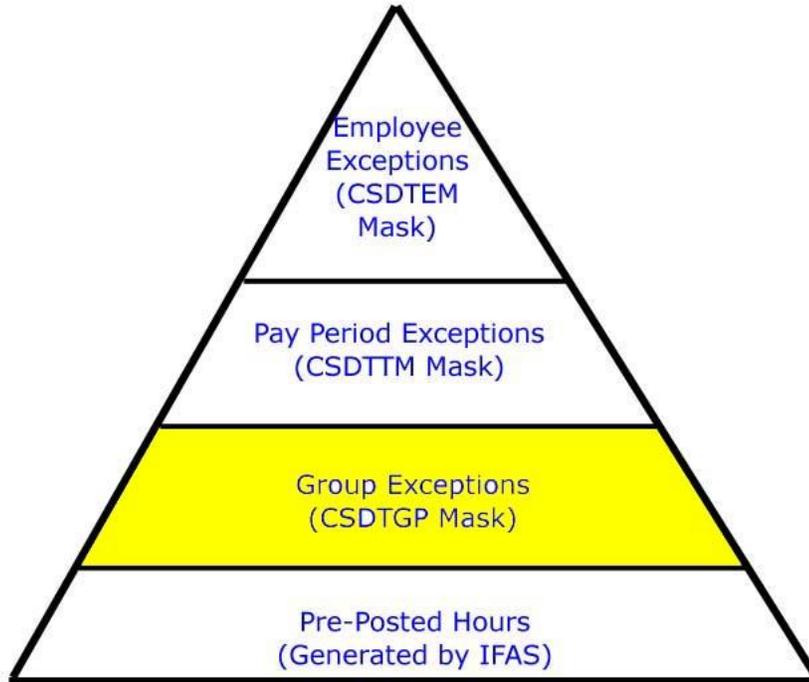
If one employee from the group worked on additional grants, this modification can also be made from the **Employee Time Posting Screen (CSDTEM)** to post hours to the other grant. Thus, a combination of the **Group** and **Employee Time Posting Screens** may save time and result in a more efficient time entry process.

IMPORTANT: Employees cannot be shared between groups. An employee cannot be placed in a new or existing group if he or she already belongs to a group. For example, if 50 employees worked on three separate grants, three separate groups **COULD NOT** be created for the same 50 employees.

In the earlier example where 10 employees within a department all performed duties associated with a specific grant, one method of posting hours to this grant is the **Group Time Posting Screen (CSDTGP)**; refer to the diagram below).

CAUTION: Currently, the IFAS system does not accommodate date ranges within any of the time posting screens. Users **should not** enter different dates in the **Date Range** and **to** fields. When posting hours to grants, projects, or funding sources, post information for individual days in the Employee Time Posting Screen (**CSDTEM** mask), Pay Period Time Posting Screen (**CSDTTM** mask), or Group Time Posting Screen (**CSDTGP** mask) (see below).

Correct	Range 10/11/2001 to 10/11/2001
Incorrect	Range 10/11/2001 to 10/15/2001



Since group exceptions occur before employee exceptions and because the grant time entry process can be made more efficient by posting group exceptions first followed by employee exceptions, the procedures and instructions for posting group hours will be covered first followed by procedures and instructions for posting employee exception hours.

IMPORTANT: Posting group exceptions is discussed below. If a department or division does not have enough employees working with grants to use group posting exceptions, the department should post employee exception hours, which is explained in a separate section below. Refer to the [Using the Employee Time Posting Screen \(CSDTEM\) to Enter Hours](#) section for specific instructions.

There are only two screens that allow posting to grants, projects, or other funding sources. If there are not enough employees associated with grants to post hours via the **Group Time Posting Screen (CSDTGP)**, then hours must be posted via the **Employee Time Posting Screen (CSDTEM)**.

IMPORTANT: Access to these screens as well as the ability to authorize new records and edit existing records is controlled by IFAS-level and DTE-level security. Please check with the department's DTE Security Manager to confirm proper access has been granted to complete these tasks. For assistance with IFAS-level security, contact the IFAS Security Department at 713•755•4357 (HELP).

2 USING THE GROUP TIME POSTING SCREEN (CSDTGP) TO ENTER HOURS:

As mentioned, there are only two screens that allow posting to specific grants, projects, or other funding sources. For departments that have several employees associated with a grant, a group may be defined and hours posted to this grant via the **Group Time Posting Screen (CSDTGP)** (see below).

Group Time Posting Screen DTGPPPOST Train 48
2001

Department 275 Group WICA1001 Desc Special Fed Grant for WICA
Period 0101200 Begin 10/06/2001 End 10/19/2001
Date Range 10/06/2001 to 10/19/2001 PRE-POSTED TEMPLATE RECORD

Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs

Help Delete Options Screen Browse Prev Next Add Exit
Date Range Begin Date

Ready NUM OVR

Using the **Group Time Posting Screen** can improve time entry efficiency by posting hours to grants or other funding sources for several employees with only one entry. It's best to use the **Group Time Posting Screen** (see above) when there are several employees working on the same grant and the employee's hours do not vary.

For example, if there were 50 employees who work with a specific grant on a regular basis and they usually work 5.5 hours each day on the grant, it would be more efficient to define a group and post the hours to the grant using the **Group Time Posting Screen (CSDTGP)** instead of posting 50 separate entries and having to re-key the grant and hours information for each entry.

If, however, each of the 50 employees worked various hours on various and multiple grants, it would be more efficient to use the **Employee Time Posting Screen (CSDTEM)** to post separate hours to the separate grants for each individual employee.

Creating a group and posting hours via the **Group Time Posting Screen** would not help as each employee's hours and **GL Key, JL Key, and/or JL Obj.** code information would need to be modified from the **Employee Time Posting Screen** anyway.

If, for example, the 50 employees worked various hours on the same grant, a group could be created and group hours posted, but each employee's hours would then need to be modified from the **Employee Time Posting Screen (CSDTEM)**. The **GL Key, JL Key, and/or JL Obj.** code information would not need to be changed from the **Employee Time Posting Screen**, only the hours for each employee...still saving a little time by using a group posting first and then modifying only the hours worked for each employee.

IMPORTANT: If the hours an employee worked on a grant, project, or funding source need to be modified after a group posting, use the **Employee Time Posting Screen (CSDTEM)**, not the **Pay Period Time Posting Screen (CSDTTM)**. If group hours are modified in the **Pay Period Time Posting Screen (CSDTTM)**, the group hours associated with a grant will be overridden and posted against the employee's default account instead of the grant. Hours posted in the **Pay Period Time Posting Screen (CSDTTM)** override group hours from the **Group Time Posting Screen (CSDTGP)**.

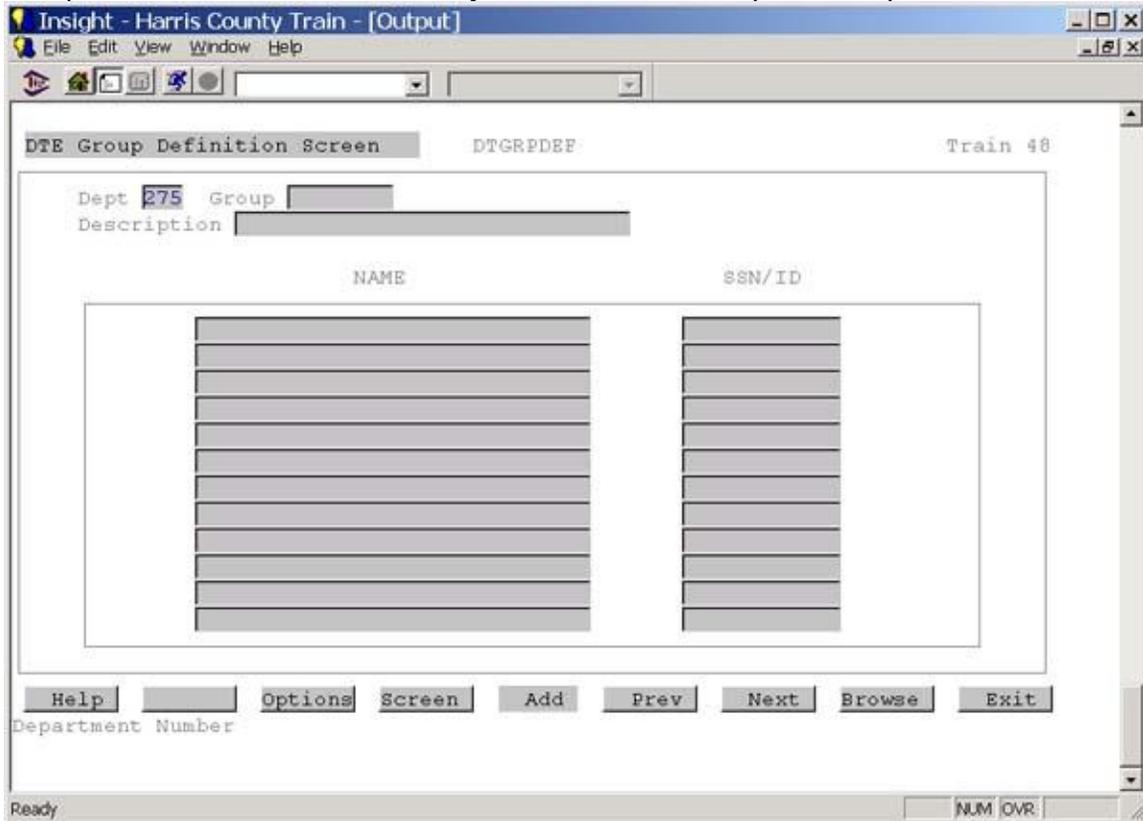
When time has been posted to a group but leave hours (for example, a grant contract specifies that vacation hours should not be paid out of the grant) need to be specified for an employee within a group, the **Pay Period Time Posting Screen (CSDTTM)** can be modified for the employee to change the **Hours Type** to "vacation." In this example, since the "vacation time" is not associated with a grant, it is paid from the employee's general account, and because changes to the **Pay Period Time Posting Screen (CSDTTM)** override the **Group Time Posting Screen (CSDTGP)**, it is okay to first post group hours and then modify the employee's **Hours Type** to "vacation time" from the **Pay Period Time Posting Screen (CSDTTM)**.

If, for example, the grant contract specified that vacation hours should be paid out of a separate grant, then the **Employee Time Posting Screen (CSDTEM)** would be used, since the **GL Key, JL Key, and/or JL Obj.** code associated with the second grant can only be changed from the **Employee Time Posting Screen (CSDTEM)**.

Before posting group hours, a group (list of employees) must be defined. Follow the instructions below to define groups.

2.1 DEFINING GROUPS:

Groups are defined in the **DTE Group Definition Screen** (see below).



IMPORTANT: Groups must be defined before the automatic IFAS pre-posting process occurs. Pre-posting occurs every other Tuesday within the pay period. If groups are defined after the pre-posting process, they will not be available during the current pay period but will appear in the subsequent pay period.

To accommodate DTE clerks who wish to use a new group to post group hours during the current pay period, the group must first be defined within IFAS and then the Auditor's Payroll Audit Department must be contacted and a "re-pre-post" requested.

When a "re-pre-post" is requested, it can be performed down to the user level, department level, etc. If, however, a "re-pre-post" is requested at the department level, all time posting by other DTE clerks within that department will be reset to the "scheduled" hours; all entries prior to the "re-pre-posting" for the department will be lost. If a "re-pre-post" is requested at a user level, only the time posting by the IFAS user will be reset to the "scheduled" hours; all entries prior to the "re-pre-posting" for the current pay period will be lost. The newly-defined group will be available for group hour posting.

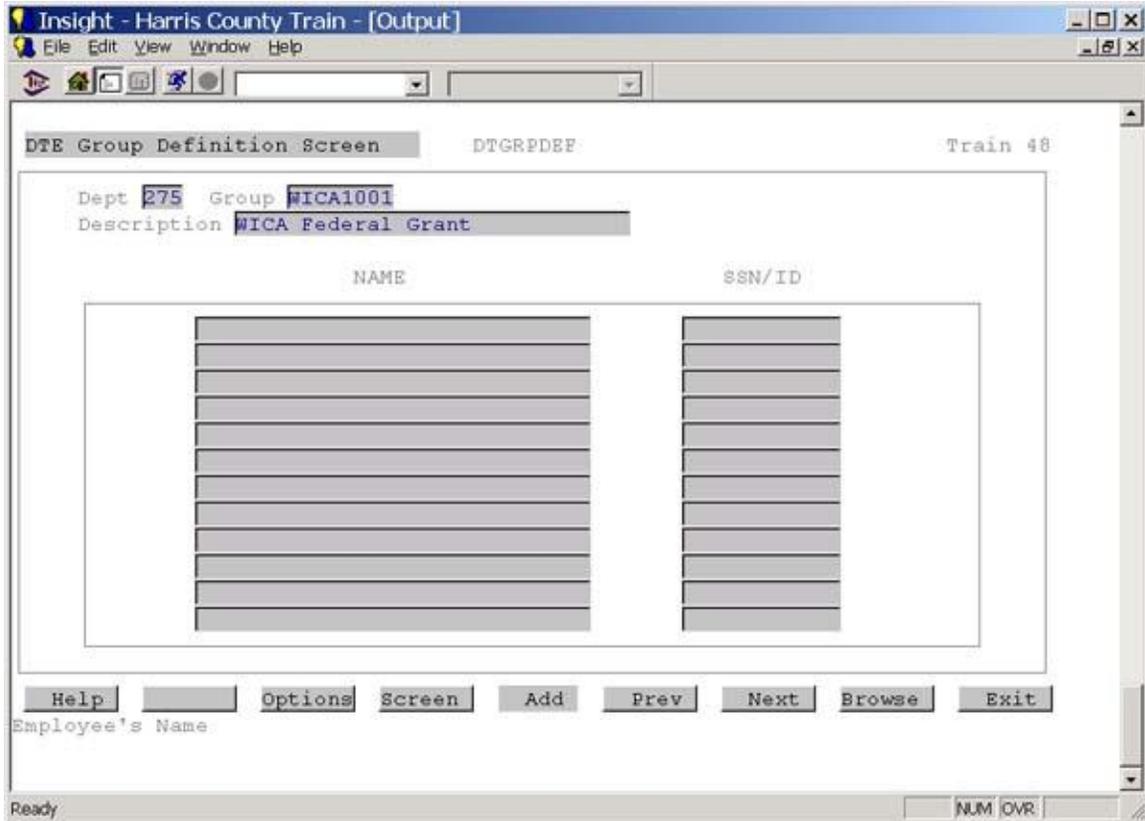
To define a group, follow the instructions below:

1. Use the **CSDTGD** mask to open the **DTE Group Definition Screen** (see below). Enter **CSDTGD** in the **IFAS Type Ahead/History** box and press **Enter** to access this screen.

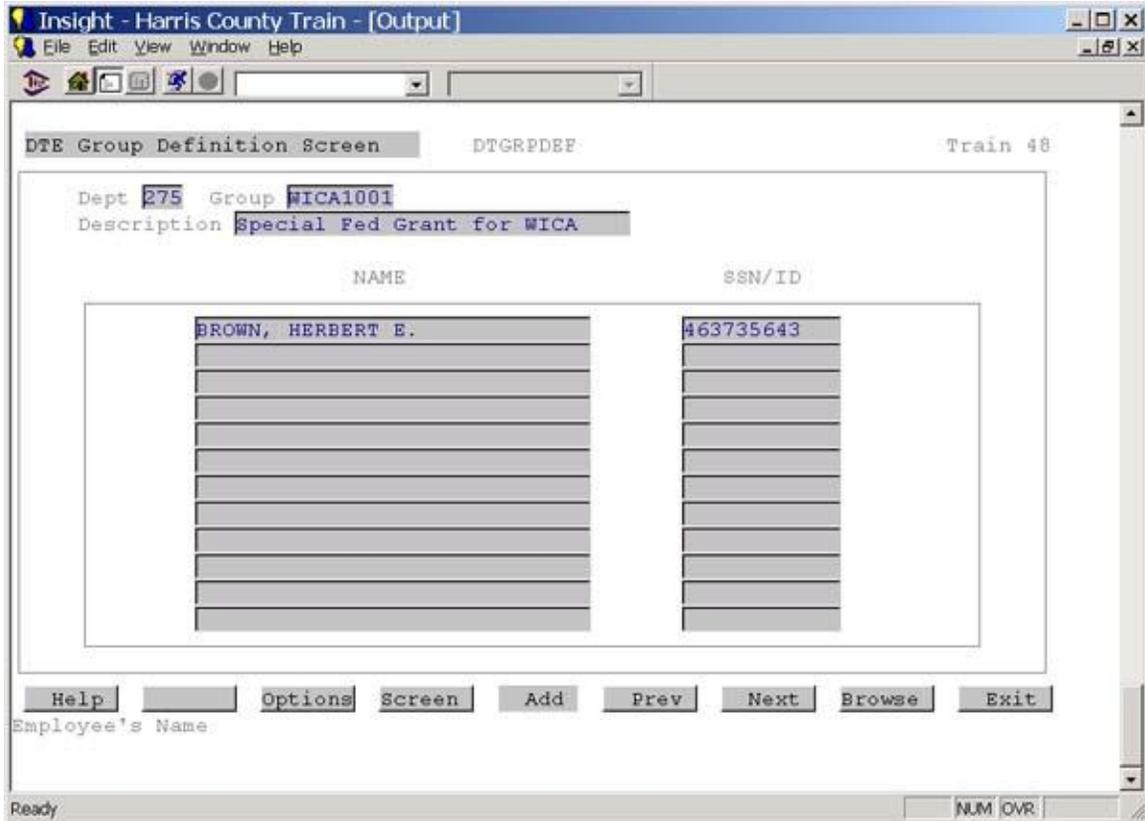
The screenshot shows a terminal window titled "Insight - Harris County Train - [Output]". The main window is titled "DTE Group Definition Screen" and contains the following elements:

- Top right: "DTGRPDEF" and "Train 48"
- Form fields: "Dept 275", "Group" (empty), and "Description" (empty)
- Table with two columns: "NAME" and "SSN/ID". The table contains 10 empty rows.
- Bottom navigation bar: "Help", "Options", "Screen", "Add", "Prev", "Next", "Browse", "Exit"
- Bottom left: "Department Number"
- Bottom status bar: "Ready" and "NUM OVR"

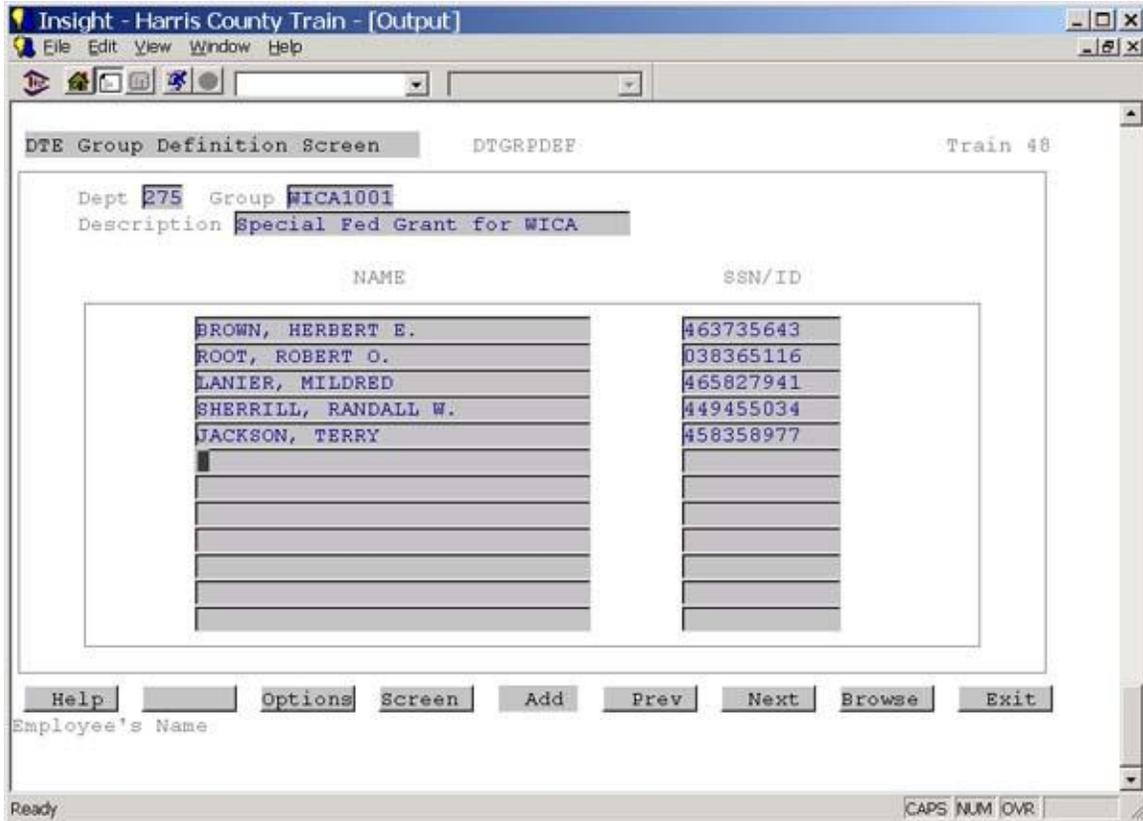
2. Enter the name of the group in the **Group** field (8-character maximum, alpha-numeric). Tab down to the **Description** field and enter the group description (36-character maximum, alpha-numeric) (see below).



3. Tab down to the first **Name** field and enter the first few letters of the employee's name (case sensitive) and press the **Tab** key. IFAS populates the employee's name, social security number, and moves to the next available field for another employee name (see below).

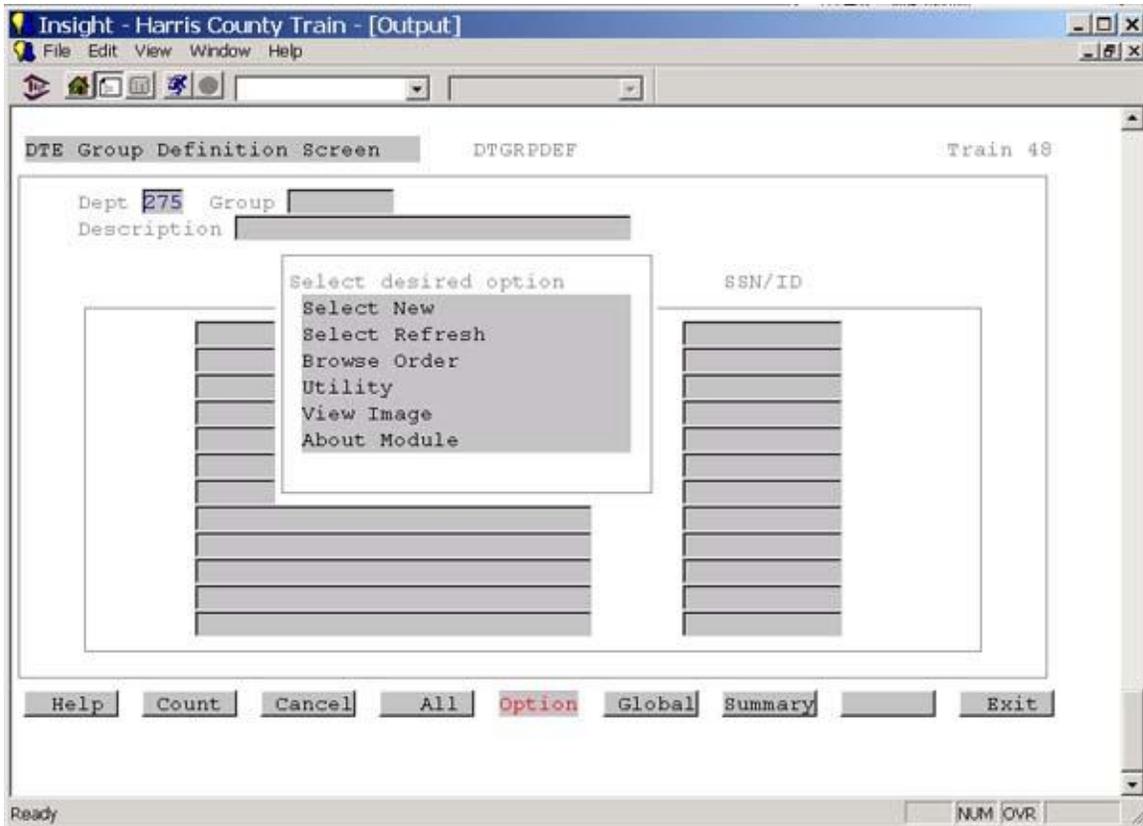


4. Repeat the instructions in the previous step to associate all remaining employees with the group (see below) and press the **Enter** key to save the group.

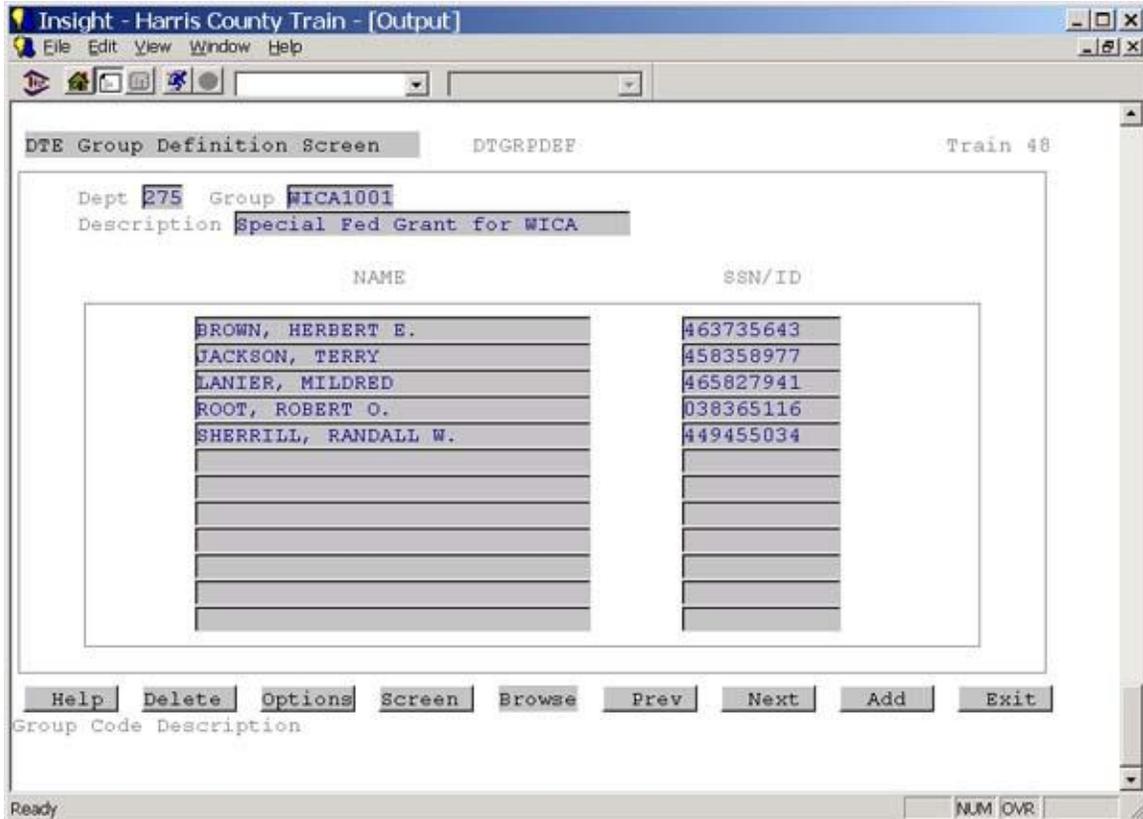


IMPORTANT: An employee who is associated with an existing group can not be made a part of the new group. An employee's name can only be used once in a group. If the employee should be part of the new group, he or she must first be deleted from the existing group. For instructions covering the deletion of employees from groups, refer to the [Deleting a Group Definition](#) section below.

5. Press **F3** for the IFAS **QBE Options Pick List** and choose **Select Refresh** (see below).



6. Locate the newly-defined group using the **Next** () and **Previous** () buttons to move through the record set. Confirm the newly-defined group appears and is accurate (see below).



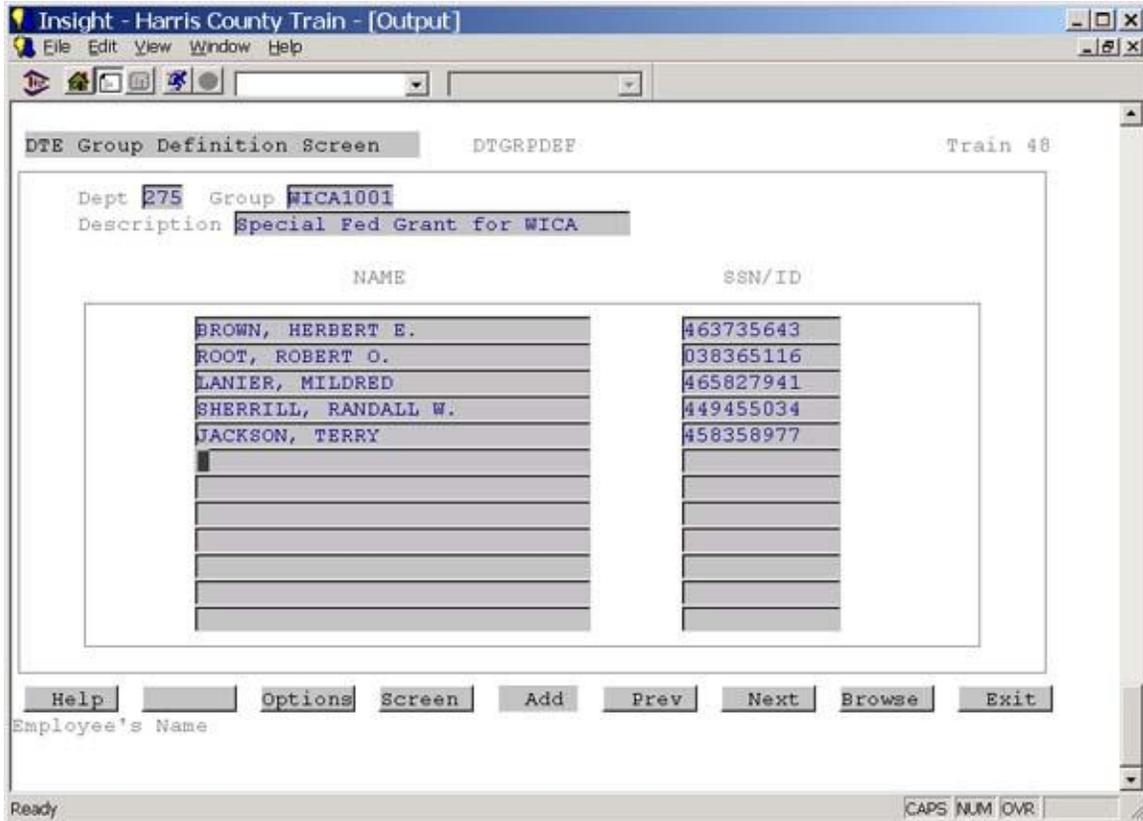
IMPORTANT: If this group is defined after the pre-posting process, it will not be available during the current pay period. A "re-pre-post" procedure may need to be performed by the Auditor's Payroll Audit Department. Please contact this department for additional information and instructions.

2.2 DELETING A GROUP DEFINITION:

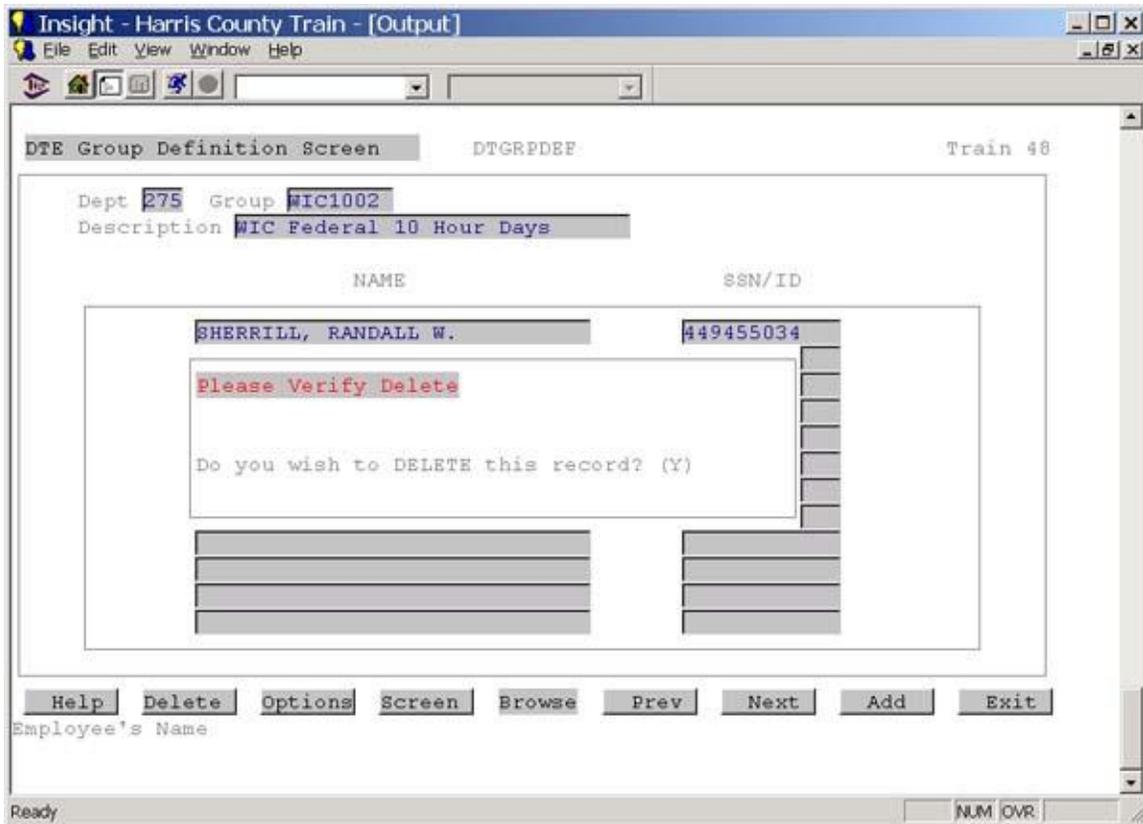
After a group has been defined, it can be deleted. When deleting a defined group, each individual employee must be deleted from the group. Once all employees have been removed from the defined group, it is no longer available.

To delete a defined group, first locate the group and make it active in the **CSDTGD** screen.

1. Use the IFAS **QBE** option to find the defined group to be deleted. Press **F3**, choose **Select New**, enter the name of the group in the **Group** field, and press **Enter** to locate the group (see below).

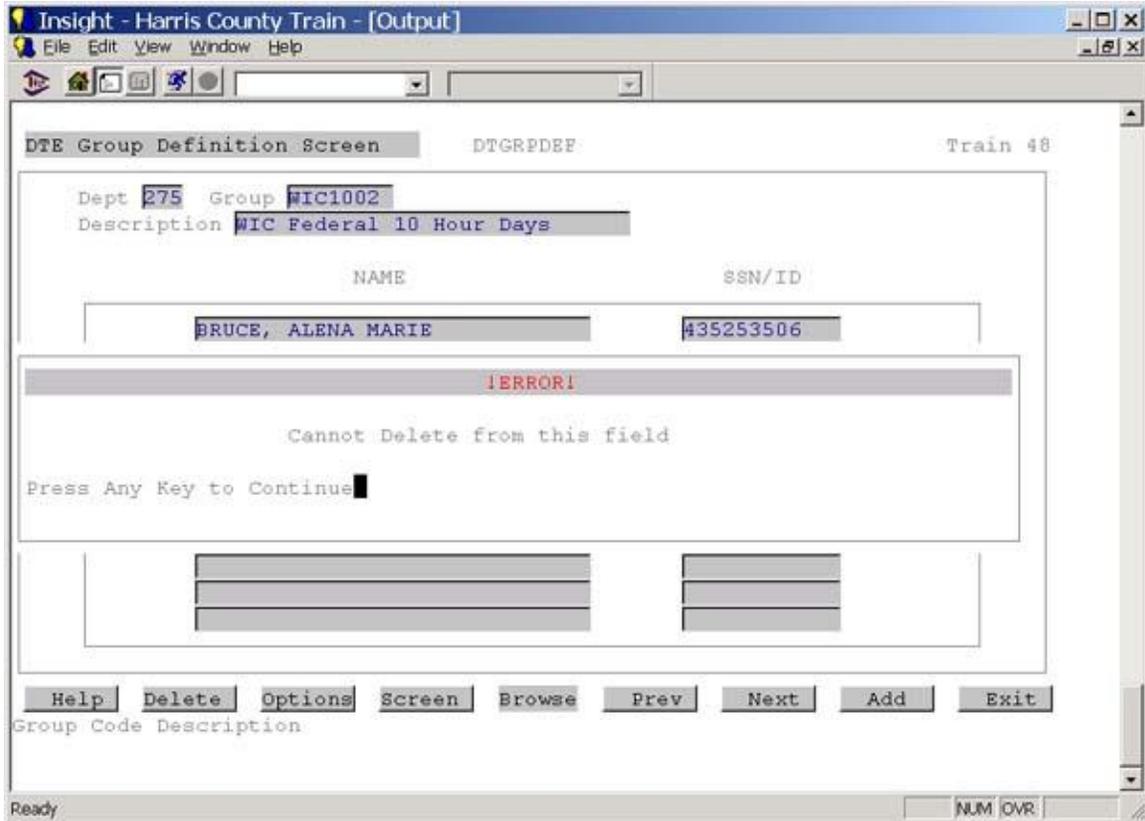


2. To remove one of the employees from the group, simply tab down to the employee's name, press the **F2** key, and follow the IFAS prompts to remove the employee from the group.
3. To delete the group, each individual employee must be removed. Start by deleting the first employee in the list. Make sure the cursor is in the **Name** field and press the **F2** button. IFAS displays a delete confirmation dialog box (see below).

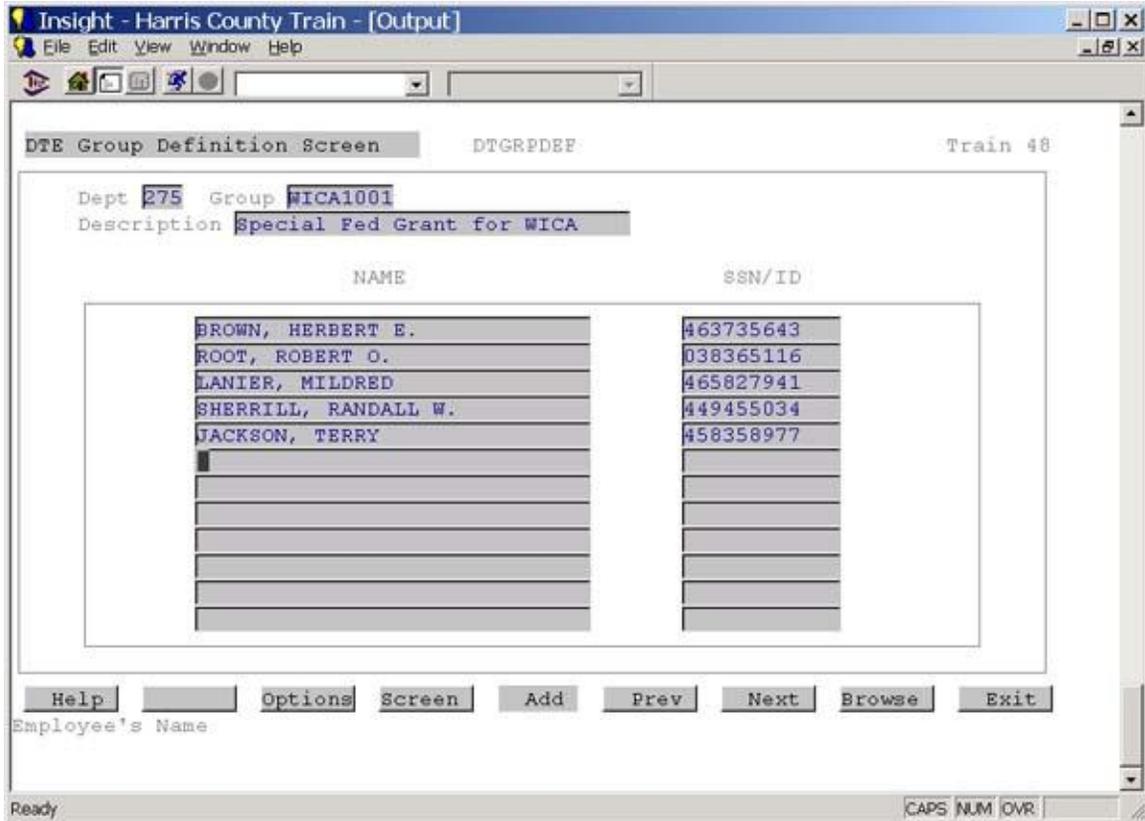


4. Press **Y** to delete the employee from the group or any other key to abort the process.

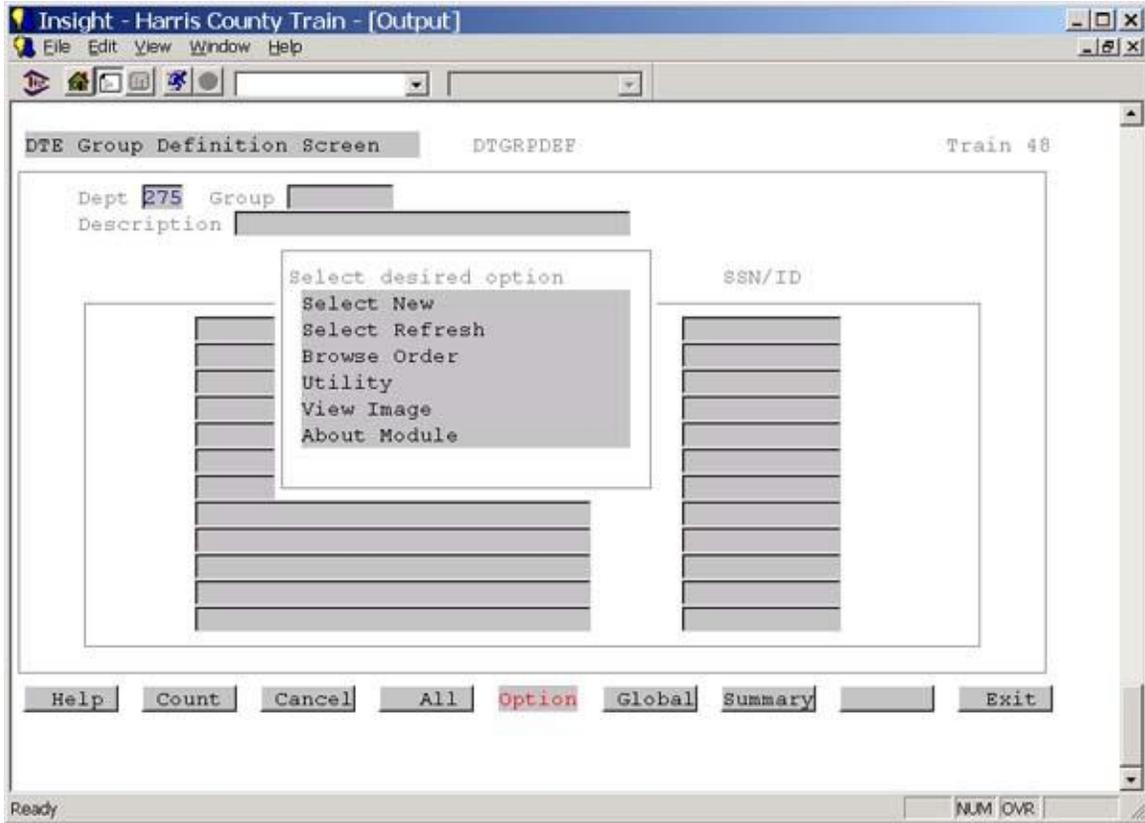
NOTE: If the cursor was not in the **Name** field when **Y** was pressed, IFAS displays the following error message (see below). The message indicates the entry cannot be deleted from the current field. Press any key to continue and respond to any additional IFAS error dialog boxes.



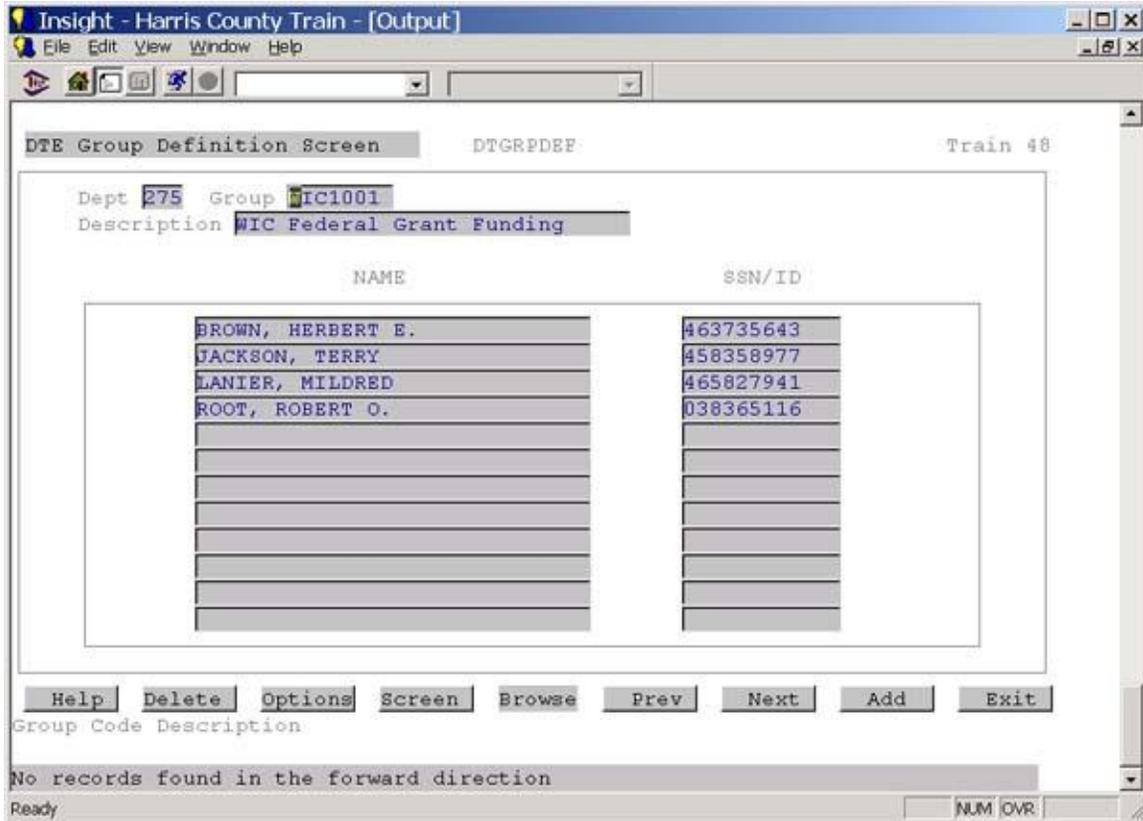
5. If the cursor was in the correct field when **Y** was pressed, IFAS deletes the employee from the group. However, IFAS does not refresh the screen, so it appears that the name was not deleted (see below).



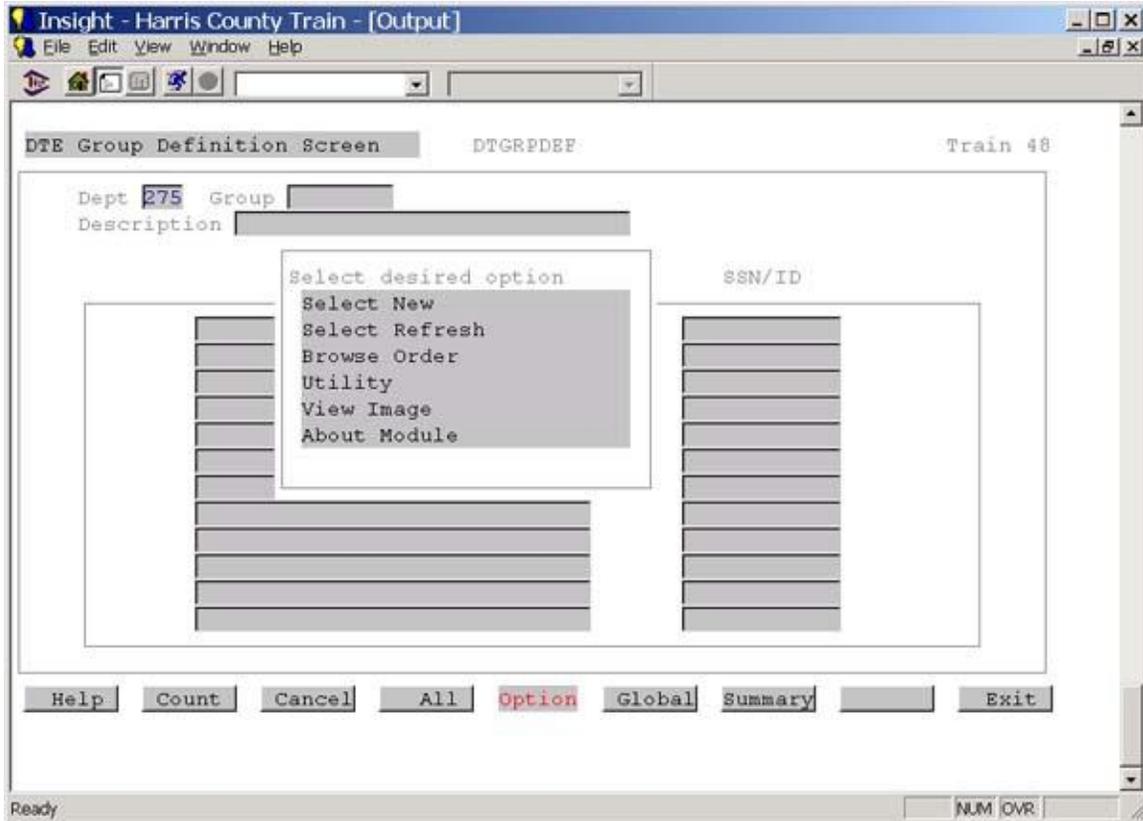
6. Press **F3** to activate the IFAS **QBE** option and choose **Select Refresh** (see below).



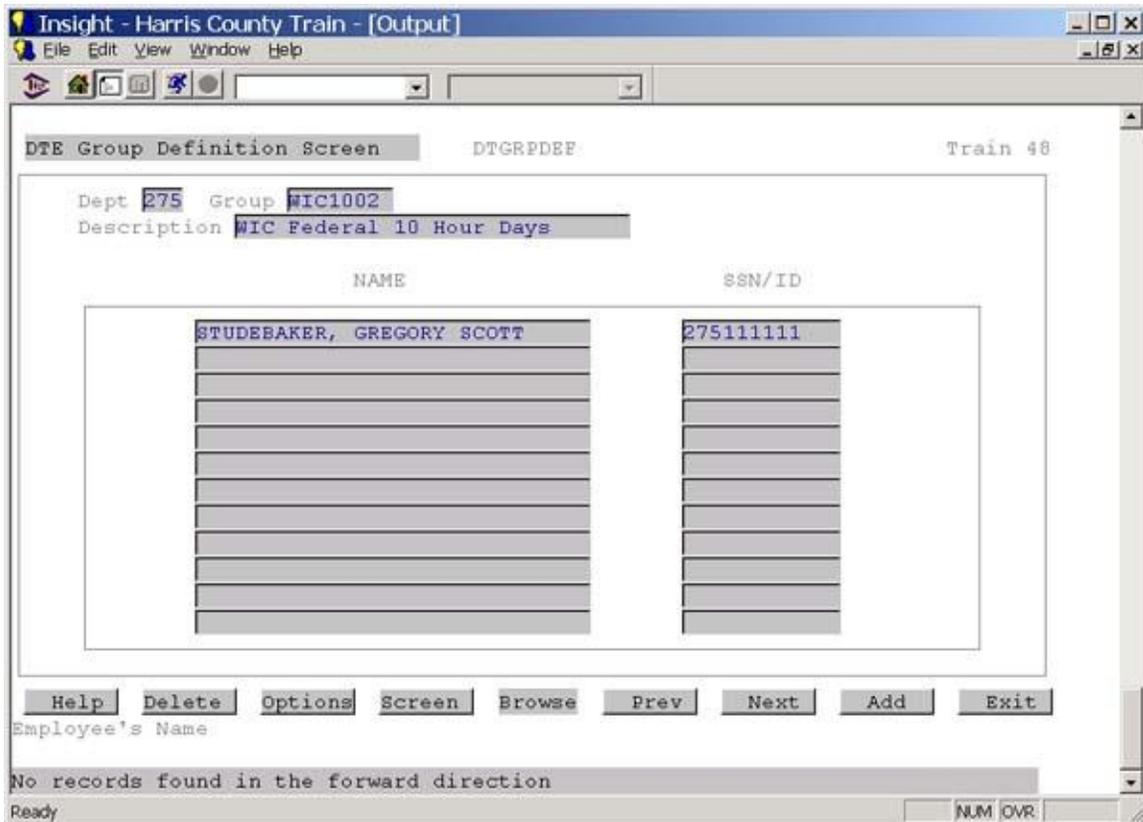
7. After completing the **Select Refresh**, the employee name deleted from the group in the previous step no longer appears in the list (see below).



8. Follow the instructions above to delete all employees from the group. Make sure the cursor is in the **Name** field when **F2** is pressed. Also, use the IFAS **QBE** option and choose **Select Refresh** to confirm the employee has been removed.
9. Once all employees have been deleted, enable the IFAS **QBE** option and choose **Select Refresh** (see below).



10. When IFAS refreshes the **Group Definition Screen**, notice that the defined group is no longer displayed and IFAS indicates: "No records found in the forward direction" (see below).



This completes the instructions for defining and deleting groups via the IFAS **CSDTGD** screen. For group hour posting instructions, refer to the following section.

2.3 POSTING HOURS TO THE GROUP TIME POSTING SCREEN (CSDTGP):

After a group has been defined and the group is available in the current pay period (a "re-pre-posting" process may be required from the Auditor's Payroll Audit Department), group hours may be posted to the IFAS system.

Follow the instructions below to post group hours to the IFAS system.

IMPORTANT: Make sure that the group has been defined and is available before attempting to post group time exception hours. A "re-pre-posting" process may need to be implemented from the Auditor's Payroll Audit Department to make the group available for the current pay period. If the defined group is not available, contact the Auditor's Payroll Audit Department to confirm whether pre-posting has occurred. If it has, then request a "re-pre-posting" at the appropriate level to make the defined group available. Remember that "re-pre-posting" will reset any entries that may have already been made back to the "scheduled" hours. Coordinate efforts with other DTE clerks and the Auditor's Payroll Audit Department to prevent lost data.

1. Use the **CSDTGP** mask to open the **Group Time Posting Screen** (see below). Enter **CSDTGP** in the **IFAS Type Ahead/History** box and press **Enter** to access this screen.

Group Time Posting Screen DTGPPOST Train 48

Department 275 Group WICA1001 Desc Special Fed Grant for WICA
Period 0101200 Begin 10/06/2001 End 10/19/2001
Date Range 10/06/2001 to 10/19/2001 PRE-POSTED TEMPLATE RECORD

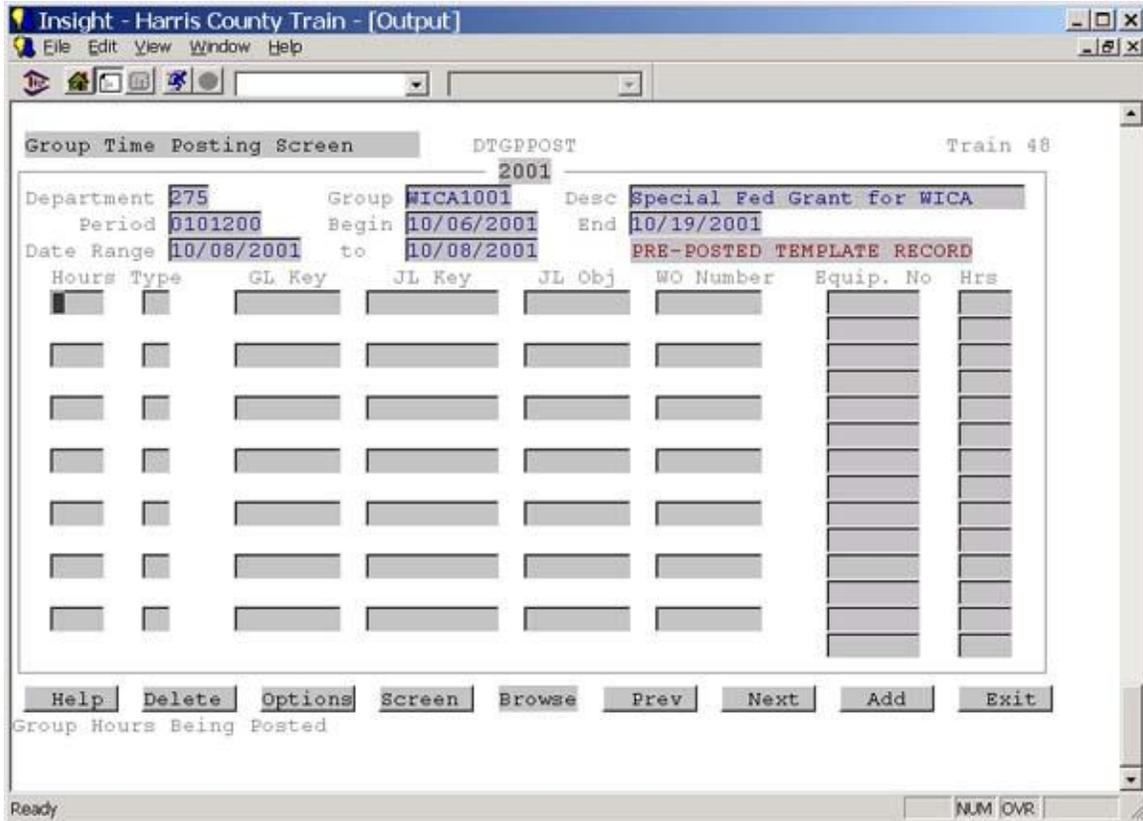
Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs

Help Delete Options Screen Browse Prev Next Add Exit

Date Range Begin Date

Ready NUM OVR

2. If not already available and active, use the IFAS **QBE** option to locate the correct **Group** for group hour exception posting. To locate the defined group, press the **F3** button for the IFAS **QBE Options Pick List**. Choose the **Select New** option and press **Enter**. Type the name of the group in the **Group** field, tab down to the **Period** field, enter the current pay period, and press the **Enter** key. Use the **Next** (**Next**) and **Previous** (**Prev**) buttons to locate the newly-defined group (see below).

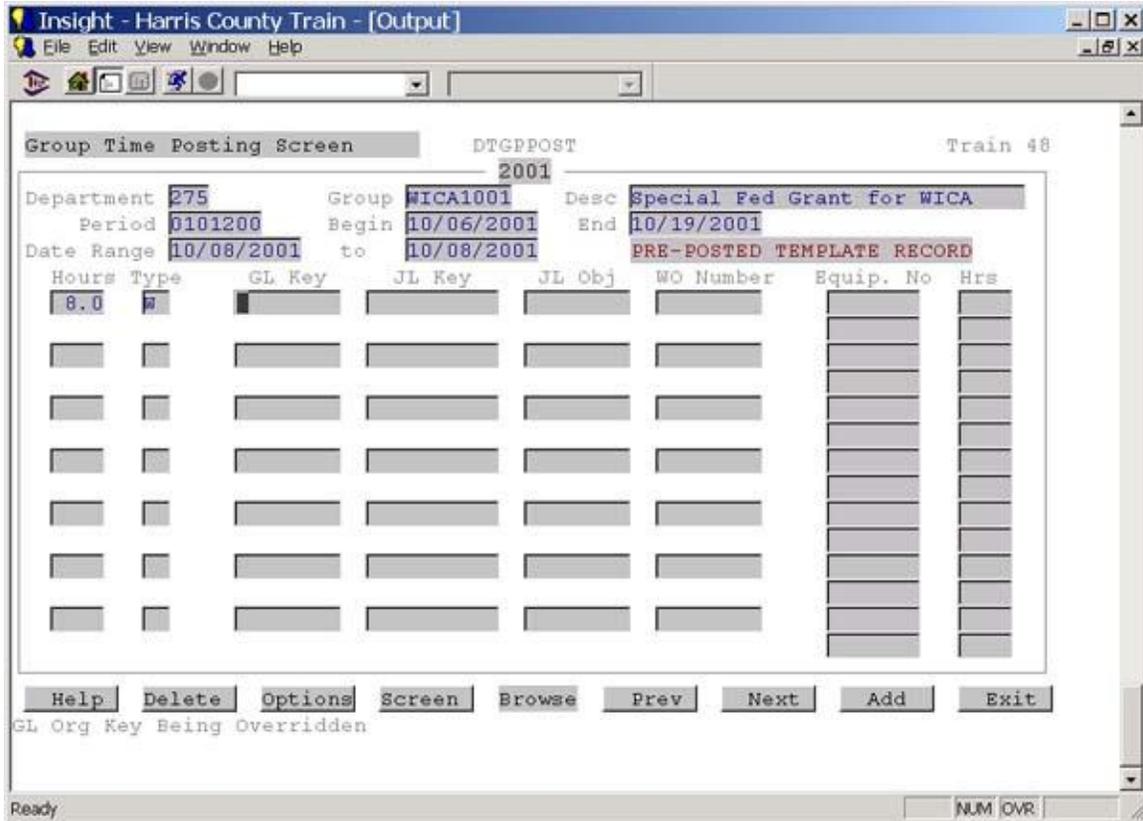


3. With the newly-defined group active, enter the date in the **Date Range** field and the same date in the **to** field (see above).

CAUTION: Currently, the IFAS system does not accommodate date ranges within any of the time posting screens. Users **should not** enter different dates in the **Date Range** and **to** fields. When posting hours to grants, projects, or funding sources, post information for individual days in the Employee Time Posting Screen (**CSDTEM** mask), Pay Period Time Posting Screen (**CSDTTM** mask), or Group Time Posting Screen (**CSDTGP** mask).

Correct	Range 10/11/2001 to 10/11/2001
Incorrect	Range 10/11/2001 to 10/15/2001

4. Tab down to the **Hours** field and enter the hours worked on the grant, project, or other funding source (see below). Tab over to the **Type** field and indicate either a **W** for "Worked Hours" or a **T** for "All Hours Paid." Press the **F1** button in this field for a pick list of available options. Notice that **W** and **T** are the only available options for group time exception posting. If any other **Type** is needed, use the **Employee Time Posting Screen (CSDTEM)**.



5. Tab over to the **GL Key** field and enter the GL key associated with the grant. If a **GL Key** is provided, enter this information. A pick list is also available for this field by pressing the **F1** button.

The **GL Key** is eight positions long and defines the “fund” and “organization.” GL keys for grants contain alphabetical letters in the first, second, and third positions. The third position represents the last digit of the grant year in an alpha format. If the first three characters of the **GL Key** are alpha characters, the **GL Key** denotes a grant. GL keys with alpha characters in the first and second positions followed by a number in the third position represent grants before the naming convention was changed to alpha characters in the first, second, and third positions.

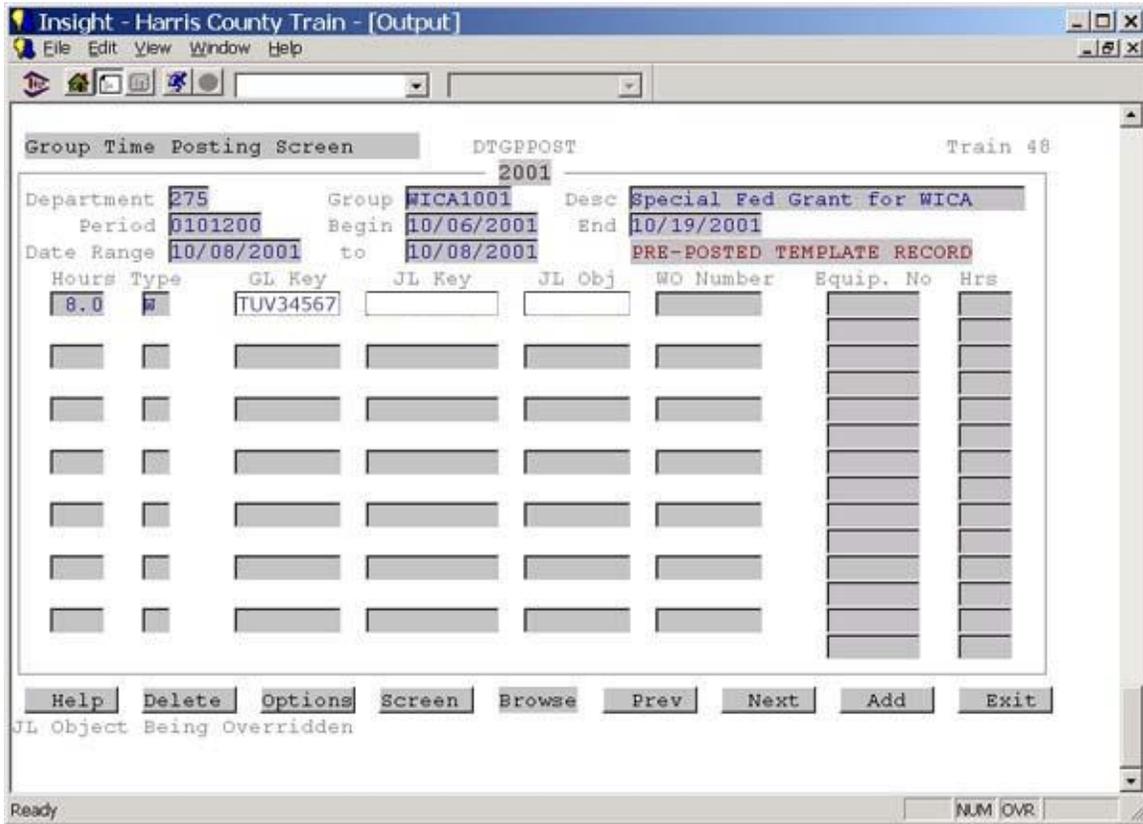
NOTE: IFAS will accept **GL Keys**, **JL Keys**, and/or **GL Obj.** codes or a combination of these keys and codes. Please refer to the grant contract or award information for the correct keys and codes to be entered.

6. Enter the appropriate **JL Key** and/or **JL Obj.** code. A pick list for each field is also available by pressing the **F1** button. Refer to the grant contract or award information for the correct keys and codes to be entered.

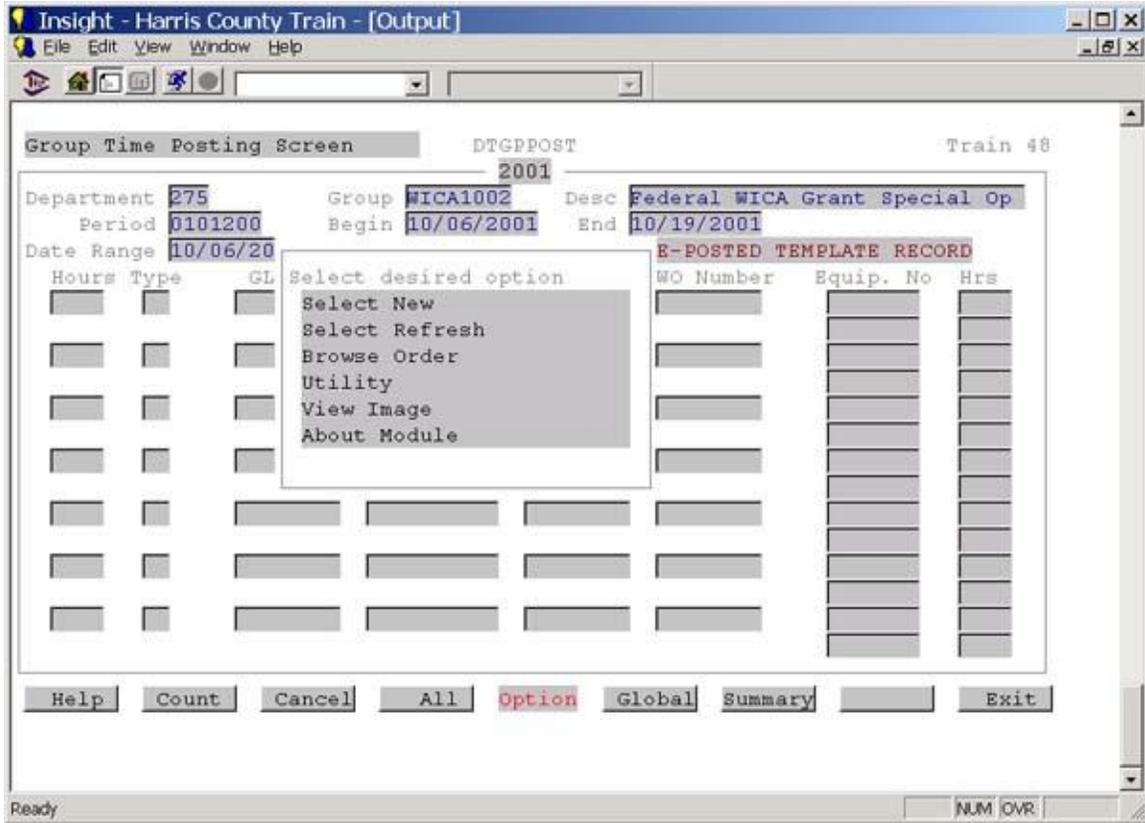
IMPORTANT: If the **GL Key**, **JL Key**, and **JL Obj.** fields are left blank, hours will be posted to the employee’s default account. If hours are posted to the employee’s default account, they will not be charged against the appropriate grant, project, or funding source.

7. Tab past the **WO Number** field. This field is reserved for future use.

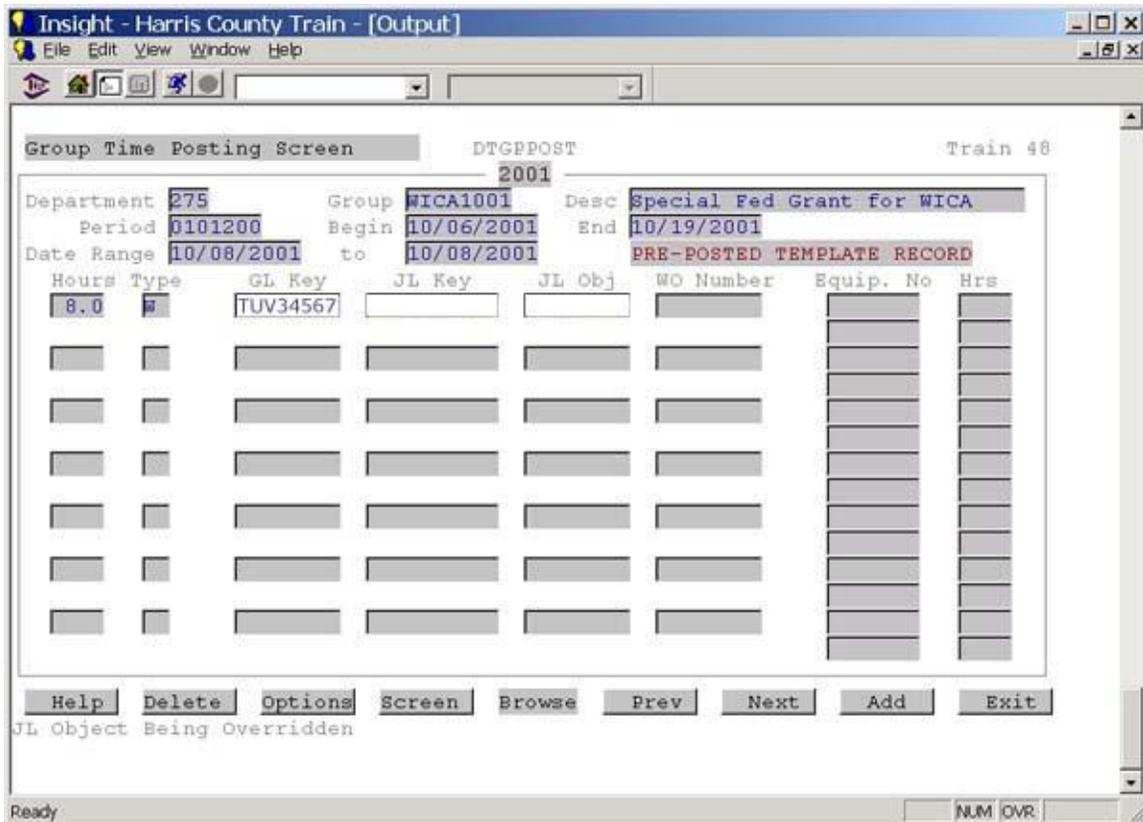
- Once the **GL Key**, **JL Key**, and/or **JL Obj.** code information has been entered (see below), confirm the information is correct...date range, group name, pay period, etc...and press the **Enter** key to save and create the group exception entries.



- Press the **F3** button for the IFAS **QBE Options Pick List** and choose the **Select Refresh** option (see below).



10. Use the Next (**Next**) and Previous (**Prev**) buttons to confirm the new group exception entry was saved (see below).



11. To exit the **Group Time Posting Screen**, press the **F8** button.

2.3.1 Posting Group Hours to Multiple Grants/Funding Sources:

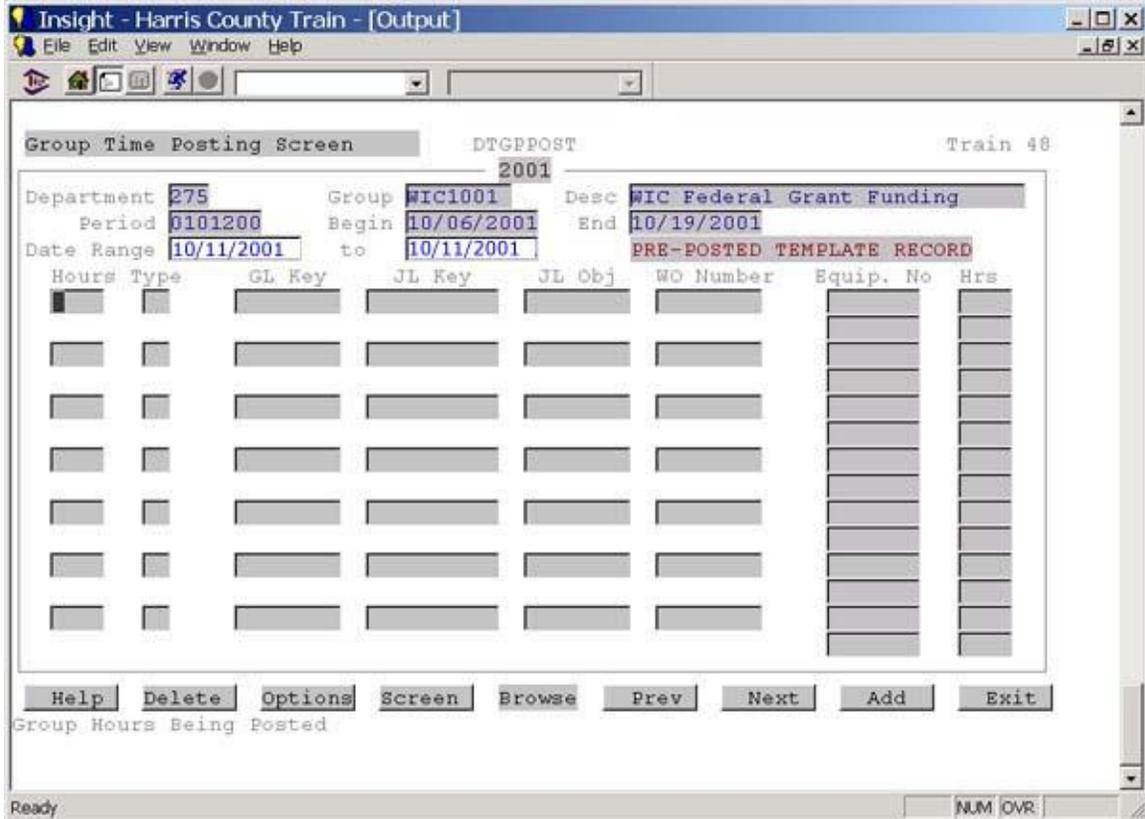
It's possible to post group hours to multiple grants, projects, or other funding sources within IFAS. Keep in mind that the hours, GL, JL, and Obj. information will be posted to each employee within the group.

Follow the instructions below to post group hours to multiple grants, projects, or funding sources:

1. Use the **CSDTGP** mask to open the **Group Time Posting Screen**. Use the IFAS **QBE** option to locate the correct **Group**. To locate the group, press the **F3** button for the IFAS **QBE Options Pick List**. Choose the **Select New** option and press **Enter**. Type the name of the group in the **Group** field, tab down to the **Period** field, enter the current pay period, and press the **Enter** key.
2. Enter the date in the **Date Range** field and the same date in the **to** field (see below).

CAUTION: Currently, the IFAS system does not accommodate date ranges within any of the time posting screens. Users **should not** enter different dates in the **Date Range** and **to** fields. When posting hours to grants, projects, or funding sources, post information for individual days in the Employee Time Posting Screen (**CSDTEM** mask), Pay Period Time Posting Screen (**CSDTTM** mask), or Group Time Posting Screen (**CSDTGP** mask).

Correct	Range 10/11/2001 to 10/11/2001
Incorrect	Range 10/11/2001 to 10/15/2001

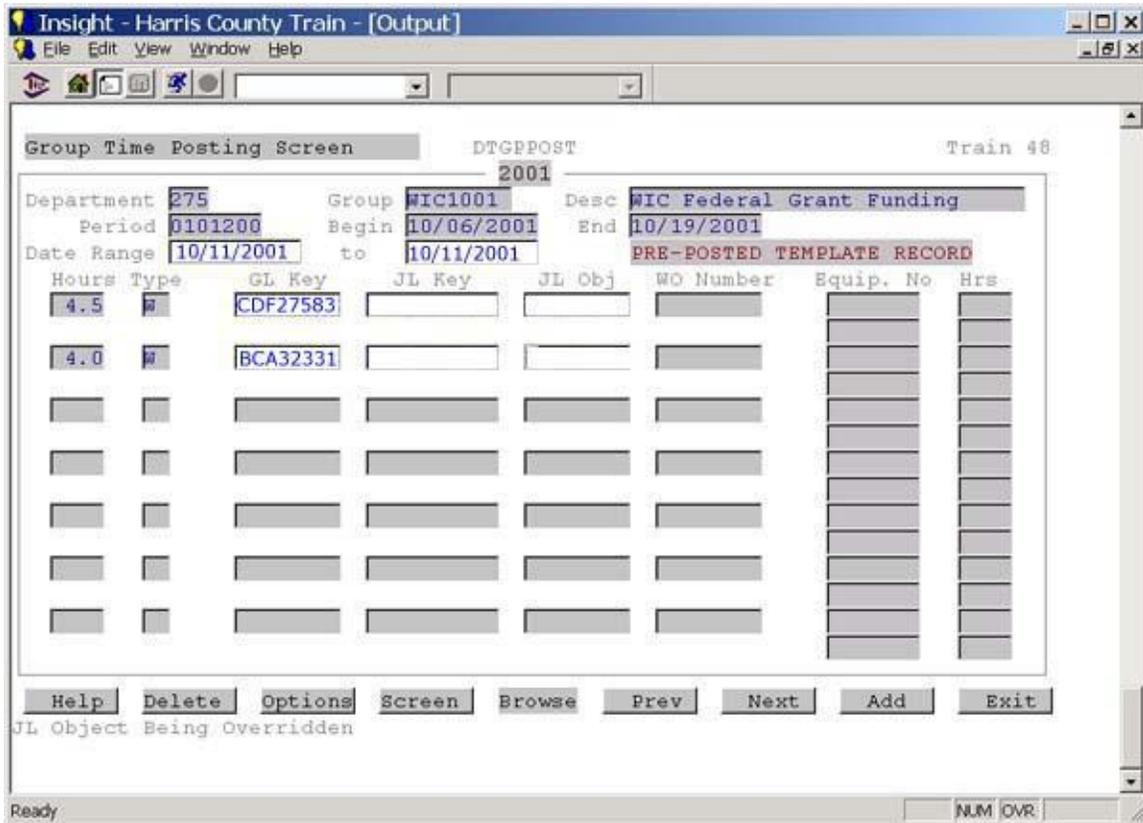


3. Tab down to the **Hours** field and enter the hours worked for the first grant, project, or funding source (see below). Tab over to the **Type** field and indicate either a **W** for "Worked Hours" or a **T** for "All Hours Paid." Tab over to the **GL Key** field and enter the GL key associated with the grant.

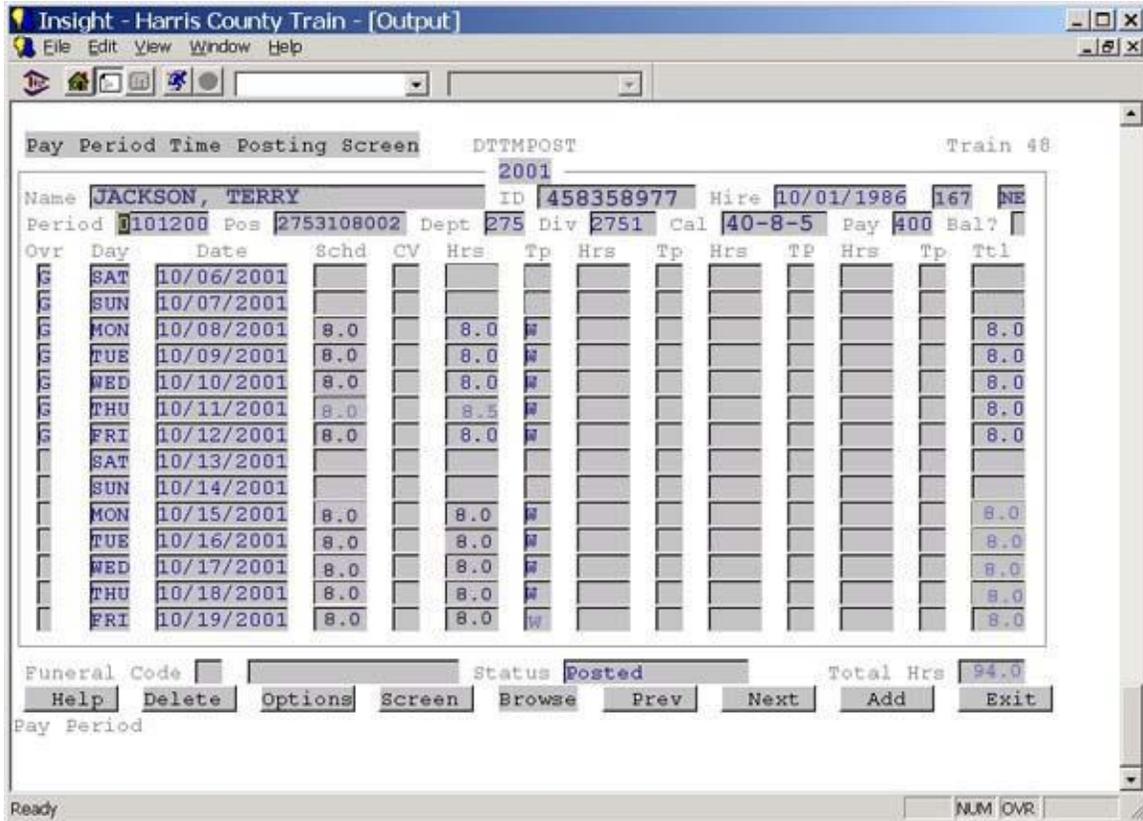
The **GL Key** is eight positions long and defines the "fund" and "organization." GL keys for grants contain alphabetical letters in the first, second, and third positions. The third position represents the last digit of the grant year in an alpha format. If the first three characters of the **GL Key** are alpha characters, the **GL Key** denotes a grant. GL keys with alpha characters in the first and second positions followed by a number in the third position represent grants before the naming convention was changed to alpha characters in the first, second, and third positions.

Refer to the grant contract or press the **F1** key for a pick list of available keys. Enter or choose the appropriate **JL Key** and/or **JL Obj.** code (see below).

IMPORTANT: Notice that **W** and **T** are the only available options for group time exception hour types. If any other **Type** is needed, use the **Employee Time Posting Screen (CSDTEM)**.



4. Tab down to the next available **Hours** field and enter all information for this grant, project, or funding source (see above). Refer to the previous step for descriptions of the fields and where to locate this information. Notice in the above example that 4.5 hours will be posted to each employee within the defined group and to the specific grant associated with the CDF27583 GL information. In addition, 4.0 hours will be posted to each employee within the defined group and to the specific grant associated with the BCA32331 GL information provided.
5. Double-check the information and press the **Enter** key to save this information and post the hours to the IFAS system.
6. To see how multiple grants, projects, and funding sources are applied, review the **CSDTTM** record for Terry Jackson, who is an employee of the WIC1001 group (see below).



- In the example depicted above, a total of 8.5 hours (4.5 from the CDF27583 grant and 4.0 from the BCA32331 grant) were posted to the 11th of October for Terry Jackson. Notice that a "G" appears in the **Ovr** field for that day. The "G" indicates that the entries were made from the **Group Time Posting Screen (CSDTGP)**.

IMPORTANT: Do not modify group exception hours from the **Pay Period Time Posting Screen (CSDTTM)**. The "G" in the **Ovr** field indicates that this was a group exception posting from the **Group Time Posting Screen (CSDTGP)**. If a group exception was changed from the **Pay Period Time Posting Screen**, the hours would not be charged to the grant, project, or funding source. Instead, they would be charged to that particular employee's general account. Change group exception hours from the **Group Time Posting Screen (CSDTGP)** or the **Employee Time Posting Screen (CSDTEM)**.

- To exit the **Pay Period Time Posting Screen**, press the **F8** button.

2.3.2 Modifying Group Hour Posting Entries:

Group hour exception postings should be modified from the **Group Time Posting Screen (CSDTGP)** if the change is to affect all employees within the group. If, after posting group hour exceptions, a change is needed for an individual employee within the group, this change should be made at the **Employee Time Posting Screen (CSDTEM)**.

To modify a group hour posting, follow the procedures described below:

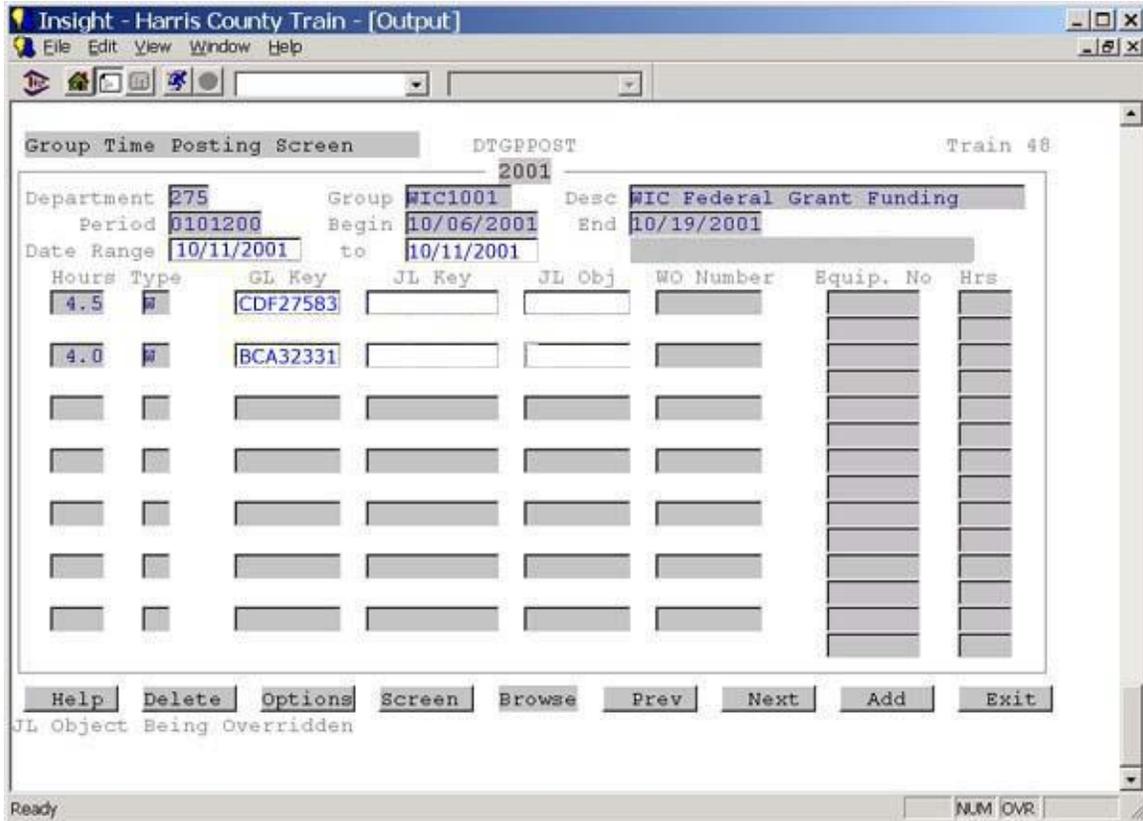
IMPORTANT: Keep in mind that when a group hour exception is modified and then posted, the change will affect all employees within the group.

1. For example, in the event one or more of the grant, project, or funding source entries were incorrectly entered, simply use the IFAS **QBE** option to locate the record from the **Group Time Posting Screen (CSDTGP)**.
2. Use the **Tab** key or mouse to select the field that contains the incorrect information and adjust this entry to correct the value. Press the **Enter** key to save and commit the change.
3. After correcting the value (s), press the **Enter** key to save the change. Use the **F3 + Select Refresh** option to review and confirm the corrected entry.
4. To exit the **Group Time Posting Screen**, press the **F8** button.

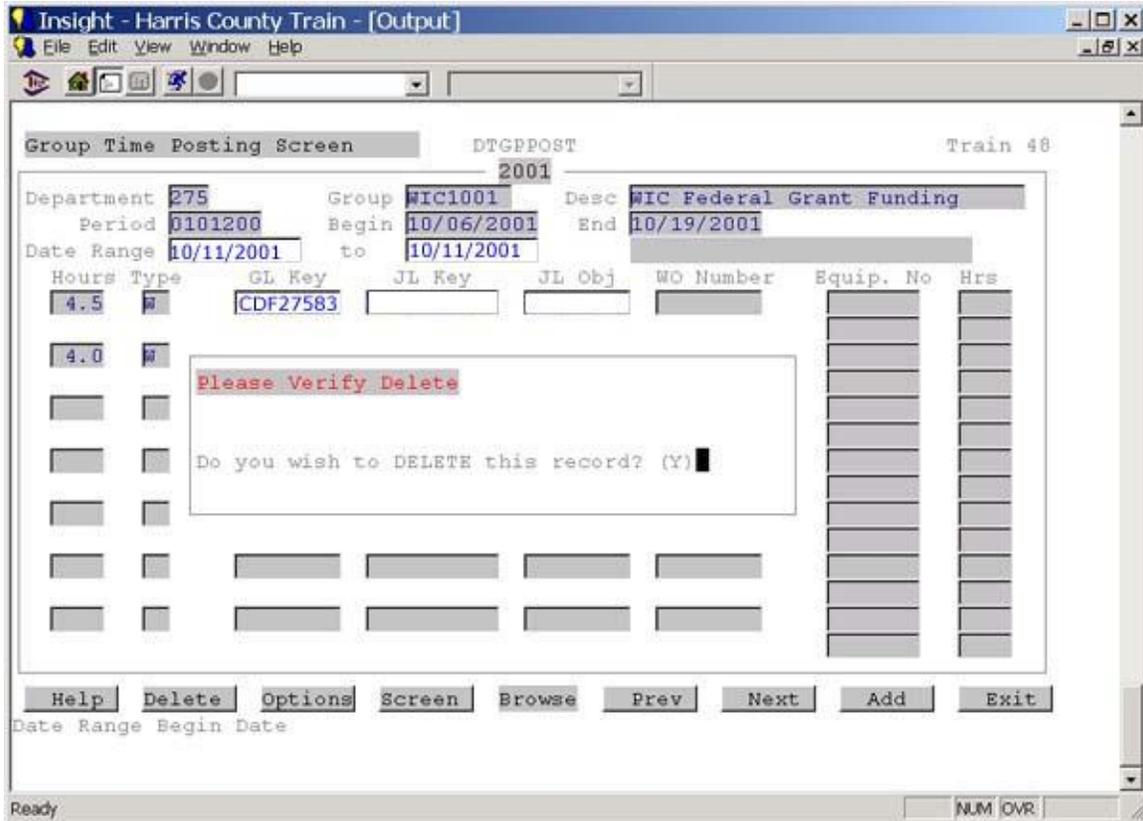
2.3.3 Deleting Group Hours Posted to Multiple Grants/Funding Sources:

Deleting group hours that have been posted to multiple grants/funding sources requires each individual entry from the **Group Time Posting Screen (CSDTGP)** to be deleted. Follow the instructions below to delete group hours from multiple grants/funding sources:

1. Locate the multiple grant/funding source entry from the **Group Time Posting Screen** (see below).



2. To completely delete this group exception hour posting, each grant/funding source entry must be deleted. Notice in the above example that two separate entries were created...one for the CDF27583 grant and a second for the BCA32331 grant. To delete only one entry, delete only that grant/funding source information from the record. In the following example, the entire record is deleted. Begin by tabbing down to the **Hour** field of the first entry and press the **F2** button. IFAS displays a deletion confirmation dialog box (see below).



3. To delete the first entry, press **Y**. To abort the process, press any other key. IFAS removes the first entry from the record and displays the second entry (see below).

Group Time Posting Screen DTGPPPOST Train 48
2001

Department 275 Group WIC1001 Desc WIC Federal Grant Funding
Period 0101200 Begin 10/06/2001 End 10/19/2001
Date Range 10/11/2001 to 10/11/2001

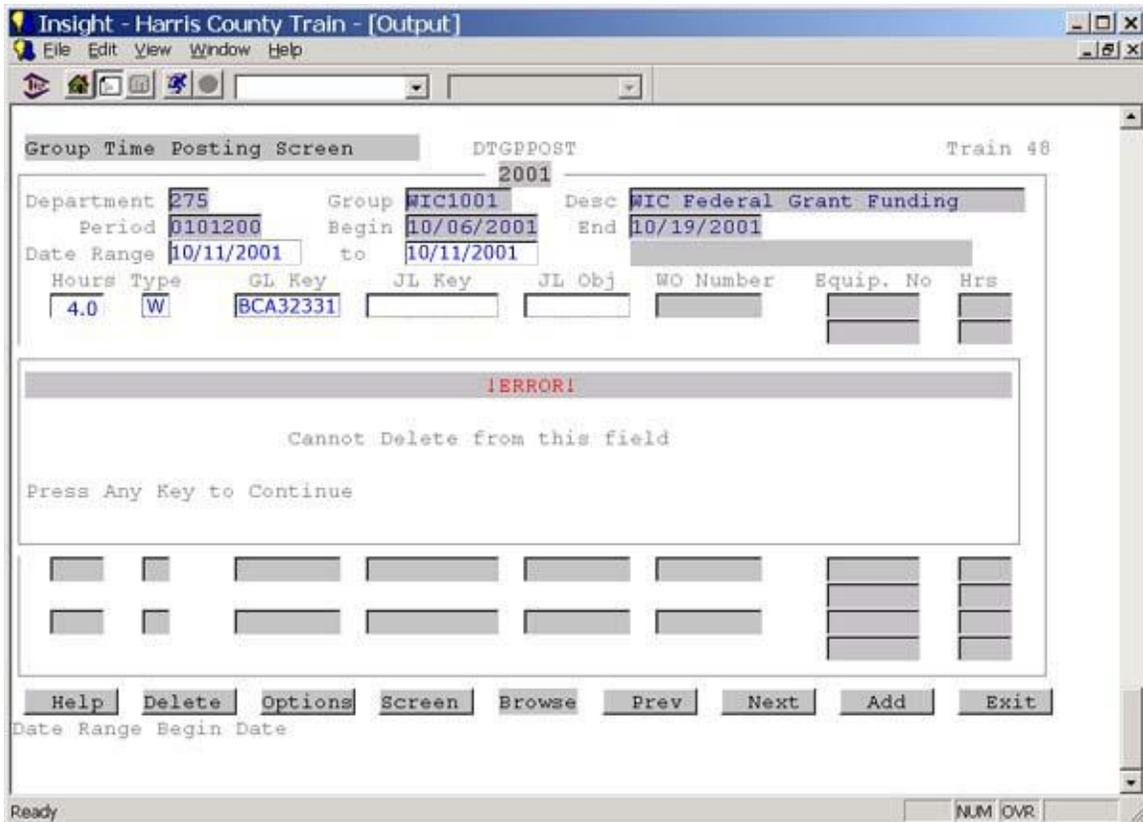
Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs
4.0		BCA32331					

Help Delete Options Screen Browse Prev Next Add Exit

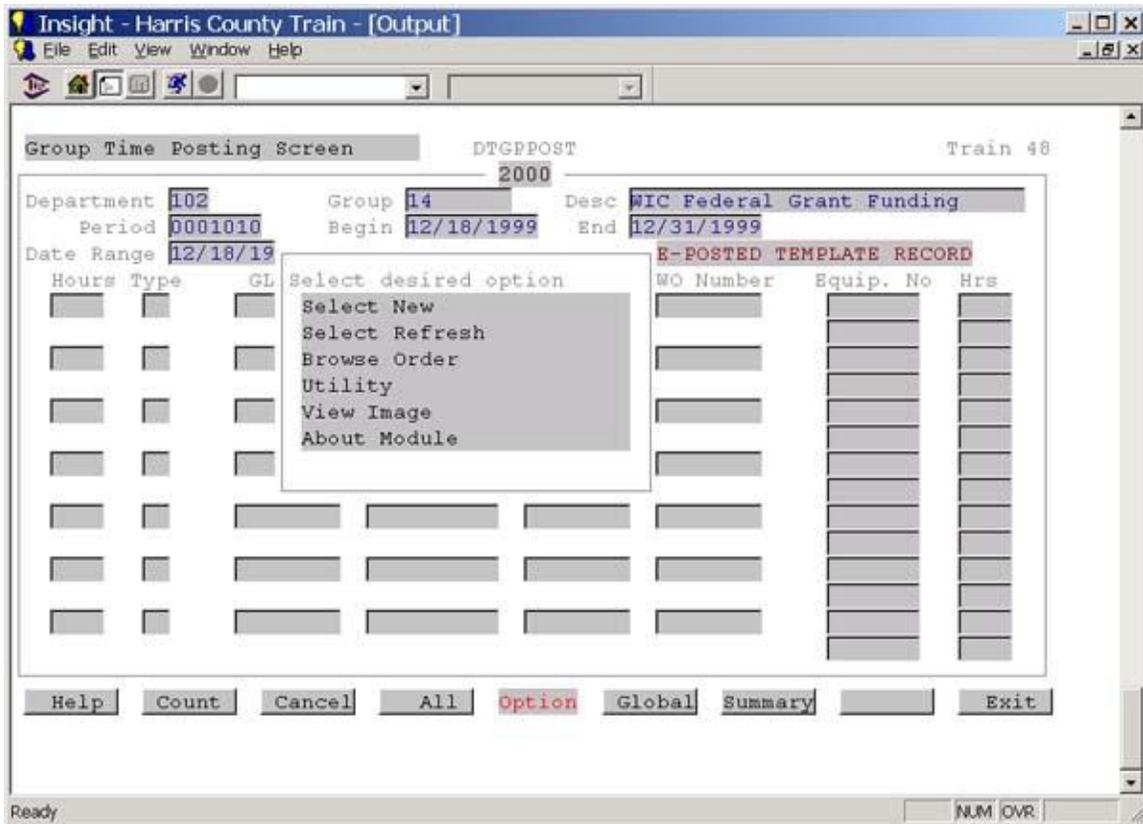
Date Range Begin Date

Ready NUM OVR

IMPORTANT: Confirm the cursor is in the **Hours** field. Otherwise, IFAS will display the following error message (see below). Respond to the IFAS prompt and move the cursor to the **Hours** field before pressing **F2** to successfully delete the entry.



4. To delete the second entry, make sure the cursor is in the **Hours** field and press the **F2** button. Respond to the IFAS deletion dialog box prompt to continue the deletion process (refer to the previous step). IFAS will remove the last entry and delete the group exception hour posting entirely.
5. Use the IFAS **QBE + Select Refresh** option (see below) and confirm the record is not available by using the Next (**Next**) and Previous (**Prev**) buttons to scroll through the records.

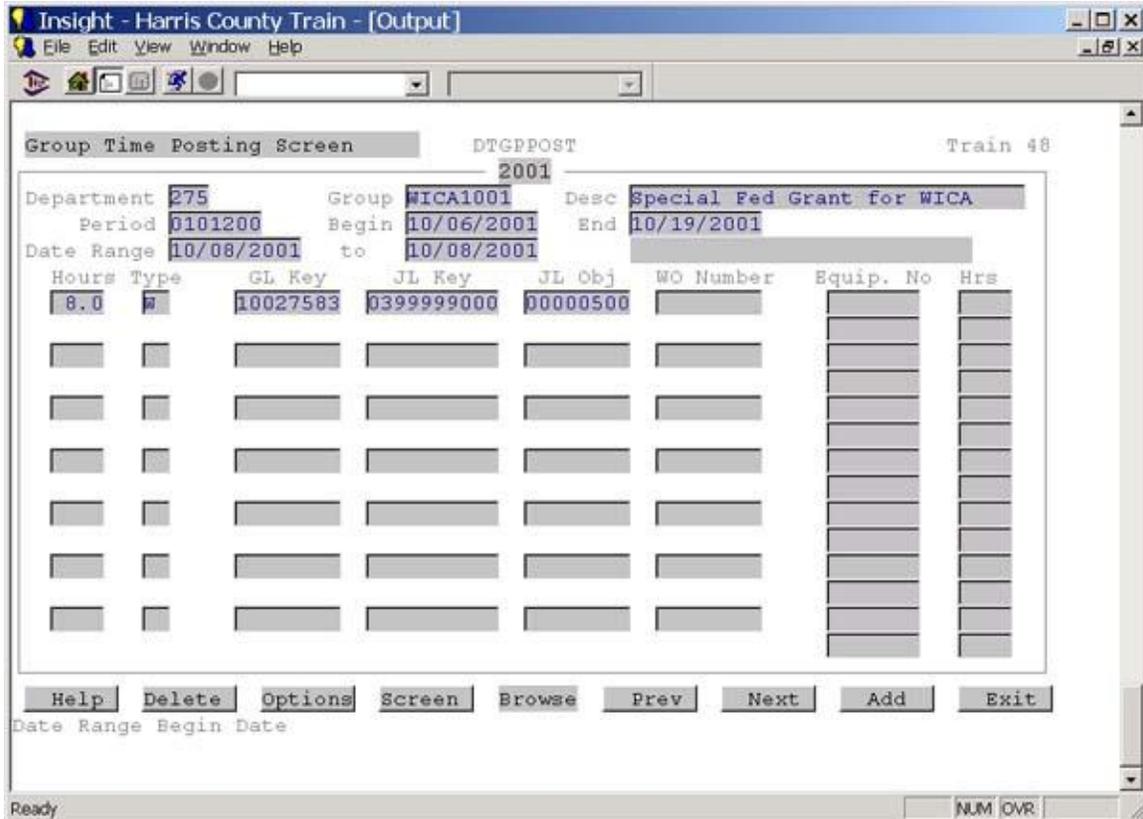


6. To exit the **Group Time Posting Screen**, press the **F8** button.

2.4 DELETING AN ENTRY FROM THE GROUP TIME POSTING SCREEN (CSDTGP):

Group hour exceptions may be deleted from the IFAS system. In the event an entry was incorrectly entered, it can be deleted by following the instructions below:

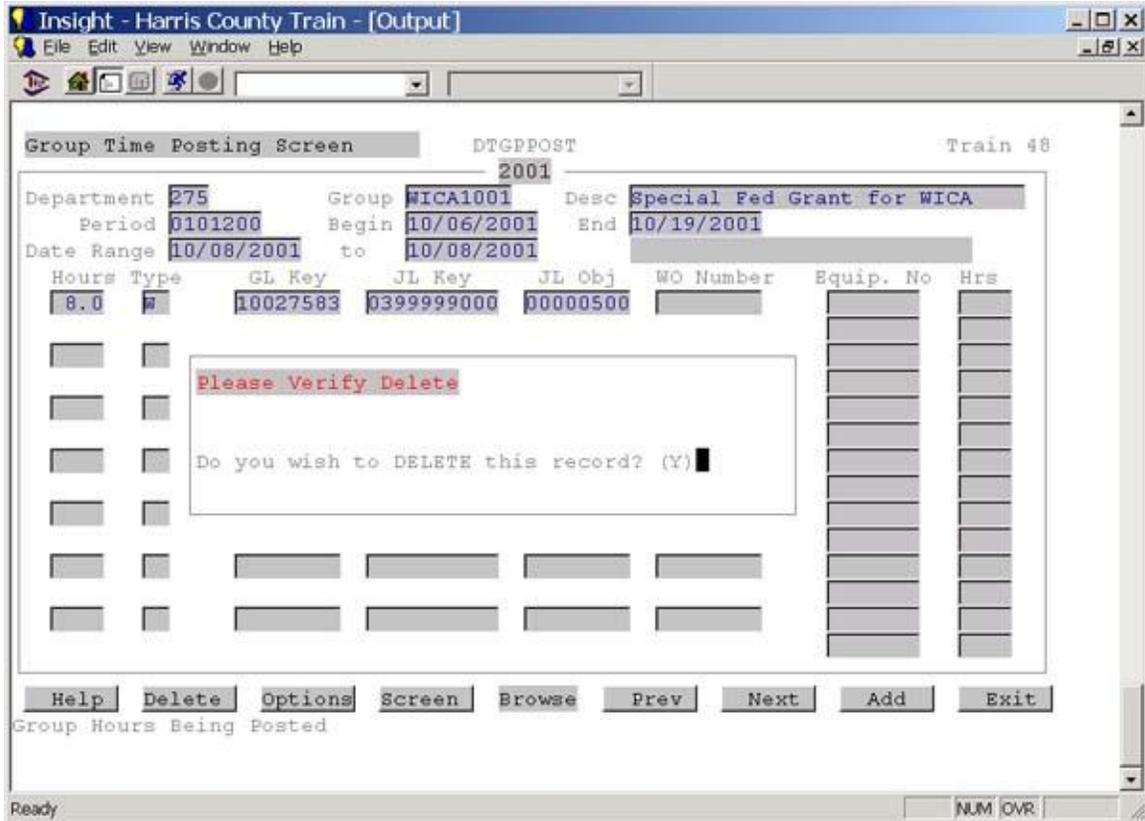
1. To delete a group time posting, confirm the **Group Time Posting Screen** is active and available. Use the **CSDTGP** mask in the IFAS **Type Ahead/History** box to access this screen (see below).



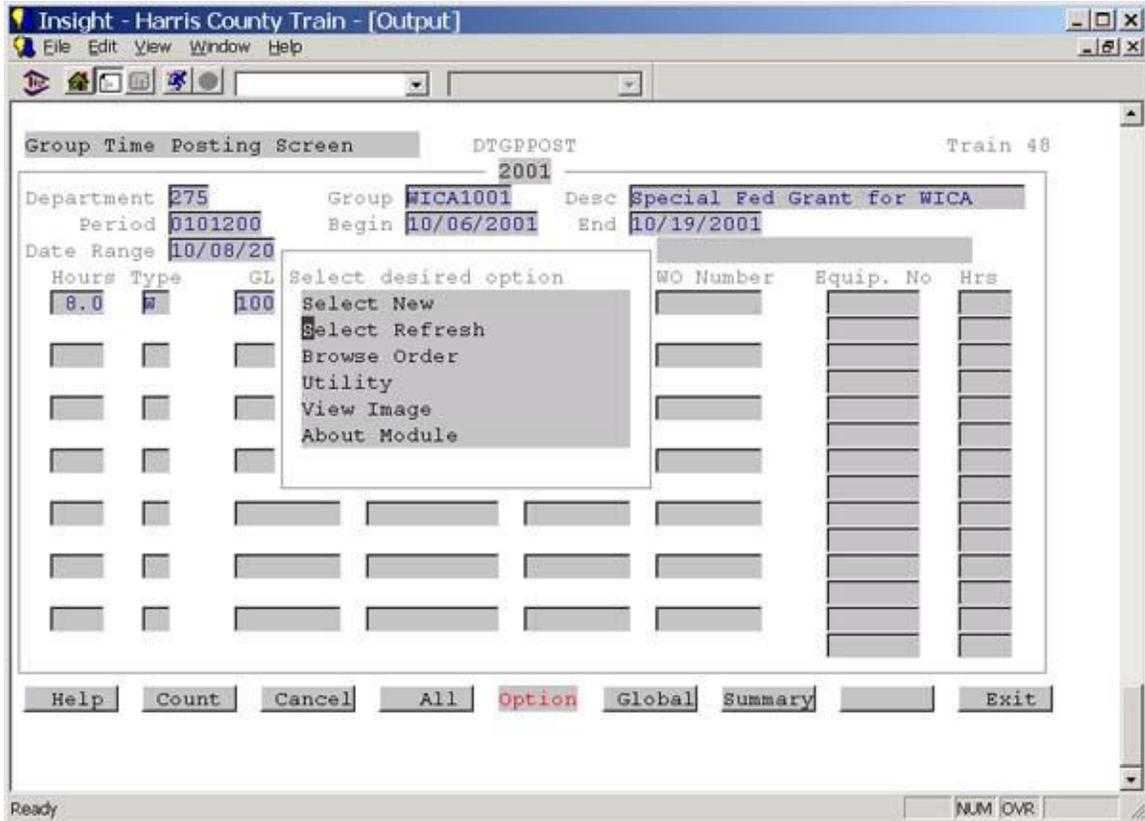
2. Use the IFAS **QBE** option to locate the correct group hour exception entry to delete. Press the **F3** button, choose **Select New**, type the group name in the **Group Name** field, enter the pay period in the **Period** field, and press the **Enter** key. Use the **Next** (**Next**) and **Previous** (**Prev**) buttons to locate the correct group hour exception entry to be deleted.
3. With the correct group hour exception entry displayed, tab to the **Hours** field and press the **F2** button once.

IMPORTANT: Confirm this is the correct entry for deletion. There is no "undo" feature in IFAS. Once an entry has been deleted, it cannot be "undone." If a group hour exception entry is accidentally deleted, it will need to be re-entered.

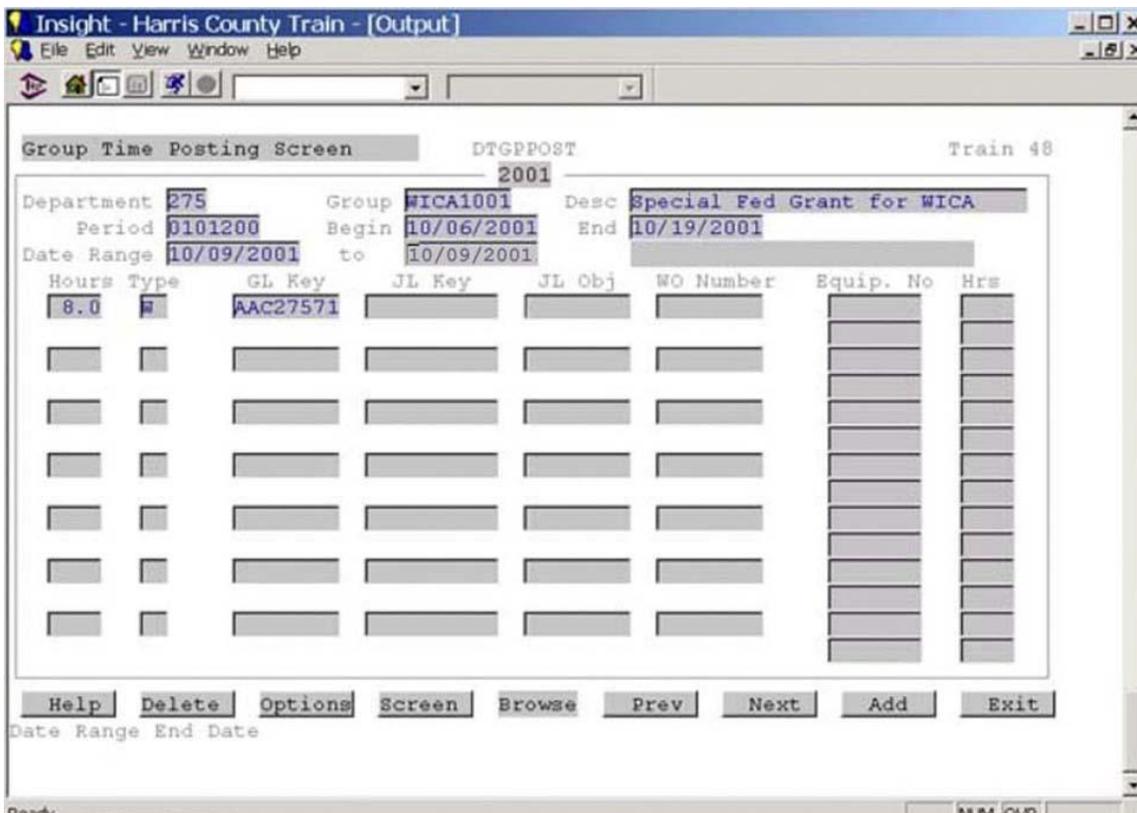
4. After pressing the **F2** button, IFAS displays a **Delete Confirmation** dialog box (see below). Enter a **Y** to delete the group hour exception entry or press any other key to abort the process.



5. To confirm the entry has been deleted, press the **F3** button and choose the **Select Refresh** option (see below).



6. Use the Next (**Next**) and Previous (**Prev**) buttons to confirm the entry has been deleted. It should not appear in the listing (see below).



7. To exit the **Group Time Posting Screen**, press the **F8** button.

After making all the group hour exception entries, DTE clerks may use the **Employee Time Posting Screen (CSDTEM)** to post hours to grants, projects, and special funding sources.

Perhaps some of the group hour exception entries need to be modified and posted to different grants, or maybe the hours or **Hour Type** value needs to be modified for employees. These changes can only be made from the **Employee Time Posting Screen (CSDTEM)**. Perhaps the department is not large enough to use the **Group Time Posting Screen (CSDTGP)**, but hours must be posted to specific grants. These changes and entries are made in the **Employee Time Posting Screen**. Please refer to the following section for instructions and information.

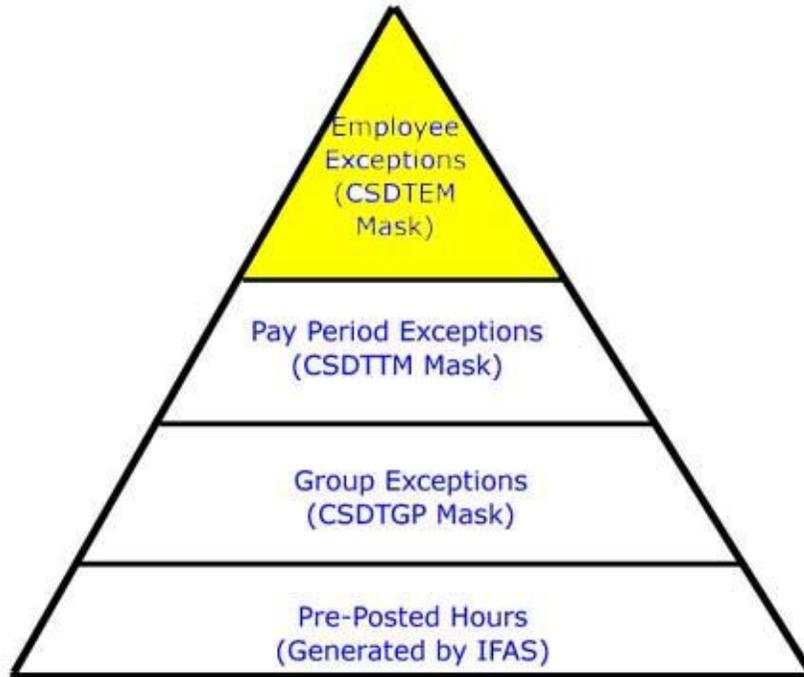
If posting is complete via the **Group Time Posting Screen (CSDTGP)** and no modifications are required at the **Pay Period (CSDTTM)** or **Employee Time Posting Screen (CSDTEM)**, complete the regular steps in the DTE process to complete time entry and close the pay period, including:

1. Running a 132 Error Report.
2. Running a Preliminary 132 Report.
3. Running a Final 132 Report.
4. Authorizing the Payroll (**CSDTAU** mask).
5. Running a Final 132 Report (**CSDTRP** mask) after authorization to access the dialog box to reprint the Final 132 Report. This does not recalculate the time cards; it merely reprints the Final 132 Report that was generated indicating authorization has been made.

NOTE: Only complete the steps above after all time records have been entered and the payroll process is ready to be finalized.

3 USING THE EMPLOYEE TIME POSTING SCREEN (CSDTEM) TO ENTER HOURS:

Another method of posting hours to grants, projects, and funding sources is the **Employee Time Posting Screen (CSDTEM)**; refer to the diagram below).



An example of the **Employee Time Posting Screen (CSDTEM)** is depicted below. Please refer to this graphic and the subsequent table for field description information.

Employee Time Posting Screen DTEMPOST Train 47
 2001

Name **BROWN, HERBERT E.** ID **450117966** Hire **01/18/1982**
 Period **0101200** REG Begin **10/06/2001** End **10/19/2001** O/T **NE** Svc **248**
 Pos **6156135007** Dept/Div **615 / 6150** Pay **400** View Hrs? Cal **40-8-5** ?
 Range **10/11/2001** to **10/11/2001** **PRE-POSTED TEMPLATE RECORD**

Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs
6.0	REG	TUV34567					

Funeral Code Status **Pre-Posted**

Help Delete Options Screen Browse Prev Next Add Exit

JL Key Being Overridden

IFAS Employee Time Posting Screen (CSDTEM)		
Field:	Meaning:	Description:
Name	Employee Name	The employee's last name, first name, and middle initial format.
ID	Identification	Employee's ID number (SSN) based on employee name.
Hire	Hire Date	The current hire date for the employee.
Period	Pay Period	A seven-digit pay-period code, as follows: <ul style="list-style-type: none"> The first two digits indicate the calendar year. The third and fourth digits indicate the pay cycle. The fifth and sixth digits indicate the pay period number (01-26). The last digit indicates the type of payroll ("0" for regular, "1" for supplemental, or "2" for second supplemental).
Period Type	Pay Period Type	This field has no marker. The pay period types are as follows: <ul style="list-style-type: none"> REG for regular. SUP1 for first supplemental. SUP2 for second supplemental.
Begin	Begin Date	Displays the pay period's effective begin date.
End	End Date	Displays the pay period's effective end date.
O/T	Overtime eligibility	Indicates if the employee is exempt from overtime (EX) or non-exempt from overtime (NE).
Svc	Service Months	Display-only field indicating the number of service months the employee has worked.
Pos	Position Number	The employee's position number.
Dept	Department Number	The employee's department number.

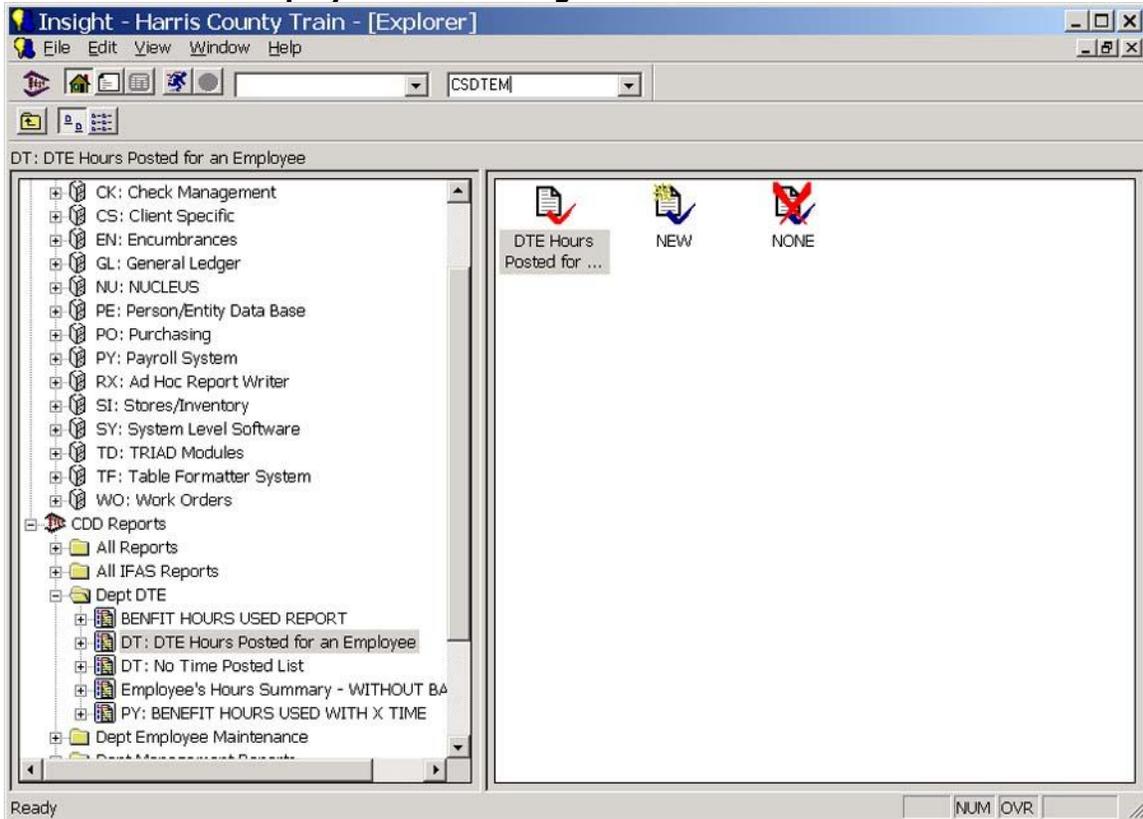
IFAS Employee Time Posting Screen (CSDTEM)		
Field:	Meaning:	Description:
Div	Division Number	The employee's division number.
Pay	Pay Classification	The employee's pay class containing eligible hours.
View Hrs?	View Available Hours	Entering a "Y" brings up a window to view the employee's "Hour Balance" of vacation, sick leave, family leave, floating holidays, comp time, FMLA, and military leave.
Cal	Calendar Type	<p>Eight-digit, pre-defined field that displays the calendar for this employee. The calendar schedule only affects pre-posting. Calendar codes contain the following:</p> <ul style="list-style-type: none"> • Hours per week. • Hours per day. • Days per week. • Day(s) off—optional. <p>For example, 40-8-5 is the calendar entry for an employee scheduled to work 40 hours per week, 8 hours per day, and 5 days per week (usually with Saturday and Sunday off). A 40-10-4F is the calendar entry for an employee scheduled to work 40 hours per week, 10 hours per day, 4 days per week with Friday off. A 40-0-0X is the calendar entry for an employee scheduled to work 40 hours per week with no pre-posted hours; the DTE clerk must post all hours worked.</p>
?	View Calendar	Entering a "Y" brings up the "View Calendar Window" for this employee.
Range	Beginning Date Range	The beginning date. The date must fall between the pay period dates. Do not use multiple days within the range.
to	To Date Range	The ending date. The ending date must fall between the pay period dates. Do not use multiple days within the range.
Hours	Hours Worked	The number of hours worked (required).
Type	Type of Hours	The type of hours being posted. Press F1 for a listing of valid codes.
GL Key	General Ledger Key	This field allows users to override the default GL key for each employee. This allows time to be charged to other funding sources within the department. Press F1 for a listing of valid keys.
JL Key	Job Ledger Key	This field allows users to override the default Job Ledger key for each employee. Press F1 for a listing of valid keys.
JL Obj	Job Ledger Object	This field allows users to override the default Job Ledger Object for each employee. Press F1 for a listing of valid object codes.
WO Number	Work Order Number	Reserved for future use.
Equip. No	Equipment Number	Fields allow up to two pieces of equipment to be entered for the designated hours. There are two Equip. No. fields available for each row of designated hours. For a listing of available equipment, press F1.
Hrs	Equipment Hours	Field for the number of hours the specified equipment was used. There is a corresponding Hours field for each piece of equipment specified.
Funeral Code	Funeral Code	Identifies the employee's relationship with the deceased when funeral leave is designated. Press F1 for a listing.

The **Employee Time Posting Screen (CSDTEM)** allows DTE clerks to associate hours with grants, projects, or unique funding sources at the employee level.

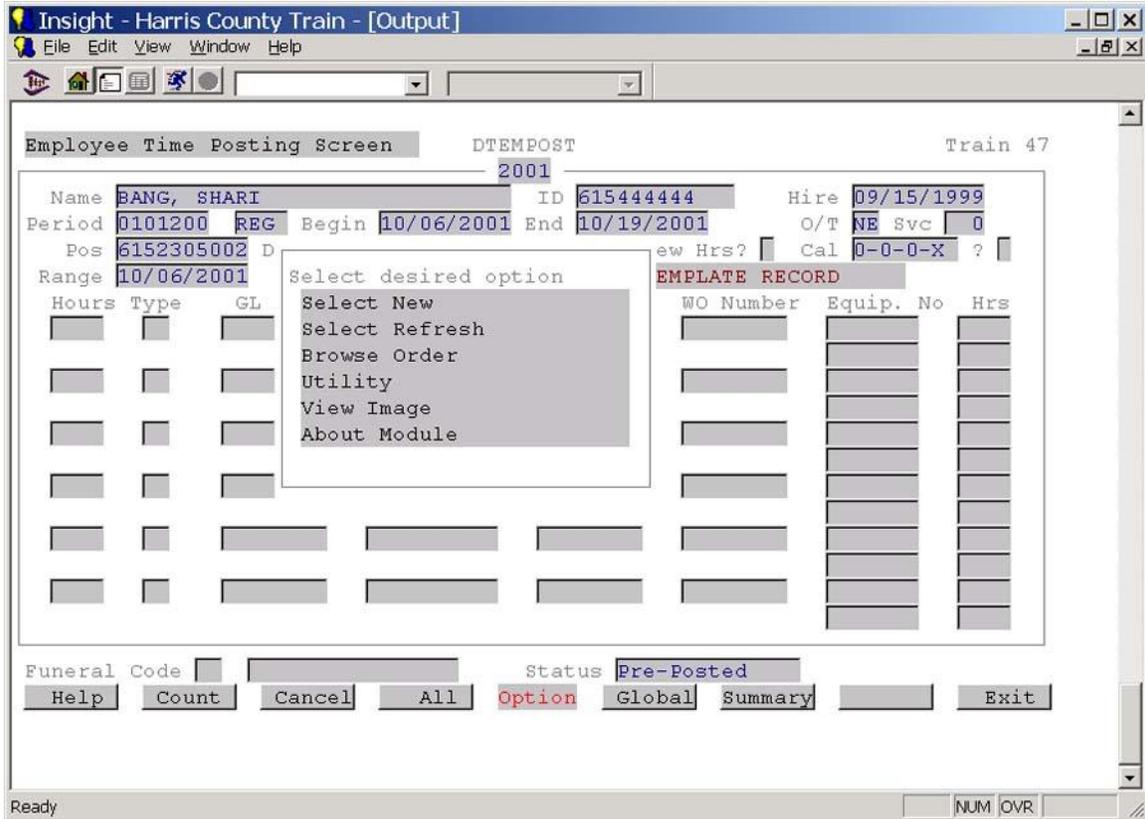
IMPORTANT: If the **GL Key**, **JL Key**, and **JL Obj** fields are left blank, hours will be posted to the employee's default account. If hours are posted to the employee's default account from the **Employee Time Posting Screen (CSDTEM)**, these hours can only be modified from this screen.

Follow the instructions described below to use the **Employee Time Posting Screen (CSDTEM)** to associate hours with specific grants or other funding sources within the department.

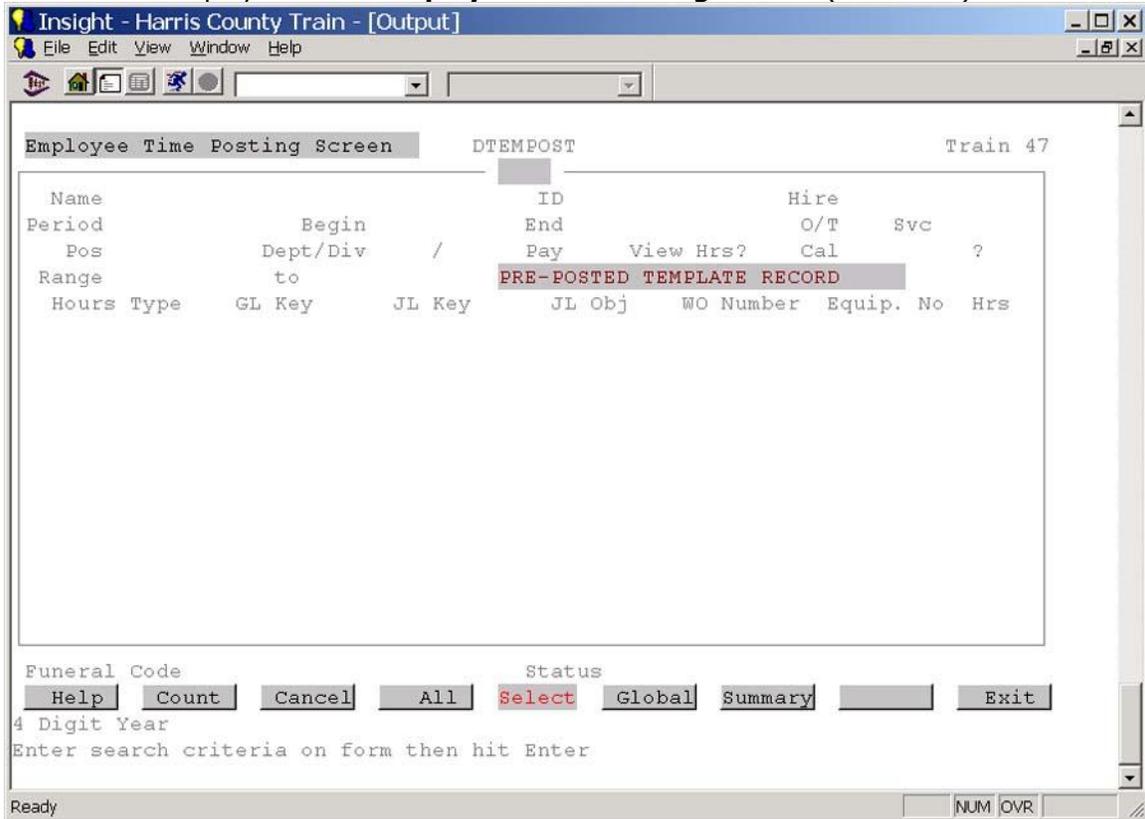
1. Type **CSDTEM** in the **Type Ahead/History** box (see below) and press **Enter** to access the **Employee Time Posting Screen**.



2. Locate an employee by performing a **Query By Example (QBE)**. Press the **F3** key to display the query options, choose the **Select New** option (see below) and press the **Enter** key.



3. IFAS displays a blank **Employee Time Posting Screen** (see below).



4. Tab to the **Name** field and enter the employee's last name followed by an asterisk (*). The asterisk is a wildcard character in IFAS.

To search or query by social security number, tab to the **ID** field and enter the employee's social security number.

In this training exercise, locate the record belonging to Herbert E. Brown.

To perform a query by a particular pay period, tab to the **Period** field and type the appropriate pay period code. Press **Enter** here and all employees who have time posted for that pay period will appear. Use the **F6** and **F5** buttons to move through the records in the active set.

Press the **Enter** key to display the **Pre-posted Template Record** (see below).

Employee Time Posting Screen DTEMPOST Train 48

2001

Name BROWN, HERBERT E. ID 450117966 Hire 06/03/2000

Period 0101200 REG Begin 10/06/2001 End 10/19/2001 O/T NE Svc 83

Pos 6156135007 Dept/Div 615 / 6150 Pay 400 View Hrs? Cal 40-8-5 ?

Range 10/11/2001 to 10/11/2001 PRE-POSTED TEMPLATE RECORD

Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs

Funeral Code Status Pre-Posted

Help Delete Options Screen Browse Prev Next Add Exit

Employee Hours Overridden

Ready NUM OVR

5. Once the **Pre-Posted Template Record** is located, tab to the **Range** field and enter the date to affect the DTE pre-posted hours. Then tab to the **to** field and enter the same date (see below). Remember, the IFAS system does not accommodate date ranges.

IMPORTANT: Once hours have been posted from the **Employee Time Posting Screen**, they can only be modified from this screen. The **Employee Time Posting Screen** is the highest override level of time entry and cannot be modified by any other screen.

Employee Time Posting Screen DTEMPOST Train 47
 2001

Name BROWN, HERBERT E. ID 450117966 Hire 01/18/1982
 Period 0101200 REG Begin 10/06/2001 End 10/19/2001 O/T NE Svc 248
 Pos 6156135007 Dept/Div 615 / 6150 Pay 400 View Hrs? Cal 40-8-5 ?
 Range 10/11/2001 to 10/11/2001 PRE-POSTED TEMPLATE RECORD

Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs

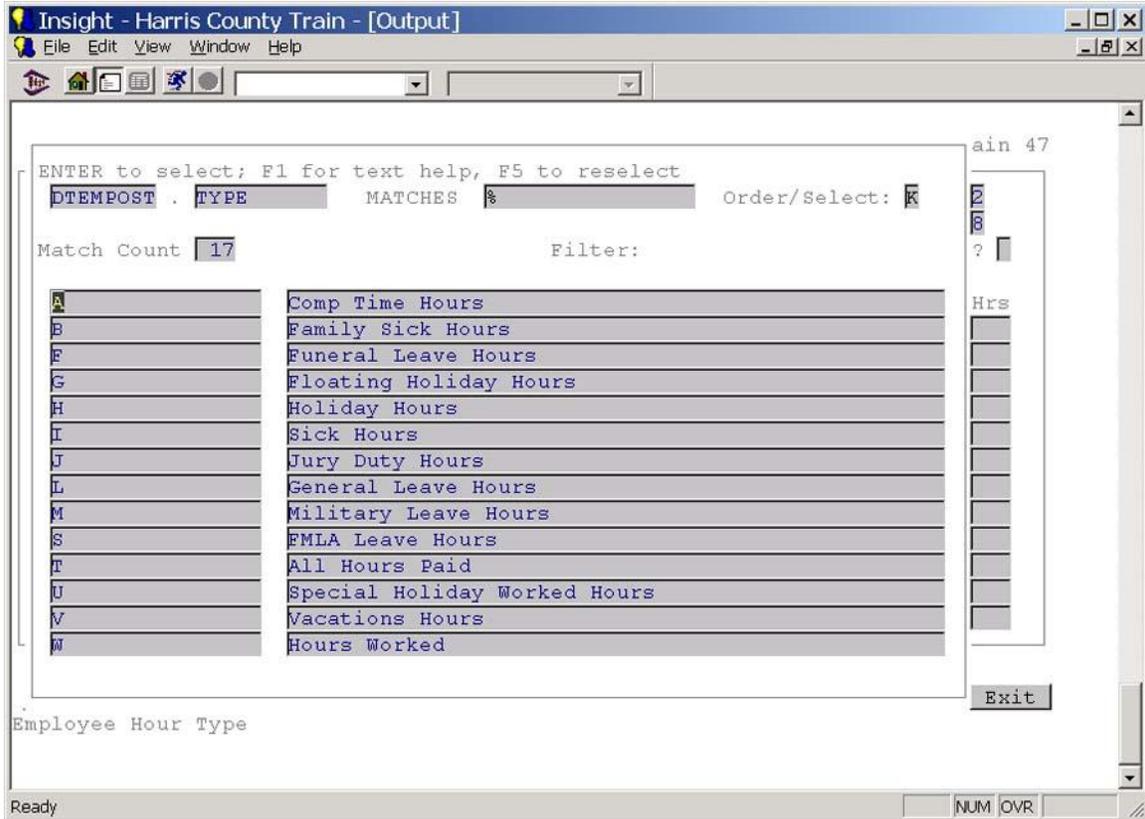
Funeral Code Status Pre-Posted
 Help Delete Options Screen Browse Prev Next Add Exit
 Employee Hours Overridden

Ready NUM OVR

6. Tab to the **Hours** field and enter the number of hours. Tab to the **Type** field and enter the type of hours (use the **F1** key for a listing of available hour types and press **Enter** to select that option; see below).

Depending on the stipulations or conditions of the grant, regularly worked, overtime, and even vacation hours may need to be posted to the **GL Key**, **JL Key**, or **JL Obj.** associated with the grant. Refer to the grant contract and/or the 1084B-3 timesheet for grant/funding source designations. Employees whose hours should be charged to a grant, project, or funding source must complete, sign, and submit the Form 1084B-3 timesheet. Procedure O.1-3 explains how to complete this timesheet.

NOTE: For technical support regarding IFAS, contact the IFAS Help Desk at 713•755•4327 (IFAS). For security issues, contact the IFAS Security Department at 713•755•4357 (HELP). Contact the Systems & Procedures Department for information regarding the timesheet (Form 1084B-3) or the official procedure (Procedure O.1-3).



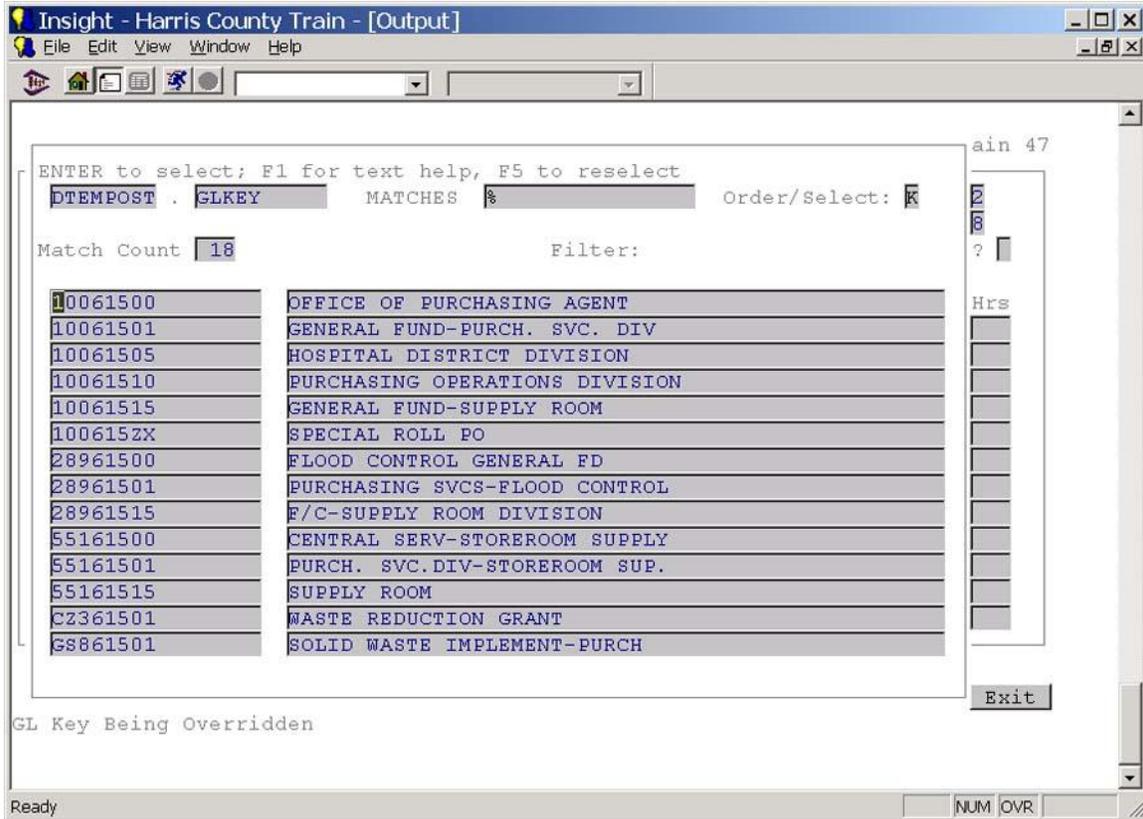
7. The **GL Key** and **JL Key** fields contain the employee's default accounting information. If these fields are left blank, the time will be posted to the employee's default account number.
8. To change the default GL information and associate hours with a specific grant, project, or other funding source, refer to the employee's completed Form 1084B-3 timesheet (see below).

County Auditor's Form 1084B-3 Harris County, Texas (REV. 08/02)		TIME AND ATTENDANCE RECORD - PROJECT/GRANT ALLOCATION										Work Hours Allocation (Hours to be Charged to Indicated Project or Grant)									
		For the Pay Period of [] through []																			
INSTRUCTIONS																					
1. Mark work/lunch taken daily. Two From-To cells daily are if you report to work, leave, and report back to work the same day.																					
2. Subtract lunch minutes from elapsed work time for Hours Worked. All time less than 1 hour should be converted to 10ths of an hour. (E.g., you work 8 AM to 5 PM with a 45 minute lunch. From 8 to 5 is 9 hours. By subtracting the 45 minute lunch from 9 hours leaves 8 hours-15 minutes. Since the 15 minutes is less than 1 hour, it must be converted to 10ths of an hour. Using the Schedule of Calculation of Tenths of an Hour, the 15 minutes is converted to .2. Therefore, 8.2 hours should be shown in Hours Worked column.																					
3. Mark comp. time earned or used ("Overt/Short"), vacation, sick leave, and other times to the nearest 1/10 of an hour. When "Other" time is indicated, also show proper code. Holiday time is regular work day hours and may not be taken in increments. Also, Overtime and Non-Holiday paid absence cannot both be claimed for any given day.																					
4. Mark in the work hours allocation columns, any project or grant to which the specified hours should be charged.																					
5. Sum weekly totals & the period total, and forward to the dept. payroll clerk, every other Thursday, or as instructed.																					
Employee Name						Social Security #						Check: One <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt									
Day of Week	Time		Lunch	Hours	Over /	Hol-	Vaca-	Sick	Other	*	Total										
	From	To	minutes	Worked	(Short)	day	tion	Leave													
1st Week																					
Sat.																					
Sun.																					
Mon.					(8.0)																
Tue.					(8.0)																

9. Tab to the **GL Key** field and enter this information from the timesheet. Press **F1** to display a pick list of available GL keys (see below).

The **GL Key** is eight positions long and defines the "fund" and "organization." GL keys for grants contain alphabetical letters in the first, second, and third positions. The third position represents the last digit of the grant year in an alpha format. If the first three characters of the **GL Key** are alpha characters, the **GL Key** denotes a grant. GL keys with alpha characters in the first and second positions followed by a number in the third position represent grants before the naming convention was changed to alpha characters in the first, second, and third positions.

Notice that only the GL keys within the associated department (Department No. 615, in this example) are displayed in the pick list (see below).



NOTE: Use the **F3** (forward) and **F4** (backward) buttons to move forward and backward one page at a time from within the pick list.

10. To change the default JL information and associate hours with a specific grant, project, or other funding source, refer to the employee's completed Form 1084B-3 timesheet.
11. Tab to the **JL Key** field and enter this information from the timesheet. Press **F1** to display a pick list of available JL keys. Use the tab key or arrow keys to locate a **JL Key** and press **Enter** to select it from the pick list.
12. To change the default JL Object information and associate hours with a specific grant, project or other funding source, refer to the employee's completed Form 1084B-3 timesheet.
13. Tab to the **JL Obj.** code field and enter this information from the timesheet. Press **F1** to display a pick list of available JL keys. Use the tab key or arrow keys to locate a **JL Obj.** code and press Enter to select it from the pick list.
14. Notice in the example below that two different grants (**GL Key CDF27583** and **BCA32331**) have been associated with the hours that Herbert Brown worked on October 11, 2001. This example depicts how hours can be split between grants or assigned to multiple funding sources (see below).

Employee Time Posting Screen DTEMPOST Train 47
 2001

Name BROWN, HERBERT E. ID 450117966 Hire 01/18/1982
 Period 0101200 REG Begin 10/06/2001 End 10/19/2001 O/T NE Svc 248
 Pos 6156135007 Dept/Div 615 / 6150 Pay 400 View Hrs? Cal 40-8-5 ?
 Range 10/11/2001 to 10/11/2001

Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs
6.0	W	CDF27583					
4.5	W	BCA32331					

Funeral Code Status Pre-Posted
 Help Delete Options Screen Browse Prev Next Add Exit
 JL Key Being Overridden

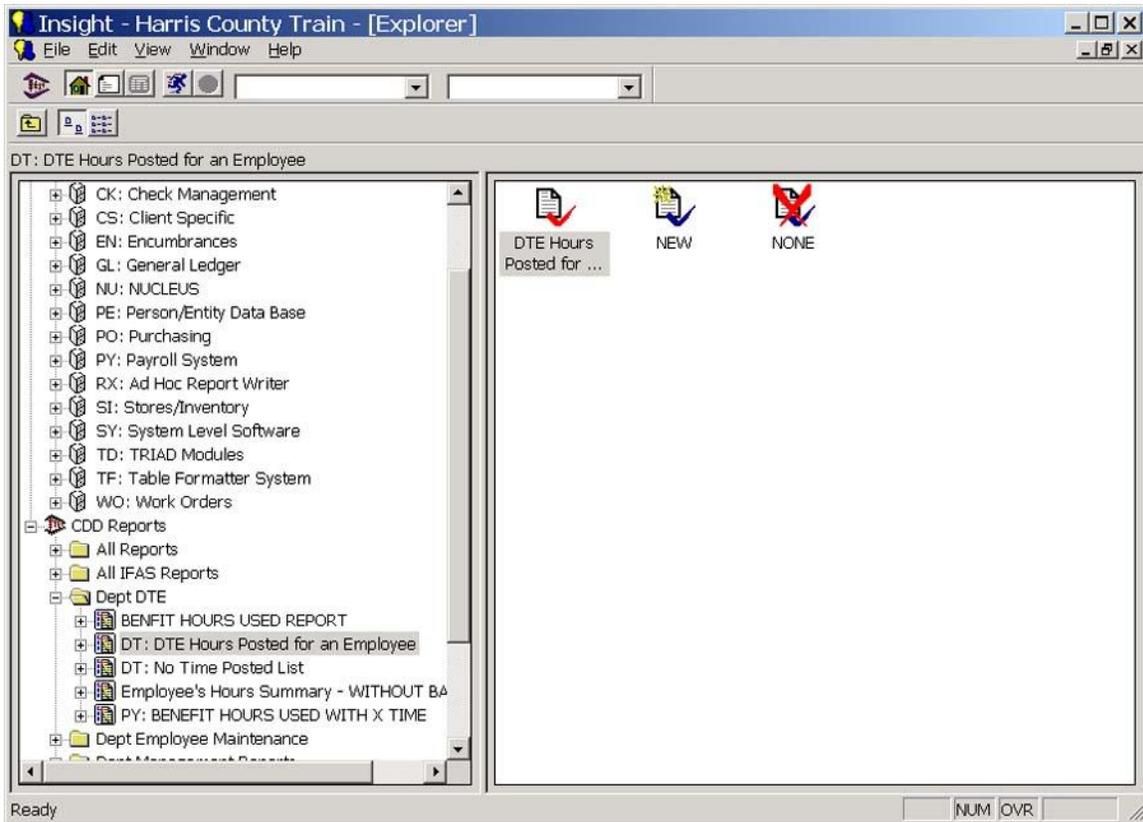
Ready NUM OVR

15. Tab past the **WO Number** field. This field is reserved for future use.
16. To save the hours entered in the **Employee Time Posting Screen (CSDTEM)**, press the **Enter** key once. This saves the record. Press **F3** and choose **Select Refresh** to review the entries (use the **F5** and **F6** keys to scroll through the records and confirm the entry appears).
17. To exit the **Employee Time Posting Screen**, press the **F8** button.

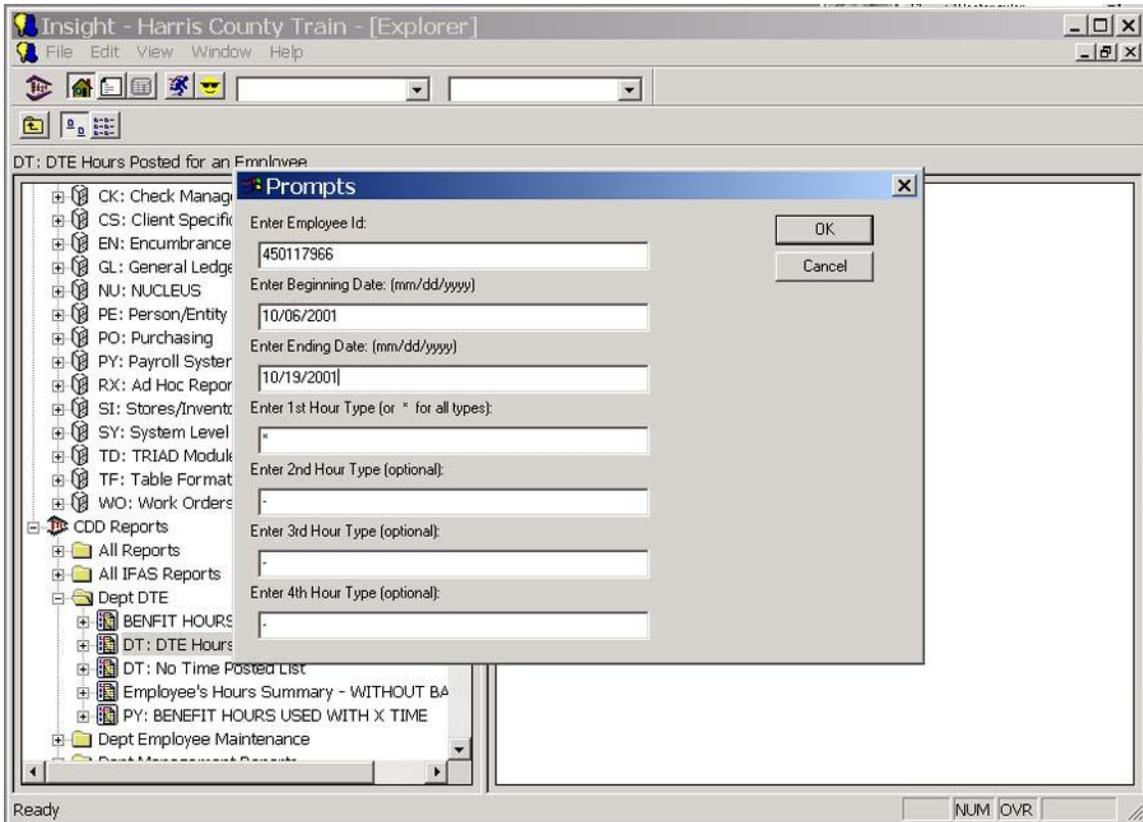
(OPTIONAL)

18. To confirm that total hours have been posted for the employee (Herbert Brown), run the **Hours Posted Inquiry** report.

Select **CDD Reports + Dept DTE + DT:DTE Hours Posted for an Employee** from the CDD reports section (see below) and double-click the **DTE Hours Posted...** icon on the right (see below).



19. IFAS displays the **DTE Hours Posted** dialog box (see below). Enter the employee's social security number, beginning date, ending date, and click **OK** (see below).



20. IFAS displays the **Hours Posted Inquiry** report, which depicts the employee's posted hours (see below). Confirm that the total hours here are the same as those entered in the **Employee Time Posting Screen (CSDTEM)** screen. If not, repeat the steps above to enter hours in the **Employee Time Posting Screen**.

Hours Posted Inquiry
 For: 10/06/2001 - 10/19/2001
 Hour Types: A L L

Name: BROWN, HERBERT E. ID.#: 450117966

Date	Hours	Type	Hours	Type	Hours	Type	Hours	Type
Division #: 6150								
Position: 6156135007								
10/08/2001	8.50	W						
10/10/2001	4.00	W						
10/11/2001	10.50	W						
10/12/2001	8.00	W						
10/15/2001	8.00	W						
10/18/2001	8.30	W						
10/19/2001	8.20	W						

Hours Totals For ALL Work Types:

Comp (A):	0.00
Family Ill (B):	0.00
Workers Comp (C):	0.00
Comp Time Earned (E):	0.00
Funeral (F):	0.00
Floating Holiday (G):	0.00
Holiday (H):	0.00

Ready NUM OVR Page: 1

The **Employee Time Posting Screen** is used to override and replace any time posted at the group, pay period, or pre-posted level.

Confirm that the employee's other hours are posted and accepted by the IFAS system.

When using the **Employee Time Posting Screen** to enter hours, if no **GL Key**, **JL Key**, or **JL Obj** is associated with the hours, then the time will be posted to the employee's default account number. Keep in mind however, that if time is posted to the employee's default account via the **Employee Time Posting Screen**, changes must be made from this screen and not the **Pay Period Time Posting Screen (CSDTTM)**.

DTE clerks may use the **Pay Period Time Posting Screen (CSDTTM)** to post time to the employee's default account. However, if an entry already exists from the **Employee Time Posting Screen (CSDTEM)**, IFAS will not allow the **Pay Period Time Posting Screen (CSDTTM)** entry to override the existing **Employee Time Posting Screen (CSDTEM)** entry.

In the example presented below, the DTE Clerk is trying to change the number of hours worked for the October 13, 2001 entry (see below). Since this time has already been assigned to a grant (via the **GL Key** on the **Employee Time Posting Screen (CSDTEM)**—notice the "E" designator in the **Ovr** field), it can only be overridden from that screen and not the **Pay Period Time Posting Screen (CSDTTM)**. Notice the message from IFAS: "ERROR: Employee's Time Has Been Overridden from DTEMPOST" (see below).

Insight - Harris County Train - [Output]

File Edit View Window Help

Pay Period Time Posting Screen DTTMPOST Train 47

2001

Name BROWN, HERBERT E. ID 450117966 Hire 01/18/1982 248 NE

Period 101200 Pos 6156135007 Dept 615 Div 6150 Cal 40-8-5 Pay 400 Bal?

Ovr	Day	Date	Schd	CV	Hrs	Tp	Hrs	Tp	Hrs	TP	Hrs	Tp	Ttl
	SAT	10/06/2001											
	SUN	10/07/2001											
*	MON	10/08/2001	8.0		8.5	W							8.5
*	TUE	10/09/2001	8.0										
*	WED	10/10/2001	8.0										
*	THU	10/11/2001	8.0										
	FRI	10/12/2001	8.0		8.0	W							8.0
E	SAT	10/13/2001			8.0	W							8.0
	SUN	10/14/2001											
	MON	10/15/2001	8.0		8.0	W							8.0
*	TUE	10/16/2001	8.0										
*	WED	10/17/2001	8.0										
*	THU	10/18/2001	8.0		8.3	W							8.3
*	FRI	10/19/2001	8.0		8.2	W							8.2

Funeral Code Status Intermediate Total Hrs 49.0

Help Delete Options Screen Browse Prev Next Add Exit

Pay Period

ERROR: Employee's Time Has Been Overridden From DTEMPOST.
 Update to cluster DTTMPOST failed

Ready NUM OVR

Once all hours have been entered and confirmed for all employees and departments, complete the regular steps in the DTE process to complete time entry and close the pay period, including:

1. Running a 132 Error Report.
2. Running a Preliminary 132 Report.
3. Running a Final 132 Report.
4. Authorizing the Payroll (**CSDTAU** mask).
5. Running a Final 132 Report (**CSDTRP** mask) after authorization to access the dialog box to reprint the Final 132 Report. This does not recalculate the time cards; it merely reprints the Final 132 Report that was generated indicating authorization has been made.

NOTE: Only complete the steps above after all time records have been entered and the payroll process is ready to be finalized.

3.1 USING THE EMPLOYEE TIME POSTING SCREEN (CSDTEM) TO MODIFY ENTRIES:

In the event one or more of the grant, project, or funding source entries were incorrectly entered, simply use the **Query By Example (QBE)** option to locate and correct these entries. Remember that any employee hours posted via the **Employee Time Posting Screen (CSDTEM)** must be modified in the **Employee Time Posting Screen (CSDTEM)**, not the **Pay Period Time Posting Screen (CSDTTM)**.

For example, let's say that **GL Key** CDF27683 should have been used instead of 10061505 for Herbert Brown's October 13, 2001 time entry for 5.5 hours. Follow the procedures described below to modify entries in the **Employee Time Posting Screen**:

1. Access the **Employee Time Posting Screen (CSDTEM)** and use the **Query By Example (F3)** option to locate the entry to be modified (see below). Since the information to be changed is related to a specific date, perform the **QBE** for this date instead of the employee's name.

Employee Time Posting Screen DTEMPOST Train 47
2001

Name BROWN, HERBERT E. ID 450117966 Hire 01/18/1982
Period 0101200 REG Begin 10/06/2001 End 10/19/2001 O/T NE Svc 248
Pos 6156135007 Dept/Div 615 / 6150 Pay 400 View Hrs? Cal 40-8-5 ?
Range 10/13/2001 to 10/13/2001

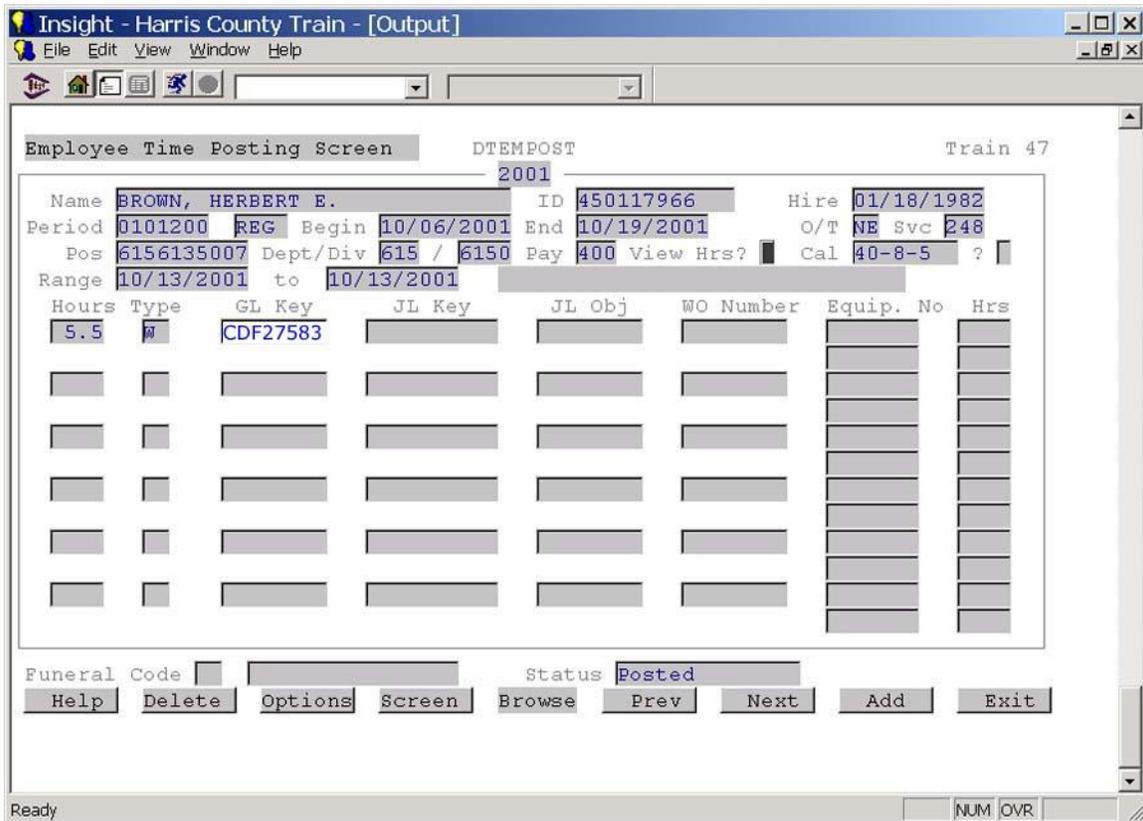
Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs
5.5		10061505					

Funeral Code Status Posted
Help Delete Options Screen Browse Prev Next Add Exit
JL Key Being Overridden
ERROR: Dept. 615/Div. 6150 Is Not Authorized To Post 'T' Hours

2. Use the **Tab** key or mouse to select the field that contains the incorrect entry (**GL Key** 10061505 in this example) and adjust this entry to correct the value (see below).

The **GL Key** is eight positions long and defines the "fund" and "organization." GL keys for grants contain alphabetical letters in the first, second, and third positions. The third position represents the last digit of the grant year in an alpha format. If the first three characters of the **GL Key** are alpha characters, the **GL Key** denotes a grant. GL keys with alpha characters in the first and second

positions followed by a number in the third position represent grants before the naming convention was changed to alpha characters in the first, second, and third positions.



3. After correcting the value, press the **Enter** key to save the change. Use the **F3 + Select Refresh** option to review and confirm the corrected entry.
4. To exit the **Employee Time Posting Screen**, press the **F8** button.

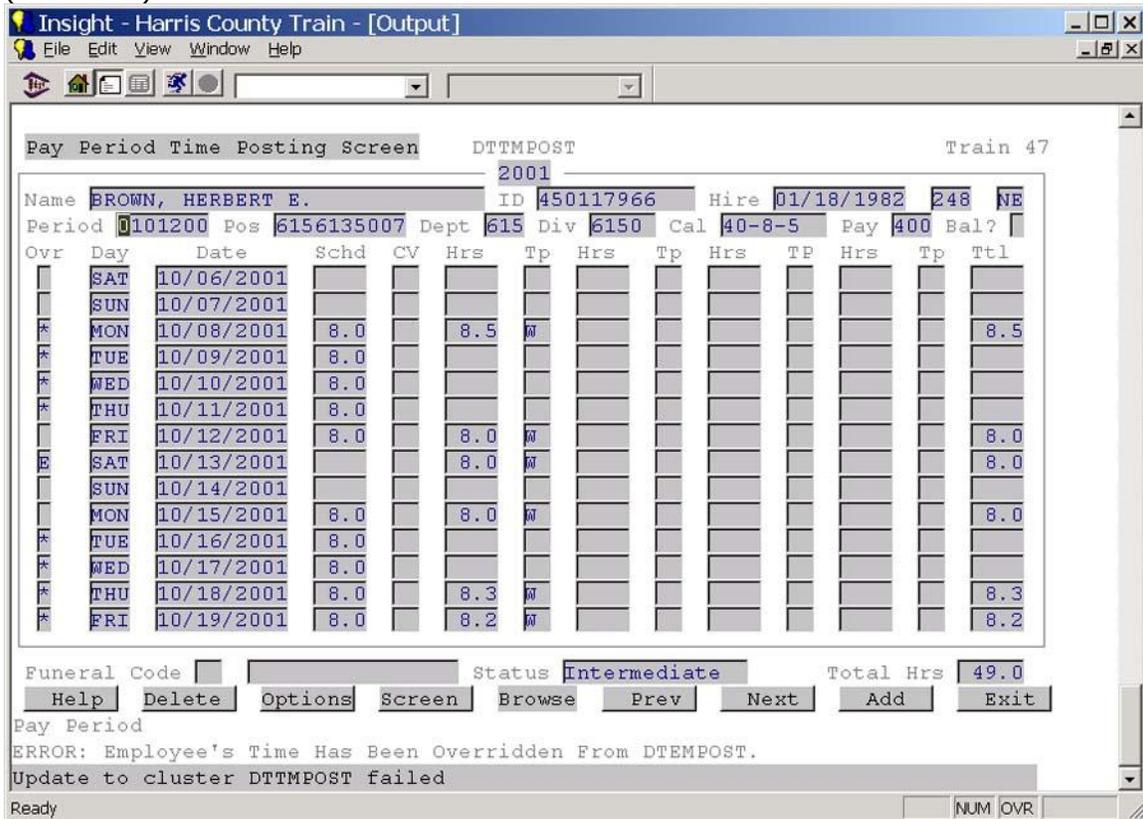
The example presented above depicts a correction to the **GL Key** field. Follow these same steps to make other changes in the **Employee Time Posting Screen**; for example: hours worked, hour type, etc. Remember to use the **Query By Example (QBE)** option to locate the record to be changed or modified.

Keep in mind that if time is posted to the employee’s default account via the **Employee Time Posting Screen (CSDTEM)**, changes must be made from this screen and not the **Pay Period Time Posting Screen (CSDTTM)**.

DTE clerks may use the **Pay Period Time Posting Screen (CSDTTM)** to post time to the employee’s default account. However, if an entry already exists from the **Employee Time Posting Screen (CSDTEM)**, IFAS will not allow the **Pay Period Time Posting Screen (CSDTTM)** entry to override the existing **Employee Time Posting Screen (CSDTEM)** entry.

In the example presented below, the DTE Clerk is trying to change the number of hours worked for the October 13, 2001 entry (see below). Since this time has already been assigned to a grant (via the **GL Key** on the **Employee Time Posting Screen (CSDTEM)**—notice the “E” designator in the **Ovr** field), it can only be overridden from

that screen and not the **Pay Period Time Posting Screen (CSDTTM)**. Notice the message from IFAS: "ERROR: Employee's Time Has Been Overridden from DTEMPOST" (see below).



5. To exit the **Pay Period Time Posting Screen**, press the **F8** button.

Once all hours have been entered, corrected, and confirmed for all employees and departments, complete the regular steps in the DTE process to post and complete time entry, including:

1. Running a 132 Error Report.
2. Running a Preliminary 132 Report.
3. Running a Final 132 Report.
4. Authorizing the Payroll (**CSDTAU** mask) (see previous section in this manual).
5. Running a Final 132 Report (**CSDTRP** mask) after authorization to access the dialog box to reprint the Final 132 Report. This does not recalculate the time cards; it merely reprints the Final 132 Report that was generated indicating authorization has been made.

NOTE: Only complete the steps above after all time records have been entered and the payroll process is ready to be finalized.

For information and instructions to delete an entry made from the **Employee Time Posting Screen (CSDTEM)**, please refer to the next section.

3.2 USING THE EMPLOYEE TIME POSTING SCREEN (CSDTEM) TO DELETE AN ENTRY:

The following procedure describes how to delete an entry from the **Employee Time Posting Screen**. Keep in mind that once the entry has been deleted, the deletion cannot be "undone." If the wrong entry is deleted, it will need to be recreated.

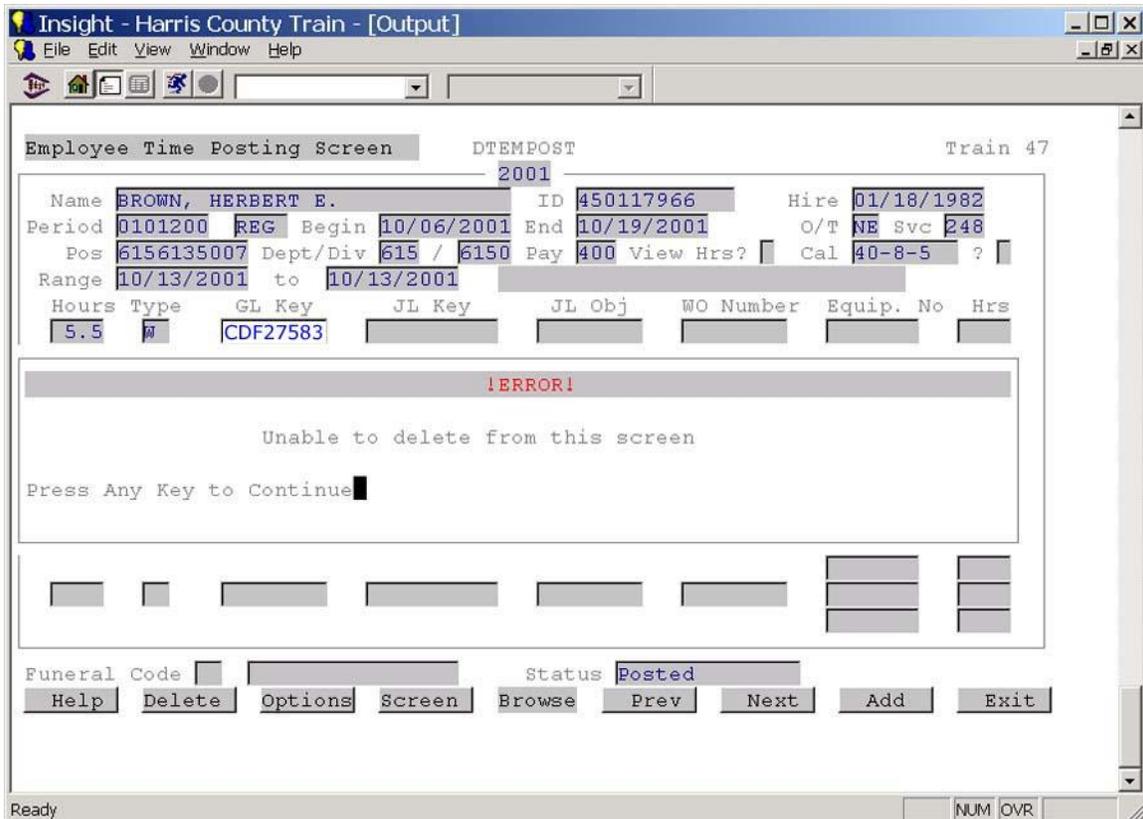
For example, let's say that an entry on October 11, 2001 was entered under Herbert Brown when it should have been entered under a different employee. To delete an entry from the **Employee Time Posting Screen**, follow the instructions described below:

1. Access the **Employee Time Posting Screen** and use the **Query By Example (F3)** option to locate the entry to be deleted (see below).

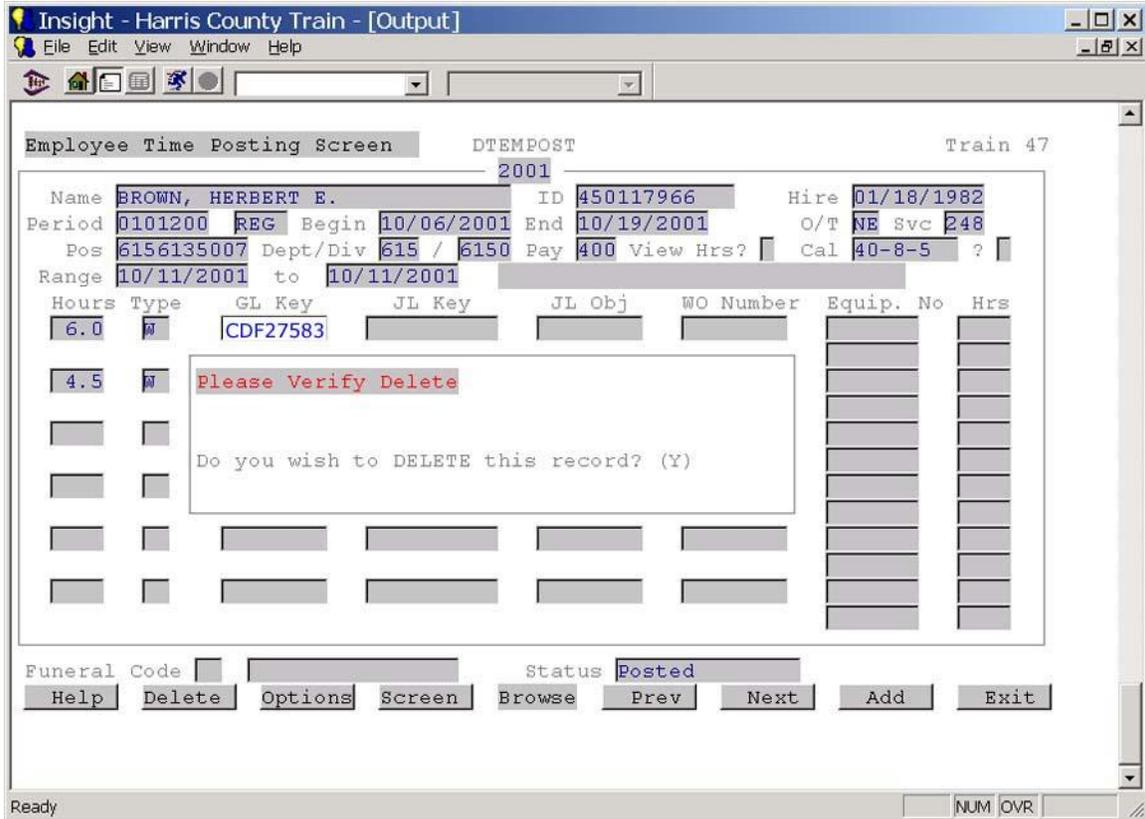
Notice that the entry for October 11, 2001 has two grants (funding sources) associated with the hours. The first depicts 6.0 hours associated with CDF27583 and the second depicts 4.5 hours associated with BCA32331. Because the grant, project, or funding source hours have been split, IFAS requires that each entry be deleted separately to remove all the hours posted for October 11, 2001. In this example, each line representing a separate grant, project, or funding source must be deleted separately.

The screenshot shows the 'Employee Time Posting Screen' window. At the top, it displays 'Employee Time Posting Screen' and 'DTEMPOST Train 47'. Below this, the employee's name 'BROWN, HERBERT E.' is shown along with ID '450117966' and Hire date '01/18/1982'. The 'Period' is '0101200 REG' with 'Begin' '10/06/2001' and 'End' '10/19/2001'. The 'Pos' is '6156135007' and 'Dept/Div' is '615 / 6150'. The 'Pay' is '400' and 'View Hrs?' is checked. The 'Range' is '10/11/2001 to 10/11/2001'. Below this, a table lists time entries with columns: Hours, Type, GL Key, JL Key, JL Obj, WO Number, Equip. No, and Hrs. Two entries are visible: 6.0 hours for GL Key 'CDF27583' and 4.5 hours for GL Key 'BCA32331'. At the bottom, there are buttons for 'Help', 'Delete', 'Options', 'Screen', 'Browse', 'Prev', 'Next', 'Add', and 'Exit'. The status is 'Posted'.

2. To correctly delete an entry from the **Employee Time Posting Screen**, the cursor must be in the section of the screen that is below the **Range** and **to** fields (the area of the screen beginning with the **Hours** field). If the cursor is in the **View Hrs?** field, for example, the following error message appears (see below) when attempting to delete the record.



3. Make sure the cursor is anywhere in the screen below the **Range** and **to** fields before attempting to delete the record. The **Hours** field is a good location. In this example, because there are two entries to delete, make sure the cursor is in one of the entries and press the **F2** button to delete the record. IFAS displays a confirmation dialog asking to confirm deletion of the record (see below).



4. To confirm the dialog box and delete the record, enter a **Y** for "Yes." To cancel the delete operation, press any other key. After entering a **Y** to delete the record, the record is removed and the next record set is displayed (see below).

Insight - Harris County Train - [Output]

File Edit View Window Help

Employee Time Posting Screen DTEMPOST Train 47

2001

Name BROWN, HERBERT E. ID 450117966 Hire 01/18/1982

Period 0101160 REG Begin 07/14/2001 End 07/27/2001 O/T NE Svc 248

Pos 6156135007 Dept/Div 615 / 6150 Pay 400 View Hrs? Cal 40-8-5 ?

Range 07/14/2001 to 07/27/2001 PRE-POSTED TEMPLATE RECORD

Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs

Funeral Code Status Pre-Posted

Help Delete Options Screen Browse Prev Next Add Exit

Employee Hours Overridden

Ready NUM OVR

- Use the **F3 + Select Refresh** option to confirm the change was made. Notice, in this example, that the first entry was deleted—the 6.0 hours associated with **GL Key CDF27583**—but not the second entry (see below).

Employee Time Posting Screen DTEMPOST Train 47
2001

Name: BROWN, HERBERT E. ID: 450117966 Hire: 01/18/1982
Period: 0101200 REG Begin: 10/06/2001 End: 10/19/2001 O/T: NE Svc: 248
Pos: 6156135007 Dept/Div: 615 / 6150 Pay: 400 View Hrs? Cal: 40-8-5 ?
Range: 10/11/2001 to 10/11/2001

Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs
6.0		BCA32331					

Funeral Code Status: Pre-Posted
Help Delete Options Screen Browse Prev Next Add Exit
JL Key Being Overridden

Ready NUM OVR

- The 4.5 hours associated with **GL Key** BCA32331 still appears in the **Employee Time Posting Screen** (see above). The **Hours Posted Inquiry Report** also indicates that the 4.5 hours are still associated with **GL Key** BCA32331 (see below).

Hours Posted Inquiry
 For: 10/06/2001 - 10/19/2001
 Hour Types: A L L

Name: BROWN, HERBERT E. ID. #: 450117966

Date	Hours	Type	Hours	Type	Hours	Type	Hours	Type
Division #: 6150								
Position: 6156135007								
10/08/2001	8.50	W						
10/11/2001	4.50	W						
10/12/2001	8.00	W						
10/15/2001	8.00	W						
10/18/2001	8.30	W						
10/19/2001	8.20	W						

Hours Totals For ALL Work Types:

Comp (A):	0.00
Family Ill (B):	0.00
Workers Comp (C):	0.00
Comp Time Earned (E):	0.00
Funeral (F):	0.00
Floating Holiday (G):	0.00
Holiday (H):	0.00
Ill (I):	0.00

Ready NUM OVR Page: 1

- To delete the 4.5 hours associated with **GL Key** BCA32331, confirm the cursor is in the **Hours** field of the **Employee Time Posting Screen (CSDTEM)** and press the **F2** button. IFAS displays the confirmation dialog asking to confirm deletion of the record (see below).

Employee Time Posting Screen DTEMPOST Train 47
2001

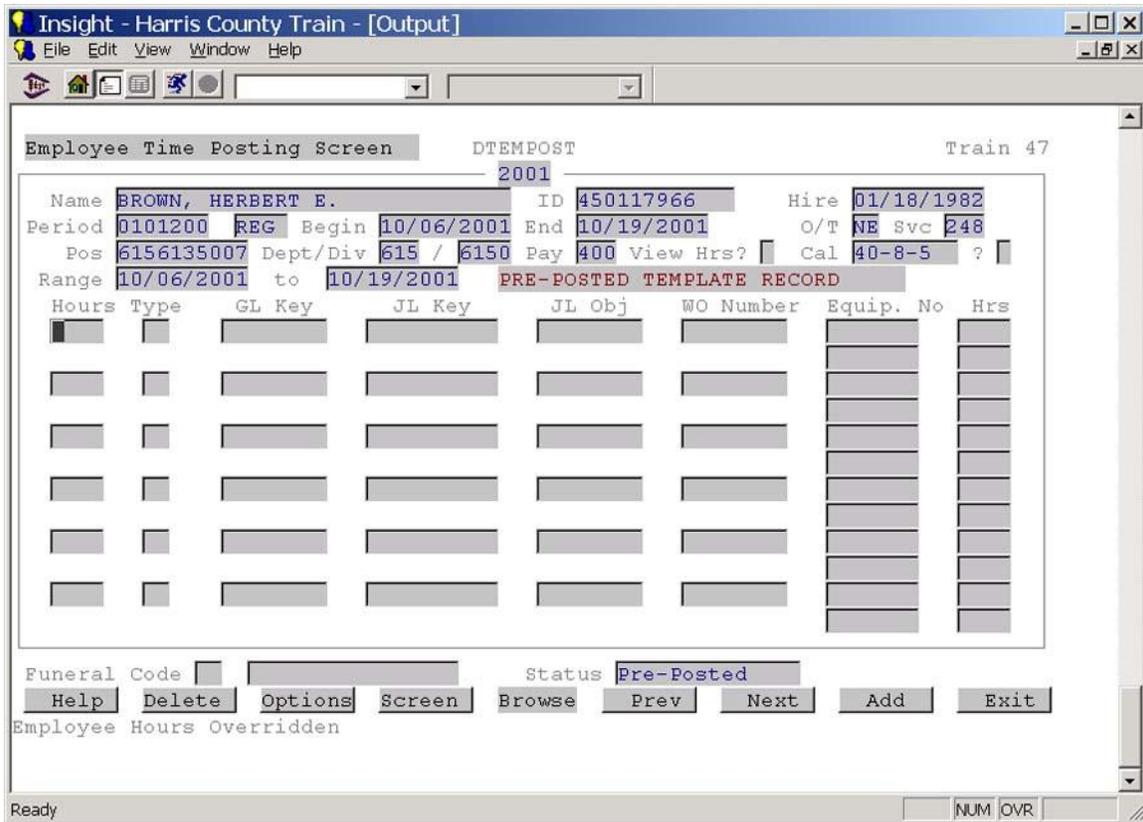
Name BROWN, HERBERT E. ID 450117966 Hire 01/18/1982
Period 0101200 REG Begin 10/06/2001 End 10/19/2001 O/T NE Svc 248
Pos 6156135007 Dept/Div 615 / 6150 Pay 400 View Hrs? Cal 40-8-5 ?
Range 10/11/2001 to 10/11/2001

Hours	Type	GL Key	JL Key	JL Obj	WO Number	Equip. No	Hrs
4.5	W	BCA32331					

Funeral Code Status Posted
Help Delete Options Screen Browse Prev Next Add Exit
Employee Hours Overridden

Ready NUM OVR

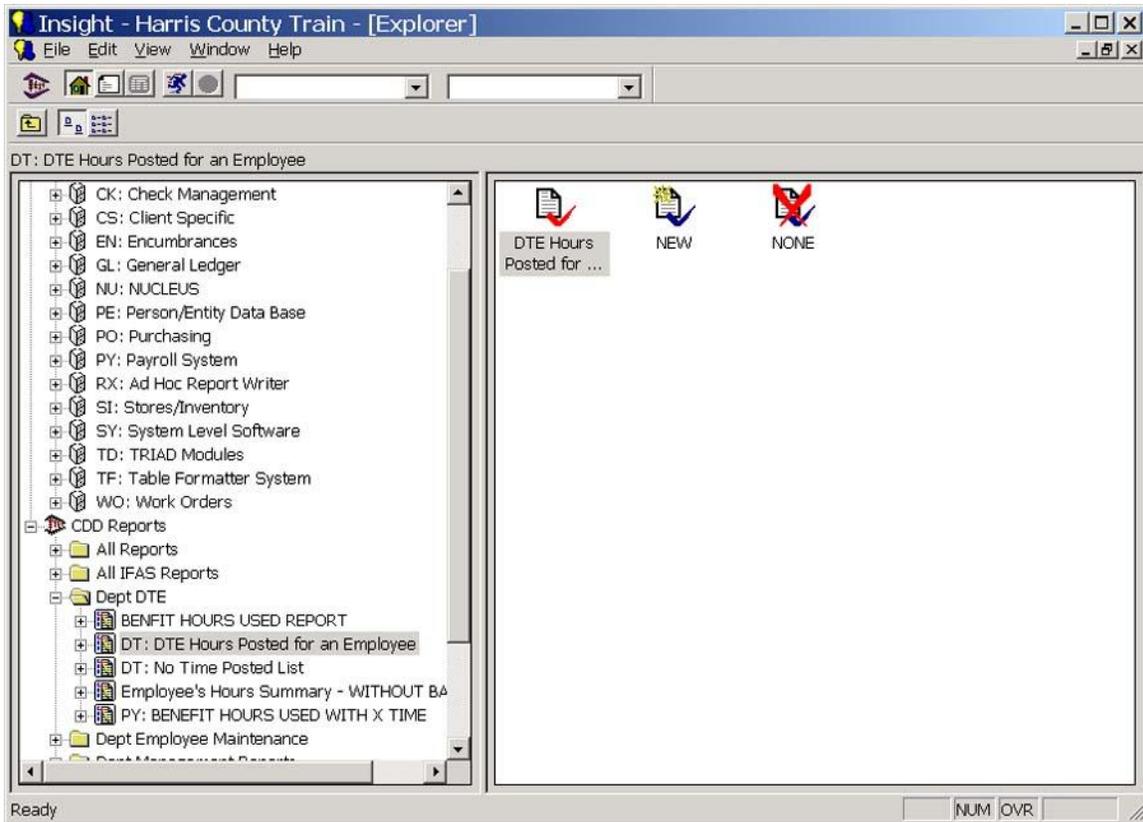
8. Confirm the delete operation by entering a **Y** for "Yes" or cancel the operation by pressing any other key. After entering **Y** for "Yes," the record is removed and the next record set is displayed (see below).



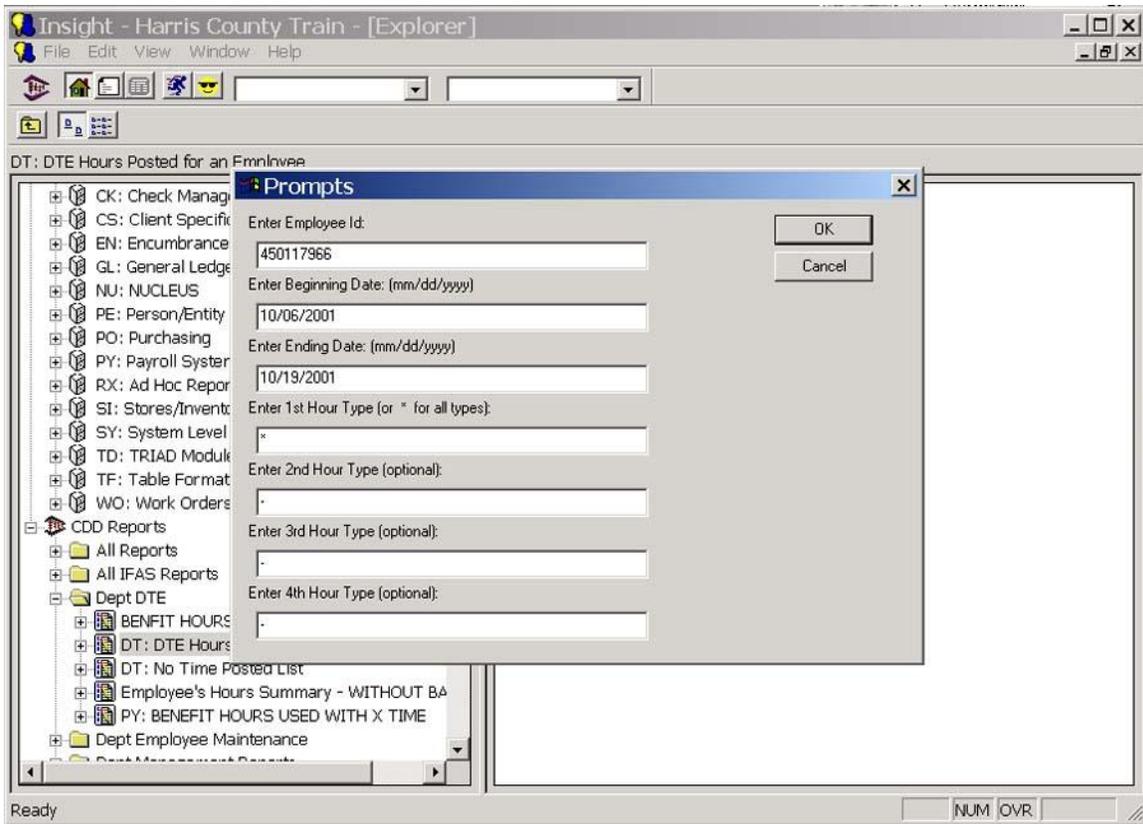
9. Use the **F3 + Select Refresh** option to confirm the change was made.

(OPTIONAL)

10. To confirm all hours have been removed for Herbert Brown's October 11, 2001 entry, run the **Hours Posted Inquiry Report**. Select **CDD Reports + Dept DTE + DT: DTE Hours Posted for an Employee** from the CDD reports section (see below) and double-click the **DTE Hours Posted...** icon on the right (see below).



11. After double-clicking the **DTE Hours Posted for...** icon, enter the employee's social security number in the **Enter Employee Id** field, a begin date in the **Enter Beginning Date** field, and an ending date in the **Enter Ending Date** field. Once the fields are completed, press the **OK** button once (see below).



12. IFAS produces and displays the **Hours Posted Inquiry Report** (see below). From the report, confirm that the entry deleted in the **Employee Time Posting Screen** does not appear on this report. If it does, repeat the steps above to delete the entry from the **Employee Time Posting Screen**.

Hours Posted Inquiry
For: 10/06/2001 - 10/19/2001
Hour Types: A L L

Name: BROWN, HERBERT E. ID.#: 450117966

Date	Hours	Type	Hours	Type	Hours	Type	Hours	Type
Division #: 6150								
Position: 6156135007								
10/08/2001	8.30	W						
10/12/2001	8.00	W						
10/15/2001	8.00	W						
10/18/2001	8.30	W						
10/19/2001	8.20	W						

Hours Totals For ALL Work Types:

Comp (A):	0.00
Family Ill (B):	0.00
Workers Comp (C):	0.00
Comp Time Earned (E):	0.00
Funeral (F):	0.00
Floating Holiday (G):	0.00
Holiday (H):	0.00
Ill (I):	0.00
Jury Duty (J):	0.00

Hours posted to the **Employee Time Posting Screen (CSDTEM)** can only be deleted from this screen, not the **Pay Period Time Posting Screen (CSDTTM)**.

Once all hours have been entered, corrected, and confirmed for all employees and departments, complete the regular steps in the DTE process to post and complete time entry, including:

1. Running a 132 Error Report.
2. Running a Preliminary 132 Report.
3. Running a Final 132 Report.
4. Authorizing the Payroll (**CSDTAU** mask).
5. Running a Final 132 Report (**CSDTRP** mask) after authorization to access the dialog box to reprint the Final 132 Report. This does not recalculate the time cards; it merely reprints the Final 132 Report that was generated indicating authorization has been made.

NOTE: Only complete the steps above after all time records have been entered and the payroll process is ready to be finalized.

ATTACHMENT A - PROCEDURE O.1-3: PREPARATION OF PROJECT/GRANT ALLOCATION TIMESHEET

[Procedure O.1-3: Preparation of Project/Grant Allocation Timesheet.](#)

ATTACHMENT B – FORM 1084B-3: TIME AND ATTENDANCE RECORD – CAPITAL PROJECT/GRANT ALLOCATION

[Form 1084B-3 Time & Attendance Record – Capital Project/Grant Allocation.](#)

ATTACHMENT C – PROCEDURE G.8: GRANTS TIME ALLOCATION

[Procedure G.8: Grants Time Allocation.](#)