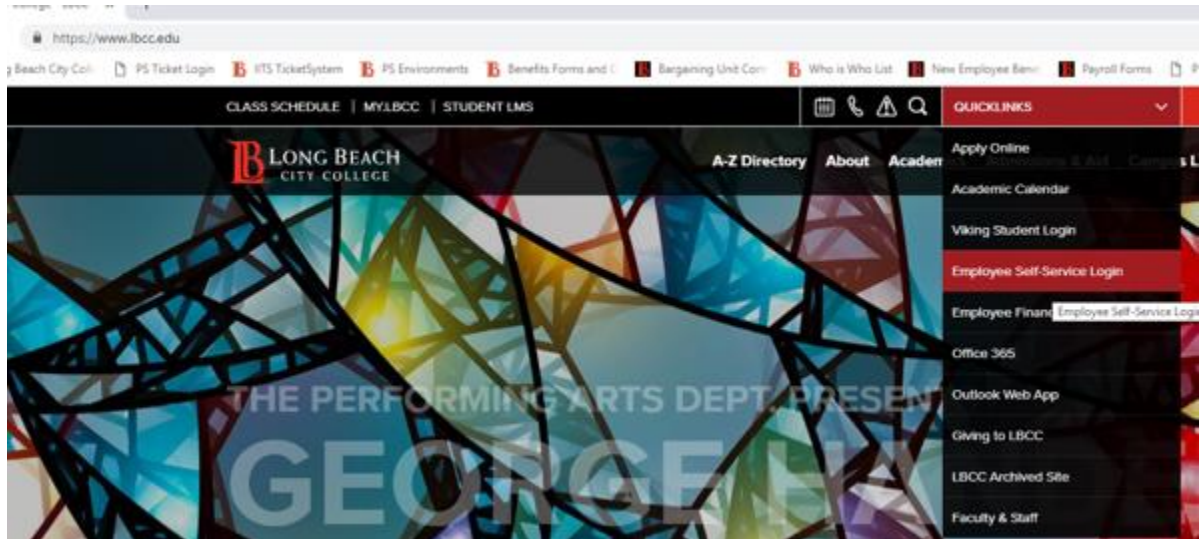


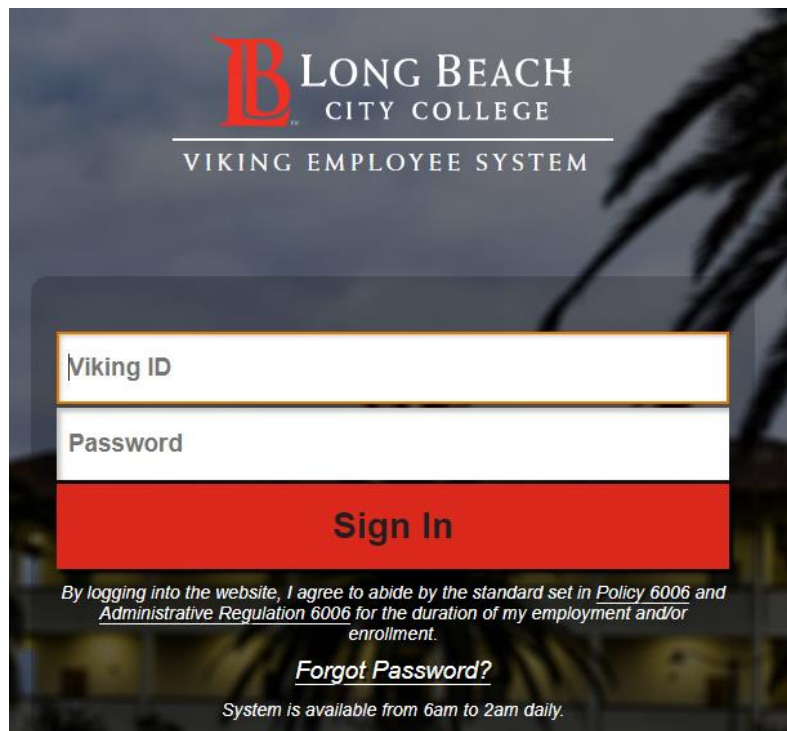
## TARS - HOURLY

### Entering Timecards in TARS

1. You can access the PeopleSoft system under Quick Links > Employee Self-Service Login



2. This brings up the sign on screen. Your User Name and Password are the same user name and password that you use to log on to the LBCCD network from your computer. The Password is case sensitive.

A screenshot of the Viking Employee System sign-in screen. The header displays the Long Beach City College logo and the text 'VIKING EMPLOYEE SYSTEM'. Below the header are two input fields: 'Viking ID' and 'Password'. A red 'Sign In' button is positioned below the password field. At the bottom, there is a disclaimer: 'By logging into the website, I agree to abide by the standard set in Policy 6006 and Administrative Regulation 6006 for the duration of my employment and/or enrollment.' followed by a link for 'Forgot Password?' and the text 'System is available from 6am to 2am daily.'

# TARS - HOURLY

**Pay periods** for all employees are from the first of the month through the last day of the month. Regular monthly employees are paid on the last working day of the month. Hourly assignments and Equal Pay are paid on the 10<sup>th</sup> of the month following the pay period. Classified Regular monthly overtime and late or supplemental payments are paid on the 16<sup>th</sup> of the month following the pay period. The regular monthly salary advance is also paid on the 16<sup>th</sup>. If one of these issue dates falls on a holiday or weekend it is issued the day before.

Every month there are **3 TARS deadlines**. Absences are entered to Absence Forms for the academic and classified regular monthly employees and for academic hourly assignments paid as Equal Pay. These employees are salaried.

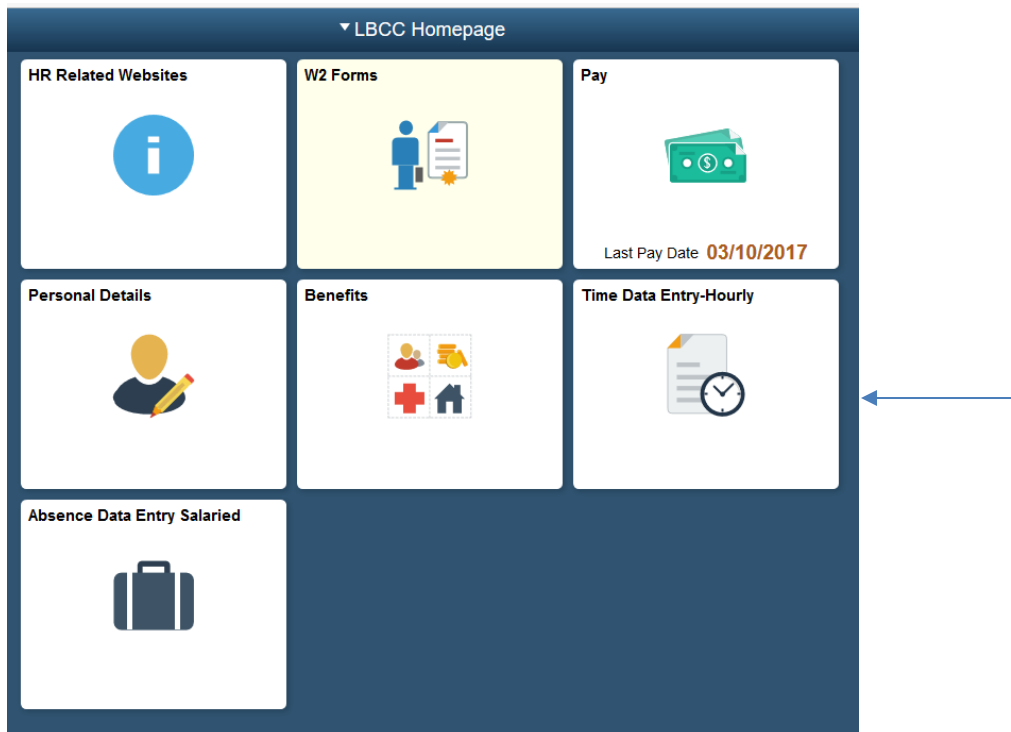
The **Absence deadline** is around the 20<sup>th</sup> of the month.

The **Timecard deadline** for a pay period is usually the first working day of the month following the pay period. Depending on the available days for payroll processing, the timecard deadline may be at the end of the pay period rather than the first of the following month.

The **Late/Supplemental/Overtime timecard deadline** for payroll is around the 8<sup>th</sup> of the month following the pay period.

An e-mail reminder is sent the morning of the TARS deadline notifying timekeepers to make their final entries and approval managers must approve by close of business that day.

### 3. Select the Time Data Entry – Hourly tile on the PeopleSoft Home Screen:



## TARS - HOURLY

**4. Make sure you are in “Add a New Value” tab:**

- Type in Empl ID # and appropriate Empl Record
- Or use Look Up option (magnifying glass) if you do not have Empl ID
- Type in Pay Period End Date
  - Last day of the month (e.g., 01312019)
  - LATE payroll use 1<sup>st</sup> day of the following month (02012019 for Jan Late Payroll)
- Click Add

### Time Data Entry-Hourly

Find an Existing Value
Add a New Value

Company

Empl ID

Empl Record

Pay Group

Pay Period End Date

LBC Entry Type  ▼

Add

**5. EARN CODES**

<u>Type of hourly employee</u>	<u>Paygroup</u>	<u>Earn code</u>
Federal Work Study	FWS	FWS
Student Assistants	STU	STU
Hourly sick leave AB1522	FWS, STU	PSS
Academic Hourly	AHD	AHR – Academic Hourly Pay SUB – Substitute Acad Pay RDR – Reader Acad Hourly Pay EVR – Evaluator Pay WHR – Winter Intersession SHR – Summer Intersession
Other hourly employees	HDC	OCH
LTEs	HDC	LTE
Presenters	HDC	PRE
Hourly Overtime	HDC	HOT (Overtime (over 8 hours in a day))
Hourly sick leave AB1522	HDC	PTS
Classified Regular monthly	40 hrs/wk	ROT (Overtime (over 8 hours in a day))
Classified Regular monthly	less than 40hrs/wk	OT1 (Overtime (less than 8 hours/day))

# TARS - HOURLY

## 6. TARS Examples

For reporting and auditing purposes, please enter TARS earn codes by day.

Time Data Entry-Hourly - Windows Internet Explorer

http://pssa.lbccd.lbcc.cc.ca.us/psp/cs90prd\_17/EMPLOYEE/HRMS/c/LB

ORACLE

Home | Add to Favorites | Sign out

Time, Absence Entry & Approval > Time Data Entry-Hourly

Time Data Entry-Hourly

Job Info.

ID: Rcd#: 0 Pay Period End: 07/31/2012

Jobcode: S12000 Student Assistant I Dept: 150500 Writing and Reading Center

Chartfield: 241000 12 150500 Rate: 8.000000 Std Hrs: 10.00 Sick Bal:

Paygroup: STU Entry Type: RH Entry Status: I Next Action: 07-26-2012 Short Work Bre

Timesheet Info.

Scroll Area Find | View All First 1-4 of 4 Last

*Date	Start Time	StopTime	*Em CD	Hrs	Ovr	Acct Cd	OprID	Appr OprID
07/05/2012	9:00AM	1:00PM	STU	4.00		241000121505002	MKEEBLER	
07/12/2012	9:00AM	1:00PM	STU	4.00		241000121505002	MKEEBLER	
07/19/2012	9:00AM	1:00PM	STU	4.00		241000121505002	MKEEBLER	
07/26/2012	9:00AM	1:00PM	STU	4.00		241000121505002	MKEEBLER	

Total Hours: 16.00 Long Description:

Done Local intranet | Protected Mode: Off 100%

# TARS - HOURLY

Time Data Entry-Hourly

ORACLE

Favorites Main Menu > Time, Absence Entry & Approval > Time Data Entry-Hourly

Time Data Entry-Hourly

**Job Info.**

ID: --- Rcd#: 1 Pay Period End: 07/31/2012  
Jobcode: S12200 Student Assistant II Dept: 646000 Financial Aid Administration  
Chartfield: 231000 12 646000 Rate: 8.750000 Std Hrs: 20.00 Sick Bal:  
0710  
Paygroup: STU Entry Type: RH Entry Status: I Next Action: 07-02-2012  
Additional Job

**Timesheet Info.**

Scroll Area Find | View 5 First 1-16 of 16 Last

*Date	Start Time	StopTime	*Ern CD	Hrs	Ovrd	Acct Cd	OprID	Appr OprID
07/02/2012	7:36AM	8:52AM	STU	1.27		231000126460000	HNGUYEN	
07/02/2012	11:18AM	4:17PM	STU	4.98		231000126460000	HNGUYEN	
07/03/2012	10:12AM	5:10PM	STU	6.97		231000126460000	HNGUYEN	
07/05/2012	11:24AM	3:22PM	STU	3.97		231000126460000	HNGUYEN	
07/09/2012	7:38AM	8:32AM	STU	0.90		231000126460000	HNGUYEN	
07/09/2012	11:15AM	5:33PM	STU	6.30		231000126460000	HNGUYEN	
07/10/2012	7:27AM	11:11AM	STU	3.73		231000126460000	HNGUYEN	
07/10/2012	11:12AM	3:21PM	STU	4.15		231000126460000	HNGUYEN	
07/11/2012	11:12AM	2:07PM	STU	2.92		231000126460000	HNGUYEN	
07/16/2012	8:04AM	8:56AM	STU	0.87		231000126460000	HNGUYEN	
07/16/2012	11:14AM	5:34PM	STU	6.33		231000126460000	HNGUYEN	
07/17/2012	7:33AM	8:58AM	STU	1.42		231000126460000	HNGUYEN	
07/17/2012	11:26AM	4:03PM	STU	4.62		231000126460000	HNGUYEN	
07/18/2012	7:33AM	9:01AM	STU	1.47		231000126460000	HNGUYEN	
07/18/2012	11:12AM	12:34PM	STU	1.37		231000126460000	HNGUYEN	
07/18/2012	1:22PM	3:17PM	STU	1.92		231000126460000	HNGUYEN	

Calculate Total Hours LBC Total Hours: 53.19 Long Description:

Hours cannot be posted prior to this date. This also applies to New Hire and Rehire dates.

OK

# TARS - HOURLY

ORACLE®

Favorites | Main Menu | Long Beach, City College > Time & Attendance > Time, Absence Entry & Approval > Time Data Entry-Hourly

Time Data Entry-Hourly

**Job Info.**

ID: \_\_\_\_\_ Rcd#: 0 Pay Period End: 05/31/2012  
 Jobcode: F11000 Student Assistant I - FWS Dept: 646000 Financial Aid Administration  
 Chartfield: 231000 12 646000 Rate: 8.000000 Std Hrs: 18.00 Sick Bal:  
 0810  
 Paygroup: FWS Entry Type: RH Entry Status: F

**Timesheet Info.**

Scroll Area Find | View All First 1-5 of 5 Last

*Date	Start Time	StopTime	*Ern CD	Hrs	Ovr	Acct Cd	OprID	Appr OprID
04/07/2012	10:17AM	11:12AM	FWS	0.92		231000126460000	HNGUYEN JMENJIVAR	
04/17/2012	12:42PM	5:41PM	FWS	4.98		231000126460000	HNGUYEN JMENJIVAR	
04/18/2012	11:05AM	2:31PM	FWS	3.43		231000126460000	HNGUYEN JMENJIVAR	
05/10/2012	12:26PM	3:27PM	FWS	3.02		231000126460000	HNGUYEN JMENJIVAR	
05/11/2012	12:26PM	4:10PM	FWS	3.73		231000126460000	HNGUYEN JMENJIVAR	

Calculate Total Hours LBC Total Hours: 16.08 Long Description:

Federal Work Study cannot work more than 18 hours per week

**7. Once a timecard is created and saved, you cannot delete it.**

- If the employee should not be paid for any hours, enter a date and earn code. Keep the hours box empty. Put a comment stating it was entered in error and click Save.

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Favorites | Main Menu | Long Beach, City College > Time & Attendance > Time, Absence Entry & Approval > Absence Data Entry-Salaried

Absence Data Entry-Salaried

**Job Info.**

ID: \_\_\_\_\_ Rcd#: 0 Pay Period End: 07/31/2012  
 Jobcode: C46100 Instructional Assistant Dept: 053800 Computer and Office Studies II  
 Paygroup: C12 Ben Prog: AFT Next Action: 08-01-2012 Return from Wo  
 Entry Type: RS Entry Status: X

**Leave Balances**

Sick Bal 391.770000 Vacation Bal 80.070000  
 IA Bal 216.000000 STAT Bal 350.000000 Comp Time Bal

**Absence Info.**

Find | View All First 1 of 1 Last

*Date	Start Time	StopTime	*ERNCD	Hrs	Comments:	Appr OprID	OprID
06/04/2012			VAC			TARSMGR	KEACH

Calculate Total Hours LBC Total Hours: Comments: To be entered on 8/31/2012 PPF ka

Save Return to Search Notify Add Update/Display