National Finance Center
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Paycheck8

PUBLICATION CATEGORY
T&A Processing

PROCEDURE MANUAL
Paycheck8

Table of Contents

System Overview

Paycheck8 is a Web-based Time and Attendance (T&A) report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter time from anywhere they have an Internet connection. Paycheck8 is used to prepare and submit T&As to the National Finance Center (NFC) for processing. Transaction Codes (TC), along with Transaction Descriptors (TD), and leave type tables are used in Paycheck8.

Through the use of Paycheck8 and local telecommunications capabilities, employees and timekeepers prepare T&As on personal computers (PC) meeting the minimum hardware requirements. Once approved, the T&As are picked up on scheduled build files and transmitted to NFC for processing via an Internet connection. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Paycheck8 allows for both the timekeeper and/or the employee to enter and submit T&A data on a daily basis throughout the pay period.

Note: Paycheck8 requires all time be entered in military time (24-hour clock) ranging from 0000 (midnight) to 2400 (the next midnight). All time is further broken into quarter hour increments (e.g., 0700, 0715, 0730, 0745, 0800).

Paycheck8 is used to:

- Maintain a personal information record for each employee at a specific T&A contact point. This record contains employee-related information needed T&A reporting.
- Display current T&A status on the Time and Attendance Detail page.
- Gather data entered for the purpose of recording attendance and leave and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the timekeeper to enter and submit an employee’s T&A if the employee is not available.
- Establish a default schedule for an employee so that only absences from work or changes in the tour of duty must be entered.
- Enter leave.
- Record cost accounting.
- Select Prefix, TC, Suffix, Descriptor, and Accounting Codes from drop-down lists.
- Maintain tables at the Agency level.

- Enter corrected/split/final T&As.
- Perform certain edits to determine if the data is correct.
- Provide T&A-related reports.
- Provide a ***Show Current T&A*** option which allows a T&A to be viewed at any point in the process.

T&As are processed through TIME which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and T&As in question are placed in an error suspense file. T&A errors are corrected by NFC and are again processed through TIME. After T&As pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of T&As is necessary because of the impact on the employee's pay. T&As should be completed on the last day of the pay period and be processed as soon as possible. T&As should be transmitted to NFC no later than the Tuesday following the last day of the pay period.

Agencies may obtain information concerning updates to the Payroll/Personnel database through the Information/Research Inquiry System (IRIS) and the Payroll/Personnel Inquiry System (PINQ). For more information about IRIS and PINQ, see the IRIS and PINQ procedure manuals located under the Research and Inquiry publications category on the Publications page of the NFC Web site.

This section includes the following topics:

Paycheck8 Roles

Roles are assigned in Paycheck8 by the Agency ConnectHR Administrator or the Agency Paycheck8 Role Administrator. The Agency Security Officer requests access for an Agency ConnectHR Administrator by either sending an email to the Information Systems Security Office (ISSO) or by sending a fax to **504-426-9704** which must contain the Security Officer's signature. At least 2 weeks should be allowed for the request to be processed.

There are two sets of roles:

1. ConnectHR Roles - give the user access to ConnectHR only and allows for Role Assignment and other Administrative functions in Paycheck8.

2. Paycheck8 Roles - give the user access to Paycheck8 with defined functions.

The following roles are available in ConnectHR:

Agency ConnectHR Administrator (Tier 4)

- Assigns roles to any tier below the assigned role tier.
- Disables an employee.
- Manages passwords for employees.
- Resets employees security questions.
- Removes employees.
- Accesses reports.
- Modifies the welcome message on Paycheck8.

Agency Paycheck8 Role Administrator (Tier 3)

- Assigns roles to any tier below the assigned role tier.

The following roles are available in Paycheck8:

Employee (Tier 2)

- Enters, edits, and submits T&A.
- Submits leave and premium pay requests.
- Approves T&As and leave and premium pay requests (if defined as a supervisor).

Note: Supervisor is not a Paycheck8 Role, but users can be defined as supervisors. This allows the user to approve T&As and leave and premium pay requests.

Employee plus Read (Tier 2)

- Employee role access.
- Read only ability to search for and view data for all employees within the Agency.

Timekeeper (Tier 2)

- Employee plus Read role access.

- Enters, edits, and submits T&A and leave and premium pay requests for employees within access defined organizational structures.
- Overrides validation errors for submission to NFC within access defined organizational structures.
- Accesses standard reports.

Master Timekeeper (Tier 2)

- Employee plus Read role access.
- Enters, edits, and submits T&A and leave and premium pay requests for all employees.
- Overrides validation errors for submission to NFC for all employees.
- Accesses standard reports.
- Accesses Administrative Functions.
  - Manages Paycheck8 Alert Messages.
  - Views Paycheck8 configuration parameters.
  - Manages the Job Control Language (JCL) (Built Info) for each client.

Human Resources (HR) Administrator (Tier 2)

- Master Timekeeper role access.
- Employee Management.
  - Finds/Edits/Clones employee profiles.
  - Creates new profiles.

Agency Change Client (Tier 2)

- Ability to access other Agencies within a defined Department.

Agency Accounting Administrator (Tier 2)

- Employee role access.
- Accesses accounting functions.

VLTP Administrator (Tier 2)

- Employee role access.
- Access VLTP functions.

Related Systems

Paycheck8 data is displayed and/or interfaces with the systems and/or applications described below.

Adjustment Processing System (ADJP). ADJP provides automatic handling for a variety of payroll adjustments. This system processes adjustments based on data received on corrected T&As and late personnel actions.

Employee Personal Page (EPP). EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information. It also displays news items from the Agency or National Finance Center (NFC). EPP further allows employees to link to other sites, such as TSP, OPM, etc. The Self Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information.

FOCUS Reporting System (FOCUS). FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

Information/Research Inquiry System (IRIS). IRIS is used for researching personnel-related inquiries received from employees and other sources. IRIS provides immediate access to at least 1 year of current and 5 years of historical personnel data and certain payroll document history.

Insight. Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions.

Management Account Structure Codes System (MASC). MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in Paycheck8 are edited against MASC.

Payroll Processing System (PAYE). Using the data entered in Paycheck8 and the related personnel information from the database, PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from ADJP, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments, as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, adjustments, retirement, etc.

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data enter in Paycheck8 is displayed in PINQ after it passes the TIME edits.

Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

Reporting Center (RPCT). RPCT is a Web-based reporting application on the Application Launchpad on the NFC home page. RPCT offers Administrative, Financial, Personnel, and Workforce reports. The Leave Error report is used by timekeepers and is available in RPCT.

Time and Attendance Validation System (TIME). The initial processing of T&As is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the T&A in question is placed in an error suspense file. The T&A is corrected at NFC and is processed through TIME again. After the T&A passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Table Management System (TMGT). TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in Paycheck8 are in TMGT Table 032, Transaction Codes.

Time Inquiry Leave Update System (TINQ). TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected T&As. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program (VLTP) and the Voluntary Leave Bank Program (VLBP), or the Emergency Leave Transfer Program (ELTP).

Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To access this information, go to the ***HR and Payroll Clients*** page from the **MyNFC** drop-down menu on the NFC homepage. Click the **Publications** tab in the center ribbon. Select T***&A Processing***, then select ***TNAINST*** or ***TIME Edit Messages***.

Hardware Requirements

A PC with Internet capabilities and an Internet Explorer browser of 8.0 or higher, and accessible via compatible browsers Chrome, Safari, Firefox, etc. are the hardware requirements to access Paycheck8.

Record Retention Requirements

For T&A data electronically transmitted to NFC, Agencies must maintain the certified T&A report and all appropriate supporting documentation for a 6-year period in compliance with General Records Schedule (GRS)-2 and the General Accounting Office (GAO) audit requirements.

NFC will maintain the personal payment history required in Fair Labor Standards Act (FLSA) cases and court-ordered restorations as cited in the supplemental authorization NC1-16-79-5 to GRS-2.

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

Agency:

- Requests security access to Paycheck8 for Agency ConnectHR Administrator. The Agency ConnectHR Administrator grants Paycheck8 access for all Agency Paycheck8 roles.
- Enters T&A data for each employee, as required by law and regulations.
- Transmits T&As to NFC by established timeframes. (T&As should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.)
- Corrects leave errors.
- Monitors T&A related status reports and takes measures to reduce T&A rejections and leave errors.
- Monitors T&As received by NFC to account for all active and full-time employees.
- Maintains TC and Leave tables.

National Finance Center:

- Processes T&A data within established timeframes.
- Edits T&A data.
- Reviews T&A edit error messages and corrects the T&A. Contacts the Agency for assistance as necessary.
- Monitors T&As received to account for all active and full-time employees.
- Provides reports.

Timekeeper:

- Performs T&A functions.

Supervisor:

- Reviews and approves/declines leave, comp time, and premium pay requests.
- Reviews and approves employee T&As.

Employee:

- Documents information on a daily basis in accordance with his/her Agency policy.
- Certifies T&A information in accordance with his/her Agency policy, but no later than the Monday after the close of the pay period.

Reporting Capabilities

Paycheck8 offers reports according to assigned roles and are available to the following roles:

- Timekeeper
- Master Timekeeper
- HR Administrator
- Agency ConnectHR Administrator

For more information on reporting within Paycheck8 (including examples of each report), see ***Reports*** (on page 158).

Note: For information on reports with ConnectHR (including examples of each report), see ***Viewing Reports*** (on page 324) in ***Agency ConnectHR Administration*** (on page 289).

RPCT provides the following reports to assist Agencies in processing T&As.

- Leave Error Report - Lists employees with leave discrepancies. Discrepancies occur when the employees leave balance(s) on the payroll/personnel database and those on the T&A report for a particular pay period do not match. This report is produced each pay period a leave discrepancy exists.
- T&A Error Analysis - Lists employee identifies T&A errors corrected by NFC during the processing pay period.
- T&A Missing Personnel Actions - Lists T&As with missing personnel actions which require an action to be taken by the personnel office before the T&A can process.
- T&A Reject Report - Lists the total number of T&As, valid T&As, rejected T&As, and the percentage of rejected T&As by Department, Agency, and pay period.
- T&A YTD (year-to-date) Reject Report - Lists the total number of T&As, valid T&As, rejected T&As, and the percentage of rejected T&As by Department, Agency, and pay period from the first pay period of the chosen year through the selected pay period.

- T&As Not Received by NFC - Lists active full/part-time employees whose T&As were not received by NFC for the current processing pay period. This report should be generated and reviewed on the Tuesday, Wednesday, Thursday, and Friday mornings after all known T&As have been electronically transmitted to NFC.

Access Requests

Access to Paycheck8 is granted to Agency ConnectHR Administrators and individual access is granted at the Agency Leave. To obtain Agency ConnectHR Administrator access, the Agency Security Officer must submit a properly completed request for security access via Remedy Requester Console (https://servicecenter.nfc.usda.gov/arsys/home). At least 2 weeks should be allowed for the request to be processed.

Getting Started in Paycheck8

Paycheck8 can be accessed via NFC's Application Launchpad or using eAuthentication.

For more information see:

Starting Paycheck8

To Start Paycheck8:

1. Log on to the Internet.
2. Connect to the NFC home page at *www.nfc.usda.gov*.
3. Select the HR/Payroll Client page from the My NFC drop-down menu.

4. On the Application Launchpad, click ***Paycheck8***. The Paycheck8 Login page is displayed.

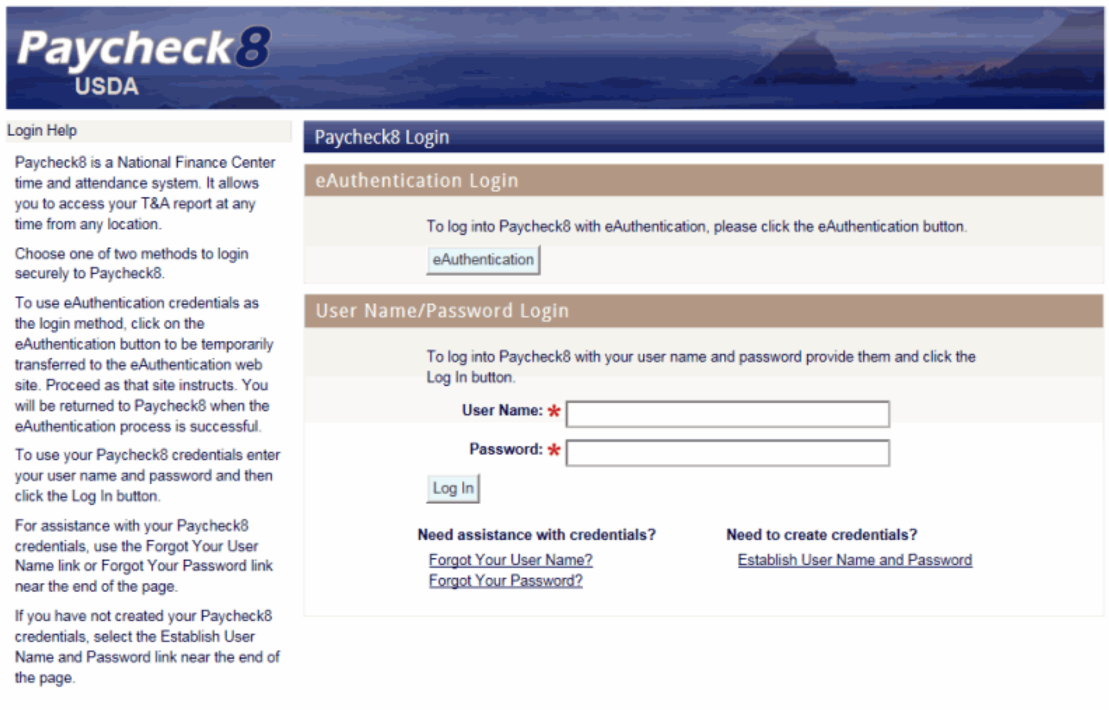


Figure 1: Paycheck8 Login Page

5. Click **eAuthentication** to login if your Agency accesses Paycheck8 using eAuthentication.

OR

Complete the fields as follows:

Field	Instruction
User Name	Enter your Paycheck8 user name.
Password	Enter your Paycheck8 password.

6. Click **Log In**. The Rules of Behavior page is displayed.

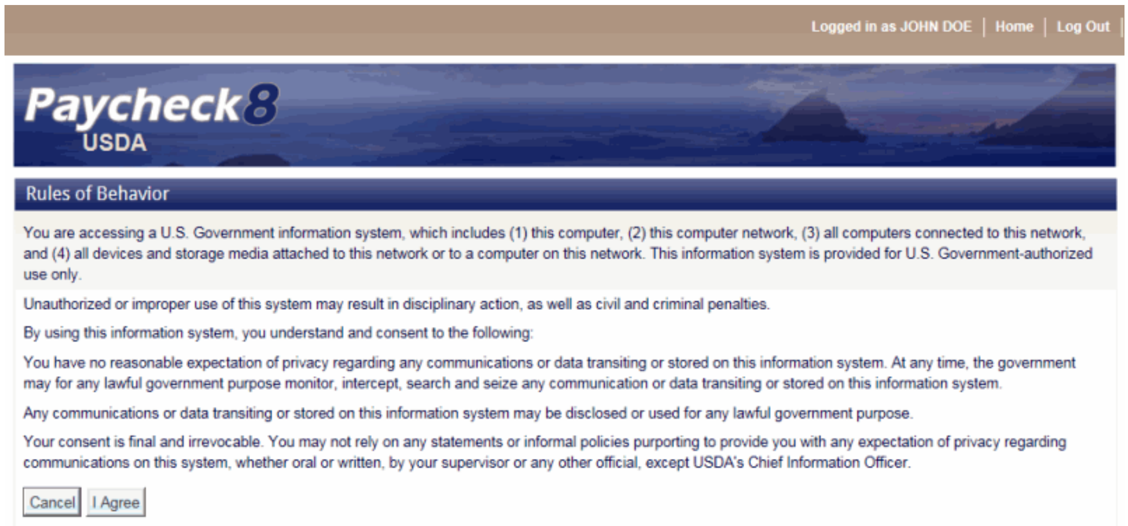


Figure 2: Rules of Behavior Page

Note: If this is the first time accessing Paycheck8, you will be prompted to create credentials.

7. Click **I Agree**. The Paycheck8 main menu page is displayed.

To Create Credentials:

1. Select **Paycheck8** from the Application Launchpad. The Paycheck8 Login page is displayed.

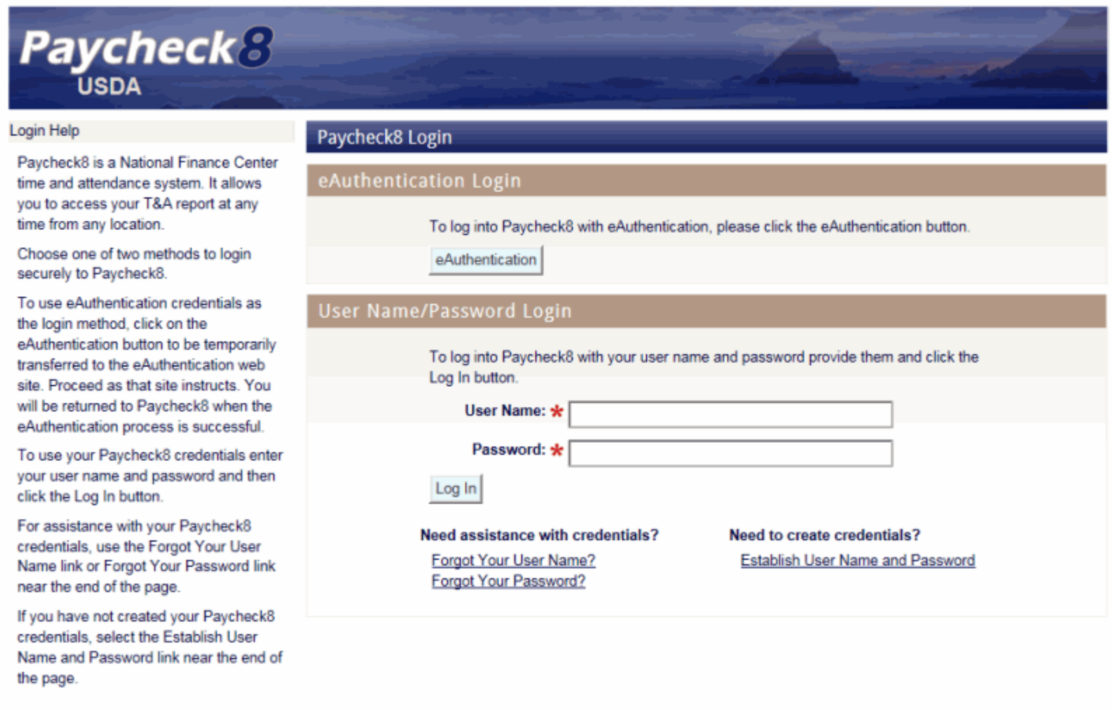


Figure 3: Paycheck8 Login Page

2. Under Need to create credentials?, click ***Establish User Name and Password***. The Create An Account page is displayed.

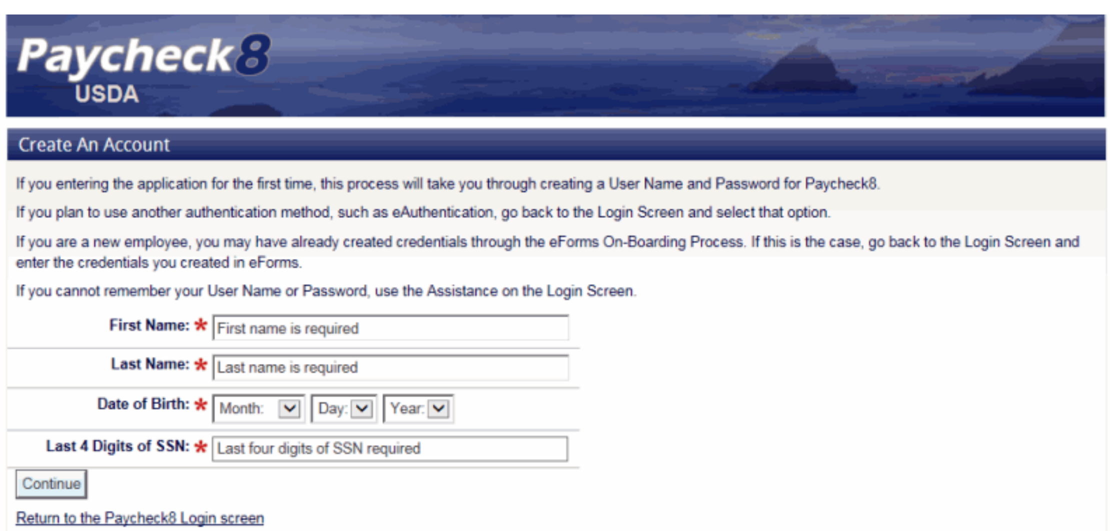


Figure 4: Create an Account Page

3. Complete the fields as follows:

Field	Instruction
***First Name**	*Required* Enter your first name.
***Last Name**	*Required* Enter your last name.
***Date of Birth**	*Required* Select your date of birth from the month, day, and year drop-down lists.
***Last 4 Digits of SSN**	*Required* Enter the last four digits of your Social Security number (SSN).

4. Click **Continue**. If Paycheck8 is able to locate your employee record, you will need to complete the criteria listed to create your credentials. Your work email address is populated from your employee record.

Note: If Paycheck8 is unable to locate your employee record, you will receive the system message *An employee cannot be found*.

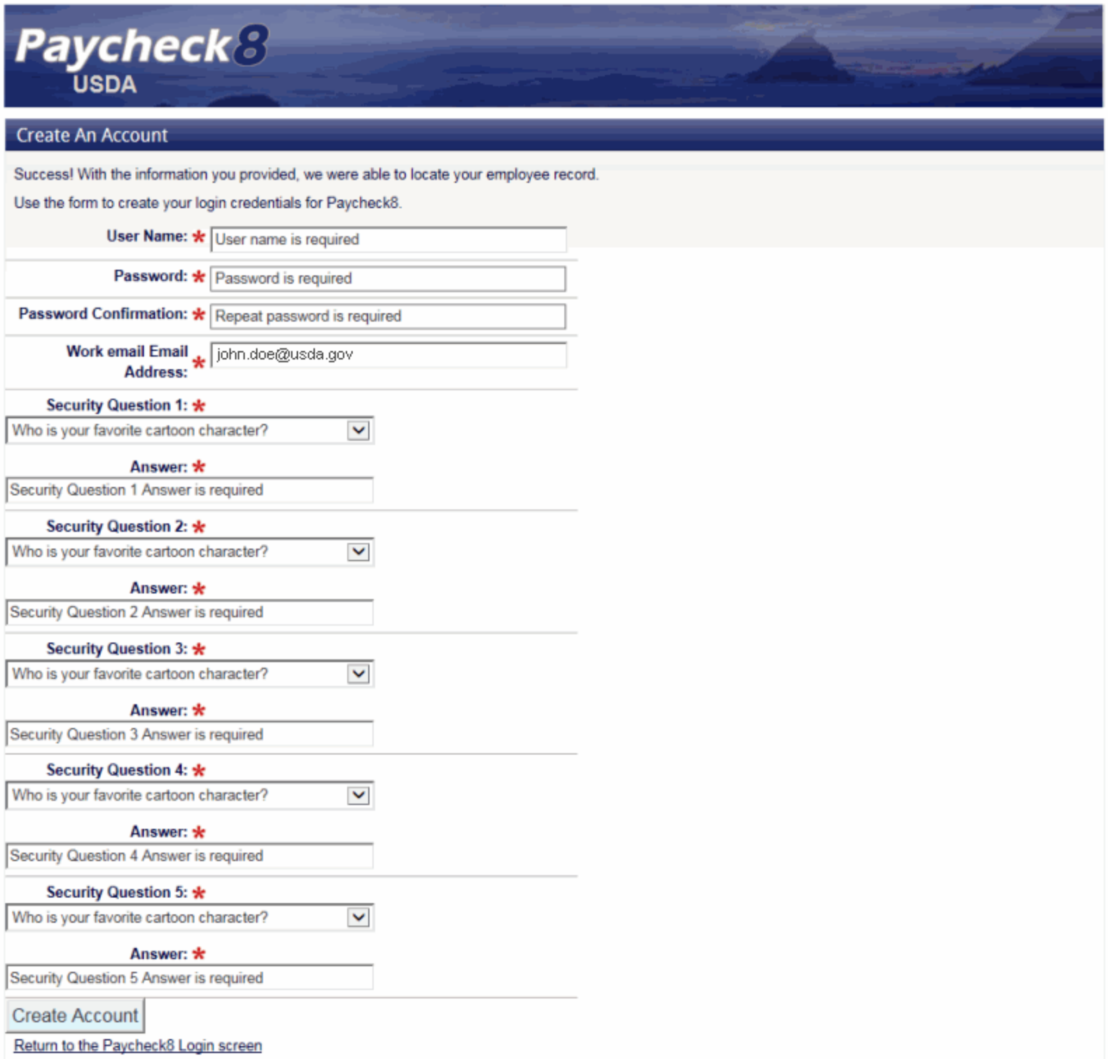


Figure 5: Create an Account Page - Continued

5. Complete the fields as follows:

Field	Instruction
***User Name**	*Required* Enter a Paycheck8 user name according to the User Name Requirements.
***Password**	*Required* Enter a Paycheck8 password according to the Password Requirements.

Field	Instruction
***Password Confirmation**	*Required* Enter the password again to confirm.
***Security Question 1 - 5**	*Required* Select five security questions from the drop-down list.
***Answer**	*Required* Answer the five selected security questions.

6. Click **Create Account**. The Paycheck8 main menu page is displayed.

Paycheck8 Alert Messages

Paycheck8 displays Alert Messages on the main menu page. These messages communicate important news and T&A related information.

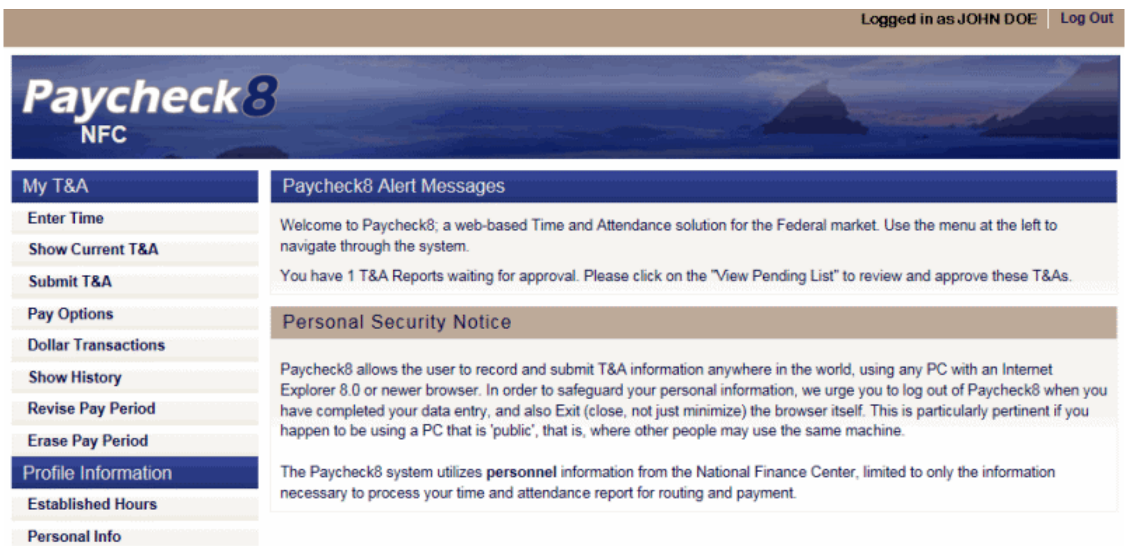


Figure 6: Paycheck8 Alert Messages

Exiting Paycheck8

To exit Paycheck8, click ***Log Out*** from any page.

Retrieving/Resetting Forgotten Credentials

To Retrieve Forgotten User Name:

1. Select **Paycheck8** from the Application Launchpad. The Paycheck8 Login page is displayed.

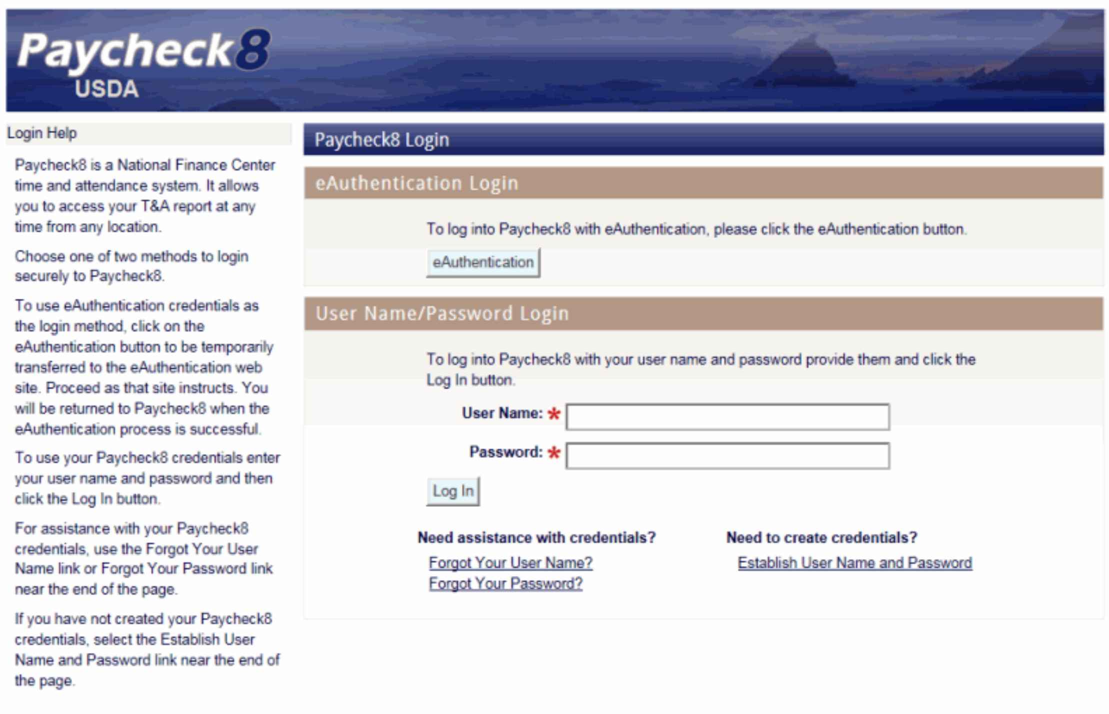


Figure 7: Paycheck8 Login Page

2. Under Need assistance with credentials?, click ***Forgot Your User Name?***. The Forgot Your User Name? page is displayed.

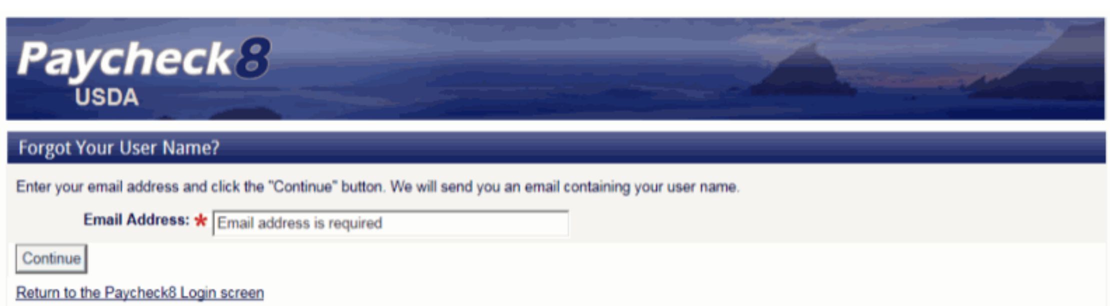


Figure 8: Forgot Your User Name? Page

3. Complete the Email Address field as follows:

Field	Instruction

Field	Instruction
***Email Address**	*Required* Enter your email address.

4. Click **Continue**. A system message is displayed stating that your User Name was sent to the email address entered.

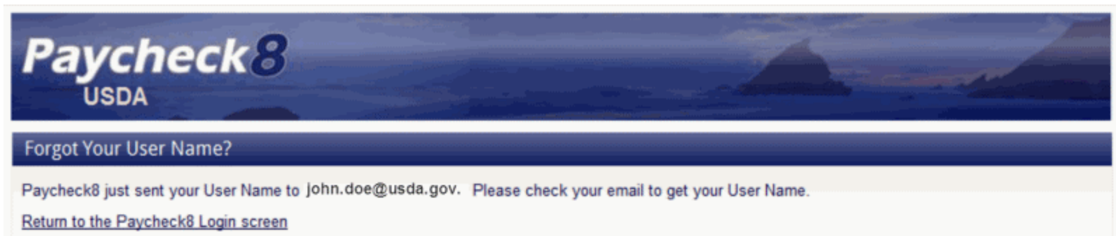


Figure 9: Email Sent Message

5. Check email for Paycheck8 email containing user name.

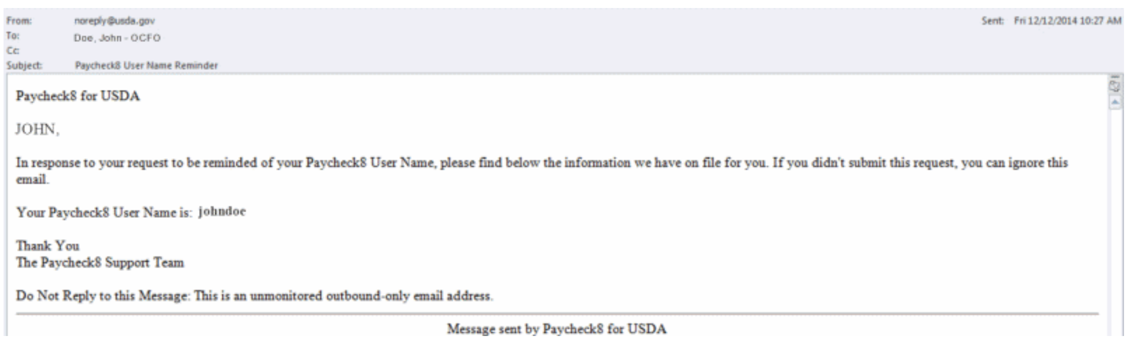


Figure 10: Email from Paycheck8

To Reset Forgotten Password:

1. Select **Paycheck8** from the Application Launchpad. The Paycheck8 Login page is displayed.

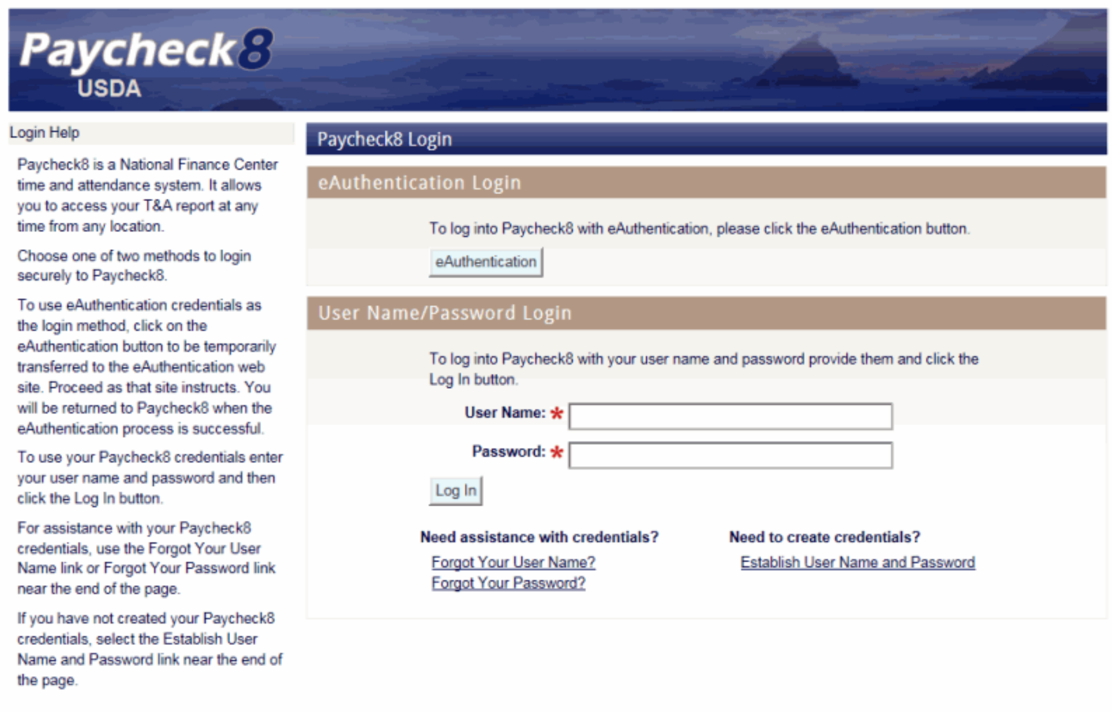


Figure 11: Paycheck8 Login Page

2. Under Need Assistance with credentials?, click ***Forgot Your Password?***. The Forgot Your Password? page is displayed.

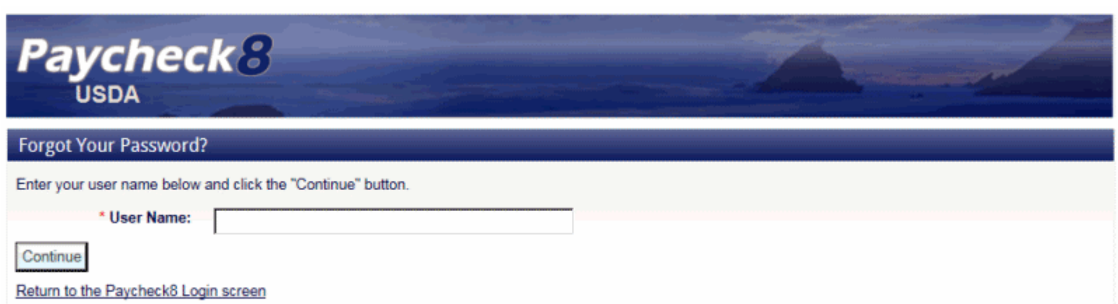


Figure 12: Forgot Your Password? Page

3. Complete the field as follows:

Field	Instruction
***User Name**	*Required* Enter your Paycheck8 user name.

4. Click **Continue**. The user's Security Questions are displayed.

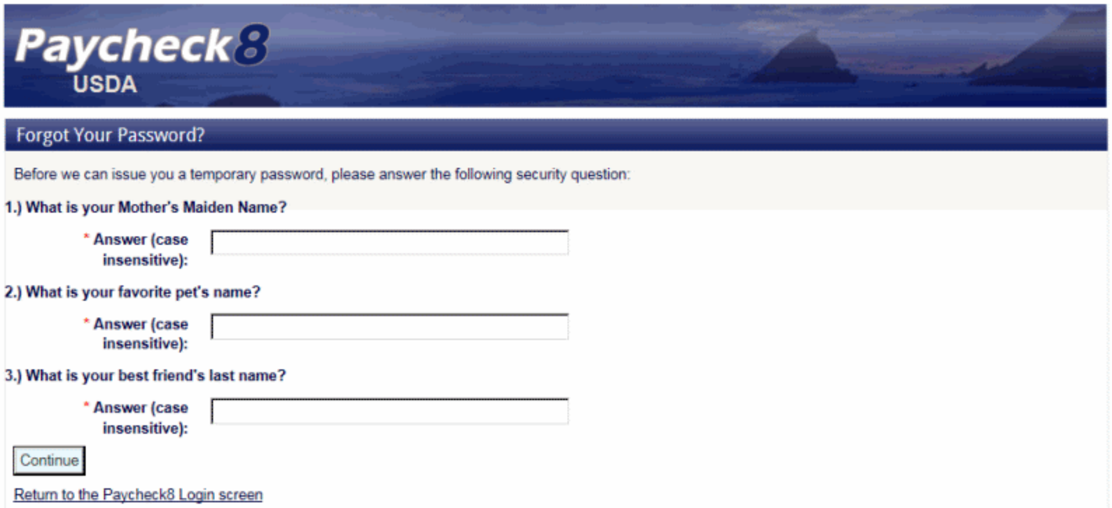


Figure 13: Forgot Your Password? Page - Security Questions

5. Complete the fields as follows:

Field	Instruction
***Answers 1 - 3**	*Required* Enter the answers to the security questions.

6. Click **Continue**. The email address selection is displayed.

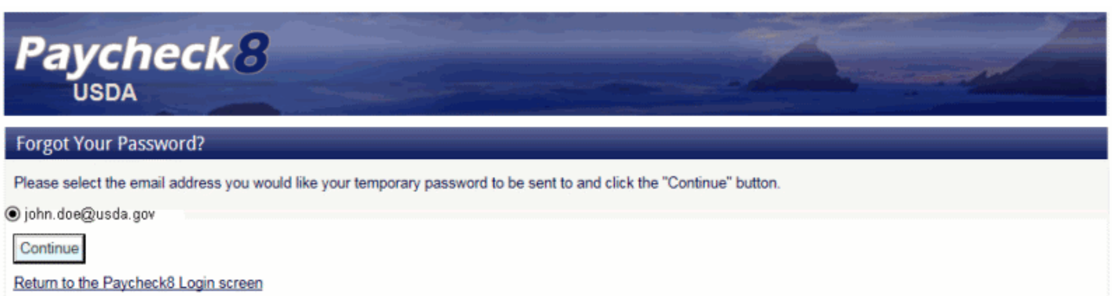


Figure 14: Email Address Selection

7. Select your email address.

8. Click **Continue**. The temporary password sent message is displayed.

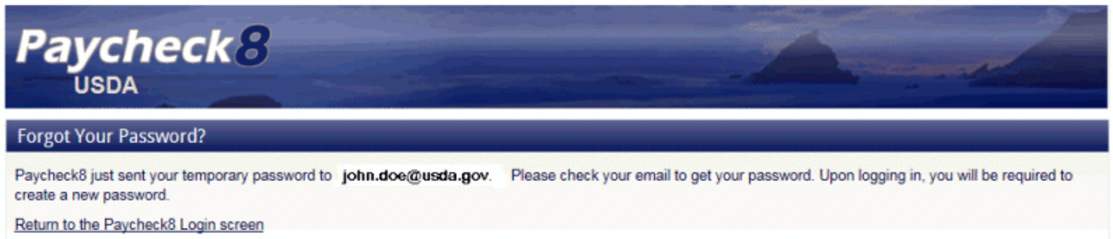


Figure 15: Temporary Password Sent Message

9. Check email for temporary password. Upon logging in to Paycheck8, you will be prompted to create a new password.

To Reset Forgotten Security Questions:

Security questions can only be reset by an Agency ConnectHR Administrator.

1. Contact your Agency ConnectHR Administrator to request security questions reset. The Agency ConnectHR Administrator will request security questions reset and Paycheck8 will email the employee.

2. Check email for reset confirmation.

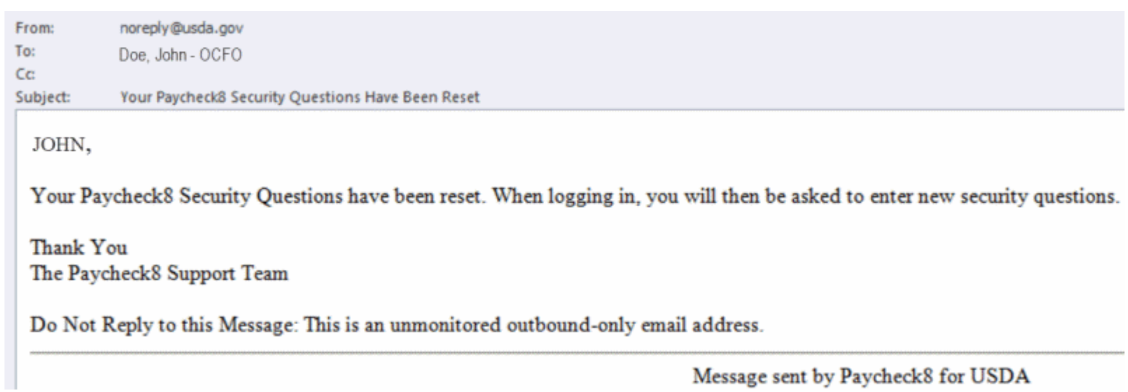
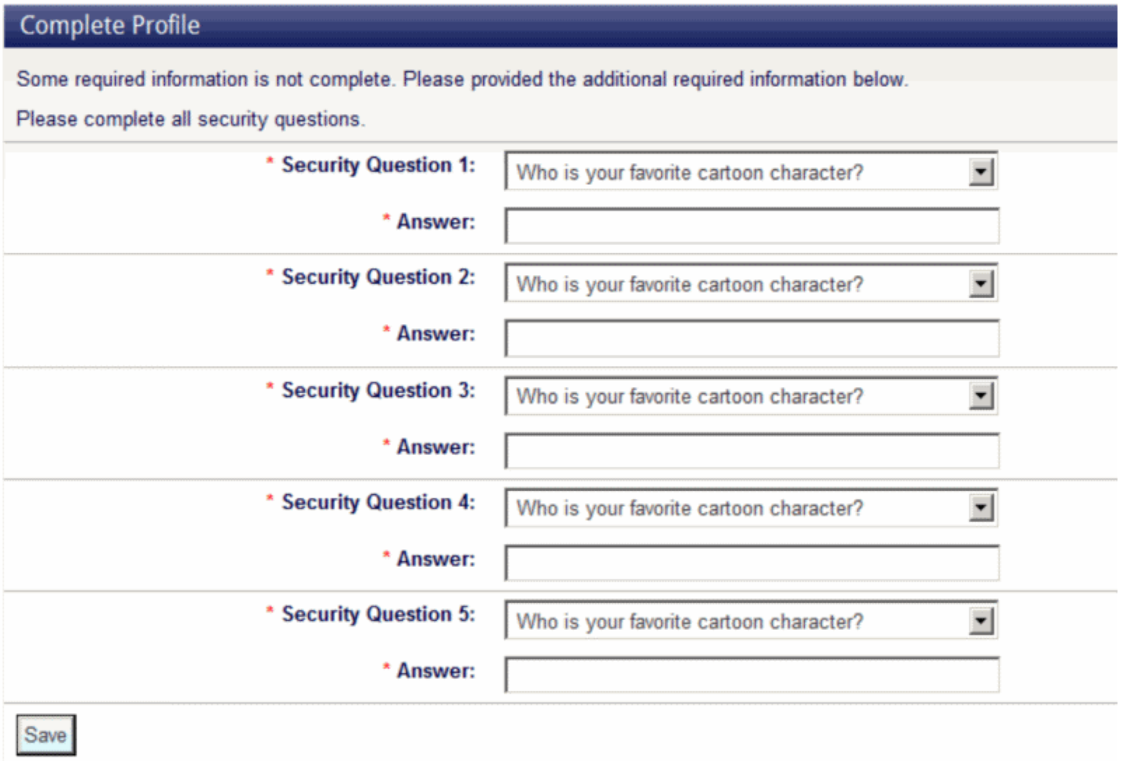


Figure 16: Security Questions Reset Email

3. Log in to Paycheck8. The Complete Profile page will be displayed, and you will be required to select and answer new security questions.



Complete Profile

Some required information is not complete. Please provided the additional required information below.

Please complete all security questions.

* **Security Question 1:**	Who is your favorite cartoon character?
* **Answer:**	
* **Security Question 2:**	Who is your favorite cartoon character?
* **Answer:**	
* **Security Question 3:**	Who is your favorite cartoon character?
* **Answer:**	
* **Security Question 4:**	Who is your favorite cartoon character?
* **Answer:**	
* **Security Question 5:**	Who is your favorite cartoon character?
* **Answer:**	

Save

Figure 17: Complete Profile Page

4. Click **Save**. The Paycheck8 main menu page will be displayed.

Paycheck8 Main Menu

The Paycheck8 Main Menu displays various menu options. The options displayed for each user depend upon the assigned role of the user.

Note: When an Agency ConnectHR Administrator or a Paycheck8 Role Administrator logs in, a My Paycheck8 Administration menu is displayed on the right side. For more information see ***Agency ConnectHR Administration*** (on page 289).

Figure 18: Paycheck8 Main Menu Page

Paycheck8 Navigating Features

Paycheck8 is designed in a Web format, providing mouse-driven, point-and-click functionality. It is recommended that pop-up blockers be turned off when using Paycheck8.

Navigation menus are available above the banner, as well as to the right and left of the Welcome Message.

- The My Links menu displays applications/databases/systems to which the user has access.
- The My Paycheck8 Administration menu includes links to the administrative functions available to the user.
- The menu above the banner includes the Employee's name, as well as links to the Home page and Log Out.

Paycheck8 Drop-Down Lists

Paycheck8 pages and/or menu options are accessed by using the drop-down lists. The drop-down lists that appear on each page depend on what action the user is taking.

My T&A

The My T&A menu contains eight options which allow users to perform all T&A functions, including entering time and submitting T&As for transmission to NFC. Users are able to update various pay options, such as AUO and earnings limitations. Users can also submit final and corrected T&As through this menu.

This section includes the following topics:

Entering Time

Enter Time allows users to enter T&A information for past, present, and future pay periods. Time entry for any pay period may be entered at any time, but must be signed and approved sequentially, otherwise the T&A will reject. For transaction code definitions, see the TNAINST procedure. To access this procedure, go to the ***HR and Payroll Clients*** page from the **MyNFC** drop-down menu on the NFC homepage. Click the **Publications** tab in the center ribbon. Select ***T&A Processing***, then select ***TNAINST***.

1. Select ***Enter Time*** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail page is displayed and defaults to the current date.

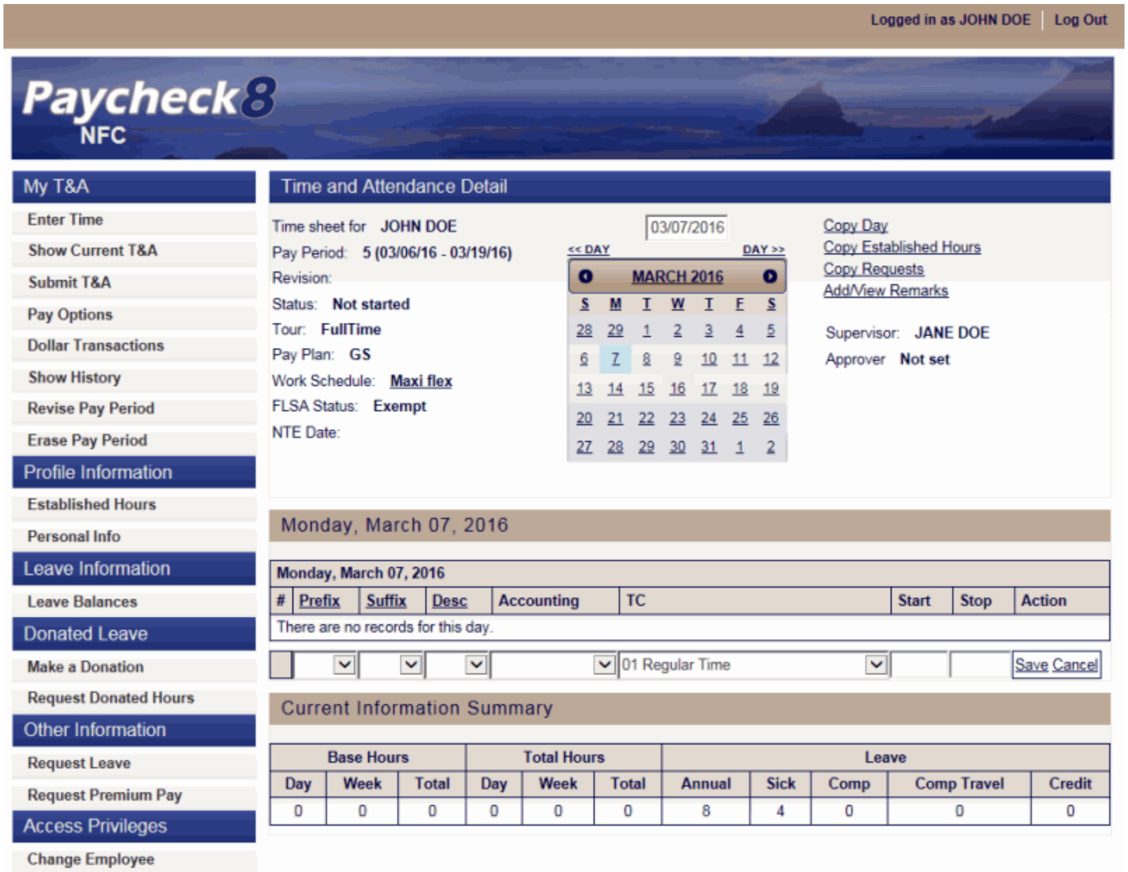


Figure 19: Time and Attendance Detail Page

The fields displayed on this page reflect the data on file with Paycheck8 from NFC's daily feed. The fields and their descriptions are shown below.

Field	Description
Time sheet for	Displays the employee's name.
Day	Displays the current day. To change, type the applicable date, use the day arrows to scroll, or select the day from the calendar. Note: The current pay period is highlighted, as well as the current day in a contrasting color.
Month Year	Displays the current day. To change, click on the left facing arrow to view the preceding month or the right arrow to view a future month.
Pay Period	Displays the pay period.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Time sheet for</td><td>Displays the employee's name.</td></tr>
<tr><td>Revision</td><td>Displays the revision of the T&A. Valid values are <code>Original</code>, <code>Corrected1</code>, <code>Corrected2</code>, etc.</td></tr>
<tr><td>Status</td><td>Displays the current status of the T&A. T&As can be edited at any time until the build pick-up, but must go through all five processes.
Valid values are:
<table>
<tr><th>Value</th><th>Definition</th></tr>
<tr><td><code>Not started</code></td><td>No data entered</td></tr>
<tr><td><code>Not submitted</code></td><td>Data entered, not submitted</td></tr>
<tr><td><code>Submitted</code></td><td>Submitted for approval</td></tr>
<tr><td><code>Approved</code></td><td>Approved by supervisor</td></tr>
<tr><td><code>Processed</code></td><td>Completed and submitted for processing</td></tr>
</table>
</td></tr>
<tr><td>Tour</td><td>Displays the employee's tour of duty.</td></tr>
<tr><td>Pay Plan</td><td>Displays the employee's pay plan.</td></tr>
<tr><td>Work Schedule</td><td>Displays the employee's work schedule. Click the work schedule value and select from the drop-down list to change the work schedule for the current pay period.</td></tr>
<tr><td>FLSA Status</td><td>Displays the employee's FLSA Status.</td></tr>
<tr><td>NTE Date</td><td>Displays the employee's not-to-exceed (NTE) date, if applicable.</td></tr>
<tr><td>Supervisor</td><td>Displays the employee's Supervisor.</td></tr>
<tr><td>Approver</td><td>Displays the employee's approver, if applicable. If no approver has been designated, <code>Not Set</code> is displayed.</td></tr>
</table>

2. Complete the remaining fields as follows:

Field	Instruction
Prefix	Select the transaction code prefix from the drop-down list, if applicable. Prefixes are limited to special situations as defined for your Agency; only some transaction codes with prefix combinations are accepted; leave blank if not required. Note: Click **Prefix** to view Prefix meanings and other information regarding prefixes. To close the detail, click **Close Notes**.
Suffix	Select the transaction code suffix from the drop-down list, if applicable. Suffixes are limited to special situations as defined for your Agency; only some transaction codes with suffix combinations are accepted; leave blank if not required. Note: Click **Suffix** to view Suffix meanings and other information regarding suffixes. To close the detail, click **Close Notes**.
Desc	Select the transaction code Descriptor from the drop-down list, if applicable. Descriptor codes are limited to special situations as defined for your Agency. Only some transaction codes with descriptor combinations are accepted; leave blank if not required. Note: Click **Desc** to view descriptor meanings and other information regarding descriptor codes. To close the detail, click **Close Notes**.
Accounting	Select the appropriate accounting code from the drop-down list. A valid accounting code is required on all time line entries. Accounting information is specific per Agency requirement and must be valid in MASC.
TC	Select the applicable transaction code from the drop-down list. The transaction code must be consistent with your employment status, appointment, work schedule, tour, and pay plan.
Start	Enter the four-digit start time. The start time can range from 0000 to 2345 and must be at least 15 minutes prior to the associated stop time. Time must be entered in a minimum of quarter hours; the last two positions must be 00, 15, 30, or 45.
Stop	Enter the four-digit stop time. The stop time can range from 0015 to 2400 and must be at least 15 minutes after the associated start time. Time must be entered in a minimum of quarter hours; the last two positions must be 00, 15, 30, or 45.

3. Click **Save** in the Action field. If there are no errors, the entry line is saved.

Note: If one or more errors are detected, the entry line is not saved, the line remains in edit mode, and an error message is provided. You must correct the error and click **Save** before the time entry line will be stored.

OR

Click **Cancel** if you begin a time entry and realize that you do not wish to continue, or have made an error.

Once the first time entry has been saved on a T&A, the T&A is considered active and will be available for viewing.

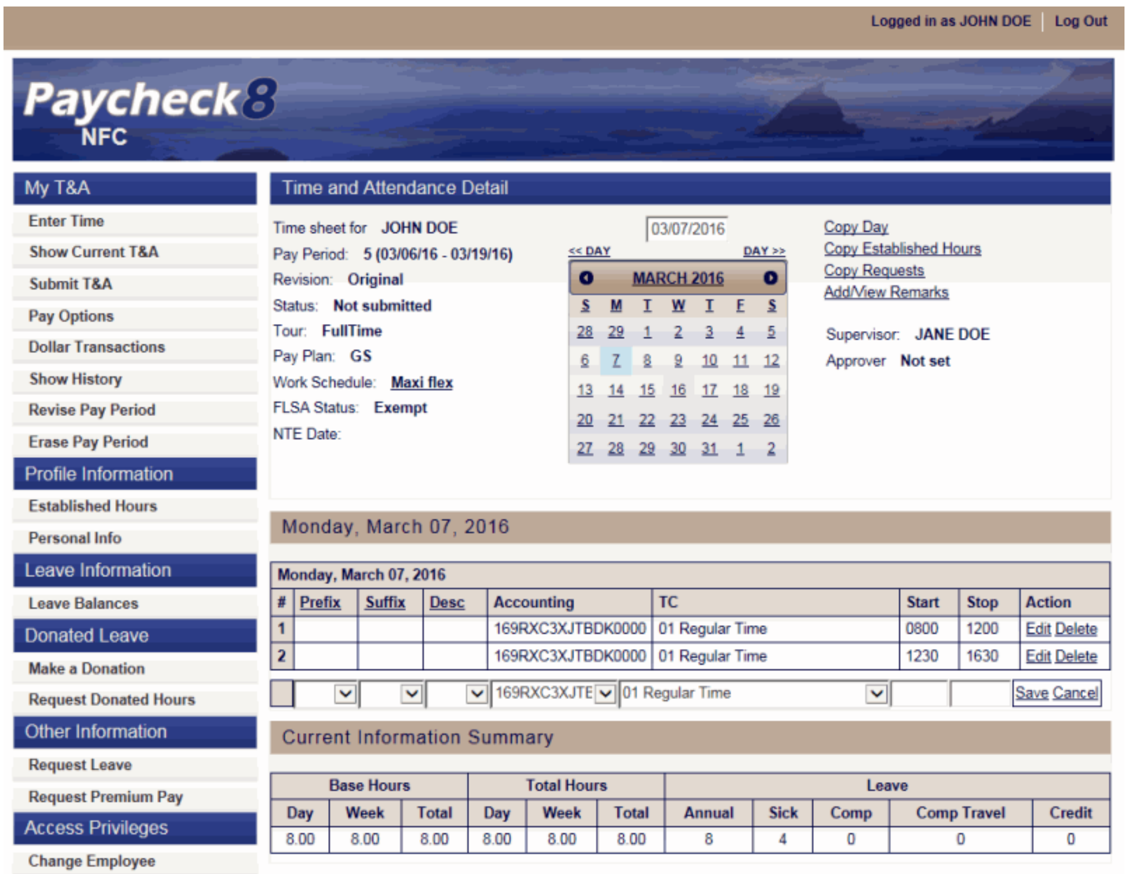


Figure 20: Time and Attendance Detail Page - Day Entered

The Current Information Summary section contains summary information for the current pay period. These hours are updated as needed each time a Time Entry line is added, changed, or deleted.

The fields and descriptions are as follows:

Base Hours	Description
Day	Displays the base hours entered for the day.

Base Hours	Description
Day	Displays the base hours entered for the day.
Week	Displays the base hours entered for the week.
Total	Displays the total base hours entered for the pay period.
Total Hours	**Description**
Day	Displays the total hours entered for the day.
Week	Displays the total hours entered for the week.
Total	Displays the total hours entered for the pay period.
Leave	**Description**
Sick	Displays the sick leave hours available.
Comp	Displays the compensatory hours available.
Comp Travel	Displays the compensatory travel hours available.
Credit	Displays the credit hours available.

To Copy Days:

Copy Day allows users to copy Established Hours on to other day(s) of the week within the current pay period. This process will overwrite any hours already recorded for the target day(s).

1. Select ***Enter Time*** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail page is displayed and defaults to the current day in the current pay period.

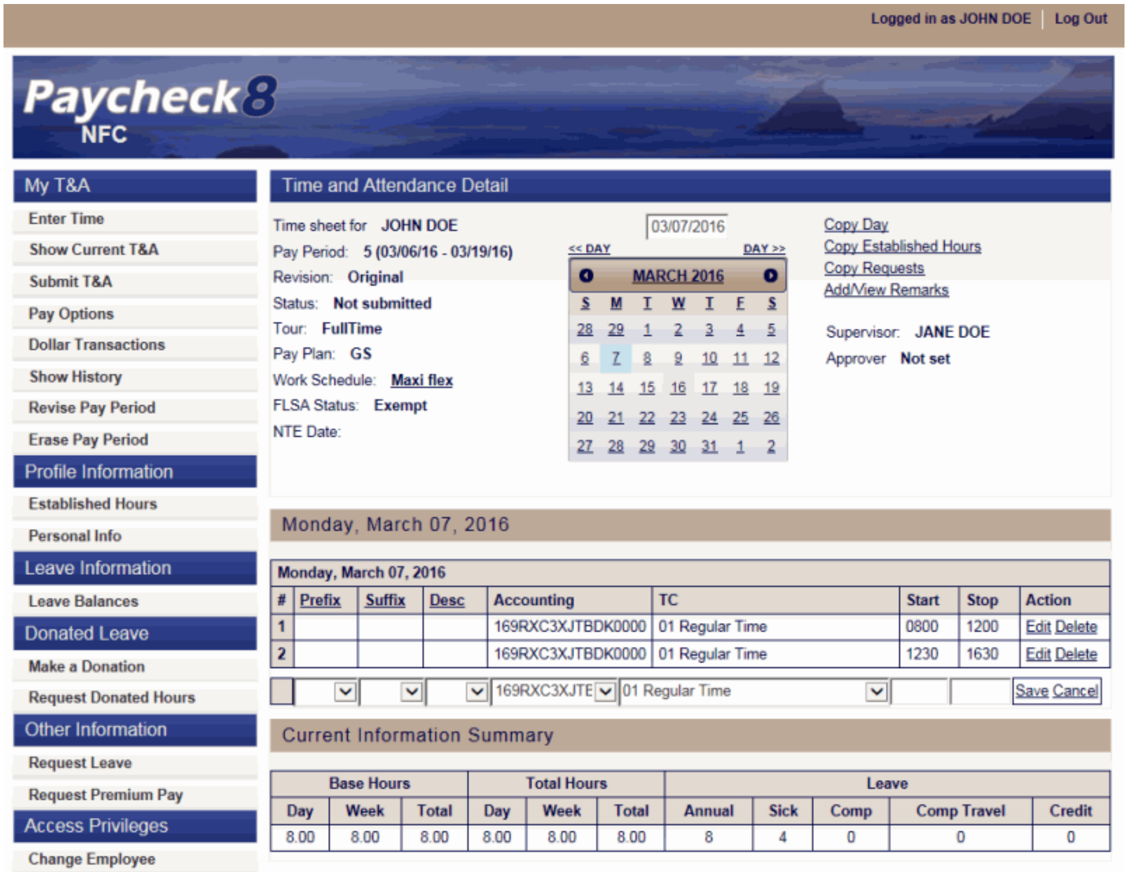


Figure 21: Time and Attendance Detail Page - Day Entered

2. Click **Copy Day** on the Time and Attendance Detail page. The Copy Hours page is displayed.

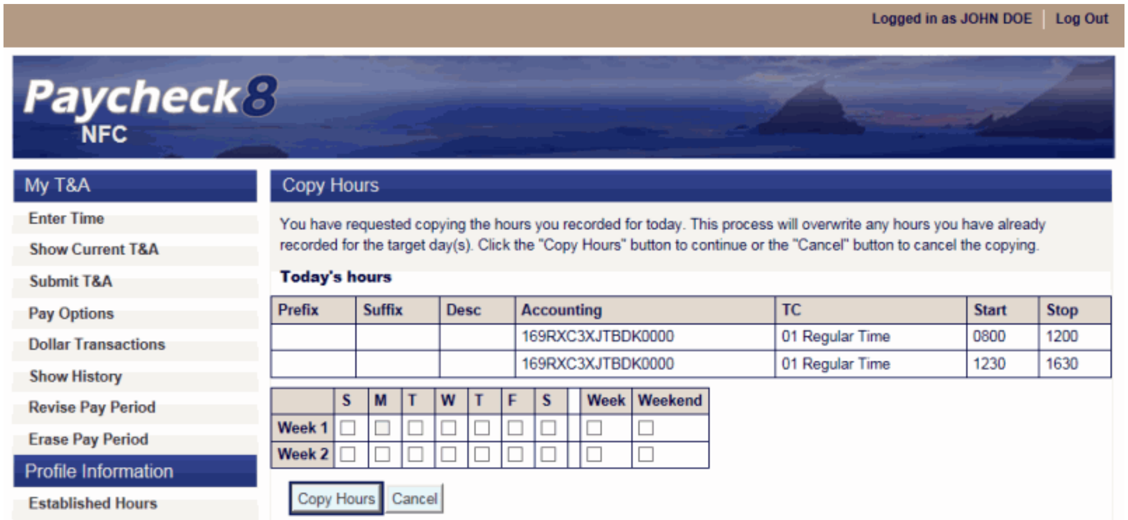


Figure 22: Copy Hours Page

3. Check the boxes of the days to be copied for Weeks 1 and 2.

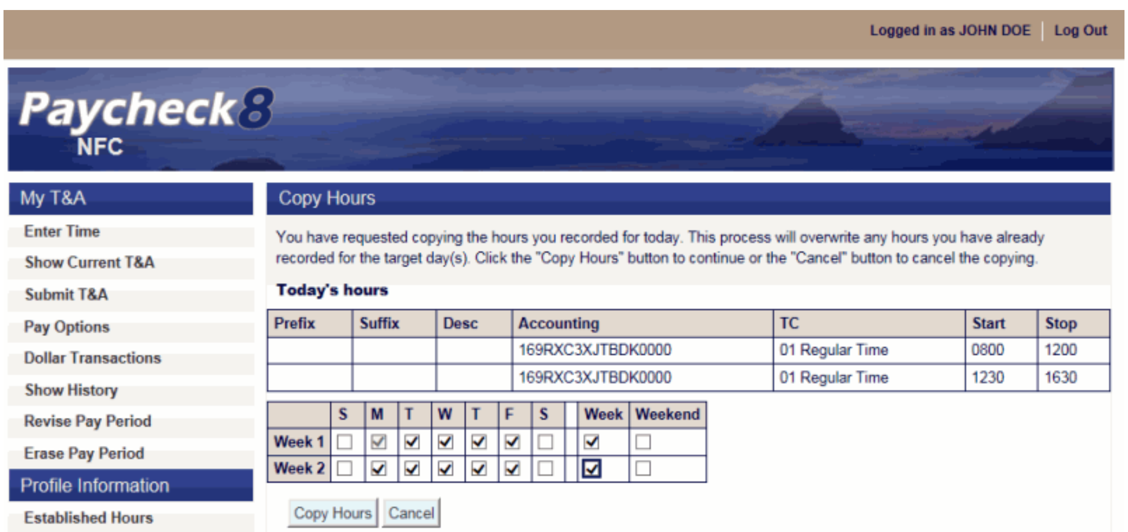


Figure 23: Copy Hours Page - Days Copied

4. Click **Copy Hours**. The Time and Attendance Detail is displayed showing the Current Information Summary with the total hours copied.

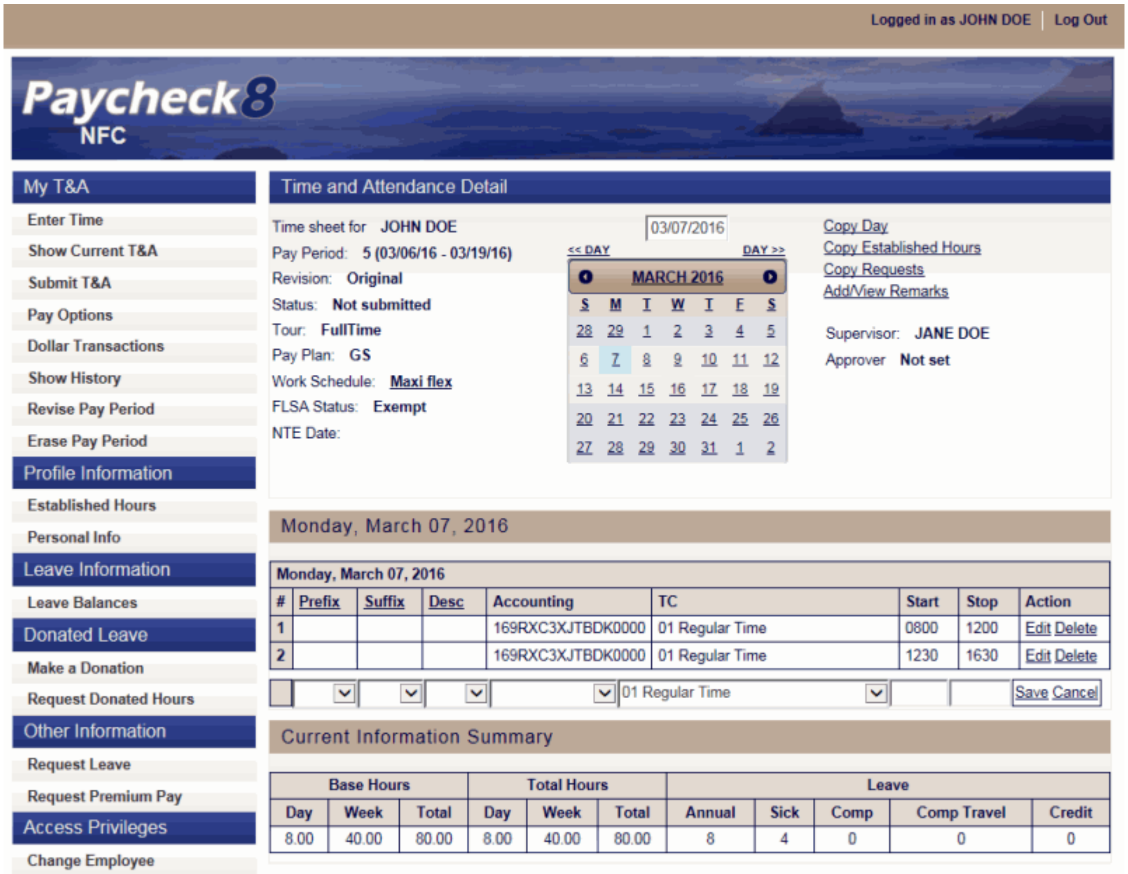


Figure 24: Time and Attendance Detail Page - Days Copied

To Copy Established Hours:

Copy Established Hours allows users to copy Established Hours onto the T&A for the current pay period. This process will overwrite any hours already recorded on the T&A.

1. Select ***Enter Time*** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail page is displayed and defaults to the current date.

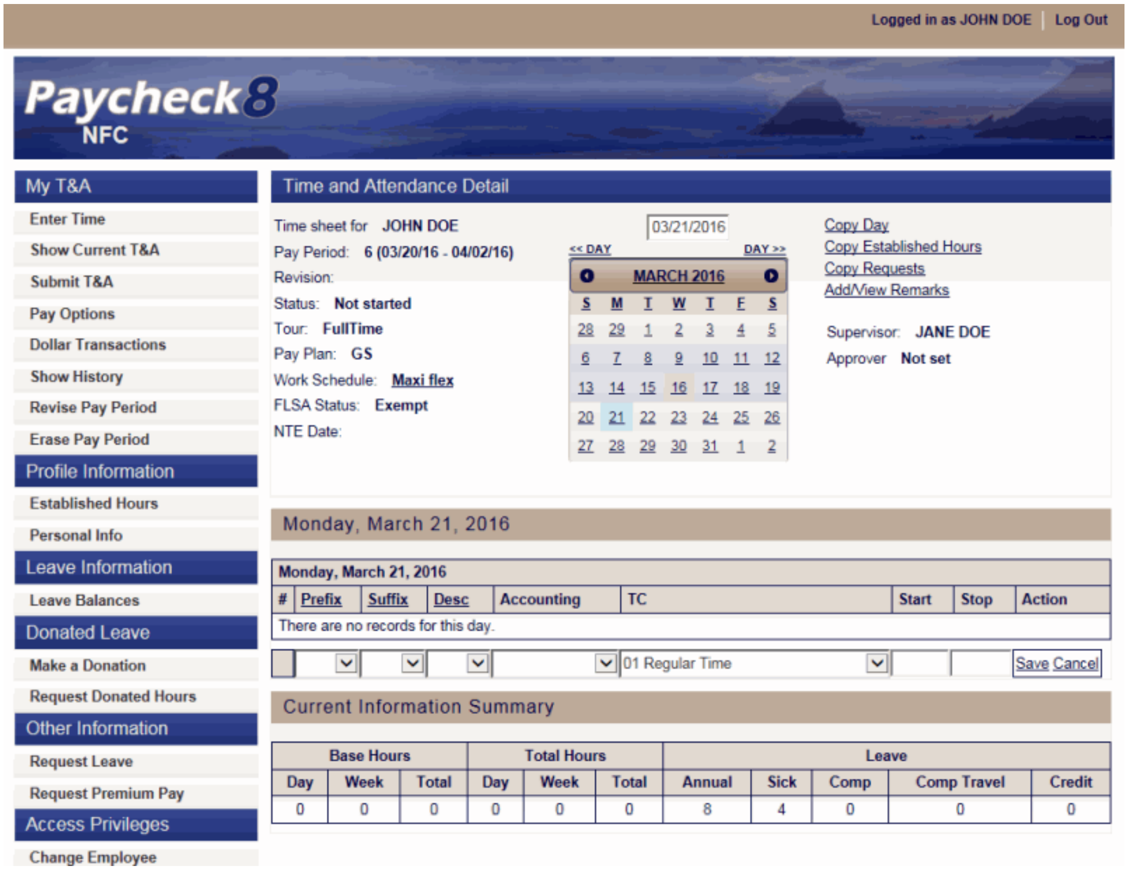
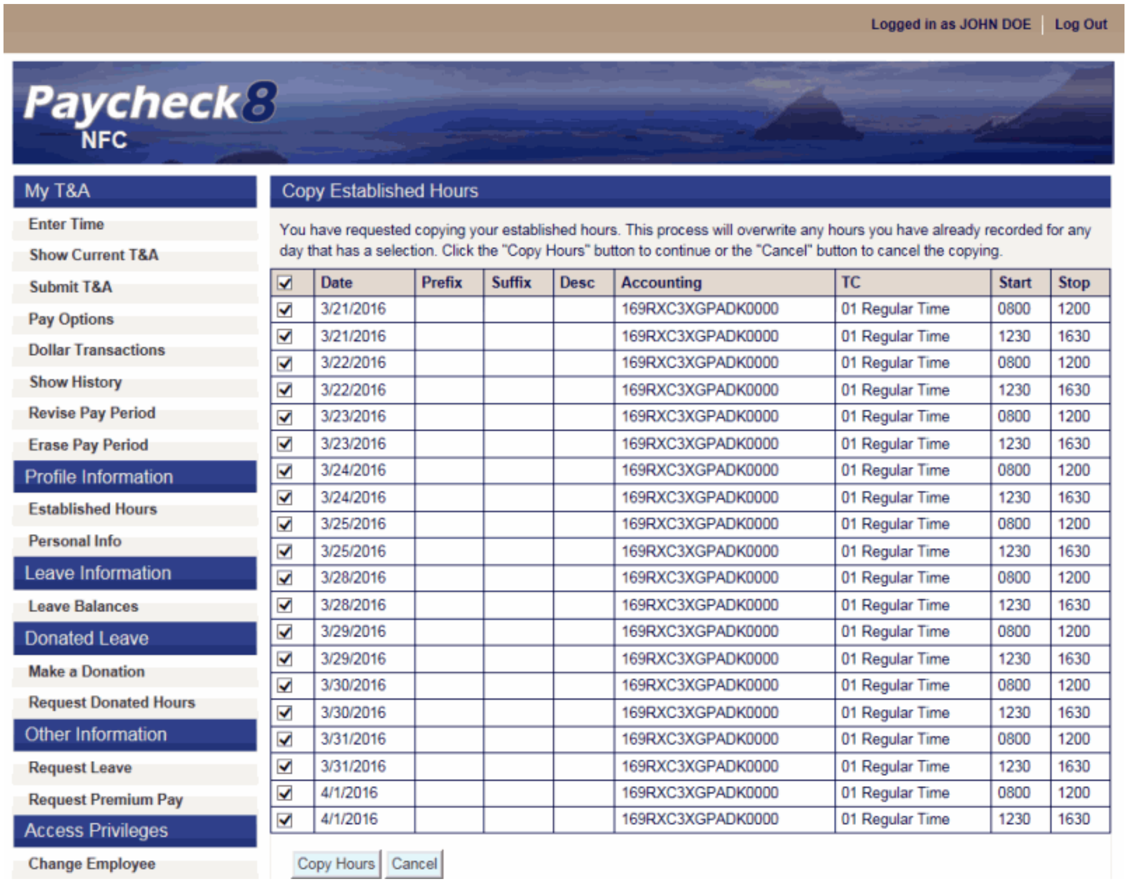


Figure 25: Time and Attendance Detail Page - Copy Established Hours

2. Click **Copy Established Hours** on the Time and Attendance Detail page. The Copy Established Hours page is displayed.

Note: All established hours are selected by default. Uncheck any hours that you do not want copied or uncheck the box at the top to deselect all hours.



☑	Date	Prefix	Suffix	Desc	Accounting	TC	Start	Stop
☑	3/21/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
☑	3/21/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
☑	3/22/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
☑	3/22/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
☑	3/23/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
☑	3/23/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
☑	3/24/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
☑	3/24/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
☑	3/25/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
☑	3/25/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
☑	3/28/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
☑	3/28/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
☑	3/29/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
☑	3/29/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
☑	3/30/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
☑	3/30/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
☑	3/31/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
☑	3/31/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630
☑	4/1/2016				169RXC3XGPADK0000	01 Regular Time	0800	1200
☑	4/1/2016				169RXC3XGPADK0000	01 Regular Time	1230	1630

Figure 26: Copy Established Hours Page

3. Click **Copy Hours**. The Time and Attendance Detail is displayed showing the Current Information Summary with the total hours copied.

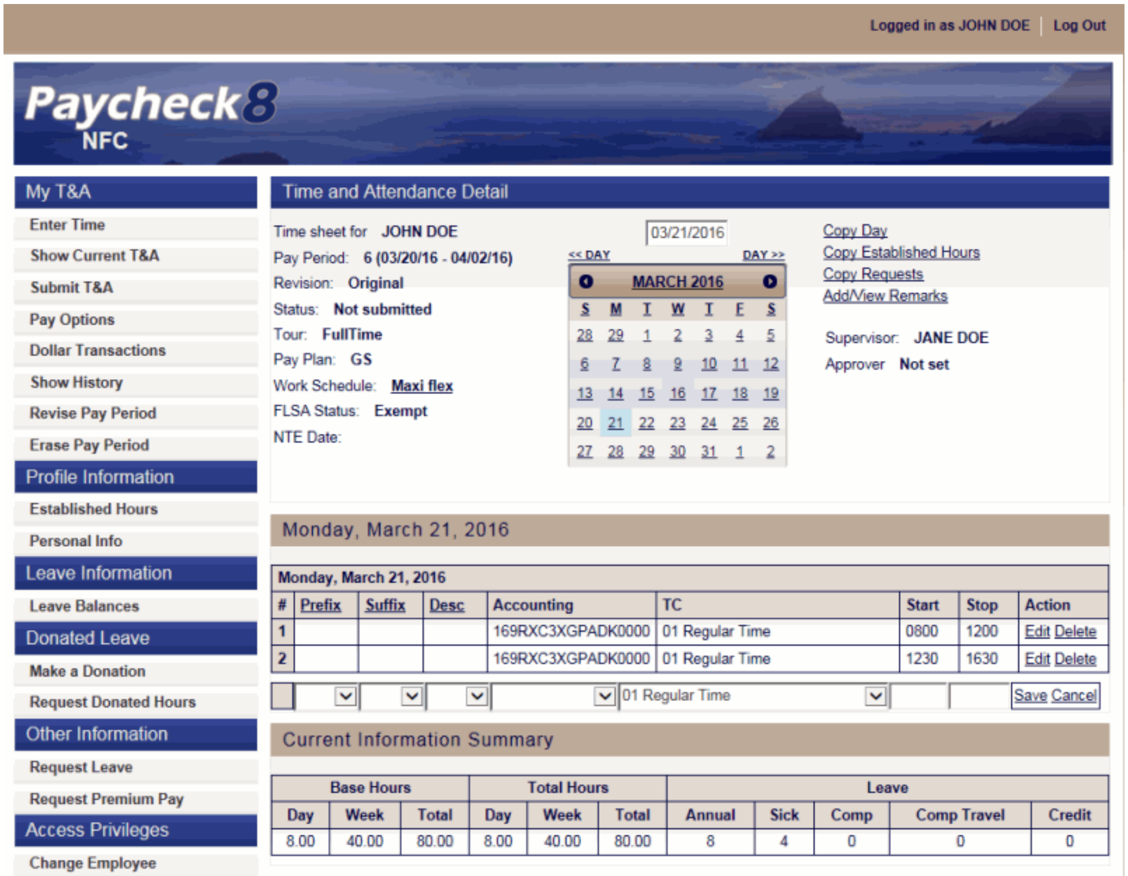


Figure 27: Time and Attendance Detail Page - Established Hours Copied

To Copy Requests:

Copy Requests allows users to copy leave and premium pay requests directly onto the T&A.

1. Select ***Enter Time*** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail page is displayed and defaults to the current date.

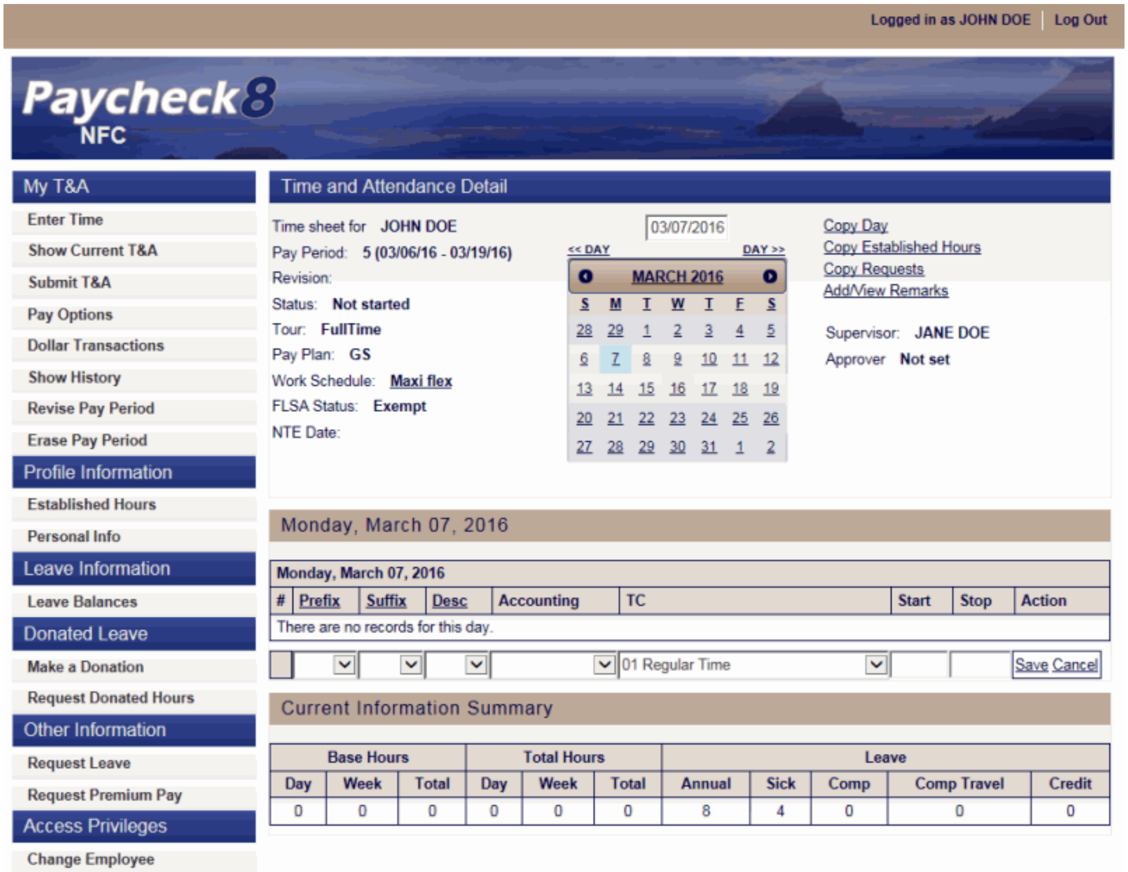


Figure 28: Time and Attendance Detail Page

2. Click **Copy Requests** on the Time and Attendance Detail page. The Leave and Premium Pay Requests page is displayed.

Note: All requests are selected by default.

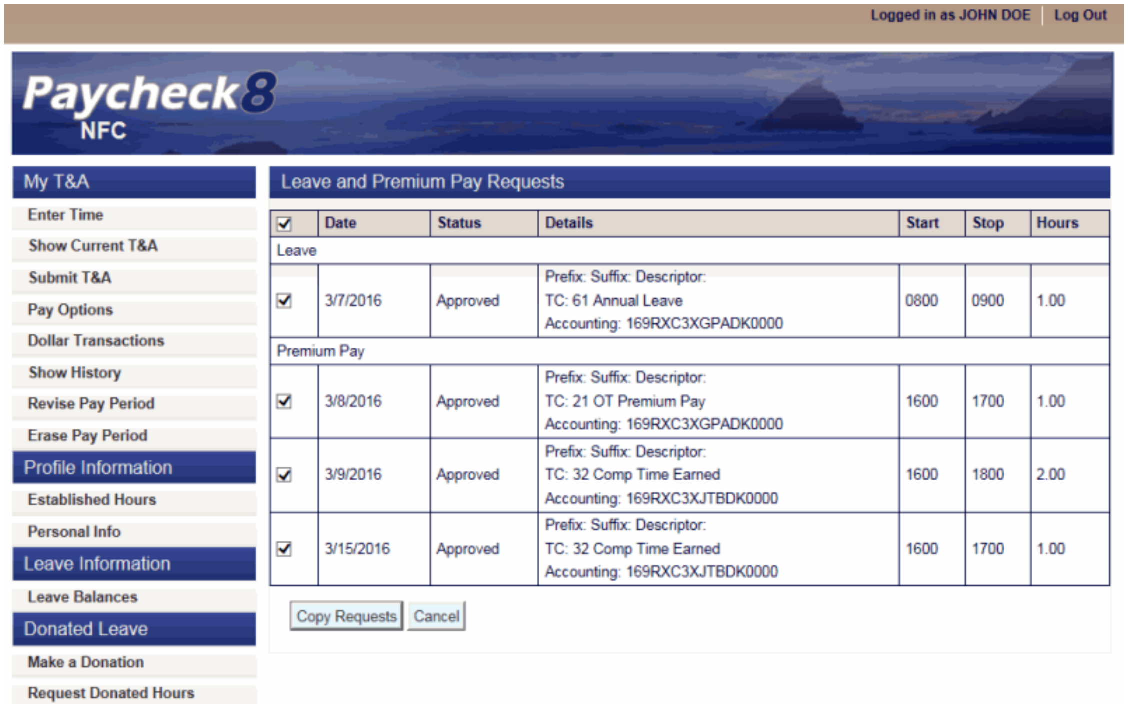


Figure 29: Leave and Premium Pay Requests Page

3. Uncheck the box under Leave and Premium Pay requests to deselect all requests or uncheck any requests that you do not want copied.

4. Click **Copy Requests**. The leave and premium pay requests are copied onto the applicable days.

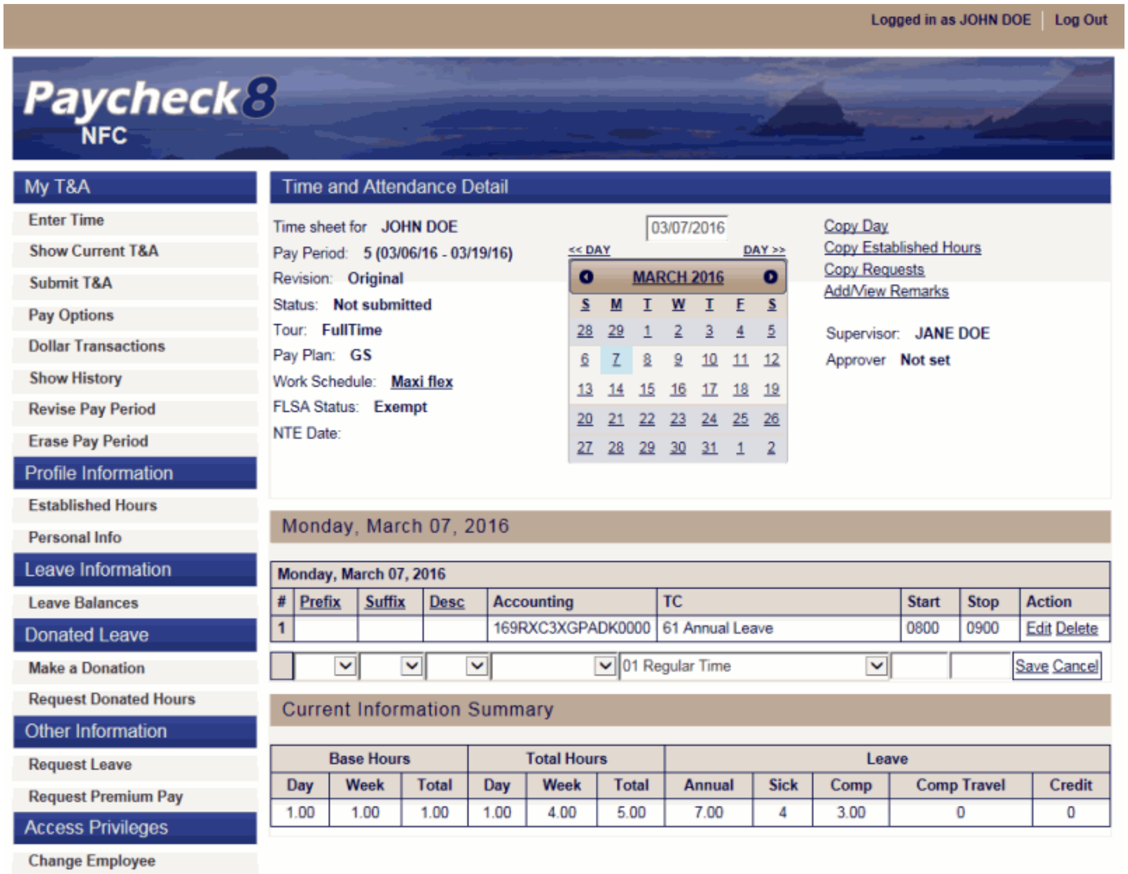


Figure 30: Time and Attendance Detail Page - Requests Copied

To Add/View Remarks:

Add/View Remarks allows users to add remarks to the supervisor regarding the T&A.

1. Select ***Enter Time*** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail page is displayed and defaults to the current date.

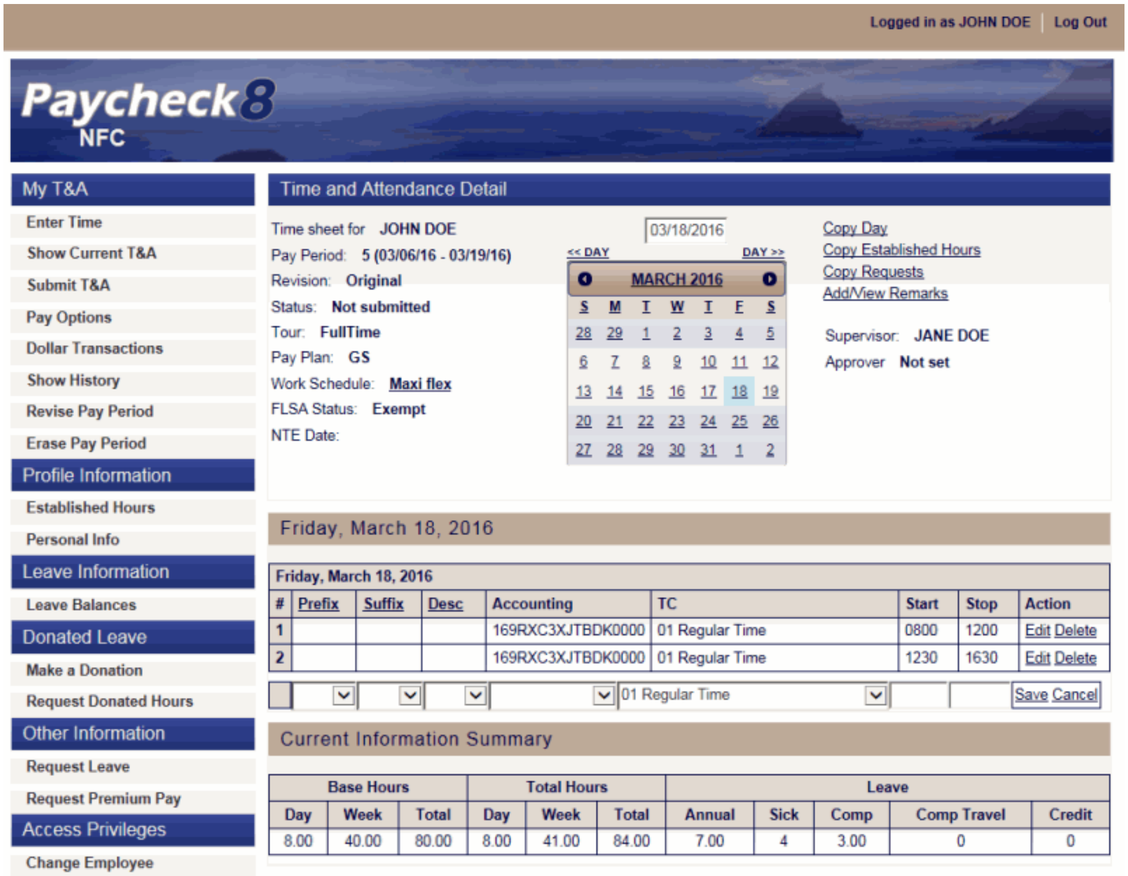


Figure 31: Time and Attendance Detail Page - Show Current T&A

2. Click **Add/View Remarks** on the Time and Attendance Detail page. The Time and Attendance Detail page is displayed with the Remarks section active.

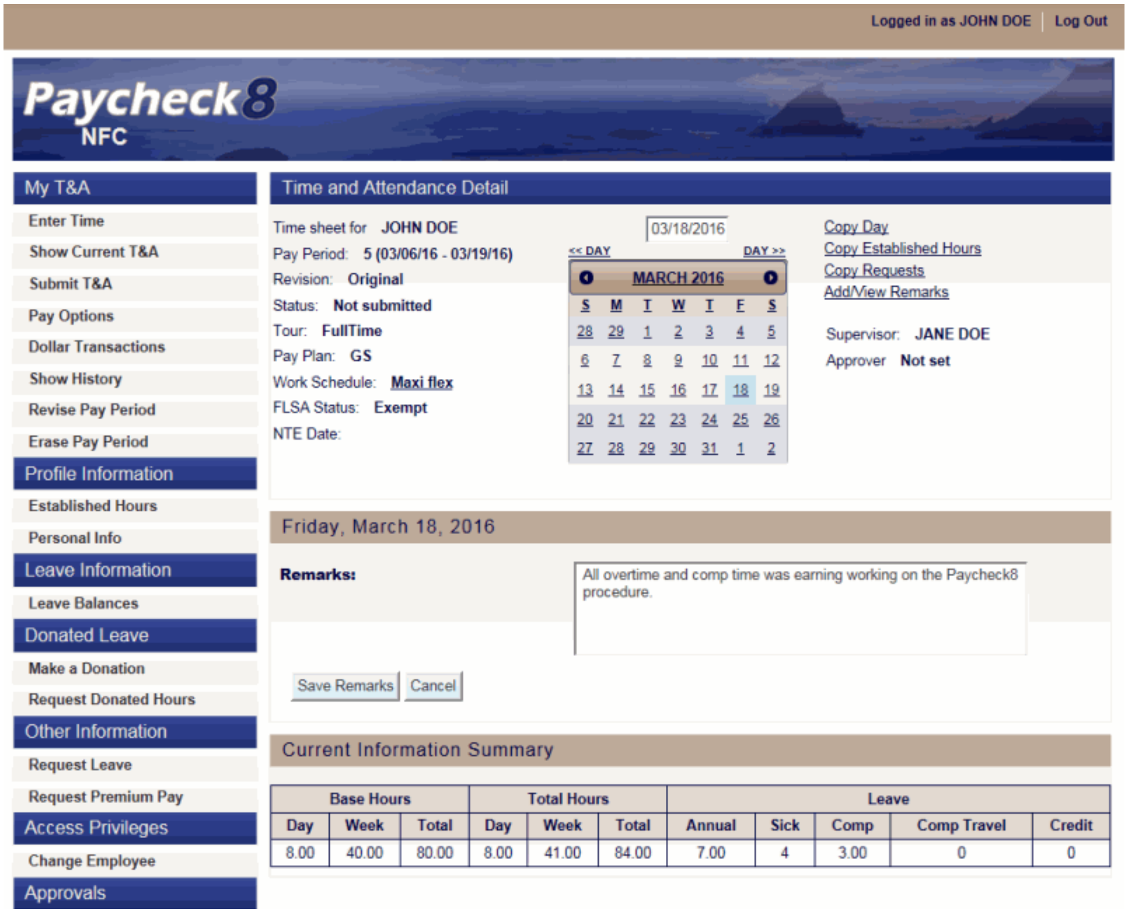


Figure 32: Time and Attendance Detail Page - Remarks

3. Enter applicable remarks.

4. Click **Save Remarks**. Remarks will show in Remarks section on the T&A.

Viewing Current T&A

Show Current T&A opens a read-only display of the T&A for the pay period in which you are currently working.

1. Select ***Show Current T&A*** from the My T&A menu on the Paycheck8 main menu page. The View T&A page is displayed.

Figure 33: View T&A Page

2. Click **Print** to print the T&A.

OR

Click **Cancel** to return to the Time and Attendance Detail page.

Submitting a T&A

Submit T&A displays all active T&As that have not yet been verified and submitted.

1. Select ***Submit T&A*** from the My T&A menu on the Paycheck8 main menu page. The Submit T&A page is displayed.

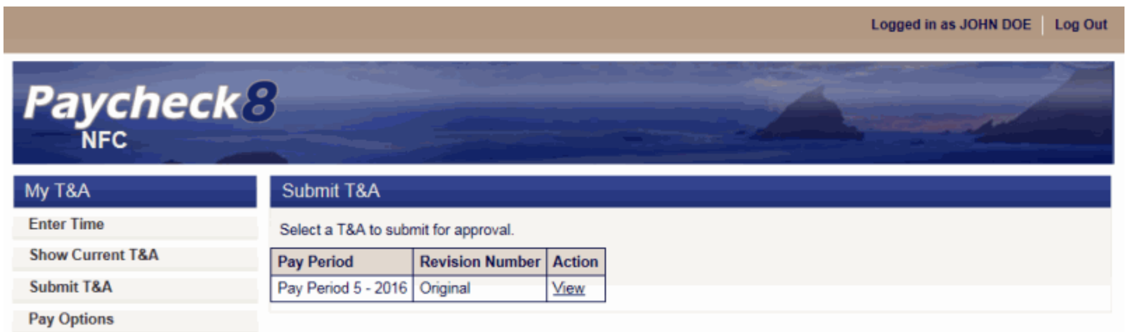


Figure 34: Submit T&A Page

2. Click **View** to verify and submit the applicable T&A for approval. The Submit T&A page is displayed.

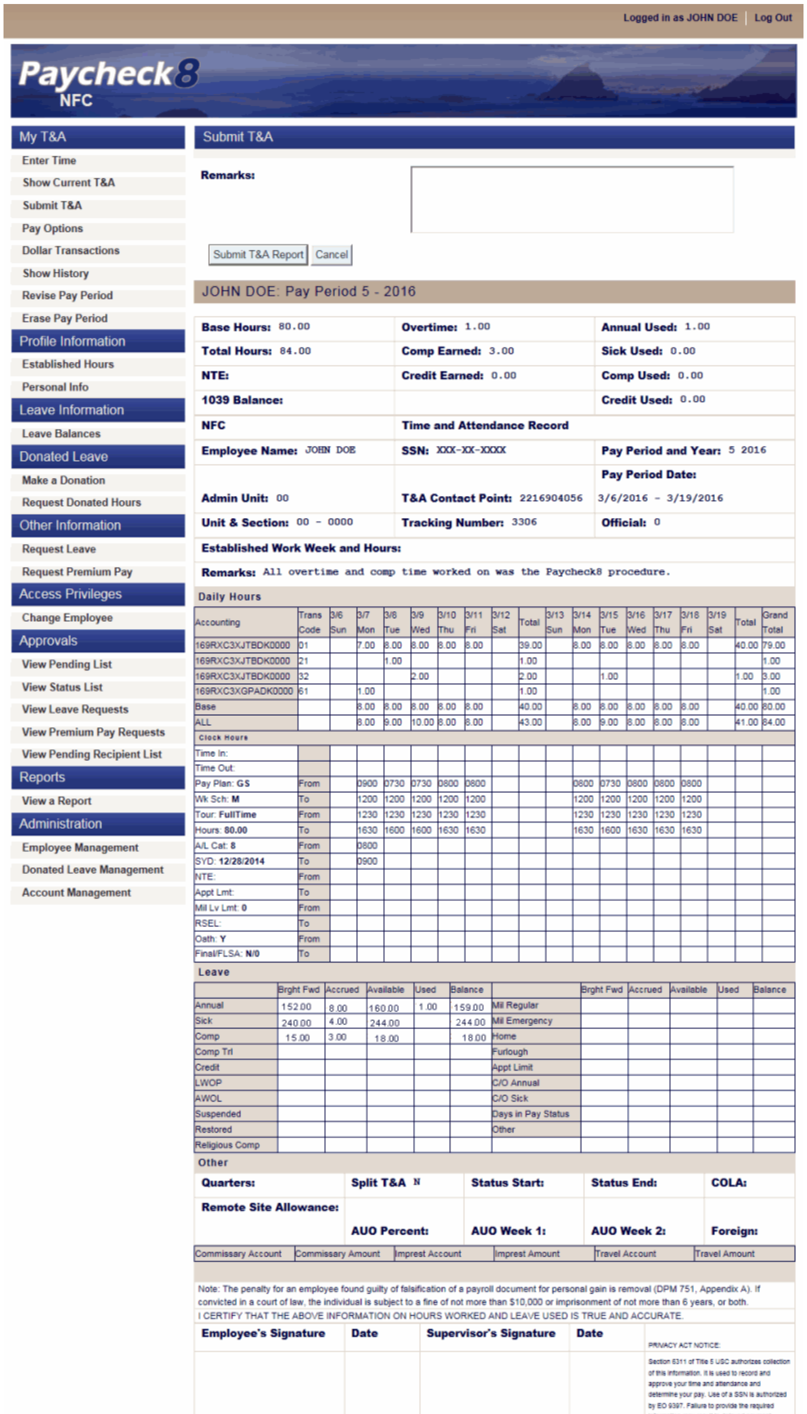


Figure 35: Submit T&A Page

3. Click **Submit T&A Report** to submit the T&A to the supervisor for approval. Emails are sent to both the employee and supervisor to confirm the submission. If the employee's supervisor has appointed a designated alternate, the alternate will receive an email as well.

Note: If there are validation errors, the Submit T&A page will display showing the validation errors. Click **Override Validation Failure(s) and Submit** to override the errors. Select ***Enter Time*** to return to the T&A and correct the errors.

Viewing Pay Options

Pay Options allow the user to administer additional types of information to be associated with the T&A Detail. The Pay Options displayed are dependent on the employee's profile.

Note: Prior to entering any pay option information, it is important to verify that the information being entered into the T&A is for the pay period to which it applies. Paycheck8 defaults to the current pay period and date when you log in. To administer pay options to a previous or future pay period, return to the Enter Time page and select a date within the pay period in which you want to make pay option changes.

1. Select ***Pay Options*** from the My T&A menu on the Paycheck8 main menu page. The Pay Options page is displayed for the pay period selected.

Figure 36: Pay Options Page

2. Complete the fields as follows:

Field	Instruction
Administratively Uncontrollable Overtime	**Instruction**
AUO Percent	Select the AUO percentage from the drop-down list. The percentage is dependent upon the employee's action entitlement. Valid values are **00**, **10**, **15**, **20**, **25**, and **99**.
Action	Click **Save**.
Authorization of Overtime	**Instruction**
Overtime Authorization Detail	Enter the overtime authorization number (provided by your supervisor) in the Overtime Authorization Detail field. This field has a 23-character limit. Note: A record of Authorization of Overtime will be displayed on the T&A Report within the Remarks field. The record will precede any other remarks entered.
Action	Click **Save**.
Earnings Limitation Emergency Exception (Fire, etc.)	**Instruction**
RSEL (Regular Schedule Earnings Limitation) Value	This field is used for two purposes. For GS employees, this field indicates the employee's ability to exceed the biweekly earnings limitation for that pay period. To allow this, select **4** from the drop-down list. For WG employees, the data in this field is used to calculate the annual FEGLI coverage amount based on the shift of the pay period worked. For this function, select the applicable shift code from the drop-down list. Valid values are: **0** - **WG employees - Compute annual FEGLI coverage amount based on the first shift**. **2** - **WG employees - Compute annual FEGLI coverage amount based on second shift**. **3** - **WG employees - Compute annual FEGLI coverage amount based on third shift**. **4** - **WG employees - Compute annual FEGLI coverage amount based varied shift**.
Action	Click **Save**.

Field	Instruction
FLSA Status Change	**Instruction**

FLSA Value	Select the applicable FLSA value from the drop-down list. Valid values are:
	`No Change to FLSA`
	`1st Week Non-Exempt`
	`2nd Week Non-Exempt`
	`Both Weeks Non-Exempt`

Action	Click **Save**.
Split T&A	**Instruction**
Split Day	Select the applicable end day from the drop-down list. The status start date will be set to the following day. Note: A split T&A is prepared when a change occurs during the pay period and different variables are applied to part of the pay period.
Action	Click **Save**.
Status Start	**Instruction**
Start Day	Select the applicable start day of the accession/hire action from the drop-down list.
Action	Click **Save**.
Final T&A	**Instruction**
Final T&A	Select whether or not this is a final T&A from the drop-down list. Valid values are `Yes` and `No`.
Action	Click **Save**.
COLA	**Description/Instruction**
COLA	Indicates whether or not the employee is receiving COLA (cost-of-living allowance). Note: The T&A will display an `S` after COLA is started.
Action	Click `Start COLA` to start. Click `Stop COLA` to stop.

Field	Instruction
Foreign Post	**Description/Instruction**
Foreign Post	Indicates whether or not the employee is receiving Foreign Post Differential. Note: The T&A will display an **S** after Foreign Post is started.
Action	Click **Start Foreign Post** to start. Click **Stop Foreign Post** to stop.

Entering Dollar Transactions

Dollar Transactions is used to add the following dollar transactions:

- Commissary
- Fringe Benefit (Noncash)
- Fringe Benefit (Parking)
- Fringe Benefit (Transit Pass)
- Imprest
- Incentive Pay
- Meals
- Remote Worksite
- Sales Commission
- Services Payment
- Tips/Cash Received
- Travel Reimbursable
- Uniform Allowance
- Uniform Allowance (Non Tax)

To Add Dollar Transactions:

1. Select ***Dollar Transactions*** from the My T&A menu on the Paycheck8 main menu page. The Dollar Transactions page for the current pay period is displayed.

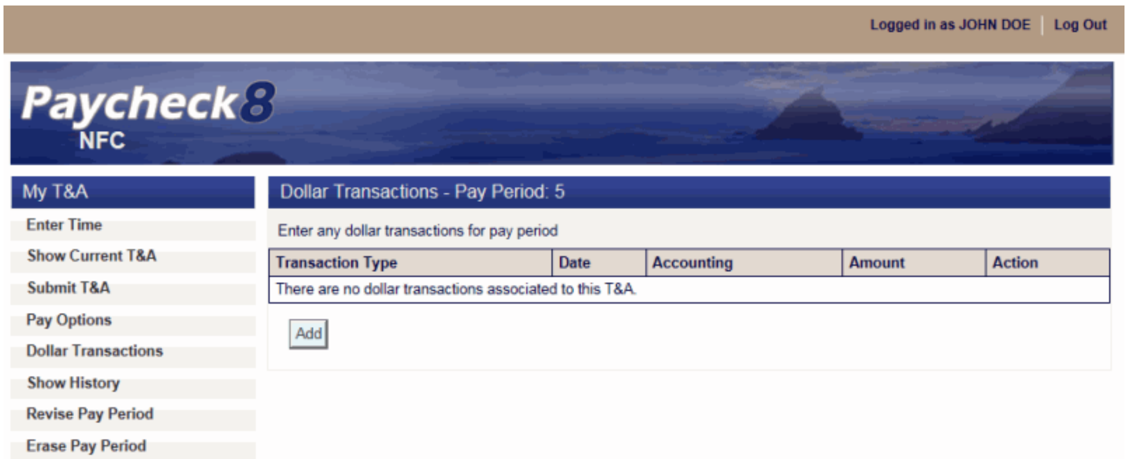


Figure 37: Dollar Transactions Page

2. Click **Add** to enter the dollar transaction. The Enter Dollar Transaction page is displayed.

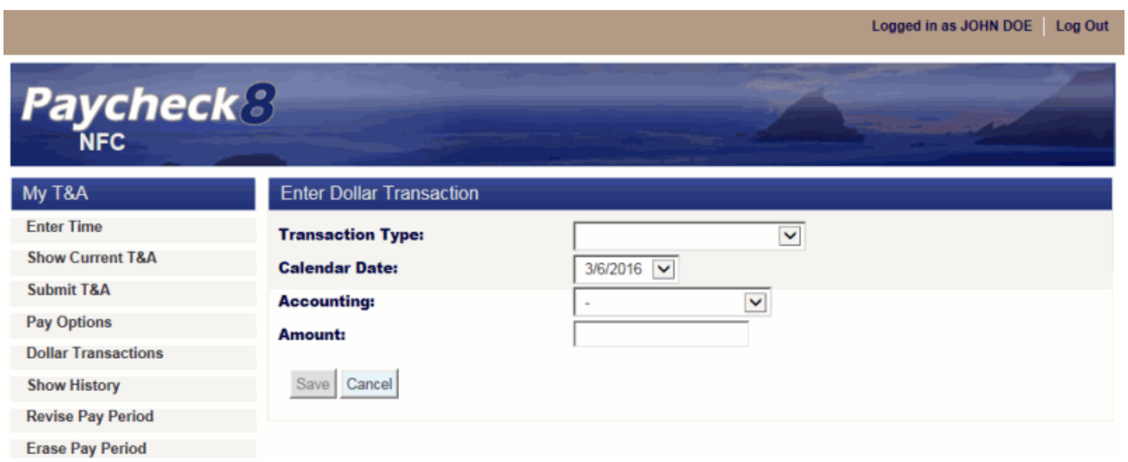


Figure 38: Enter Dollar Transaction Page

3. Complete the fields as follows:

Field	Instruction
Transaction Type	Select the applicable transaction type from the drop-down list.
Calendar Date	Select the applicable date from the drop-down list.
Accounting	Select the applicable accounting code from the drop-down list.
Amount	Enter the transaction dollar amount.

4. Click **Save**. The Dollar Transactions page for the current pay period is displayed.

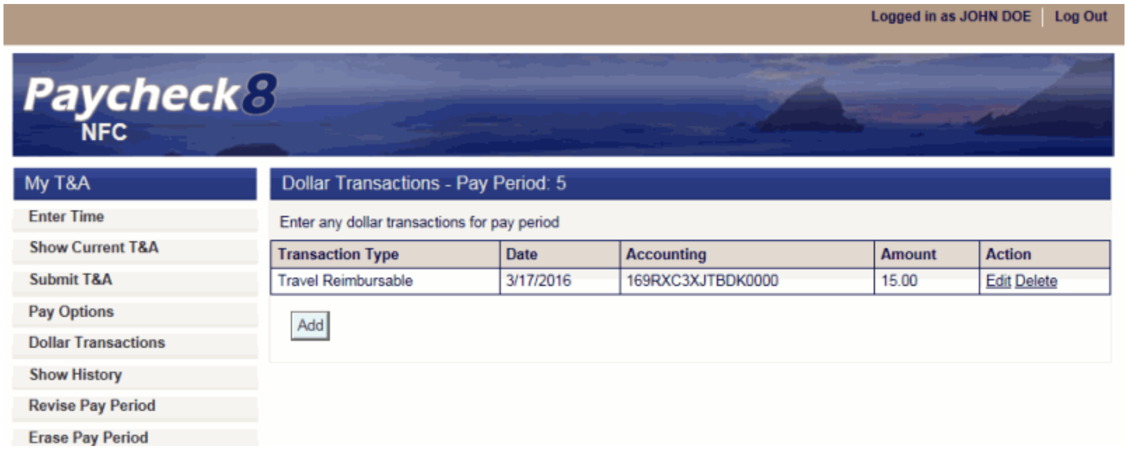


Figure 39: Dollar Transactions Page - Transaction Added

Viewing T&A History

Show History provides access to historic T&As and defaults to current year history T&As. To view historic T&A Reports, select the appropriate year from the drop-down list.

To See T&A History:

1. Select ***Show History*** from the My T&A menu on the Paycheck8 main menu page. The Review Past T&A Reports page is displayed.

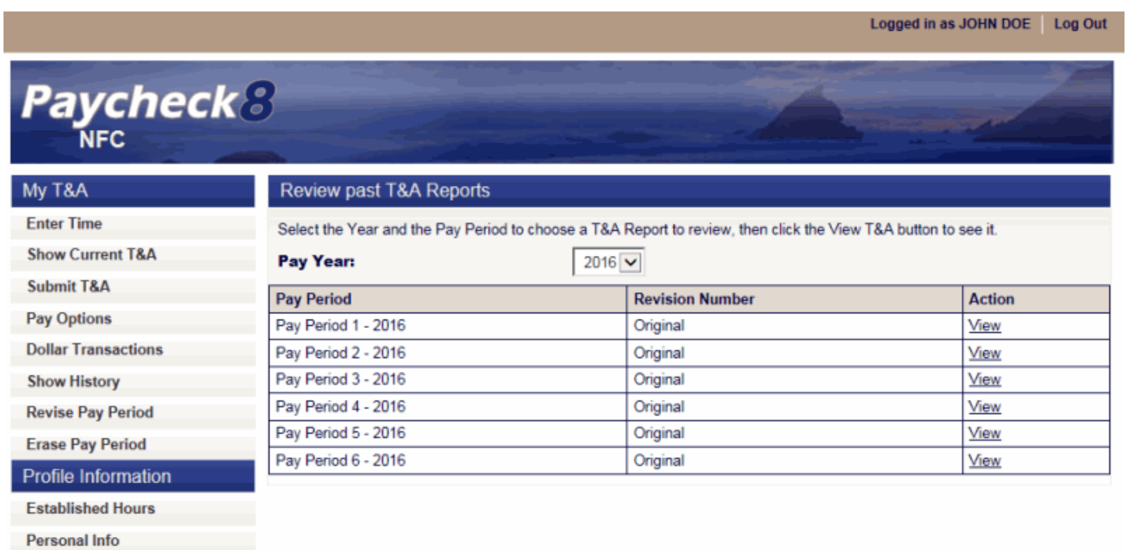


Figure 40: Review Past T&A Reports Page

2. Click **View** next to the pay period to view. The selected T&A will be displayed.

3. Click **Print** to print a copy of the T&A.

OR

Click **Cancel** to return to the Review past T&A Reports page.

Correcting a T&A

Revise Pay Period allows users to correct previously-submitted T&As. Corrections are allowed to T&As up to 25 pay periods in arrears. T&As extending beyond 25 pay periods may not be submitted through Paycheck8.

To Correct a T&A:

1. Select ***Enter Time*** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail for the current pay period is displayed.

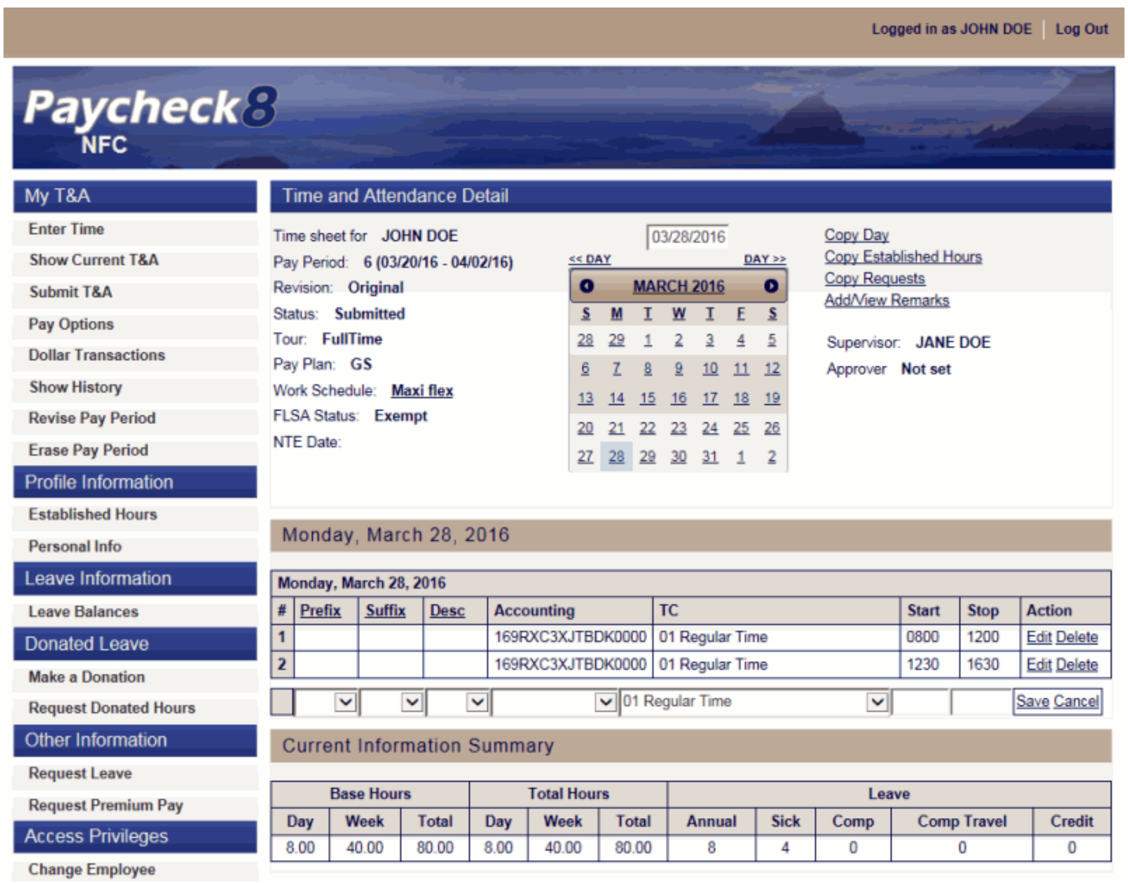


Figure 41: Time and Attendance Detail Page - Current

2. Scroll through the calendar to reach the correct pay period.

3. Click within the pay period to activate.

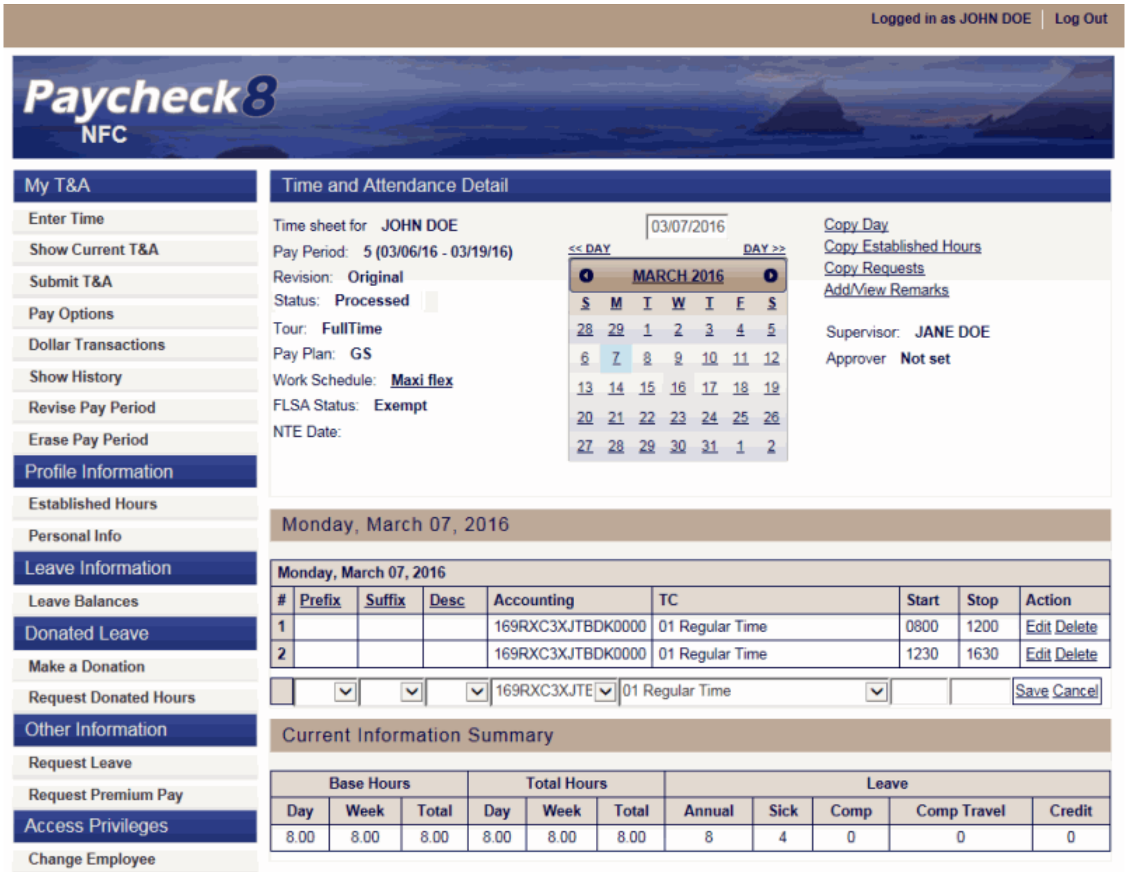


Figure 42: Time and Attendance Detail Page - Pay Period Activated

4. Select **Revise T&A** from the My T&A menu. The Revise Time and Attendance page for the selected pay period is displayed.

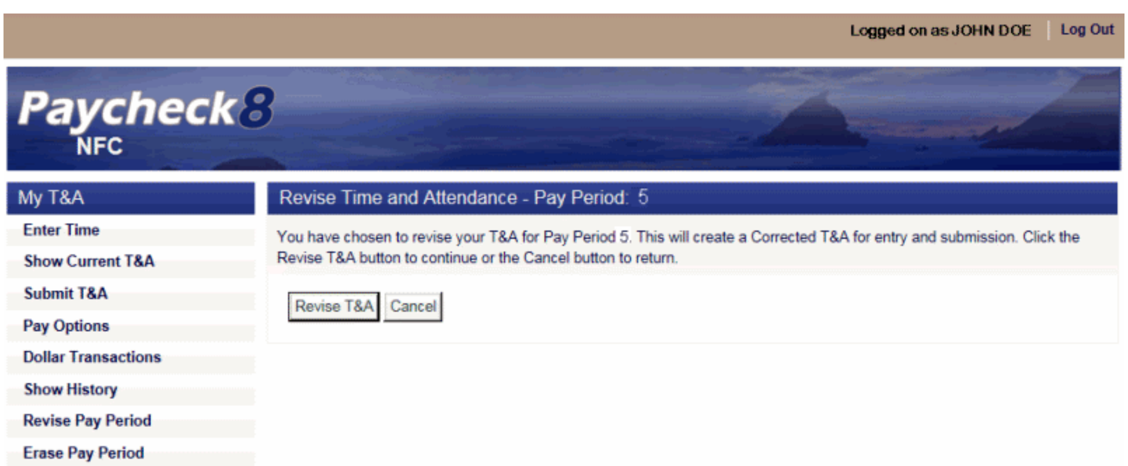


Figure 43: Revise Time and Attendance Page

5. Click **Revise T&A**. The Time and Attendance Detail page for the selected pay period is displayed showing `Corrected 1` in the Revision field.

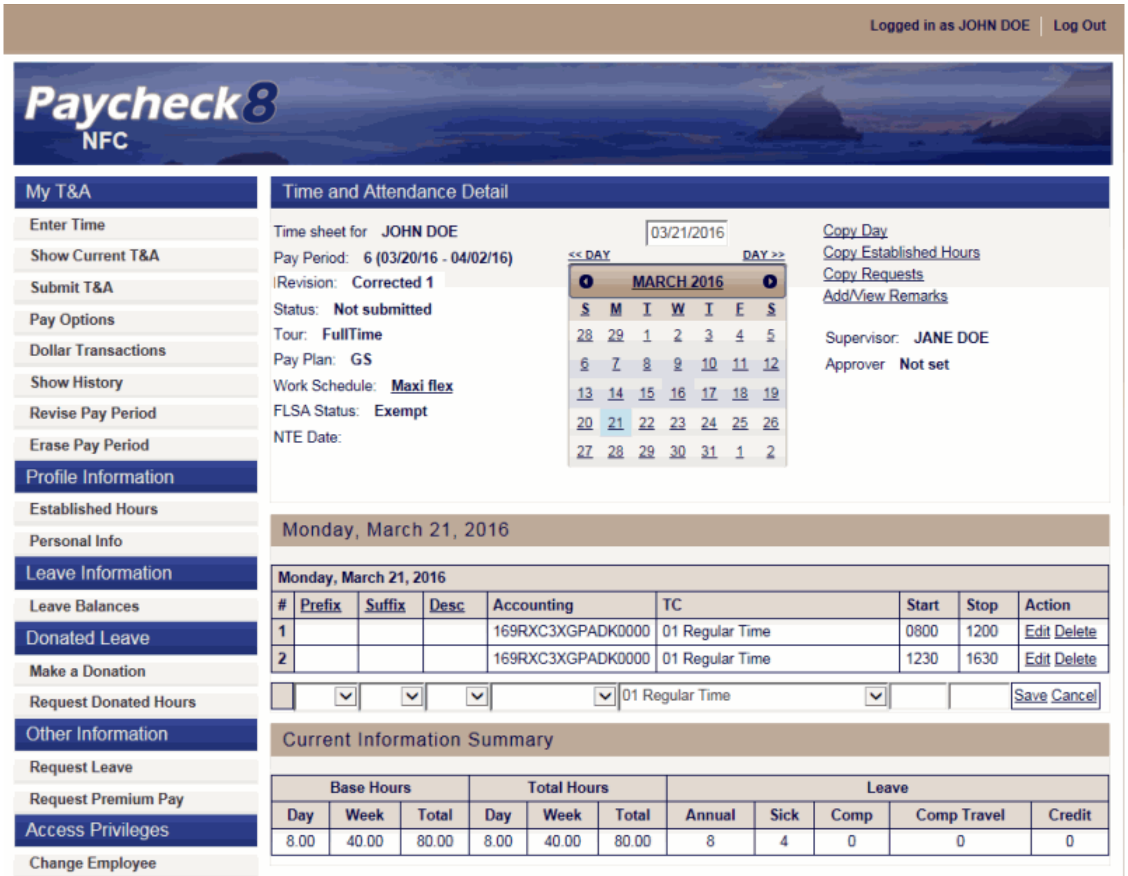


Figure 44: Time and Attendance Detail Page - Corrected 1

6. Make the applicable corrections.

7. Select ***Submit T&A*** from the My T&A menu.

8. Click **View** next to the corrected T&A. The selected T&A is displayed.

9. Click **Submit T&A Report** to submit the T&A for approval.

Deleting a T&A

Erase Pay Period allows users to delete all previously entered T&A Detail for a specific pay period before it is transmitted to NFC.

To Delete T&As:

1. Select ***Enter Time*** from the My T&A menu on the Paycheck8 main menu page. The Time and Attendance Detail page for the current pay period is displayed.

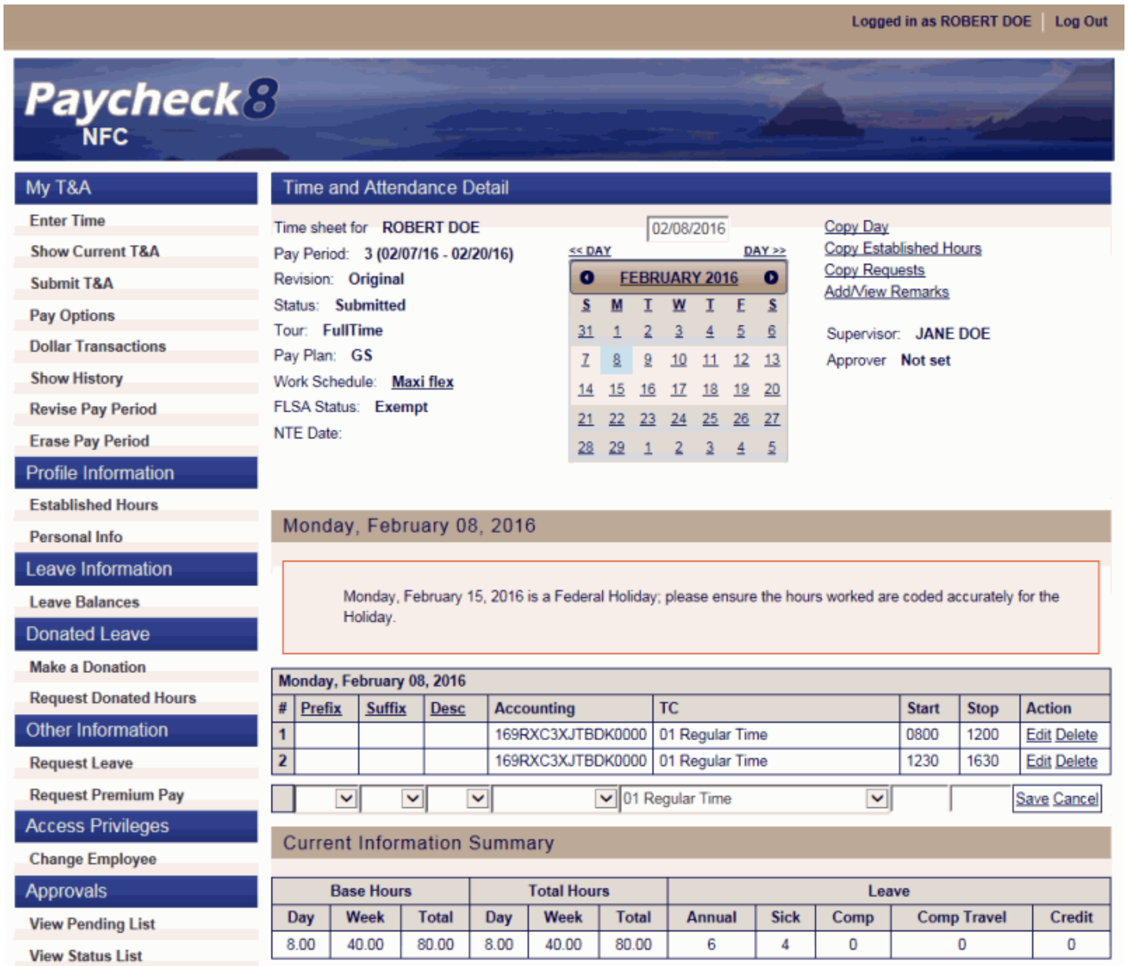


Figure 45: Time and Attendance Detail - Erase Pay Period

2. If you are not in the pay period that you want to delete, scroll through the calendar to reach the pay period.

3. Click any day within the desired pay period to activate.

4. Select ***Erase Pay Period*** from the My T&A menu. The Erase Time and Attendance page for the selected pay period is displayed.

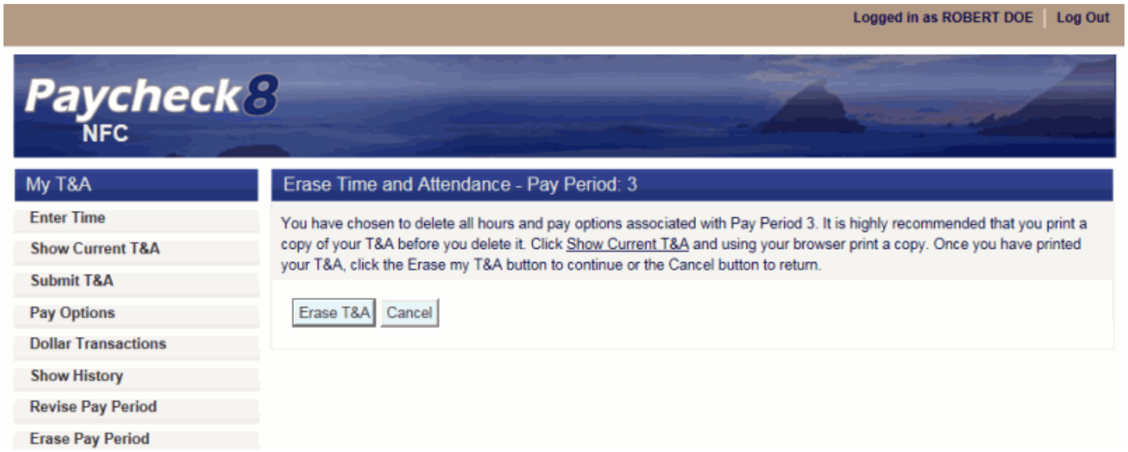


Figure 46: Erase Time and Attendance Page

5. Click **Erase T&A**. A confirmation message is displayed.

Note: If you erase the T&A, all stored information in Pay Options will be removed. Before starting a new T&A, you must re-establish the information in Pay Options.

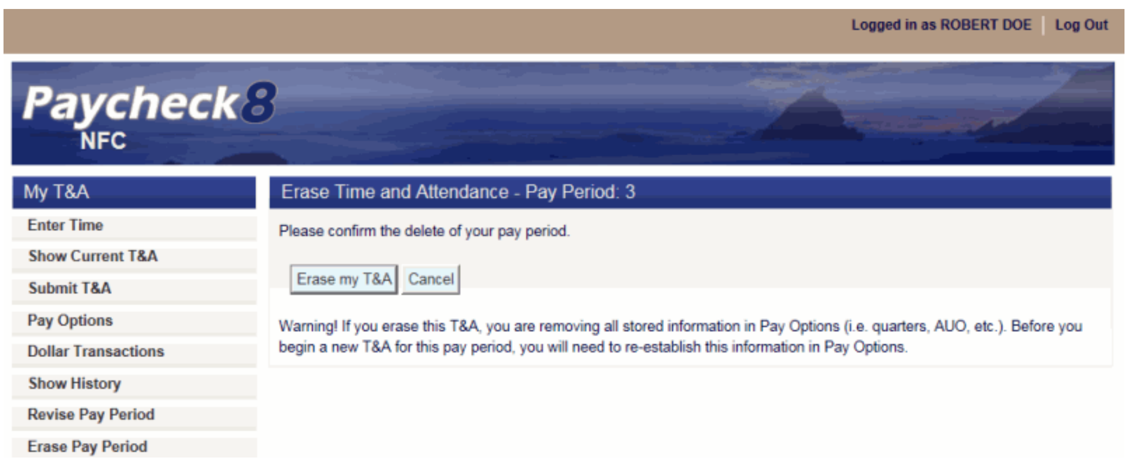


Figure 47: Erase Time and Attendance Page - Confirmation

6. Click **Erase my T&A**.

7. Select ***Show History*** from the My T&A menu to verify the deletion.

Profile Information

The Profile Information menu contains options which allow users the ability to build established hours and to view personal information. Users are also allowed to edit certain fields on the Personal Information page, such as accounting, AUO (administratively uncontrollable overtime) percent, and default work schedule.

This section includes the following topics:

Establishing Default Hours

Established Hours allows users the ability to establish a standard two-week pay period, which can be copied onto future T&As.

To use this feature, for each day you must indicate the Week, Day, Accounting, TC, Start, Stop, and, if applicable, a Prefix, Suffix, and/or Descriptor.

Note: If your work day includes a break, enter two lines of time to record each set of hours.

To Create Established Hours:

1. Select ***Established Hours*** from the Profile Information menu on the Paycheck8 main menu page. The Established Hours (Regularly Scheduled Administrative Work Week) page is displayed.

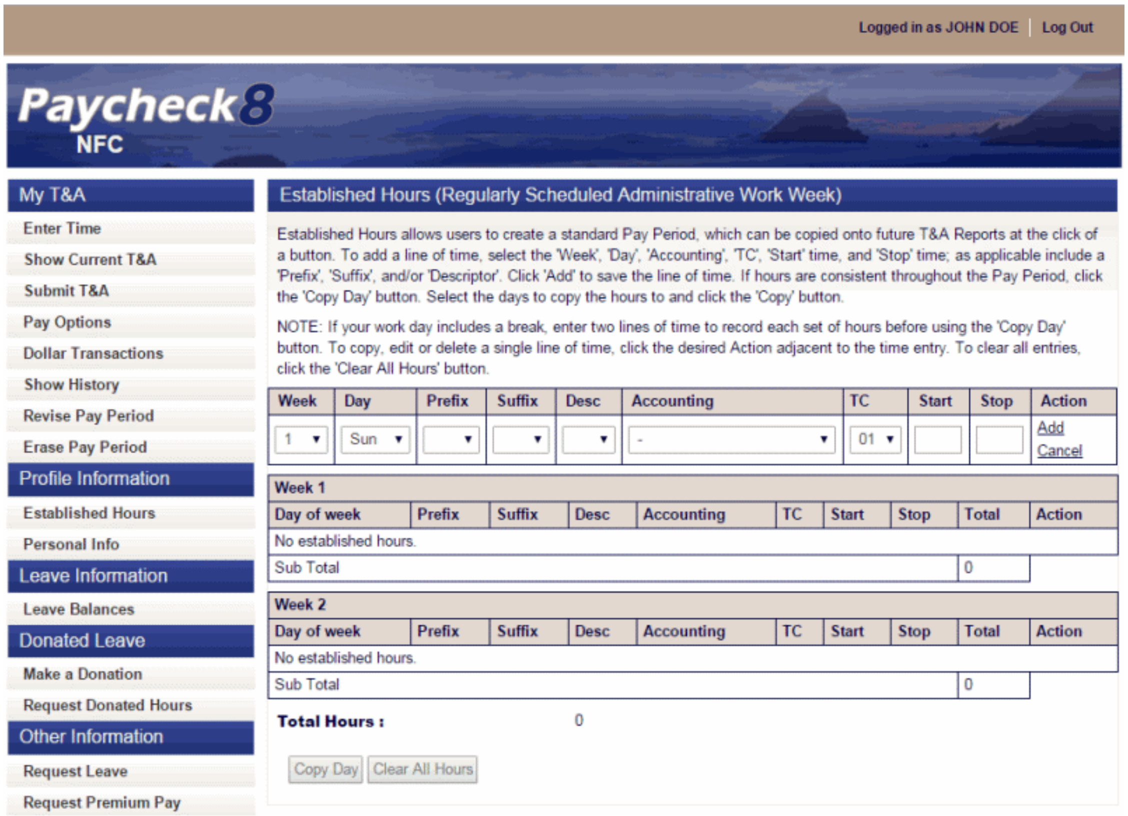


Figure 48: Established Hours (Regularly Scheduled Administrative Work Week) Page

2. Complete the fields as follows:

Field	Instruction
Week	Select the applicable week from the drop-down list.
Day	Select the beginning day of your work week from the drop-down list.
Prefix	Select a transaction code prefix from the drop-down list, if applicable.
Suffix	Select a transaction code suffix from the drop-down list, if applicable.
Desc	Select a transaction code descriptor from the drop-down list, if applicable.
Accounting	Select the required accounting code from the drop-down list.
TC	Select the applicable transaction code from the drop-down list.

Field	Instruction
Start	Enter the four-digit start time. The start time can range from **0000** to **2345** and must be at least 15 minutes prior to the associated stop time. Time must be entered in a minimum of quarter hours; the last two positions must be **00**, **15**, **30**, or **45**.
Stop	Enter the four-digit stop time. The stop time can range from **0000** to **2345** and must be at least 15 minutes after the associated start time. Time must be entered in a minimum of quarter hours; the last two positions must be **00**, **15**, **30**, or **45**.

3. Click **Add**. The first line of time entered is displayed.

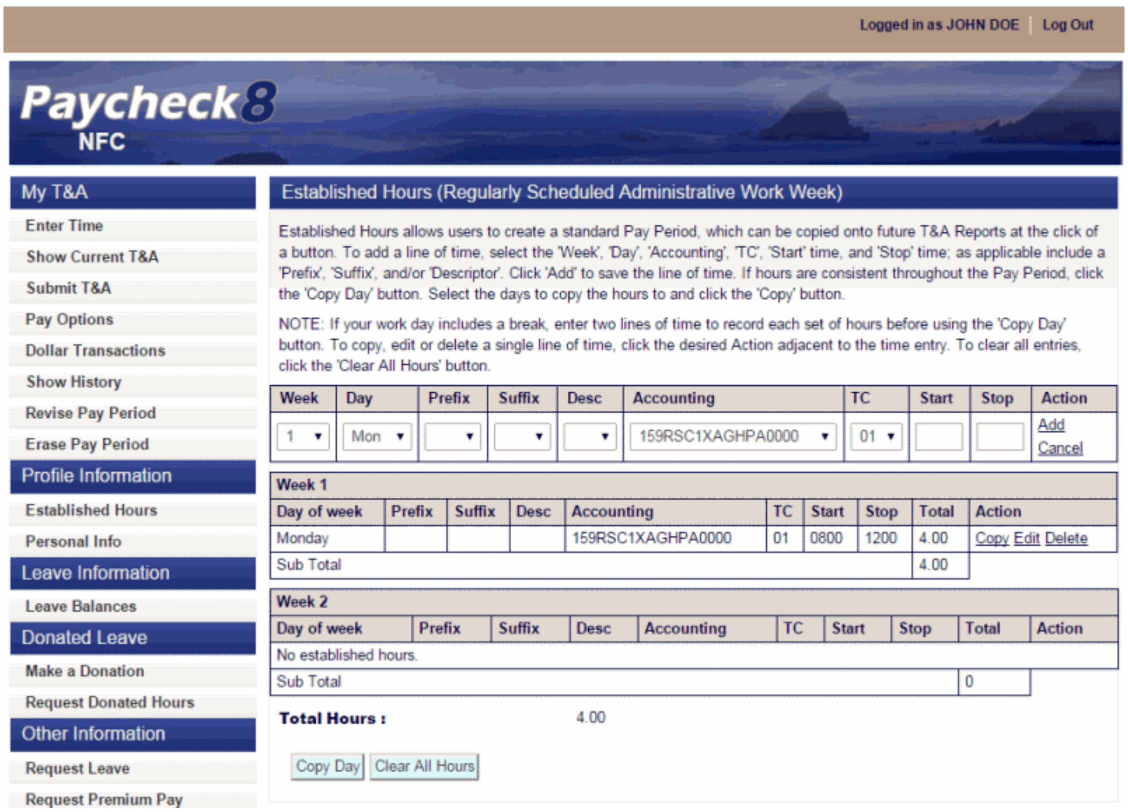


Figure 49: Established Hours Page - Line Added

Note: Click **Edit** to edit the information or click **Delete** to delete the line added.

4. Repeat Steps 2 and 3 above until the first day is complete.

5. Click **Copy** to copy only the specific line to other defined days of the week within the pay period.

OR

Click **Copy Day** to copy established hours to other defined days of the week within the pay period.

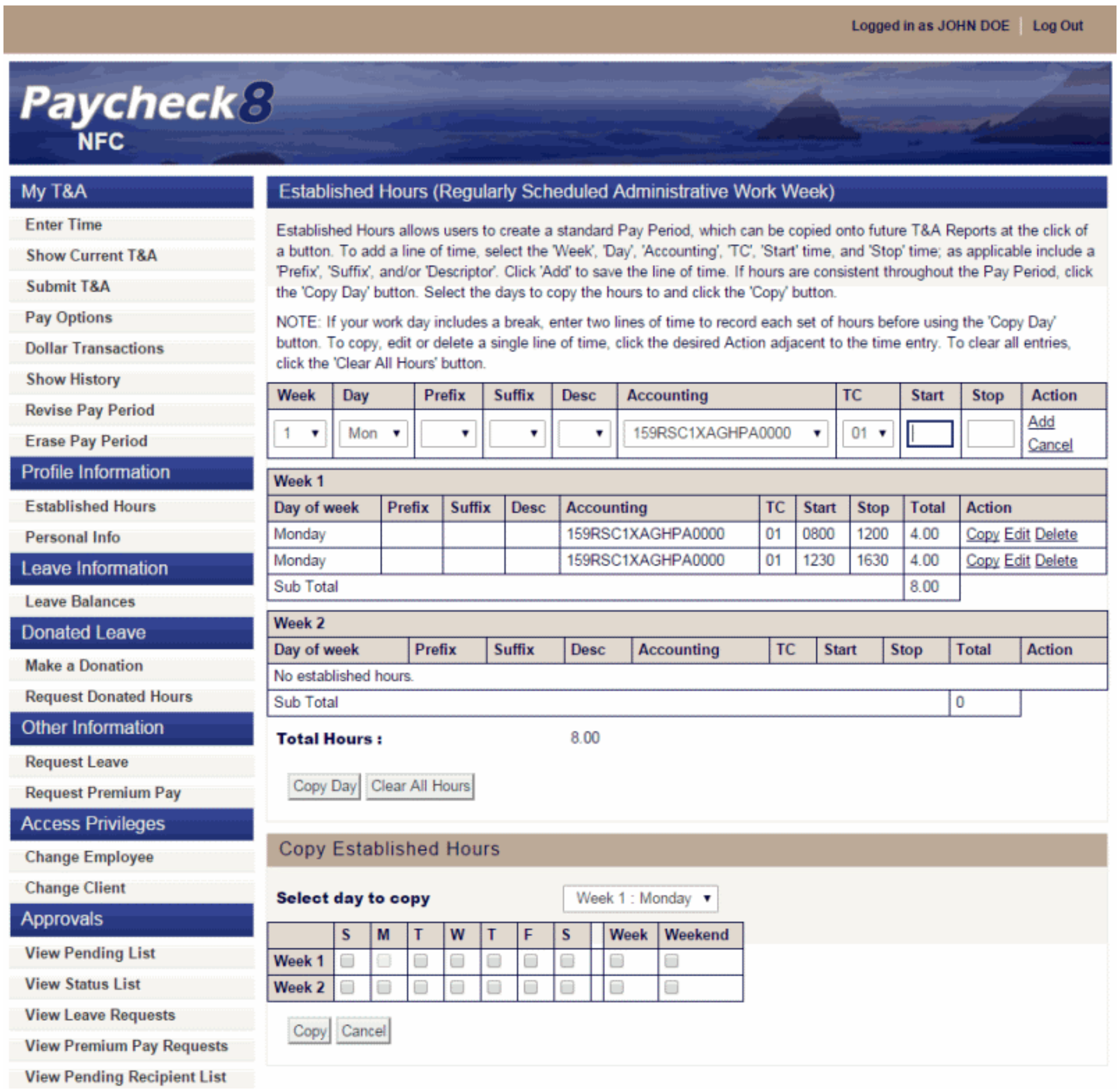


Figure 50: Established Hours Page - Copy Day

6. Check the boxes for the specific days to copy the established hours.

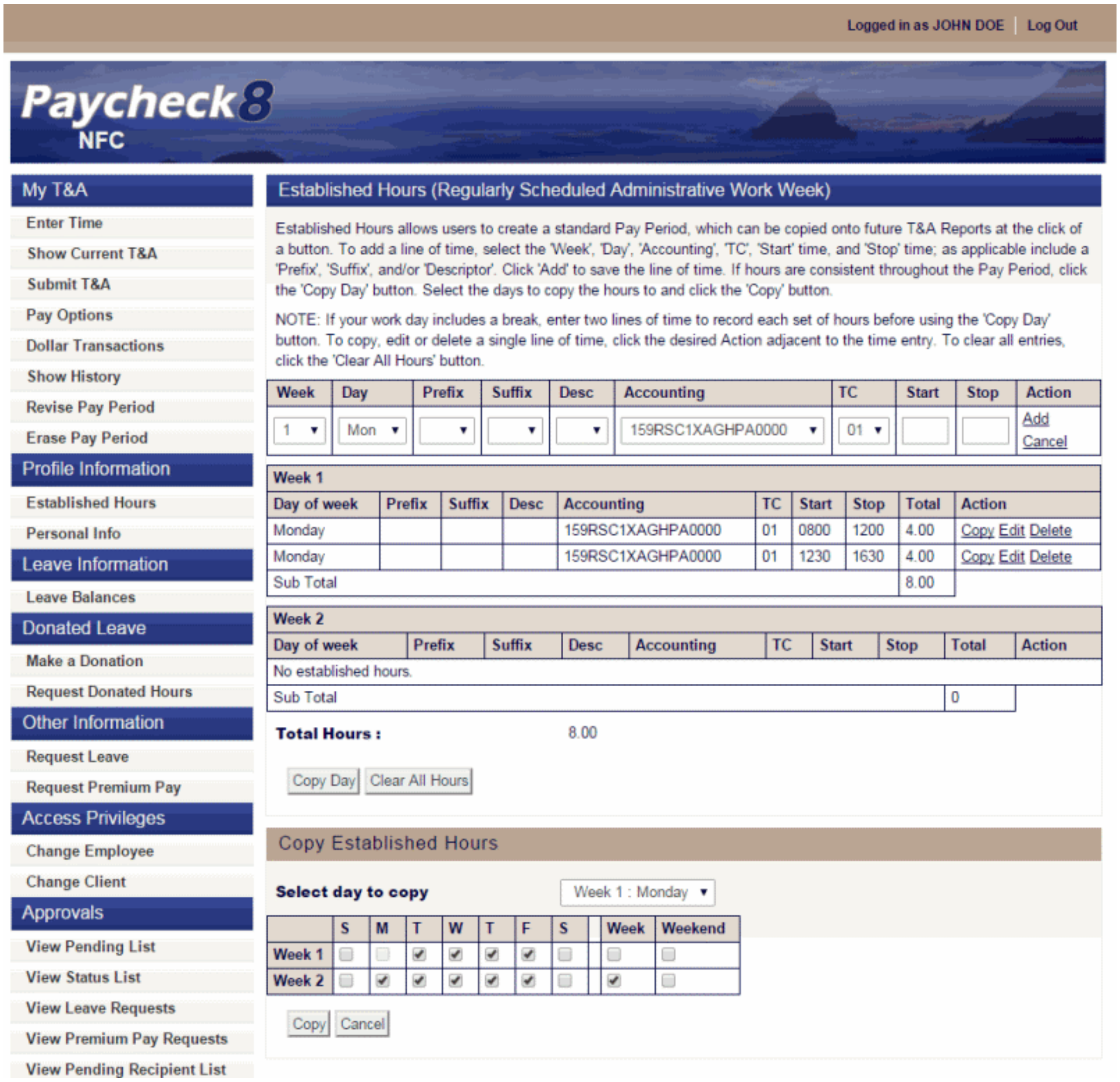


Figure 51: Established Hours Page - Copy Established Hours

7. Click **Copy**. The Established Hours page displays the hours copied.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

My T&A: Enter Time, Show Current T&A, Submit T&A, Pay Options, Dollar Transactions, Show History, Revise Pay Period, Erase Pay Period

Profile Information: Established Hours, Personal Info

Leave Information: Leave Balances

Donated Leave: Make a Donation, Request Donated Hours

Other Information: Request Leave, Request Premium Pay

Access Privileges: Change Employee, Change Client

Approvals: View Pending List, View Status List, View Leave Requests, View Premium Pay Requests, View Pending Recipient List

Reports: View a Report

Administration: Employee Management, Donated Leave Management

Established Hours (Regularly Scheduled Administrative Work Week)

Established Hours allows users to create a standard Pay Period, which can be copied onto future T&A Reports at the click of a button. To add a line of time, select the 'Week', 'Day', 'Accounting', 'TC', 'Start' time, and 'Stop' time; as applicable include a 'Prefix', 'Suffix', and/or 'Descriptor'. Click 'Add' to save the line of time. If hours are consistent throughout the Pay Period, click the 'Copy Day' button. Select the days to copy the hours to and click the 'Copy' button.

NOTE: If your work day includes a break, enter two lines of time to record each set of hours before using the 'Copy Day' button. To copy, edit or delete a single line of time, click the desired Action adjacent to the time entry. To clear all entries, click the 'Clear All Hours' button.

Week	Day	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Action
1	Mon				159RSC1XAGHPA0000	01			Add Cancel

Week 1

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
Monday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Monday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Tuesday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Tuesday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Wednesday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Wednesday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Thursday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Thursday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Friday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Friday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Sub Total								40.00	

Week 2

Day of week	Prefix	Suffix	Desc	Accounting	TC	Start	Stop	Total	Action
Monday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Monday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Tuesday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Tuesday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Wednesday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Wednesday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Thursday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Thursday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Friday				159RSC1XAGHPA0000	01	0800	1200	4.00	Copy Edit Delete
Friday				159RSC1XAGHPA0000	01	1230	1630	4.00	Copy Edit Delete
Sub Total								40.00	

Total Hours : 80.00

Copy Day | Clear All Hours

Figure 52: Established Hours Page - Copy Days

8. Review the table to ensure the hours established are correct.

Note: To edit specific lines of time, click the applicable button. Click **Clear All Hours** to clear all Established Hours.

Viewing Personal Information

Personal Info allows an employee to view their personal information and to edit certain fields. Click ***Personal Info*** to view personal information under the Profile Information menu, to view the Personal Information page.

Figure 53: Personal Information Page

Below is a description of the fields that cannot be edited by an employee.

Field	Description
Employee Name	Displays the employee's name.
SSN	Displays the employee's SSN with the first five digits masked.
EmpowHR ID	Not applicable.
Employee Email	Displays the employee's email address.
Supervisor	Displays the employee's supervisor.
Approver	Displays the person allowed to approve the employee's T&A, if set by the

Field	Description
	supervisor as a designated alternate.
Agency	Displays the employee's Agency.
Sub-unit	Displays the employee's 2nd level organizational structure.
Section	Displays the employee's 3rd level organizational structure.
Contact Point	Displays the employee's contact point number.

Below is a description of the fields that can be edited by an employee.

Field	Description
Designated Alternate	Displays the supervisor's designated alternate, if set, and can only be edited by a supervisor. If the supervisor has not set a designated alternate, the field displays **Not Set**.
Accounting	Displays the default accounting code, if set.
AUO	Displays the employee's AUO percentage, if applicable.
Default Work Schedule	Displays the employee's work schedule.
Work Schedule Description	Displays the employee's work schedule description, if entered.
Does your shift cross midnight?	Displays whether or not the employee's shift crosses midnight, if applicable.

To Set or Change Designated Alternate:

1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Figure 54: Personal Information Page

2. Click **Change** next to the Designated Alternate field on the Personal Information page. The Designated Alternate search section is displayed.

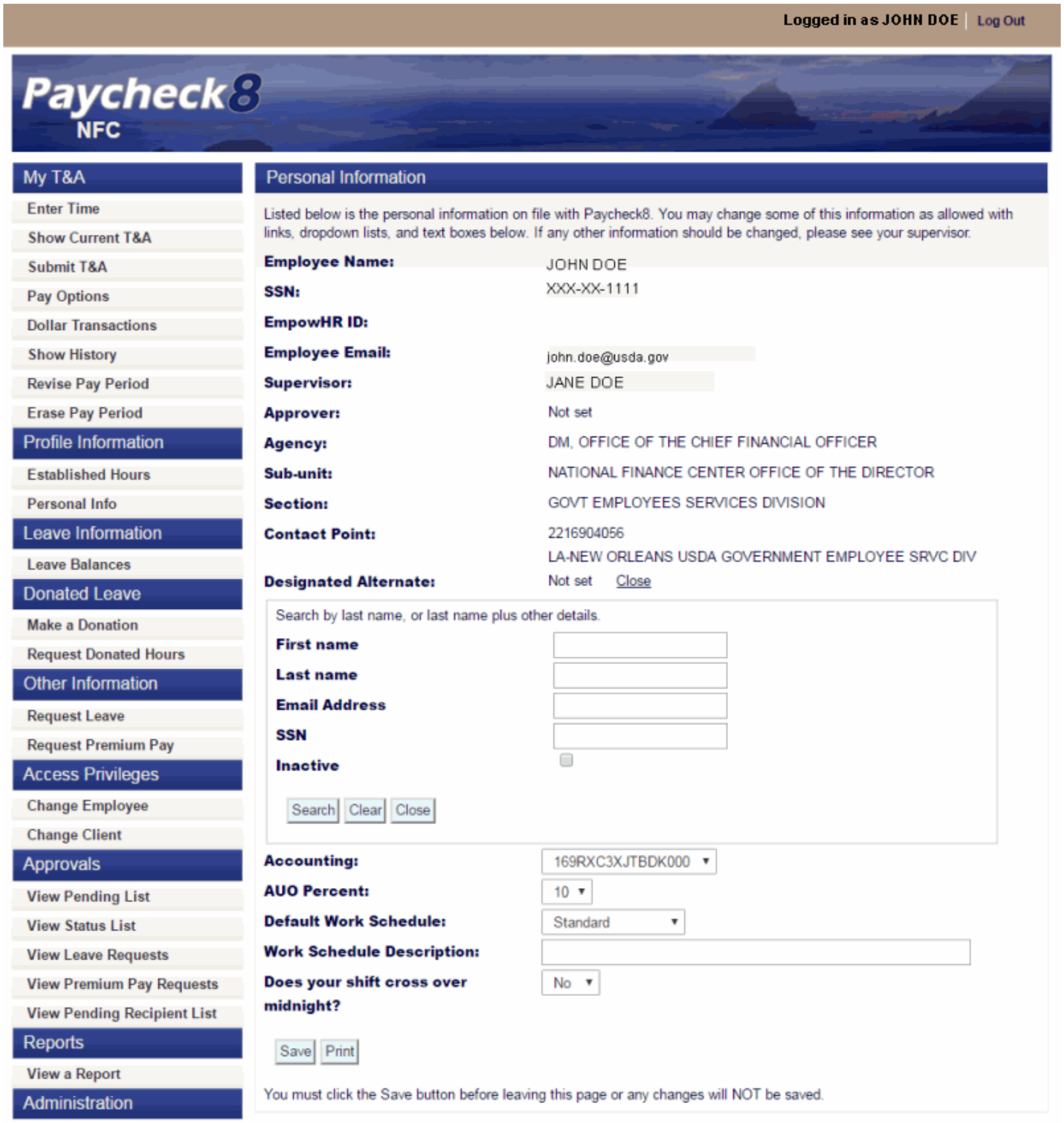


Figure 55: Personal Information Page - Designated Alternate Search

3. Complete the search fields as described below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of of the employee's first name.
Last name	Enter at least two letters of the employee's last name.

Field	Instruction
Email Address	Enter the employee's email address.
SSN	Enter the employee's Social Security number (SSN).
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The employee search result is displayed.

Figure 56: Personal Information Page - Designated Alternate Search Results

5. Click **Change** next to the employee being designated as alternate. The Personal Information page is displayed with the Designated Alternate listed.

Figure 57: Personal Information Page - Designated Alternate

Note: Only a user designated as a supervisor can set a Designated Alternate. Once set, that designated alternate is shown as Approver on any employee under that supervisor.

---

6. Click **Save**. The Designated Alternate change is saved.

To Set or Change Default Accounting:

1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Figure 58: Personal Information Page

2. Select the applicable accounting code from the drop-down list to use as default accounting on the T&A.

Note: Valid MASC accounting codes must be added by the Agency Accounting Administrator before default accounting can be stored.

---

3. Click **Save**. The selected accounting code is saved.

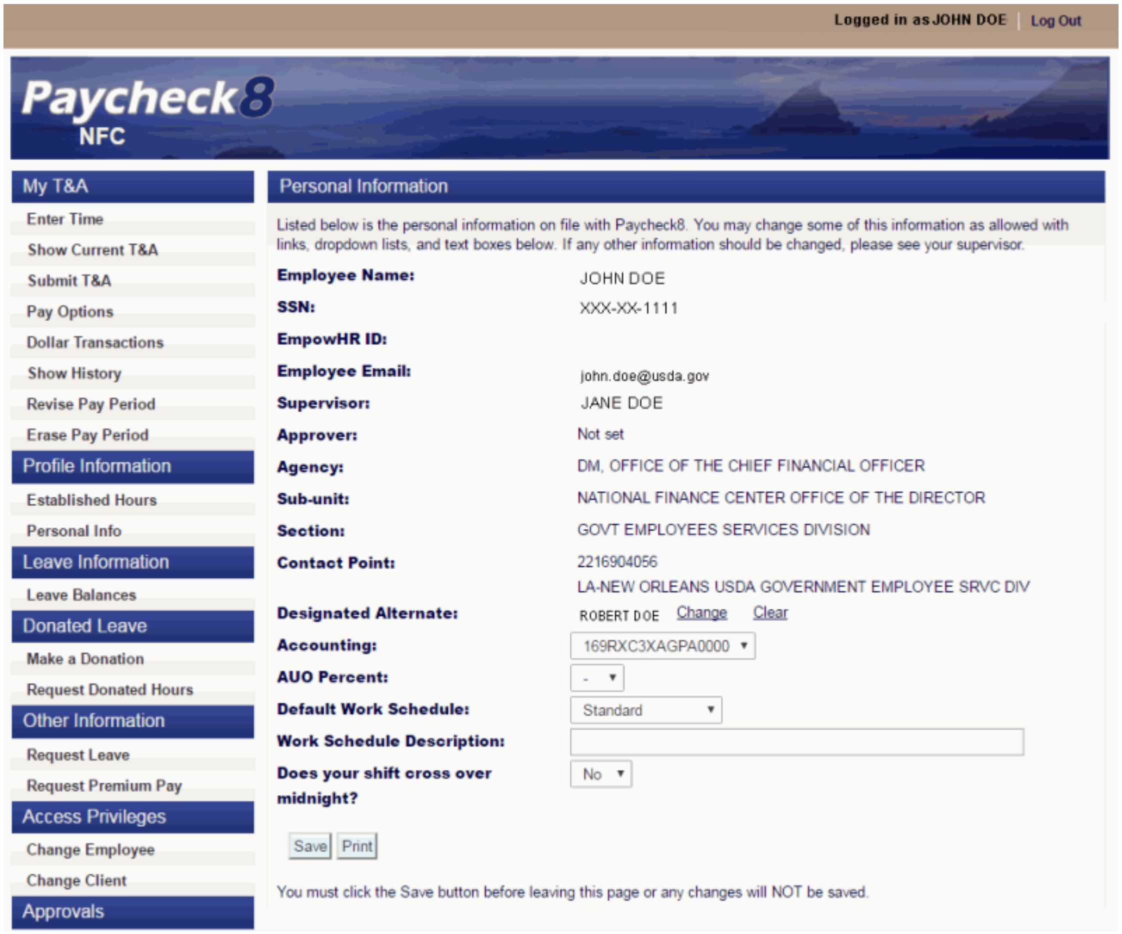


Figure 59: Personal Information Page - Change Accounting

To Change AUO Percent:

Note: This field is only visible for employees eligible to work AUO.

---

1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Figure 60: Personal Information Page

2. Select the AUO Percent from the drop-down list. Valid values are **00**, **10**, **15**, **20**, **25**, and **99**.

3. Click **Save**. The selected AUO Percent is saved.

To Change Default Work Schedule:

1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

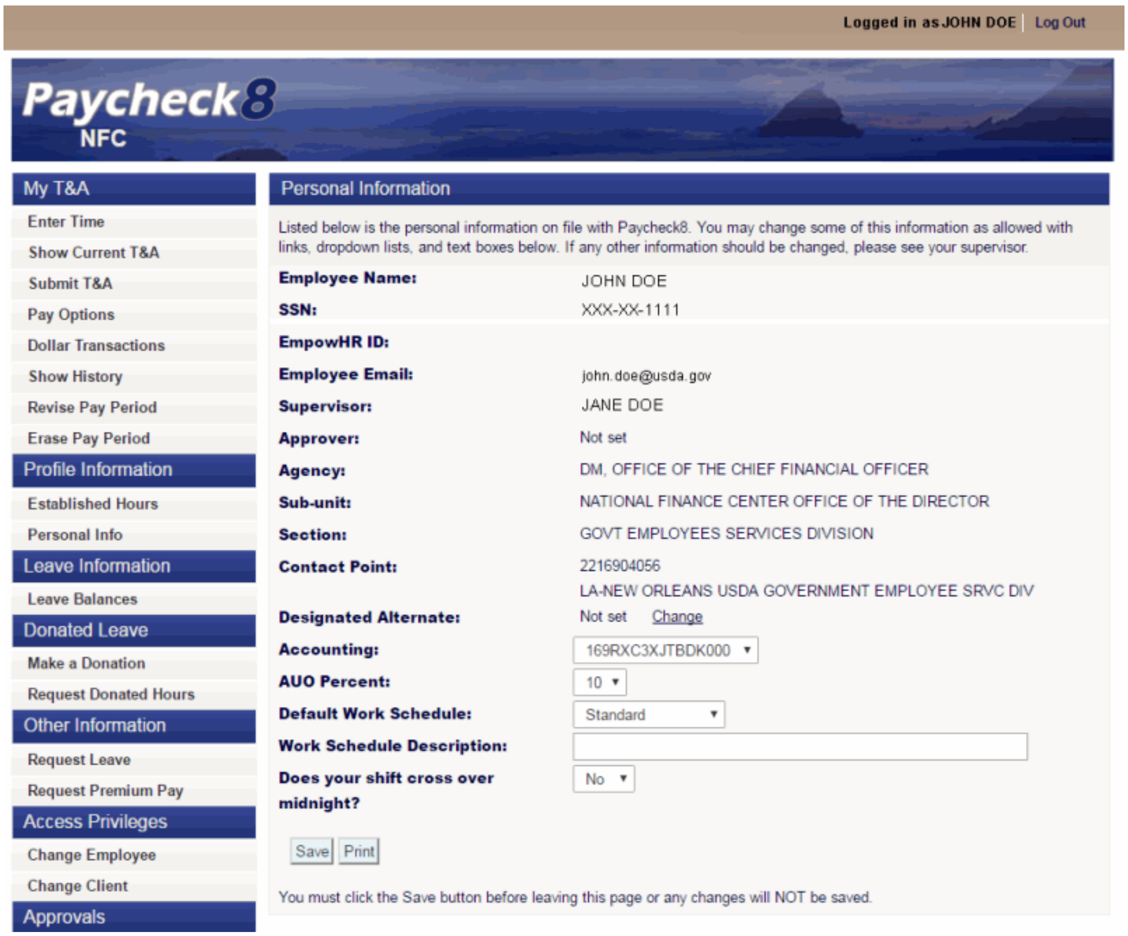


Figure 61: Personal Information Page

2. Select the applicable work schedule from the drop-down list. Defaults the first time you use Paycheck8. This is the default work schedule that will be effective for all pay periods unless changed, or the Work Schedule is changed for the specific pay period as a one-time change.

Note: Pay period data must be erased before changing the work schedule for the current pay period. If the T&A contains data, the work schedule may only be changed for the subsequent pay period.

3. Click **Save**. The Default Work Schedule is saved.

To Change Work Schedule Description:

1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Figure 62: Personal Information Page

2. Enter the work schedule description in the field.

3. Click **Save**. The Work Schedule Description is saved.

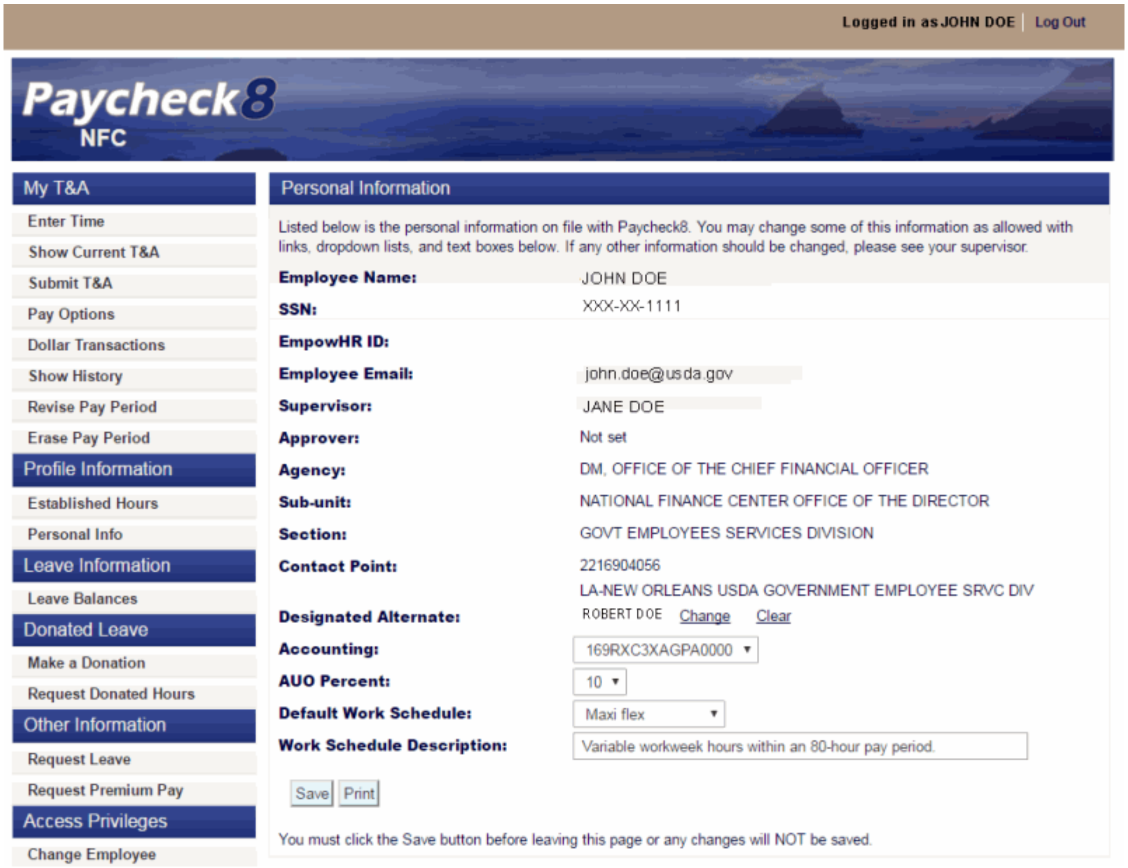


Figure 63: Personal Information Page - Change Work Schedule Description

To Change Your Shift Crossing Midnight Information:

Note: This field is only visible for wage shift employees and defaults to **No**.

---

1. Select **Personal Info** from the Profile Information menu on the Paycheck8 main menu page. The Personal Information page is displayed.

Figure 64: Personal Information Page

2. Select **No** or **Yes** from the drop-down list in the Does your shift cross over midnight? field.

3. Click **Save**. The selection is saved.

Leave Information

The Leave Information menu has only one menu option, ***Leave Balances,*** which allows users to view the Detailed Leave Information page showing current information for all leave types. These balances show only accruals while waiting for transmission to NFC. After transmission, the leave balances will be the actual balances. The number of hours to be earned for the remainder of the leave year is also displayed.

Leave Type	Accrued	Earned	Available	Used	Balance
Annual[1]	0.00	4.00	4.00	0.00	4.00
Sick[1]	0.00	4.00	4.00	0.00	4.00
Comp	0.00	0.00	0.00	0.00	0.00
CompTravel	0.00	0.00	0.00	0.00	0.00
Credit	0.00	0.00	0.00	0.00	0.00
LWOP	0.00	0.00	0.00	0.00	0.00
AWOL	0.00	0.00	0.00	0.00	0.00
Suspension	0.00	0.00	0.00	0.00	0.00
Restored	0.00	0.00	0.00	0.00	0.00
CompRelig	0.00	0.00	0.00	0.00	0.00
MilReg	0.00	0.00	0.00	0.00	0.00
MilEmg	0.00	0.00	0.00	0.00	0.00
Home	0.00	0.00	0.00	0.00	0.00
TimeOff	0.00	0.00	0.00	0.00	0.00

Figure 65: Detailed Leave Information Page

Donated Leave

The Donated Leave menu contains options which allow users to to donate leave to an approved leave recipient in the (VLTP) and/or donate leave to the Voluntary Leave Bank Program (VLBP), whichever is applicable to the Agency. This menu also allows the user to submit an application for approval to request leave donations from the applicable program.

Any employee may:

- Apply to become a recipient of donated hours.
  - View the status of the request.
  - View the details of the request.
  - Edit at least some of the details of the pending request.
- Use hours received from donors.
- Apply to donate hours to an approved leave recipient.
  - View the status of the donation offer(s).
  - View the details of any of pending donation offer(s).
  - Edit at least some of the details of the pending donation offer(s).
  - Decide how to handle refunded donated hours.

A supervisor may (for those in chain of command):

- Approve or disapprove requests for donated hours (as a recommendation to the VLTP Administrator).
  - View the status of requests for donated hours.
  - View the details of any recipient requests.

This section includes the following topics:

Making a Leave Donation

Make a Donation allows users to make a new donation to a VLTP recipient or the VLBP and view existing donation records. Users are also allowed to review historic donation details or take action on pending donation refunds. Pending donation refunds are donations which were returned to the donor by the VLTP Administrator.

To View Current or Historic Leave Donations:

1. Select ***Make a Donation*** from the Donated Leave menu on the Paycheck8 main menu page. The Make a New Donation page is displayed and shows leave donation requests for the current year.

Note: Requests in pending status may be edited. Requests in approved or rejected status may only be viewed.

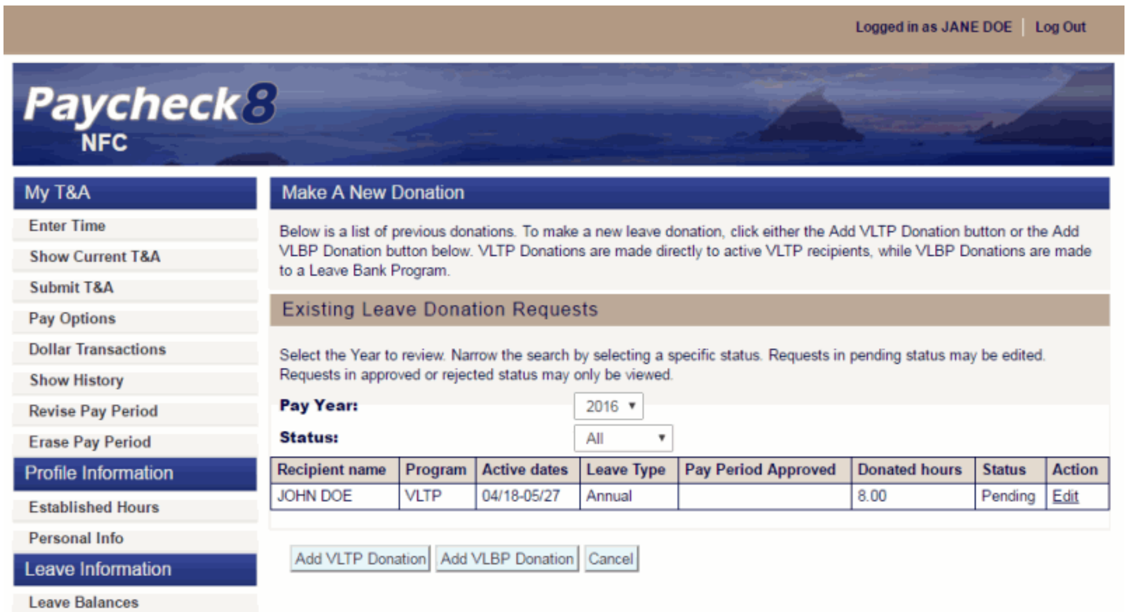


Figure 66: Make a New Donation Page

2. To view historic requests, complete the fields as follows:

Field	Instruction
Pay Year	Select the year of the donated leave requests to review from the drop-down list.
Status	Select the status of the donated leave requests to review from the drop-down list. Valid values are **`All`**, **`Approved`**, **`Pending`**, and **`Rejected`**.

3. The historic requests are displayed. If no requests are found, the message, *There are no leave donations for the selected year and status,* is displayed.

Figure 67: Make a New Donation Page - Historic Search

To Make a VLTP Donation:

1. Select ***Make a Donation*** from the Donated Leave menu on the Paycheck8 main menu page. The Make a New Donation page is displayed.

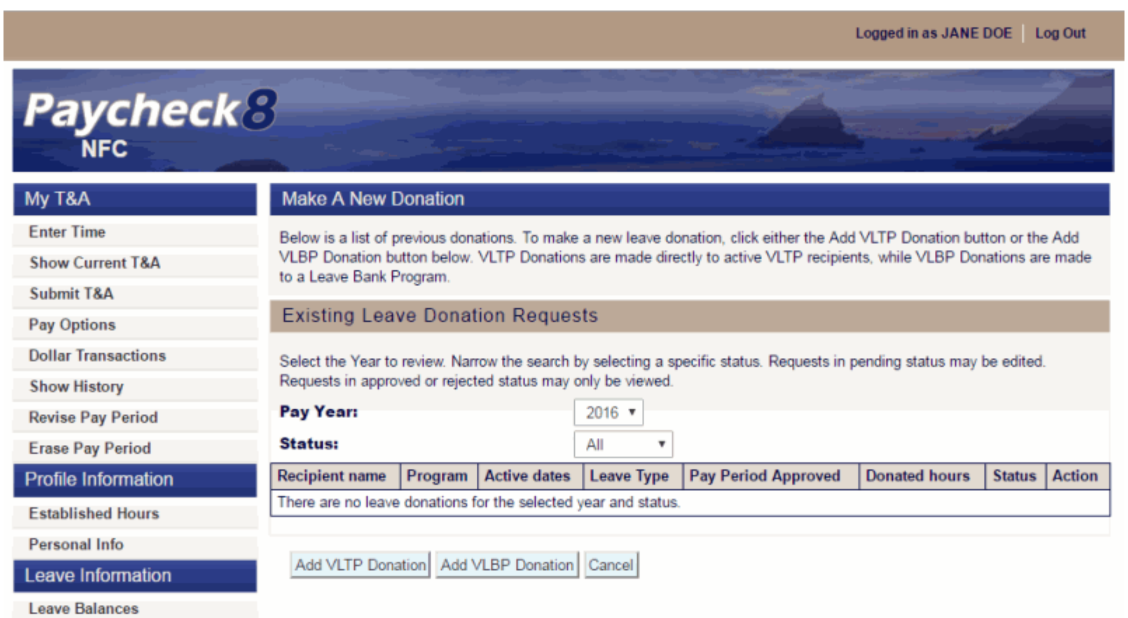


Figure 68: Make a New Donation Page

2. Click **Add VLTP Donation**. The Make a New VLTP Donation page is displayed with a list of approved recipients. Users may search for a specific recipient by typing the recipients name in the search box. Users may also sort any column in ascending or descending order.

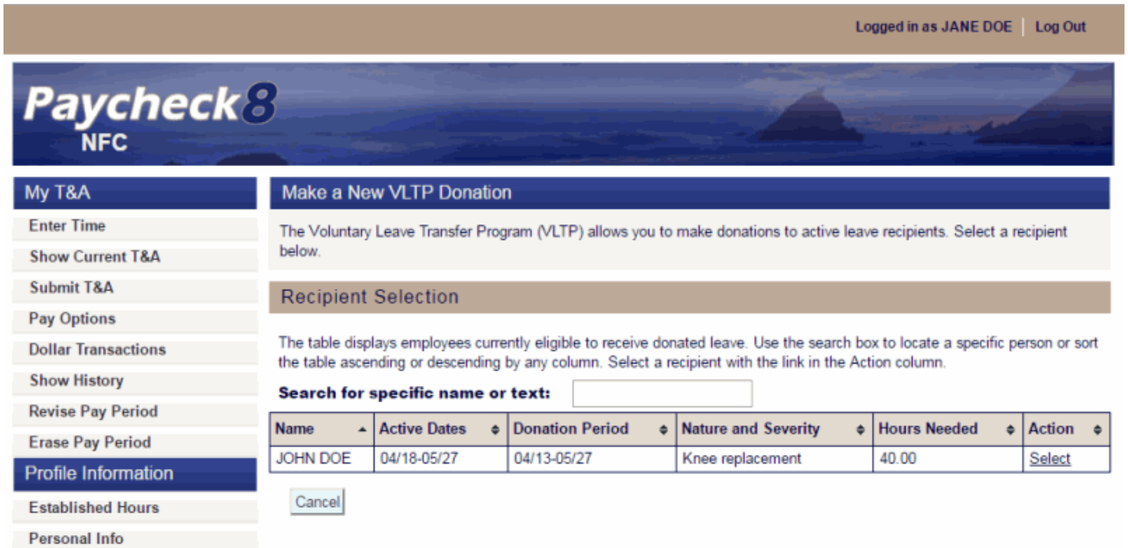


Figure 69: Make a New VLTP Donation Page - Recipient Selection

3. Click **Select** in the Action field of the employee to receive the leave donation. The page now displays the recipient's information and requires the donation specifics.

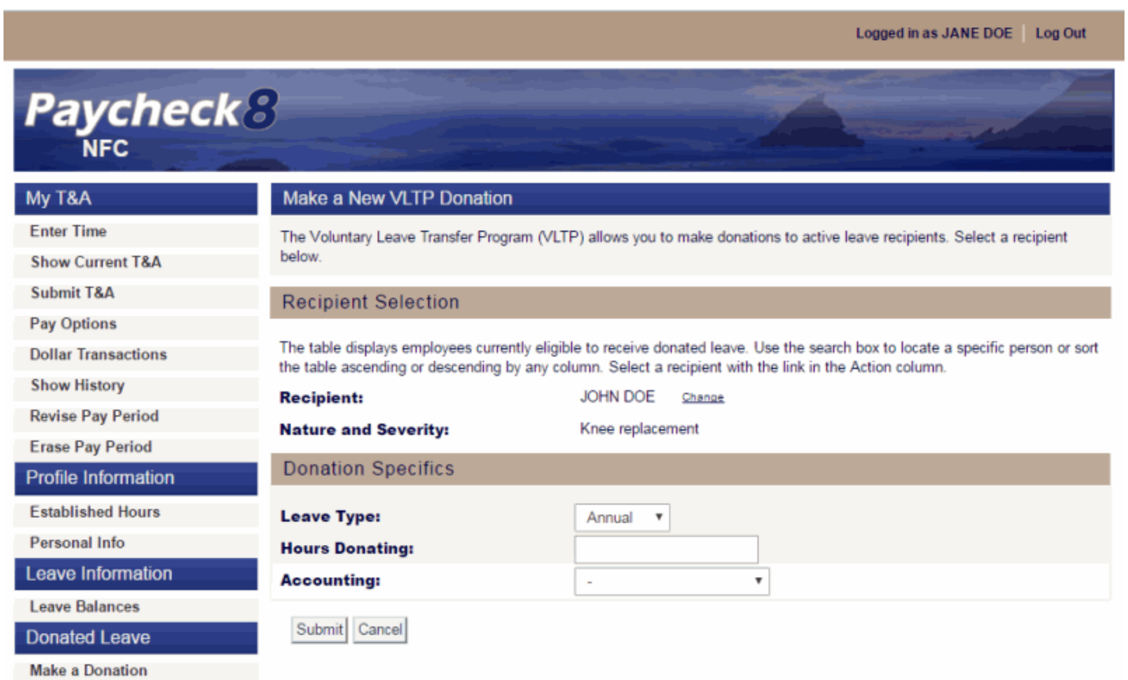


Figure 70: Make a New Donation Page - Donation Specifics

4. Complete the fields as follows:

Field	Instruction
Leave Type	Select the leave type to donate from the drop-down list. Valid values are **`Annual`** and **`Restored`**.
Hours Donating	Enter the number of hours to donate.
Accounting	Select the accounting code from the drop-down list.

5. Click **Submit**. The Make a New Donation page is displayed with the new donation shown. Donations will remain in a pending status until approved by the VLTP administrator. Donations may be edited as long as they are in a pending status. Donations in an approved status may be viewed, but not edited. The donated hours will be deducted when the T&A is processed.

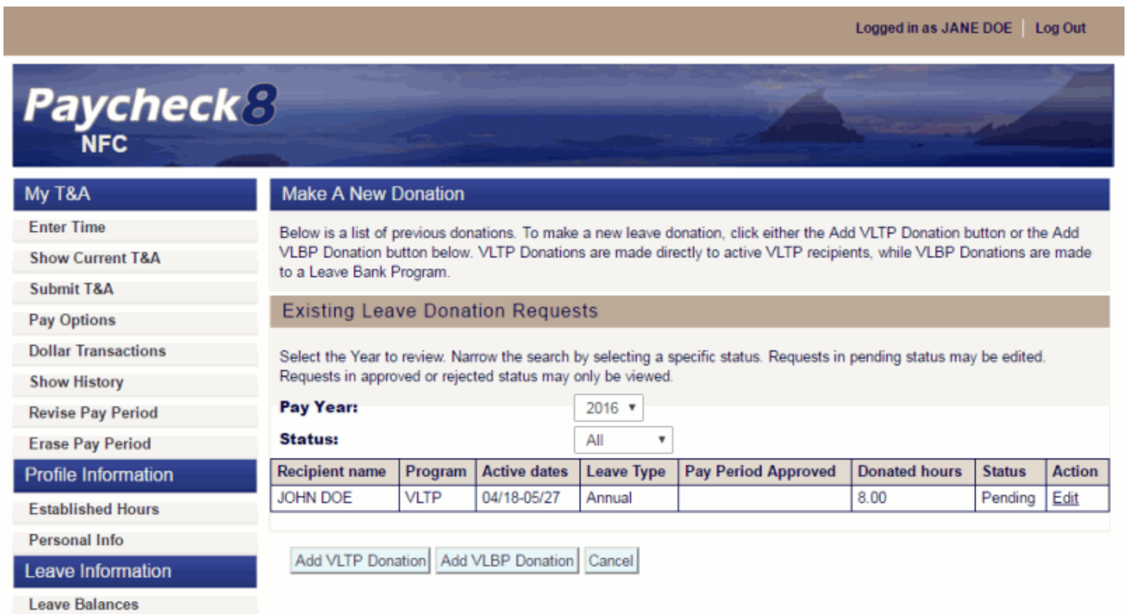


Figure 71: Make a New Donation Page - New Donation Shown

To Make a VLBP Donation:

1. Select ***Make a Donation*** from the Donated Leave menu on the Paycheck8 main menu page. The Make a New Donation page is displayed

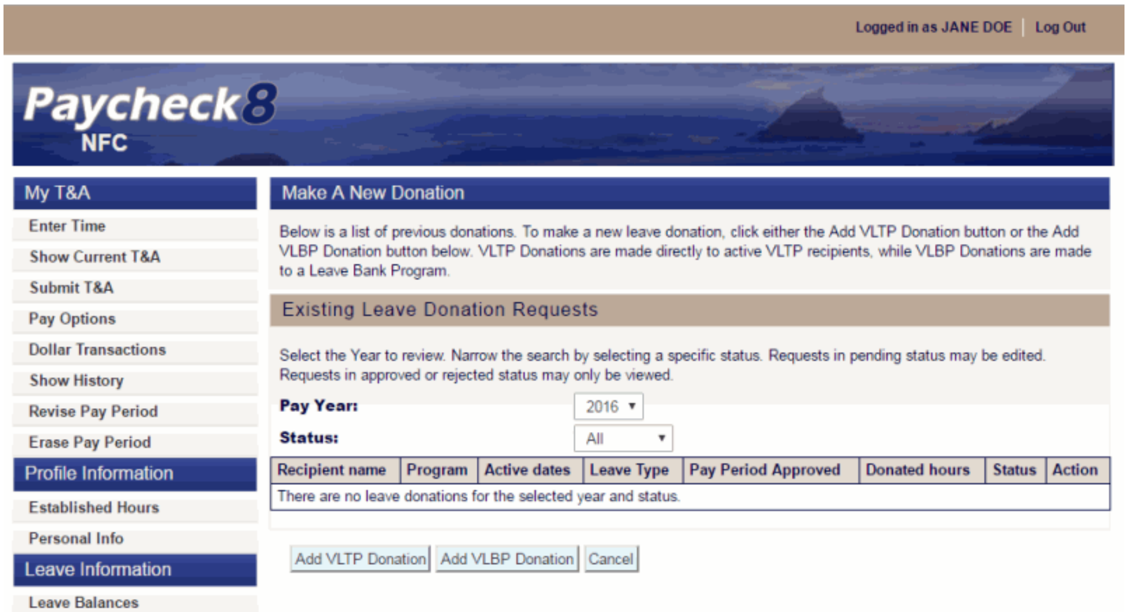


Figure 72: Make a New Donation Page

2. Click **Add VLBP Donation**. The Make a New VLBP Donation page is displayed with a list of active leave banks. Users may search for a specific leave bank by typing the leave bank name in the search box. Users may also sort the column in ascending or descending order.

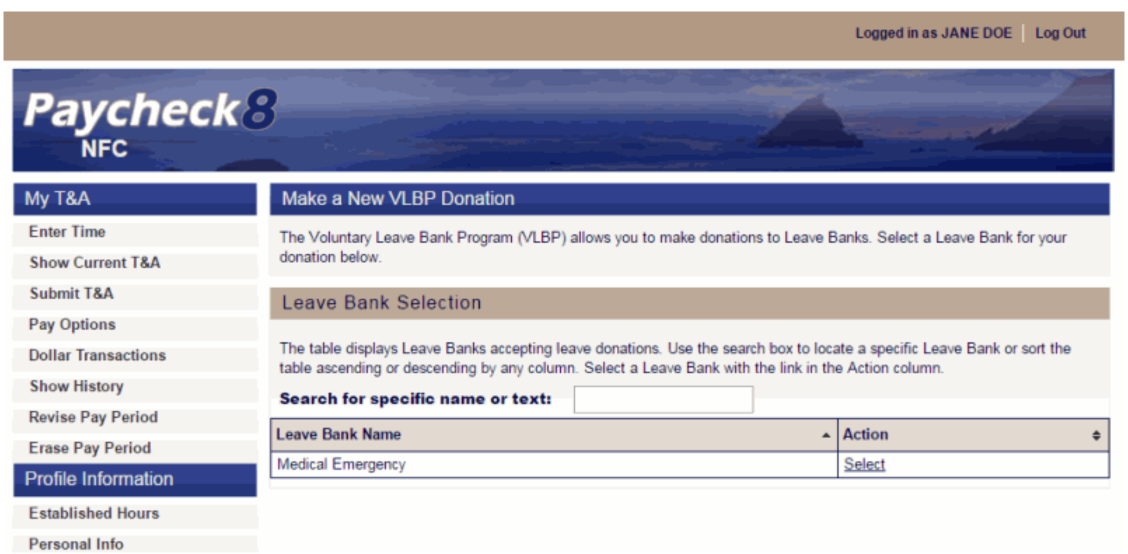


Figure 73: Make a New VLBP Donation Page

3. Click **Select** in the Action field of the applicable leave bank. The page now displays the leave bank selection and requires the donation specifics.

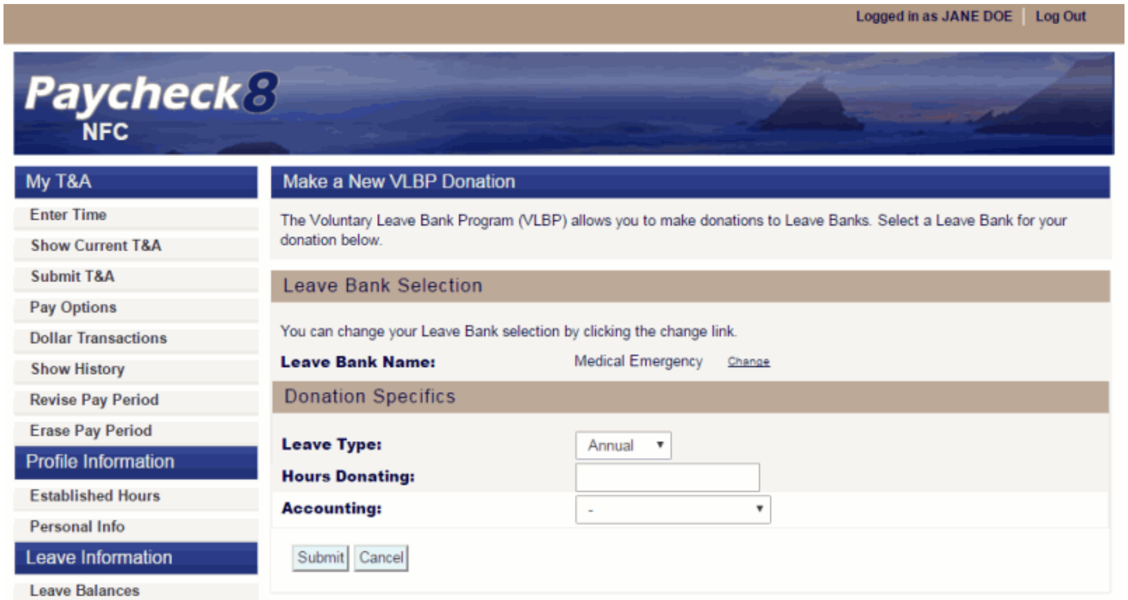


Figure 74: Make a New VLBP Donation Page - Donation Specifics

4. Complete the fields as follows:

Field	Instruction
Leave Type	Select the leave type to donate from the drop-down list. Valid values are **`Annual`** and **`Restored`**.
Hours Donating	Enter the number of hours to donate.
Accounting	Select the accounting code from the drop-down list.

5. Click **Submit**. The Make a New Donation page is displayed with the new donation shown. Donations will remain in a pending status until approved by the VLTP administrator. Donations may be edited as long as they are in a pending status. Donations in an approved status may be viewed, but not edited. The donated hours will be deducted when the T&A is processed.

Figure 75: Make a New Donation Page - VLBP Donation Shown

To Take Action on a Pending Refund:

1. Select ***Make a Donation*** from the Donated Leave menu on the Paycheck8 main menu page. The Make a New Donation page is displayed showing a donation refund.

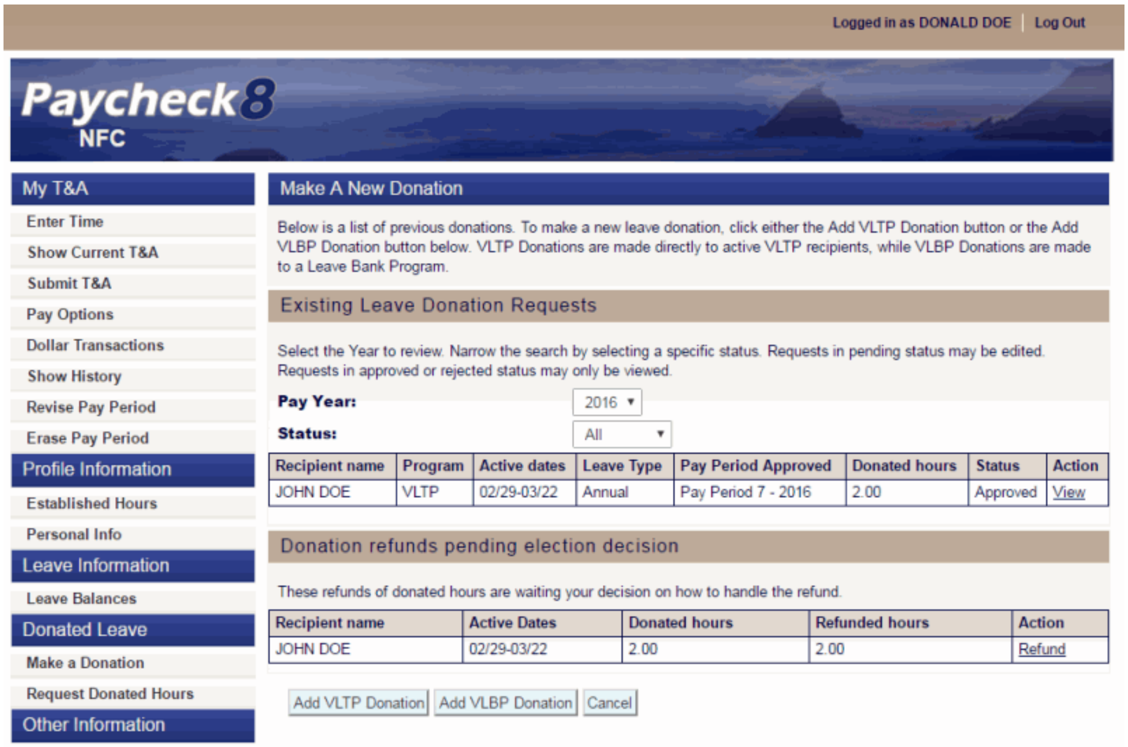


Figure 76: Make a Donation Page - Refunded Donations

2. Click **Refund**. The Donated Leave Refund Selection page is displayed showing the previous donation information and the refund election function.

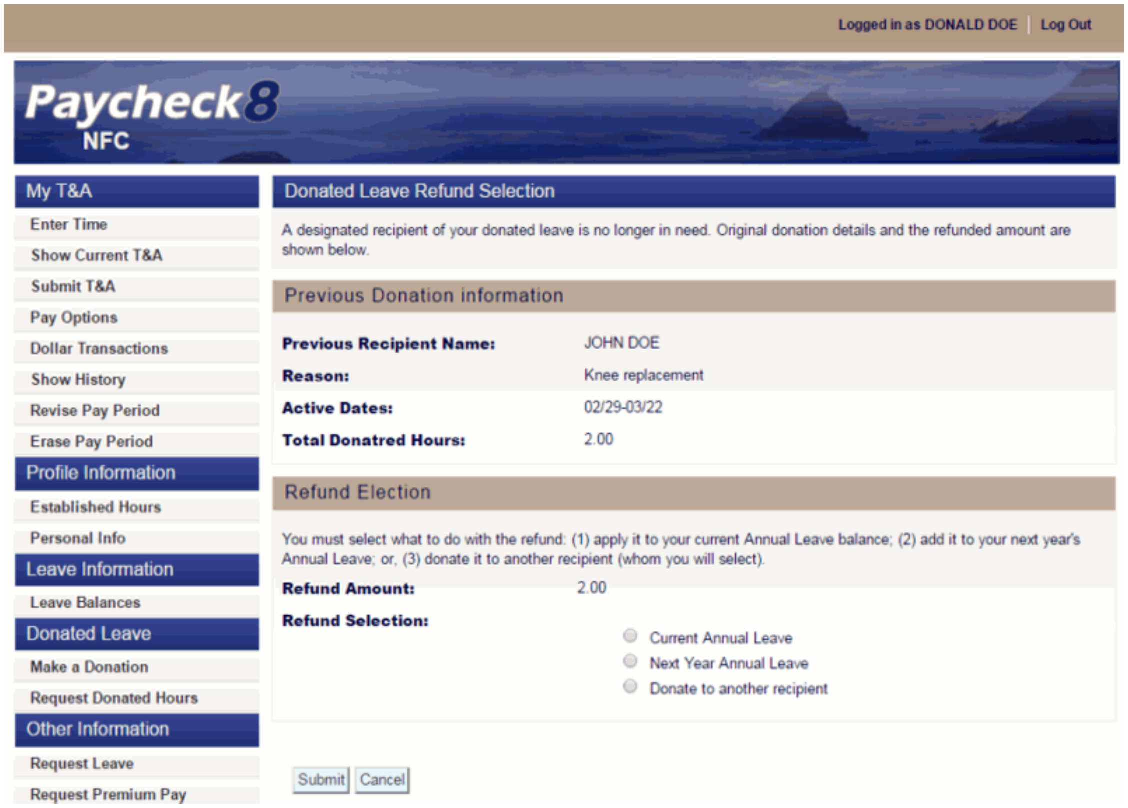


Figure 77: Donated Leave Refund Selection Page

3. The following fields are displayed:

Field	Description
Previous Recipient Name	Displays the recipient's name.
Reason	Displays the reason for the medical emergency.
Active Dates	Displays the active dates of the emergency.
Total Donated Hours	Displays the total number of hours donated to the recipient.
Refund Amount	Displays the amount of the refund.

4. Complete the remaining field as follows:

Field	Instruction
Refund Selection	Select the option to apply the refunded leave. Valid values are `Current Annual Leave`, `Next Year Annual Leave`, and `Donate to another recipient`.

5. Click **Submit**. If **Donate to another recipient** is selected, the Recipient Selection section is displayed.

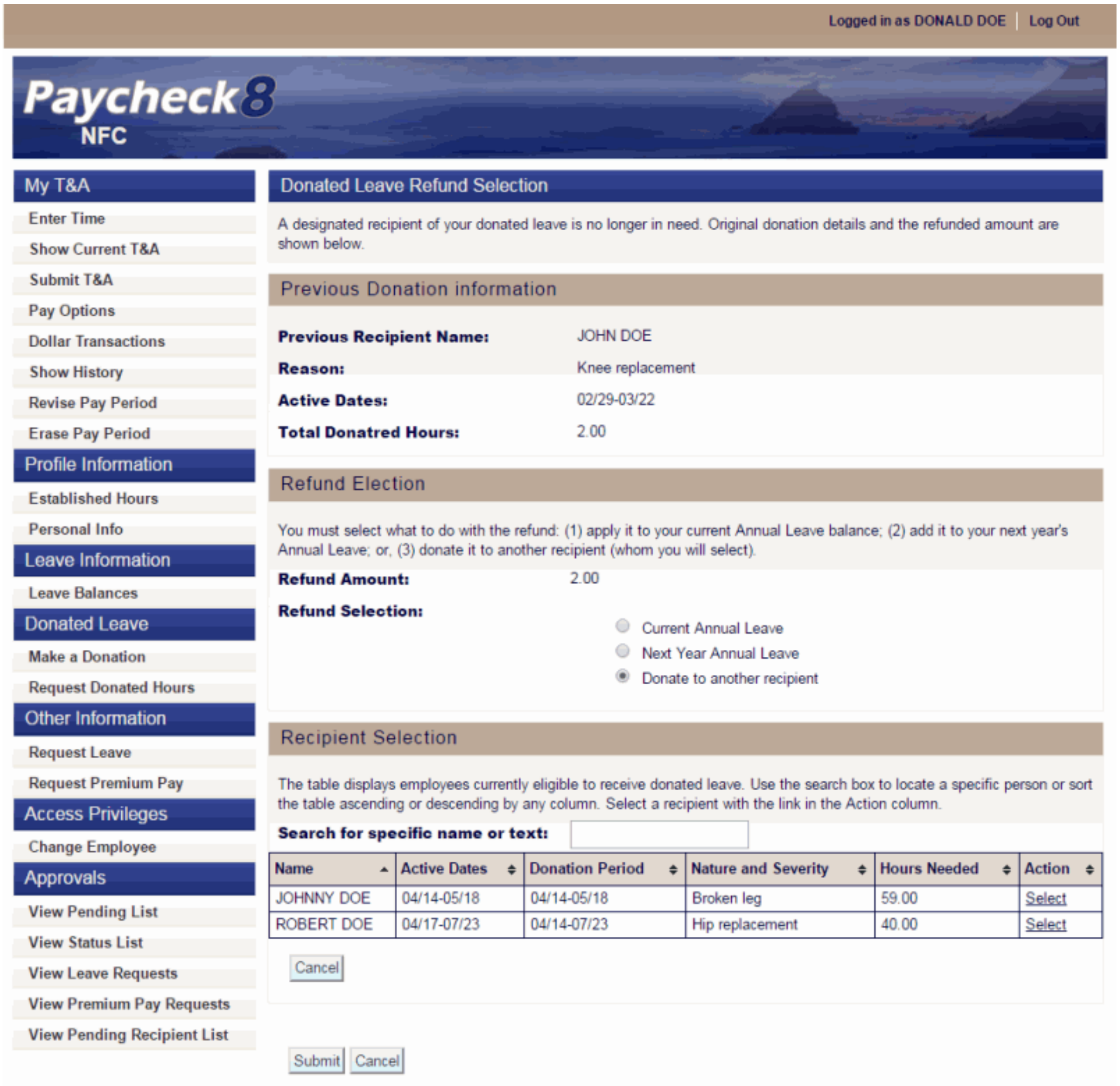


Figure 78: Donated Leave Refund Selection Page - Recipient Selection

6. Click **Select** adjacent to the new recipient's name. The Recipient Selection is displayed.

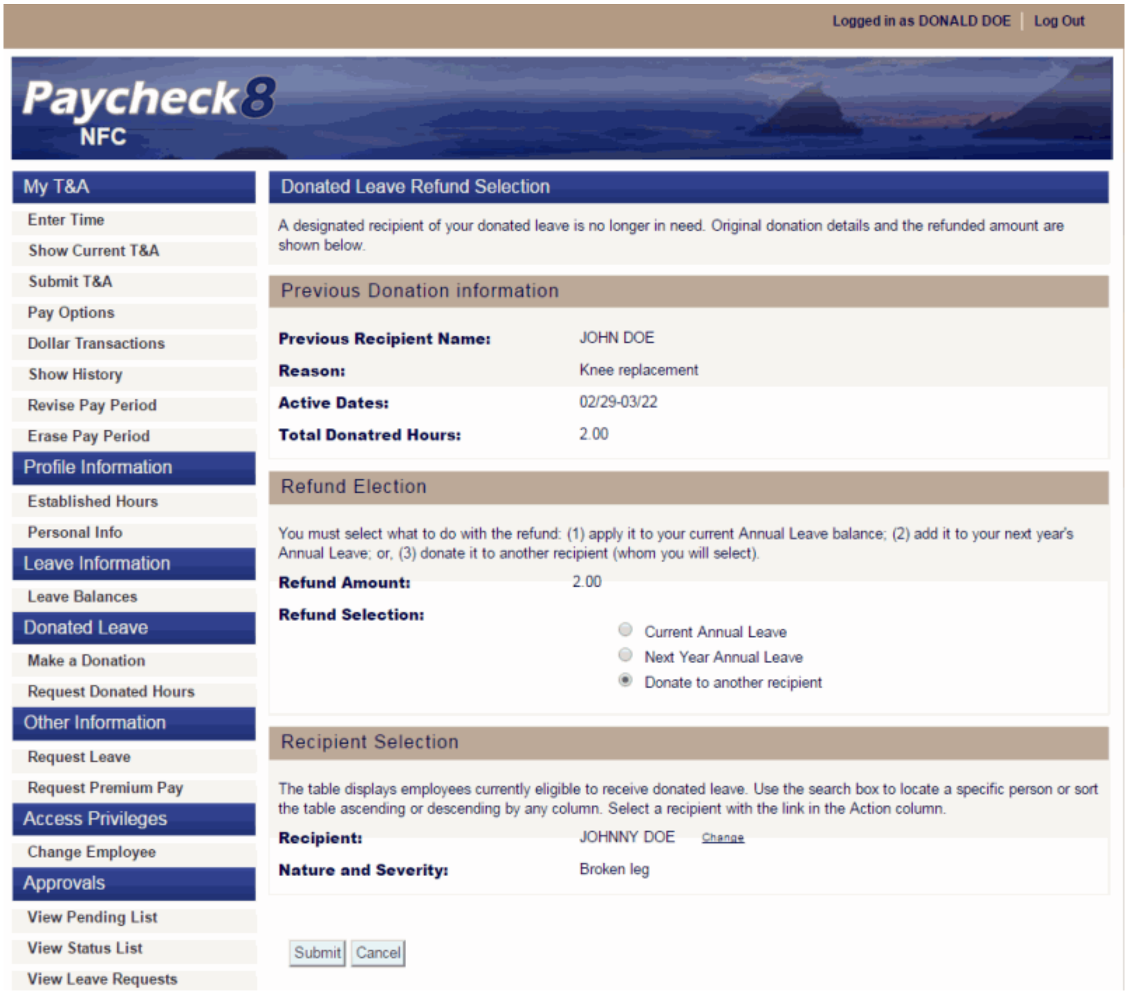


Figure 79: Donated Leave Refund Selection Page - Recipient Selected

7. Click **Submit** to finalize the election. The Make a Donation page is displayed with the donation listed.

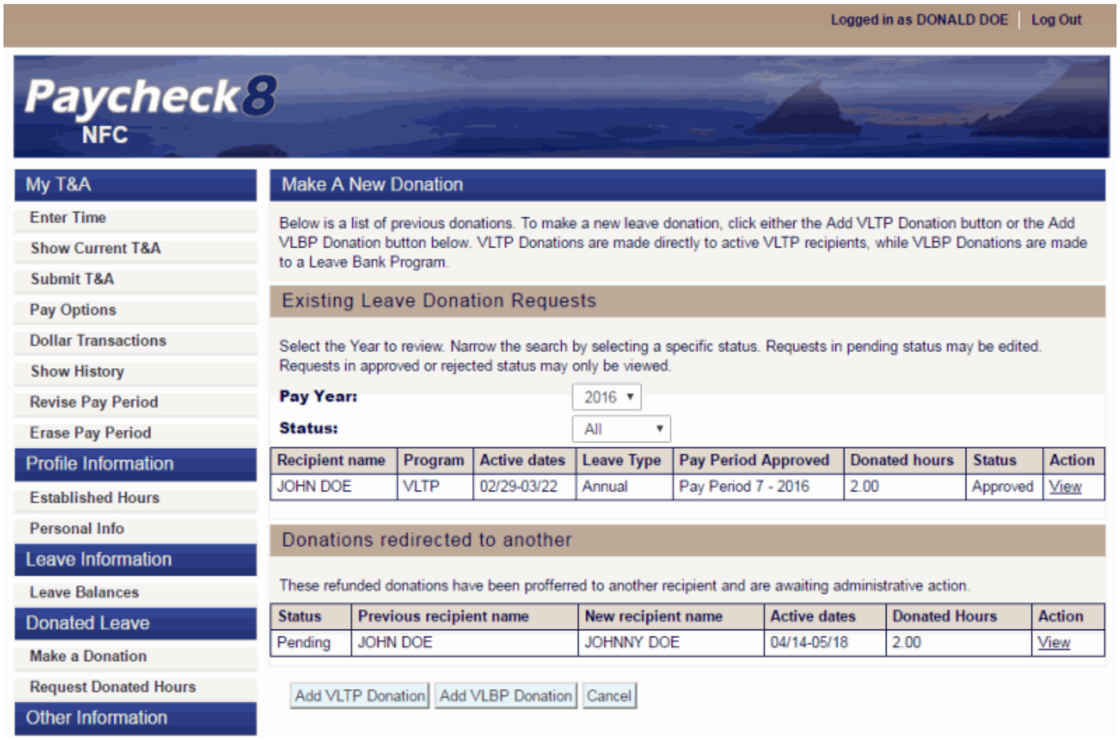


Figure 80: Make a New Donation Page - Donations Redirected to Another

8. Click **View** to review the donation details. Donations redirected to another employee details are displayed to review.

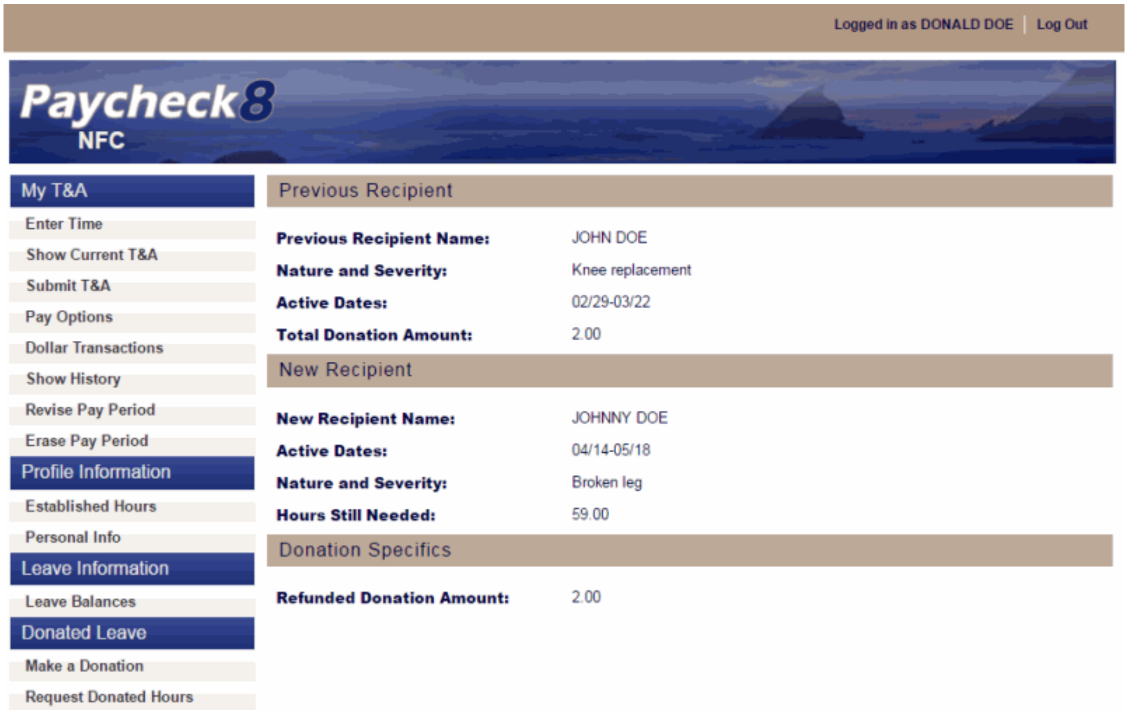


Figure 81: Donattions Directed to Another Employee Details Page

Requesting Donated Hours

Request Donated Hours allows users to complete and submit the Application to Become a Leave Recipient Under VLTP and VLBP. Users are also allowed to view previously submitted requests.

Note: Pending requests may be edited until approved by a VLTP Administrator. Approved requests are view only.

To Request Donated Hours Under VLTP:

1. Select ***Request Donated Hours*** from the Donated Leave menu on the Paycheck8 main menu page. The View Existing Recipient Requests page is displayed.

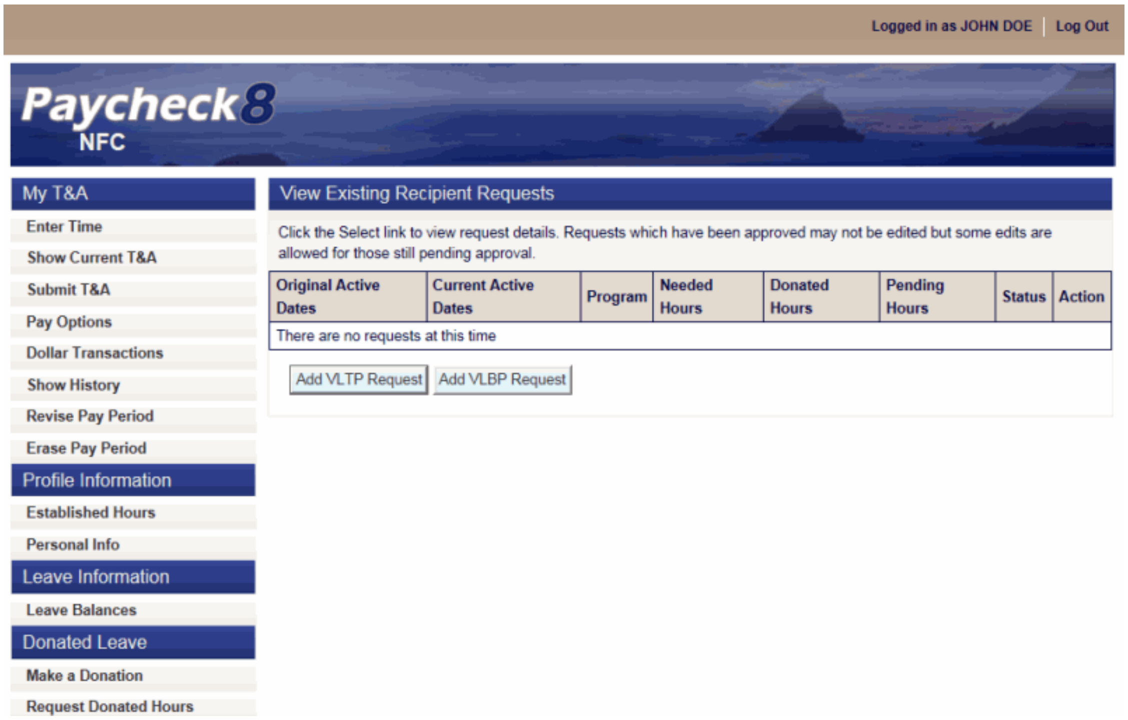


Figure 82: View Existing Recipient Requests Page

2. Click **Add VLTP Request**. The New Donated Leave Recipient Request page is displayed.

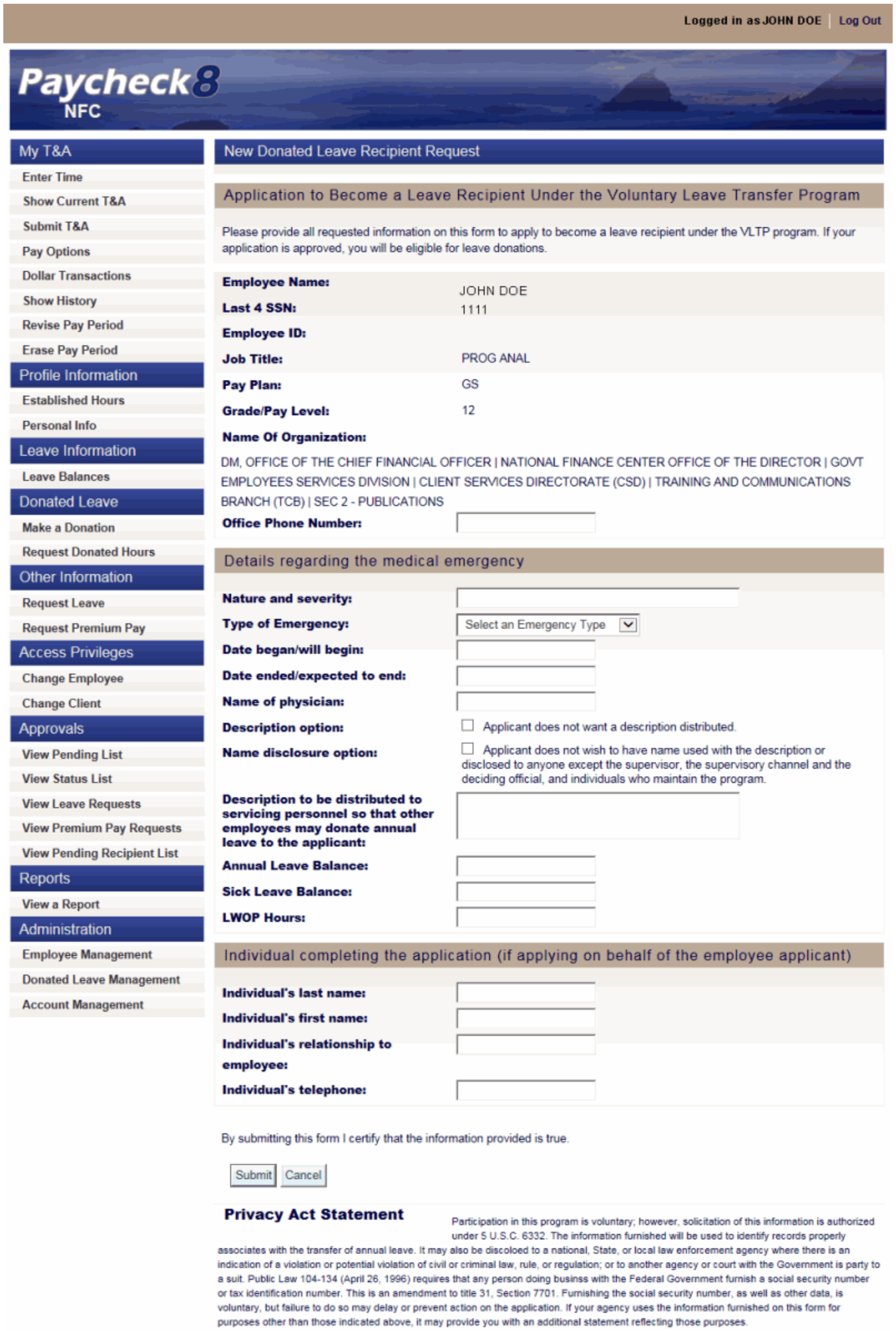


Figure 83: New Donated Leave Recipient Request Page

3. Complete the applicable Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program fields as follows:

Field	Description/Instruction
Employee Name	Displays the employee name.
Last 4 SSN	Displays the last 4 digits of the employee's SSN.
Employee ID	Not applicable.
Job Title	Displays the employee's job title.
Pay Plan	Displays the employee's pay plan.
Grade/Pay Level	Displays the employee's grade.
Name of Organization	Displays the literal name of the employee's organizational structure.
Office Phone Number	Enter the office telephone number.

4. Complete the Details regarding this medical emergency fields as follows:

Field	Instruction
Nature and severity	Enter the nature and severity of the medical emergency.
Type of Emergency	Select the type of emergency from the drop-down list. Valid values are **Personal Medical Emergency** and **Family Medical Emergency**.
Date began/will begin	Enter the date the medical emergency began or will begin.
Date ended/expected to end	Enter the date the medical emergency ended or is expected to end.
Name of physician	Enter the name of the physician for the medical emergency.
Description option	Check this box if applicant does not want a description of the medical emergency distributed.
Name disclosure option	Check this box if applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant	Enter the description applicant wishes to have distributed to other employees in leave request.
Annual Leave Balance	Enter the applicant's annual leave balance.
Sick Leave Balance	Enter the applicant's sick leave balance.

Field	Instruction
LWOP Hours	Enter the applicant's leave without pay balance.

5. Complete the Individual completing the application (if applying on behalf of the employee applicant) fields as follows:

Field	Instruction
Individual's last name	Enter the last name of the individual completing the application on behalf of the employee, if applicable.
Individual's first name	Enter the first name of the individual completing the application on behalf of the employee, if applicable.
Individual's relationship to employee	Enter the relationship of the individual completing the application to the individual, if applicable.
Individual's telephone	Enter the telephone number of the individual completing the application on behalf of the employee, if applicable.

6. Click **Submit**. The View Existing Recipient Requests page is displayed with request in a pending status awaiting approval. Requests will remain in a pending status until approved by the VLTP administrator. Requests may be edited as long as they are in a pending status. Requests in an approved status may be viewed, but not edited.

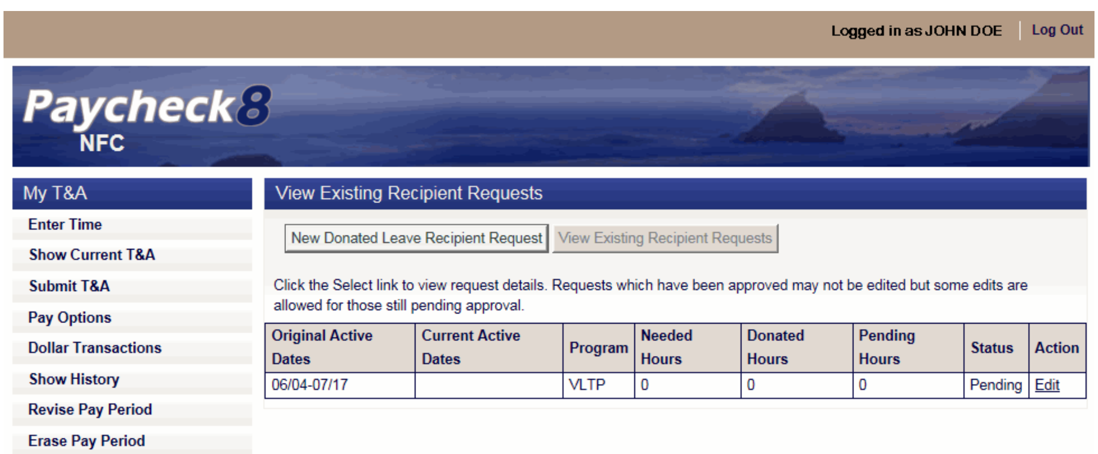


Figure 84: View Existing Recipient Requests Page - Request Pending

To Request Donated Hours Under VLBP:

1. Select ***Request Donated Hours*** from the Donated Leave menu on the Paycheck8 main menu page. The View Existing Recipient Requests page is displayed.

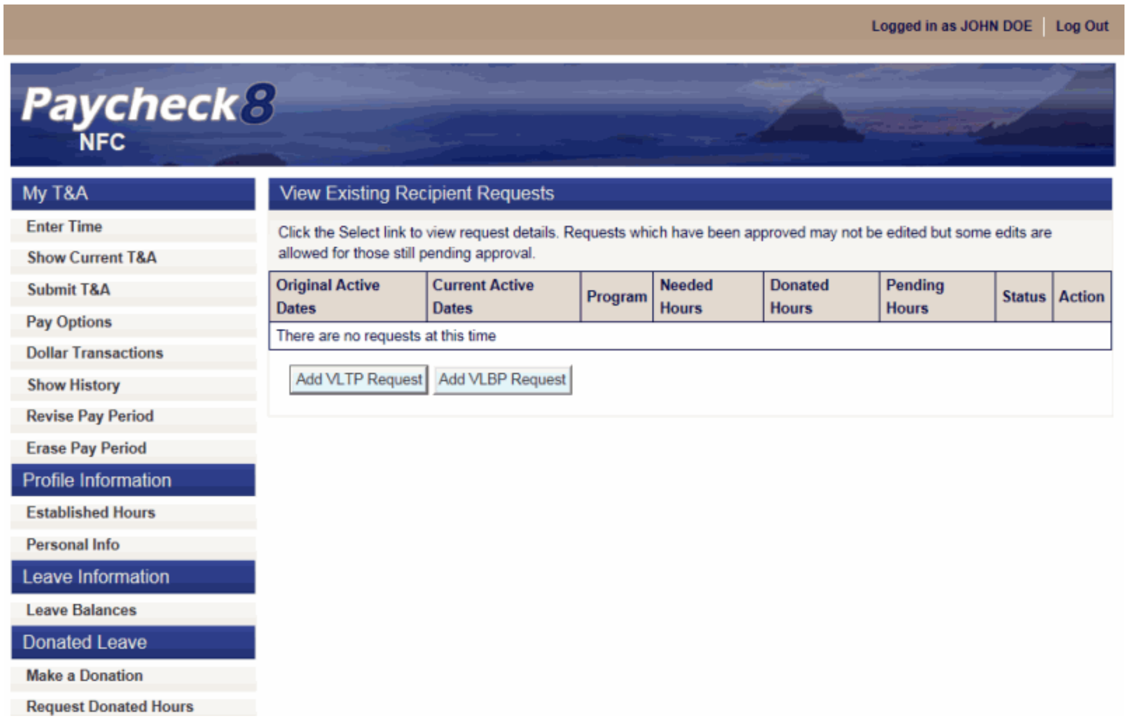


Figure 85: View Existing Recipient Requests Page

2. Click **Add VLBP Request**. The New VLBP Recipient Request page is displayed.

Figure 86: New VLBP Recipient Request Page

3. Click **Select** next to the applicable leave bank. The Leave Bank Selection is displayed.

Logged in as JOHN DOE | Log Out

Paycheck8 NFC

- My T&A
  - Enter Time
  - Show Current T&A
  - Submit T&A
  - Pay Options
  - Dollar Transactions
  - Show History
  - Revise Pay Period
  - Erase Pay Period
- Profile Information
  - Established Hours
  - Personal Info
- Leave Information
  - Leave Balances
- Donated Leave
  - Make a Donation
  - Request Donated Hours
- Other Information
  - Request Leave
  - Request Premium Pay
- Access Privileges
  - Change Employee
- Approvals
  - View Pending List
  - View Status List
  - View Leave Requests
  - View Premium Pay Requests
  - View Pending Recipient List
- Reports
  - View a Report
- Administration
  - Employee Management
  - Donated Leave Management
  - Account Management

New VLBP Recipient Request

Leave Bank Selection

You can change your Leave Bank selection by clicking the change link.

Leave Bank Name: Medical Emergency Leave Bank Change

Application to become a Leave Recipient Under the Voluntary Leave Bank Program

Please provide all requested information on this form to apply to become a leave recipient under the Voluntary Leave Bank Program. If your application is approved, you will be eligible for leave hours from the Leave Bank.

Employee Name:	JOHN DOE
Last 4 SSN:	1111
Employee ID:	
Job Title:	PROG ANAL
Pay Plan:	GS
Grade/Pay Level:	12
Name Of Organization:	DM, OFFICE OF THE CHIEF FINANCIAL OFFICER
Office Phone Number:	

Details regarding the medical emergency

Nature and severity:	
Type of Emergency:	Select an Emergency Type
Date began/will begin:	
Date ended/expected to end:	
Name of physician:	
Description option:	Applicant does not want a description distributed.
Name disclosure option:	Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant:	
Annual Leave Balance:	
Sick Leave Balance:	
LWOP Hours:	

Individual completing the application (if applying on behalf of the employee applicant)

Individual's last name:	
Individual's first name:	
Individual's relationship to employee:	
Individual's telephone:	

By submitting this form I certify that the information provided is true.

Submit Cancel

Privacy Act Statement

Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be discolbed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Figure 87: New VLBP Recipient Request Page - Leave Bank Selection

4. Complete the applicable Application to become a Leave Recipient Under the Voluntary Leave Bank Program fields as follows:

Field	Description/Instruction
Employee Name	Displays the employee name.
Last 4 SSN	Displays the last 4 digits of the employee's SSN.
Employee ID	Not applicable.
Job Title	Displays the employee's job title.
Pay Plan	Displays the employee's pay plan.
Grade/Pay Level	Displays the employee's grade.
Name of Organization	Displays the literal name of the employee's organizational structure.
Office Phone Number	Enter the office telephone number.

5. Complete the Details regarding this medical emergency fields as follows:

Field	Instruction
Nature and severity	Enter the nature and severity of the medical emergency.
Type of Emergency	Select the type of emergency from the drop-down list. Valid values are **Personal Medical Emergency** and **Family Medical Emergency**.
Date began/will begin	Enter the date the medical emergency began or will begin.
Date ended/expected to end	Enter the date the medical emergency ended or is expected to end.
Name of physician	Enter the name of the physician for the medical emergency.
Description option	Check this box if applicant does not want a description of the medical emergency distributed.
Name disclosure option	Check this box if applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant	Enter the description applicant wishes to have distributed to other employees in leave request.
Annual Leave Balance	Enter the applicant's annual leave balance.
Sick Leave Balance	Enter the applicant's sick leave balance.

Field	Instruction
LWOP Hours	Enter the applicant's leave without pay balance.

6. Complete the Individual completing the application (if applying on behalf of the employee applicant) fields as follows:

Field	Instruction
Individual's last name	Enter the last name of the individual completing the application on behalf of the employee, if applicable.
Individual's first name	Enter the first name of the individual completing the application on behalf of the employee, if applicable.
Individual's relationship to employee	Enter the relationship of the individual completing the application to the individual, if applicable.
Individual's telephone	Enter the telephone number of the individual completing the application on behalf of the employee, if applicable.

7. Click **Submit**. The View Existing Recipient Requests page is displayed with the request in a pending status awaiting approval. Requests will remain in a pending status until approved by the VLTP administrator. Requests may be edited as long as they are in a pending status. Requests in an approved status may be viewed, but not edited.

Figure 88: View Existing Recipient Requests Page - Leave Bank Request

Other Information

The Other Information menu contains options which allow users to request and view leave and premium pay requests.

This section includes the following topics:

Requesting Leave

Request Leave allows users to add a new leave request and to edit and/or delete pending and approved leave requests.

To Add a Leave Request:

1. Select ***Request Leave*** from the Other Information menu on the Paycheck8 main menu page. The Leave Request Display page is displayed and lists current and future pay period leave requests.

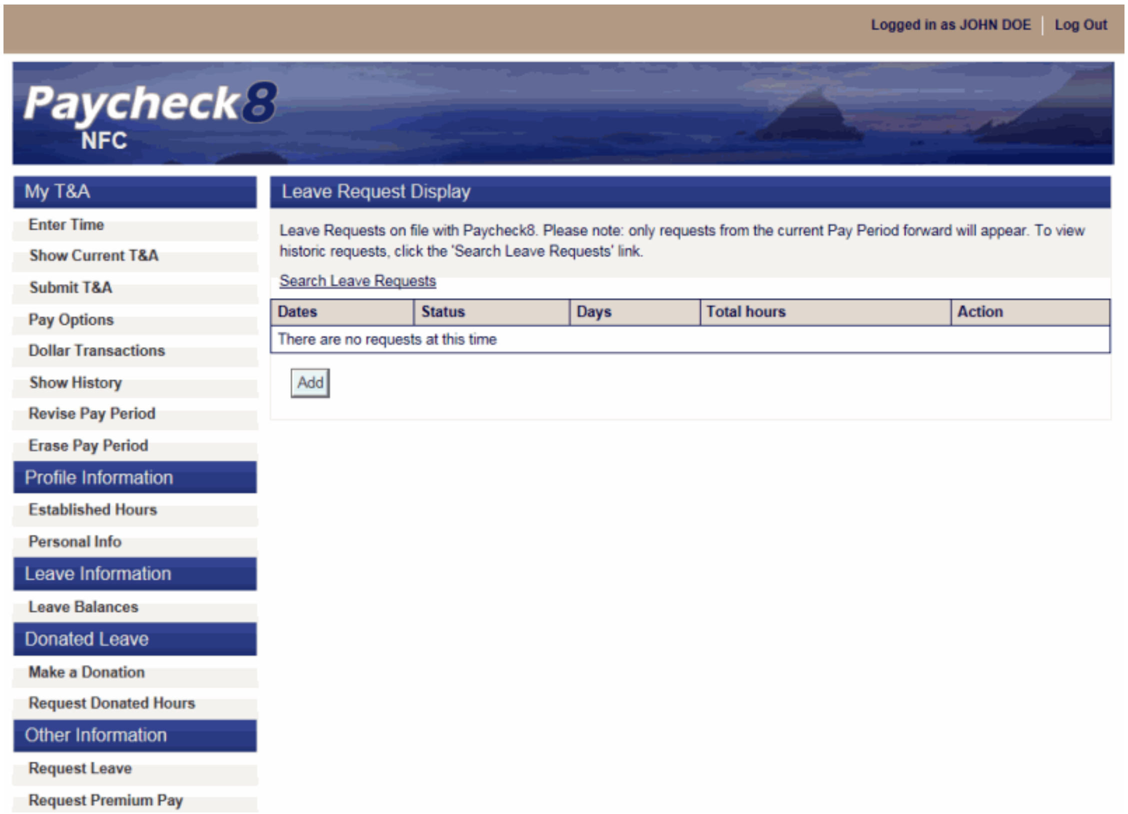


Figure 89: Leave Request Display Page

2. Click **Add**. The Enter Leave Request page is displayed.

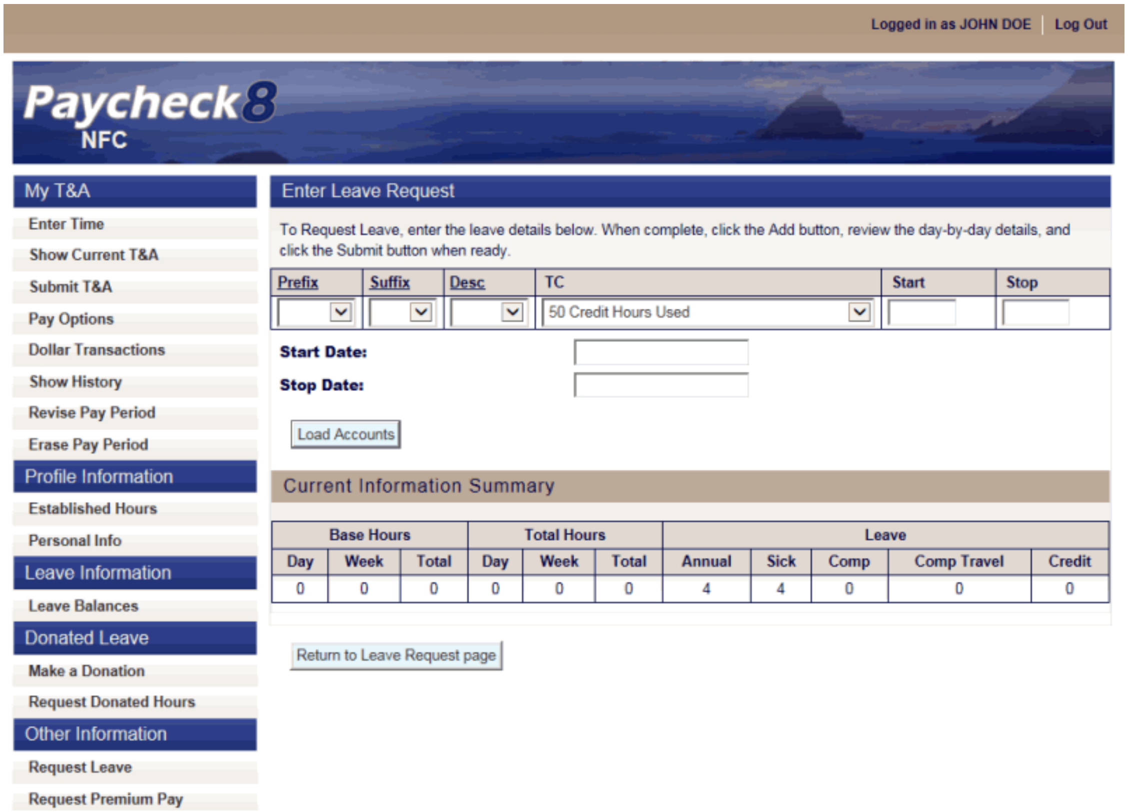


Figure 90: Enter Leave Request Page

3. Complete the fields as follows:

Field	Instruction
Prefix	Select the transaction code prefix from the drop-down list, if applicable.
Suffix	Select the transaction code suffix from the drop-down list, if applicable.
Desc	Select the transaction code descriptor from the drop-down list, if applicable.
TC	Select the leave transaction code from the drop-down list.
Start	Enter the four-digit start time. The start time can range from **0000** to **2345** and must be at least 15 minutes prior to the associated stop time. Time must be entered in a minimum of quarter hours. The last two positions must be **00**, **15**, **30**, or **45**.
Stop	Enter the four-digit stop time. The stop time can range from **0015** to **2400** and must be at least 15 minutes after the associated start time. Time must be entered in a minimum of quarter hours. The last two positions must be **00**, **15**, **30**, or **45**.

Field	Instruction
Reason	Select the reason for the sick leave request from the drop-down list. Note: This field is only visible for sick leave.
Start Date	Select the start date for the leave request from the calendar or enter the date.
Stop Date	Select the stop date for the leave request from the calendar or enter the date.

4. Click **`Load Accounts`**. The valid accounting codes are loaded onto the Enter Leave Request page, and the Include and Remarks fields are displayed.

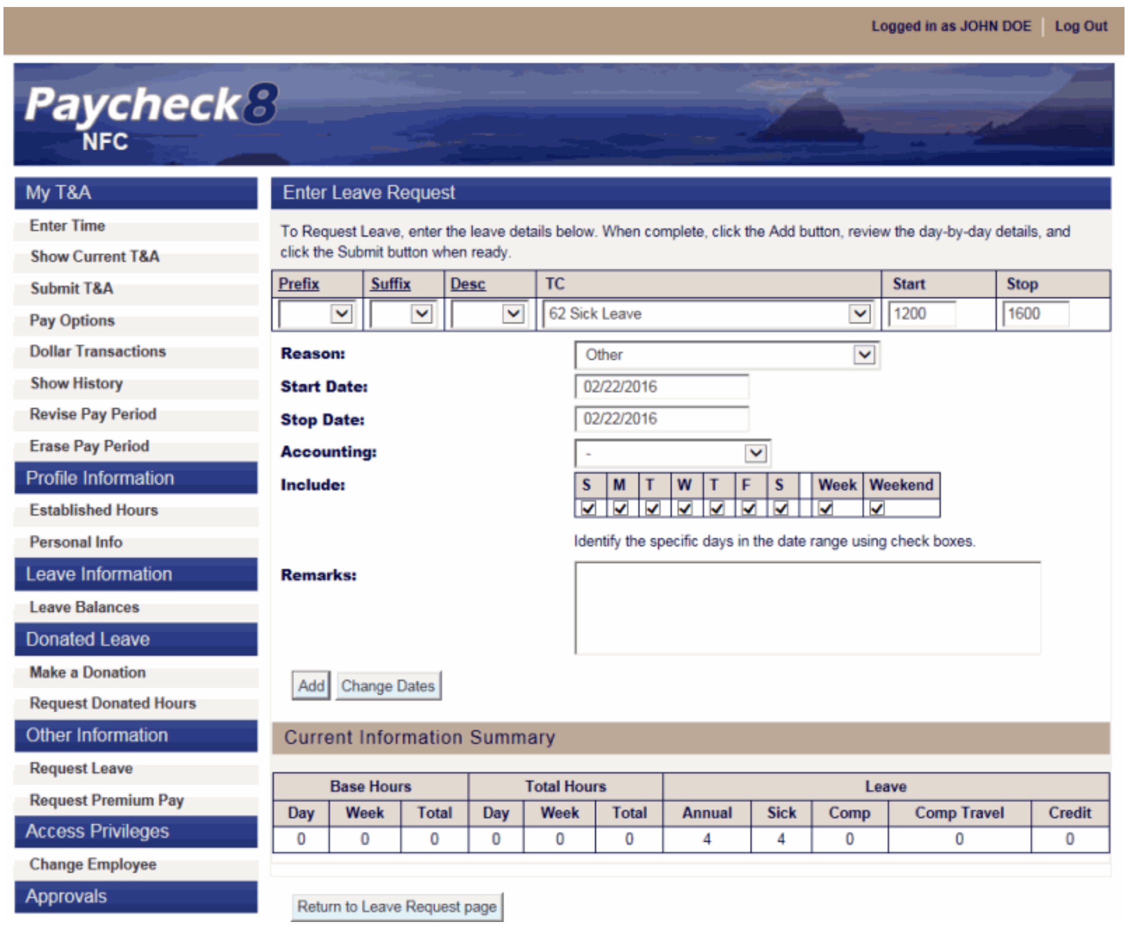


Figure 91: Enter Leave Request Page - Load Accounts

5. Complete the remaining fields as follows:

Field	Instruction
Accounting	Select the applicable accounting code from the drop-down list.

Field	Instruction
Include	Uncheck any days to exclude from the leave request.
Remarks	Enter any remarks for the supervisor regarding request.

6. Click **Add**. A summary of the leave request is displayed in a draft status for verification.

Note: Click **Add request** to add additional leave requests before submitting.

Figure 92: Enter Leave Request Page - Draft Status

7. Click **Submit**. The leave request is submitted to the supervisor to approve or decline and displays in a pending status.

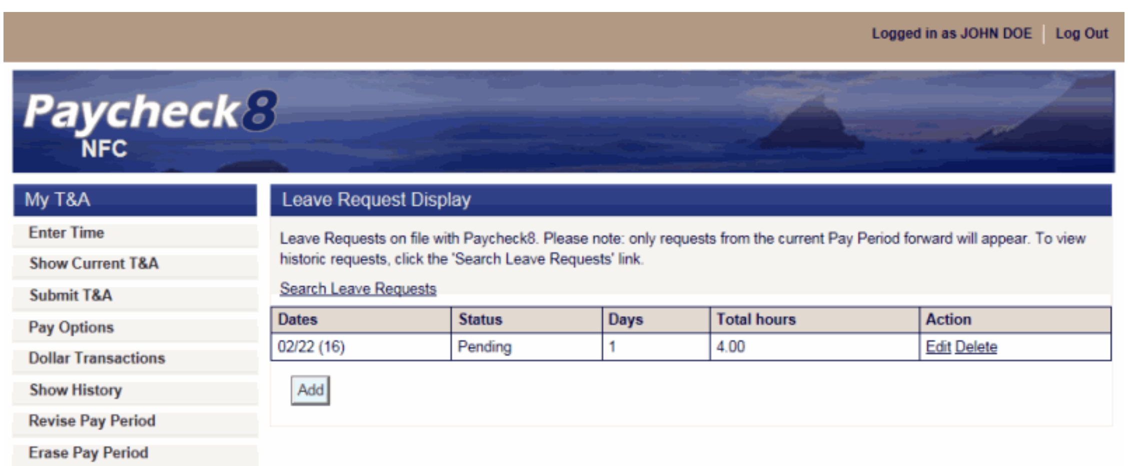


Figure 93: Leave Request Display Page - Pending Status

To Edit a Leave Request for Current or Future Pay Periods:

1. Select ***Request Leave*** from the Other Information menu on the Paycheck8 main menu page. The Leave Request Display page is displayed and lists current and future pay period leave requests.

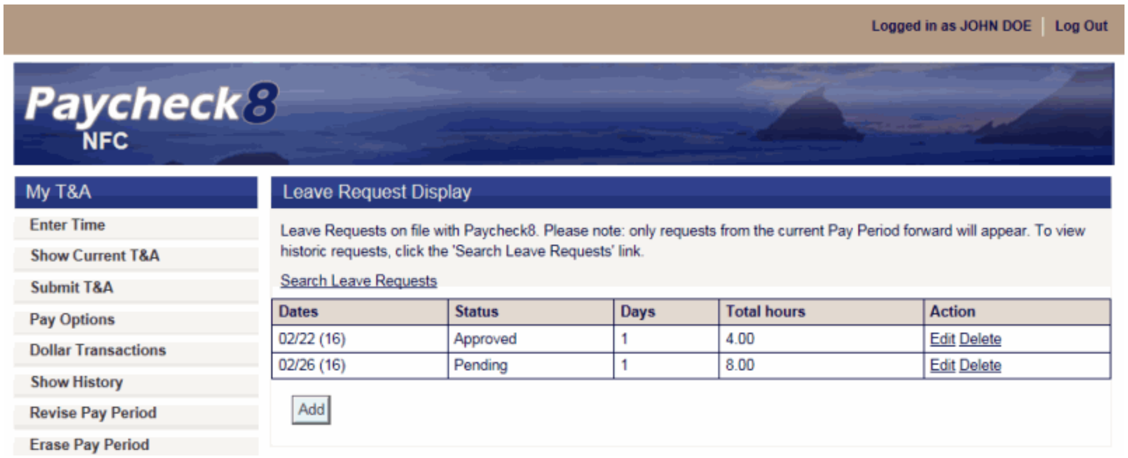


Figure 94: Leave Request Display Page

Note: You cannot edit an approved leave request. You must delete the request and reenter it correctly.

2. Click **Edit** next to the pending leave request. The Enter Leave Request page is displayed.

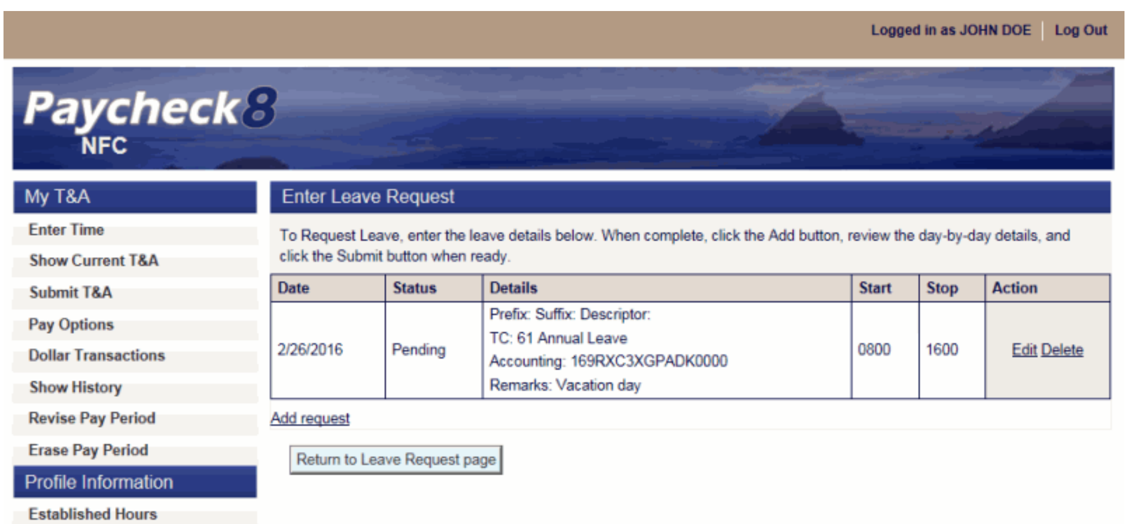


Figure 95: Enter Leave Request Page - Edit Pending

3. Click **Edit.** The Start and Stop fields are now active and can be edited.

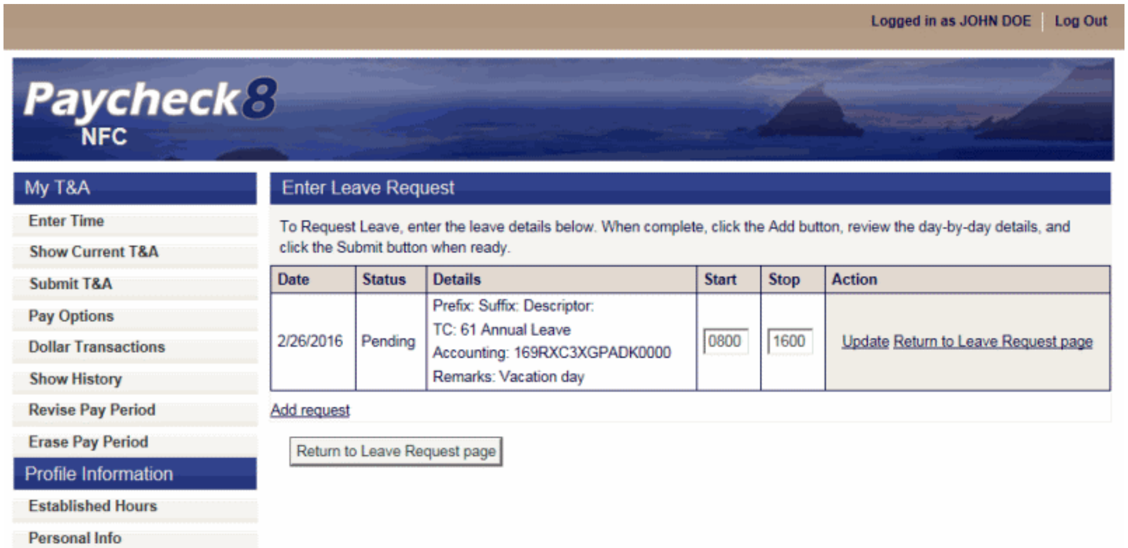


Figure 96: Enter Leave Request Page - Edit Times

4. Make applicable changes.

5. Click **Update**. The leave request is changed and displays in a draft status.

Figure 97: Enter Leave Request Page - Draft Status

6. Click **Submit**. The leave request is submitted to the supervisor to approve or decline and displays on the Leave Request Display page in a pending status.

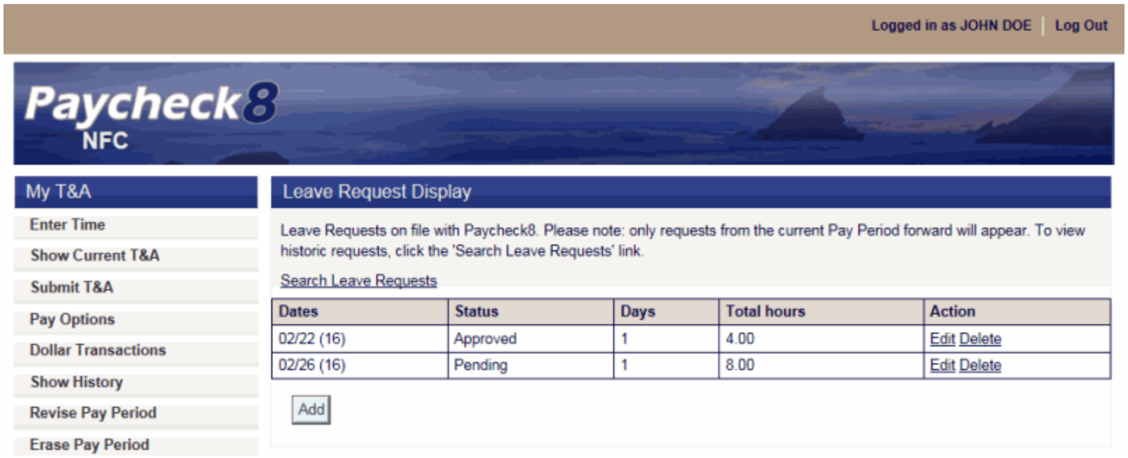


Figure 98: Leave Request Display Page

To Edit a Pending Leave Request from a Previous Pay Period:

1. Select ***Request Leave*** from the Other Information menu on the Paycheck8 main menu page. The Leave Request Display page is displayed and lists current and future pay period leave requests.

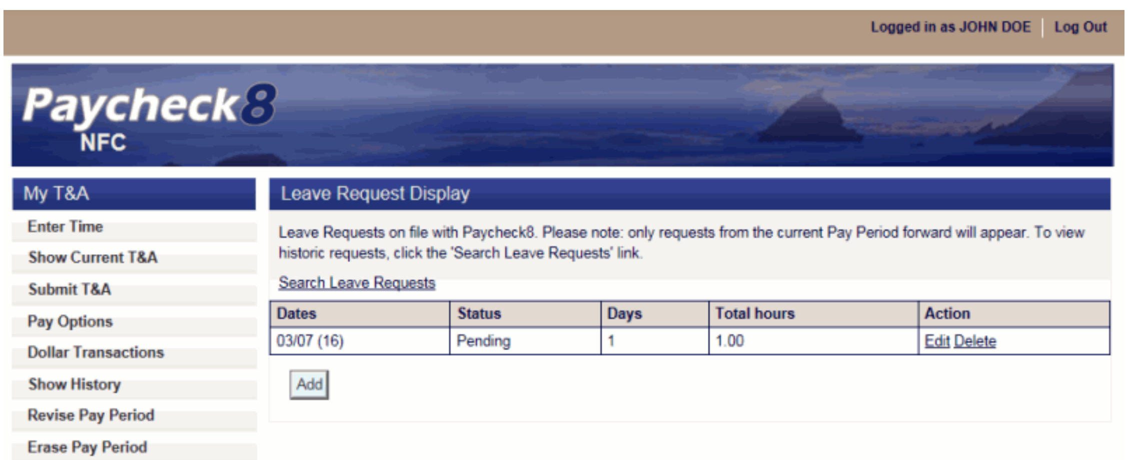


Figure 99: Leave Request Display Page

2. Click **Search Leave Requests** from the Leave Request Display page. The Leave Request Search page is displayed and includes leave requests for 30 days prior.

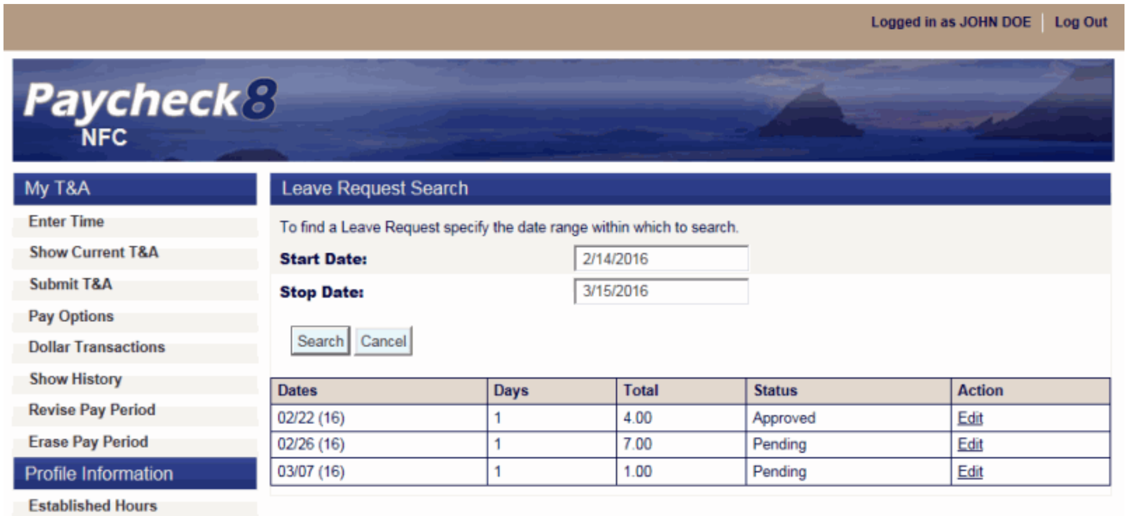


Figure 100: Leave Request Search Page

3. Complete the fields as follows:

Note: Complete these fields if the leave request is prior to the last 30 days and is not listed.

Field	Instruction
Start Date	Select the start date of the search from the calendar or enter the date.
Stop Date	Select the stop date of the search from the calendar or enter the date.

4. Click **Search**. Leave requests for the date range are displayed.

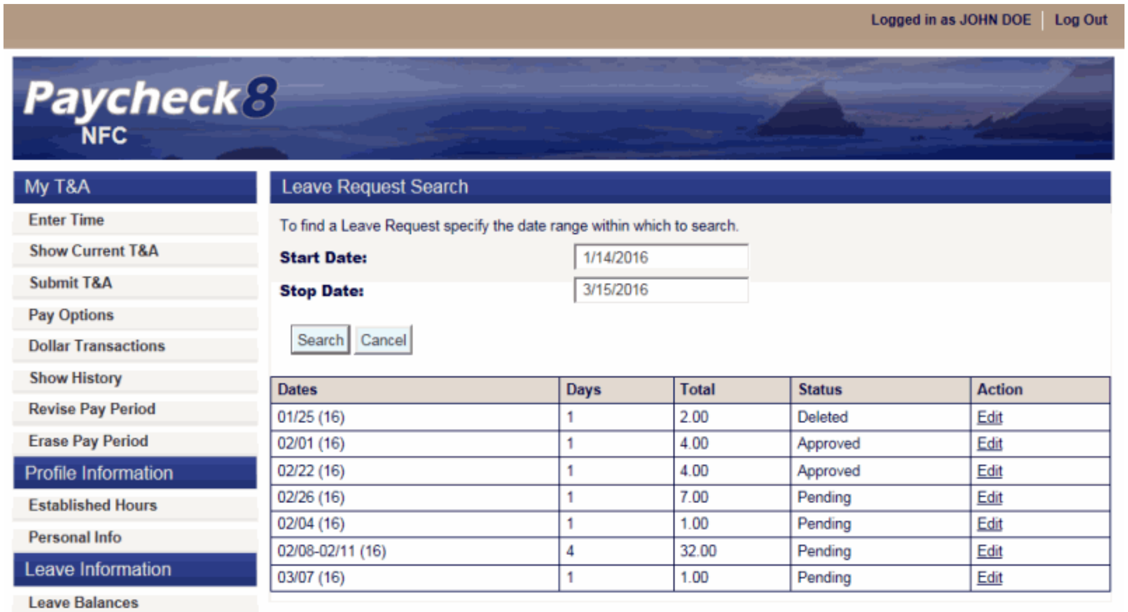


Figure 101: Leave Request Search Page - Search Results

5. Click **Edit** next to the applicable leave request. The Enter Leave Request page is displayed showing the leave request summary.

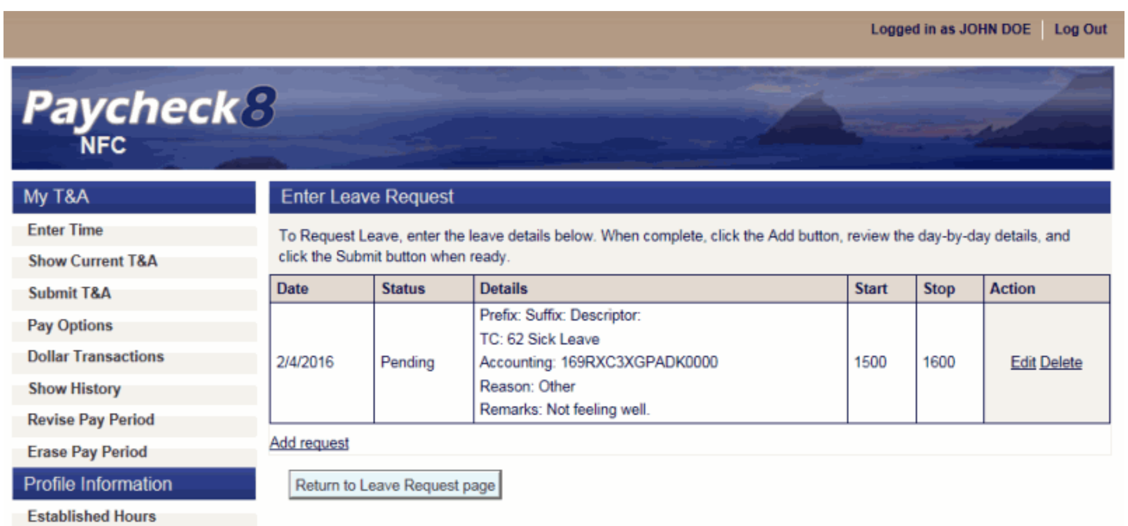


Figure 102: Enter Leave Request Page - Request Summary

6. Click **Edit**. The Start and Stop fields are now active and can be edited.

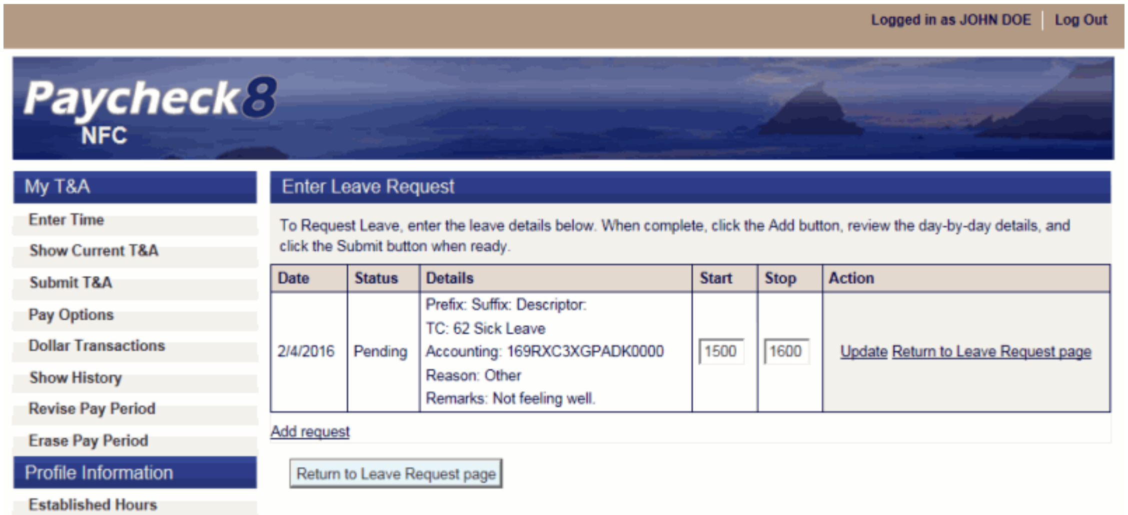


Figure 103: Enter Leave Request Page - Edit Times

7. Make applicable changes.

8. Click **Update**. The leave request is changed and displays in a draft status.

Figure 104: Enter Leave Request Page - Updated Leave Request

9. Click **Submit**. The leave request is submitted to the supervisor and the Leave Request Search page is displayed showing the edited leave request in a pending status.

Figure 105: Enter Leave Request Page - Pending Edited Leave Request

To Delete a Previous Pay Period Leave Request:

Note: The only action for an approved or declined leave request is delete. The leave request will not be deleted off of the T&A or the database, but only marked in a deleted status.

1. Select ***Request Leave*** from the Other Information menu on the Paycheck8 main menu page. The Leave Request Display page is displayed and lists current and future pay period leave requests.

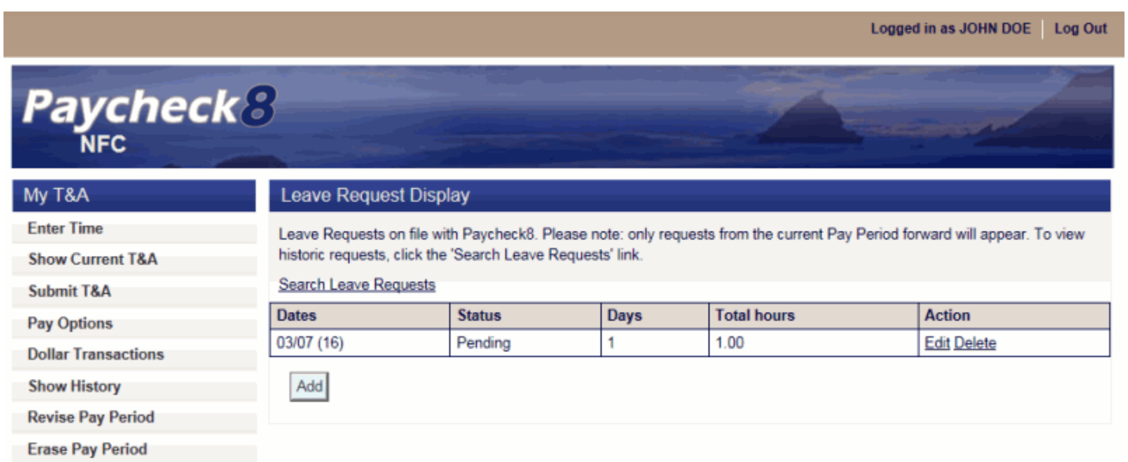


Figure 106: Leave Request Display Page

2. Click **Search Leave Requests** from the Leave Request Display page. The Leave Request Search page is displayed and includes leave requests for 30 days prior.

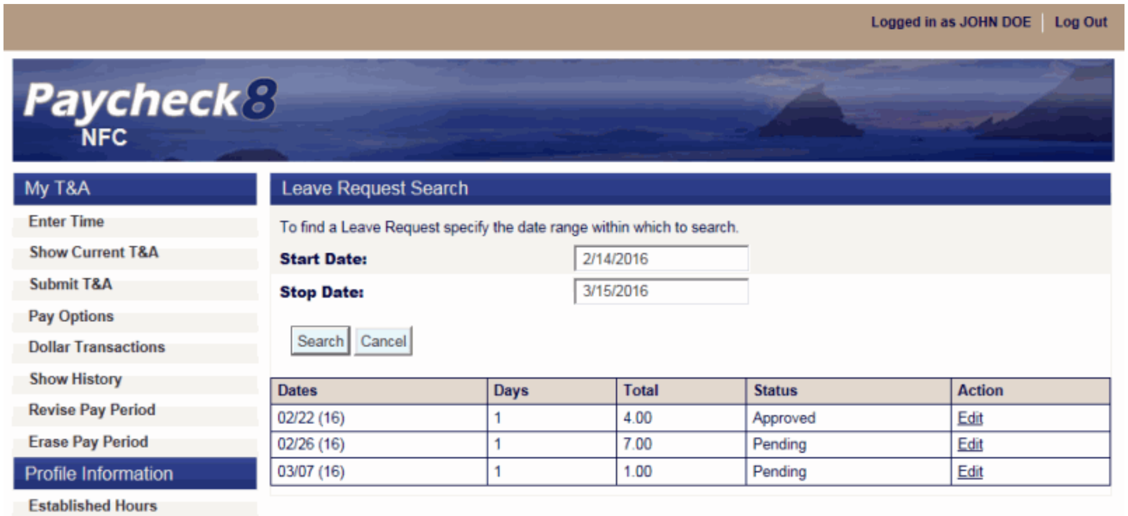


Figure 107: Leave Request Search Page

3. Complete the fields as follows:

Note: Complete these fields if the leave request is prior to the last 30 days and is not listed.

Field	Instruction
Start Date	Select the start date of the search from the calendar or enter the date.
Stop Date	Select the stop date of the search from the calendar or enter the date.

4. Click **Search**. Leave requests for the date range are displayed.

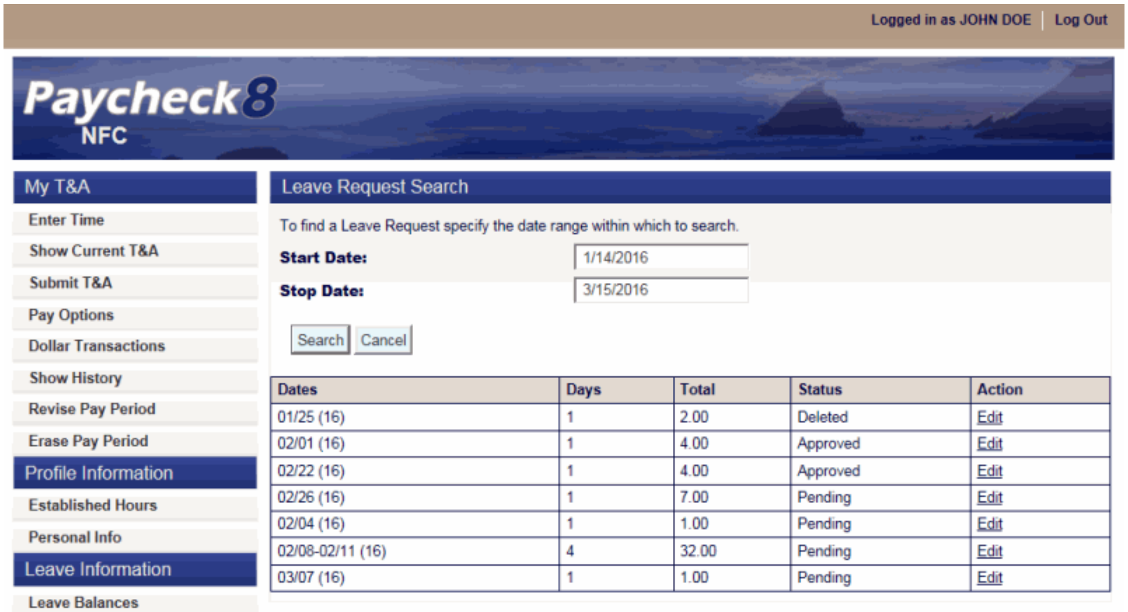


Figure 108: Leave Request Search Page - Search Results

5. Click **Edit** next to applicable leave request. The Enter Leave Request page is displayed showing the leave request summary.

Figure 109: Enter Leave Request Page - Delete Request

6. Click **Delete**. The leave request will not be deleted off of the T&A or database, but only marked in a deleted status.

Figure 110: Enter Leave Request Page - Deleted Status

7. Click **Return to Leave Request page** to verify the deletion.

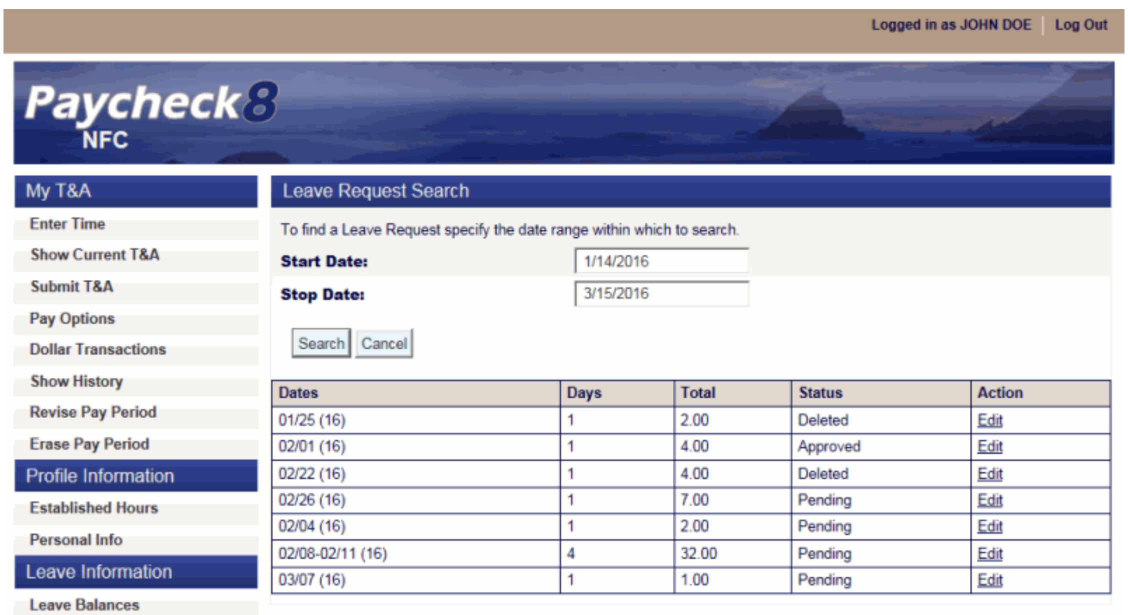


Figure 111: Leave Request Search Page - Deleted Status

Requesting Premium Pay

Request Premium Pay allows users to add a new premium pay request and to edit and/or delete pending and approved premium pay requests.

To Add a Premium Pay Request:

1. Select ***Request Premium Pay*** from the Other Information menu on the Paycheck8 main menu page. The Premium Pay Request Display page is displayed and lists current and future pay period premium pay requests.

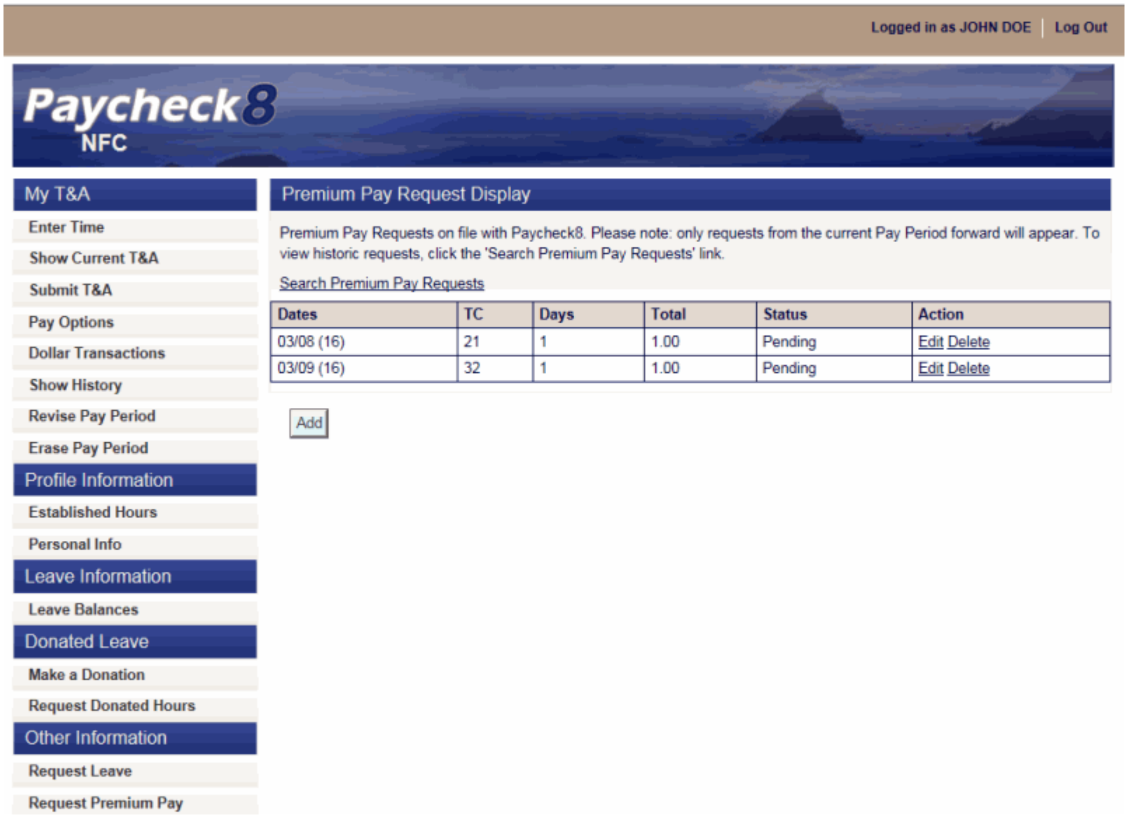


Figure 112: Premium Pay Request Display Page

2. Click **Add**. The Enter Premium Pay Request page is displayed.

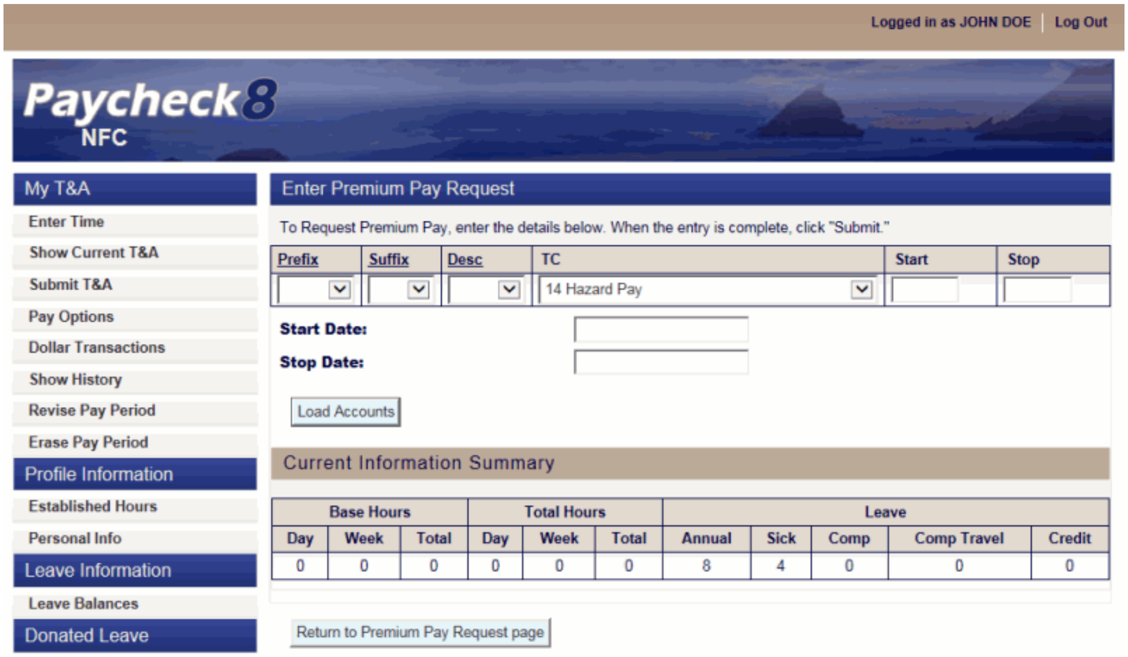


Figure 113: Enter Premium Pay Request Page

3. Complete the fields as follows:

Field	Instruction
Prefix	Select the transaction code prefix from the drop-down list, if applicable.
Suffix	Select the transaction code suffix from the drop-down list, if applicable.
Desc	Select the transaction code descriptor from the drop-down list, if applicable.
TC	Select the applicable premium pay transaction code from the drop-down list.
Start	Enter the four-digit start time. The start time can range from **0000** to **2345** and must be at least 15 minutes prior to the associated stop time. Time must be entered in a minimum of quarter hours. The last two positions must be **00**, **15**, **30**, or **45**.
Stop	Enter the four-digit stop time. The stop time can range from **0015** to **2400** and must be at least 15 minutes after the associated start time. Time must be entered in a minimum of quarter hours. The last two positions must be **00**, **15**, **30**, or **45**.
Start Date	Select the start date of the leave request from the calendar or enter the date.

Field	Instruction
Stop Date	Select the stop date of the leave request from the calendar or enter the date.

4. Click **Load Accounts**. The valid accounting codes are loaded onto the Enter Premium Pay Request page, and the Include and Remarks fields are displayed.

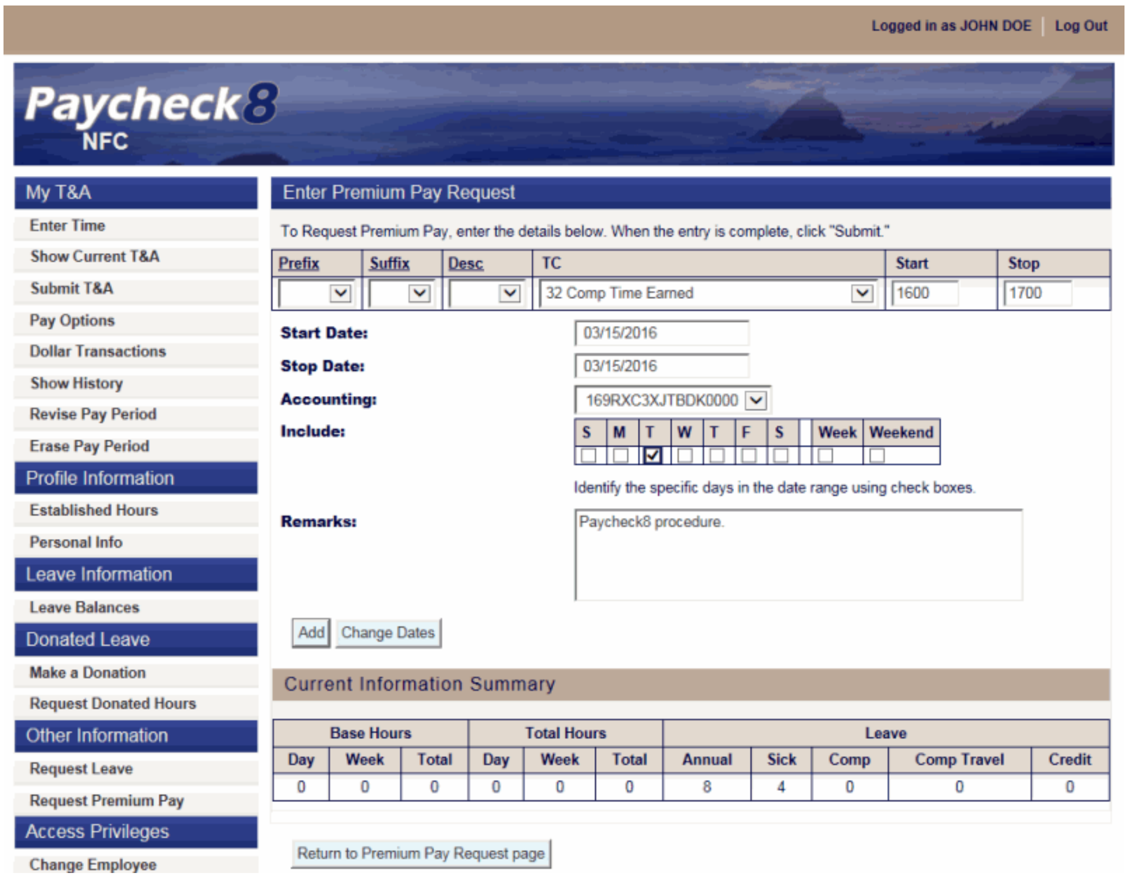


Figure 114: Enter Premium Pay Request - Load Accounts

5. Complete the remaining fields as follows:

Field	Instruction
Accounting	Select the applicable accounting code from the drop-down list.
Include	Uncheck any days to exclude from the premium pay request.
Remarks	Enter any remarks for the supervisor regarding request.

6. Click **Add**. A summary of the premium pay request is displayed in a draft status for verification.

Note: Click **Add request** to add additional premium pay requests before submitting.

Figure 115: Enter Premium Pay Request Page - Draft Status

7. Click **Submit**. The premium pay request is submitted to the supervisor to approve or decline and displays on the Premium Pay Request Display page in a a pending status.

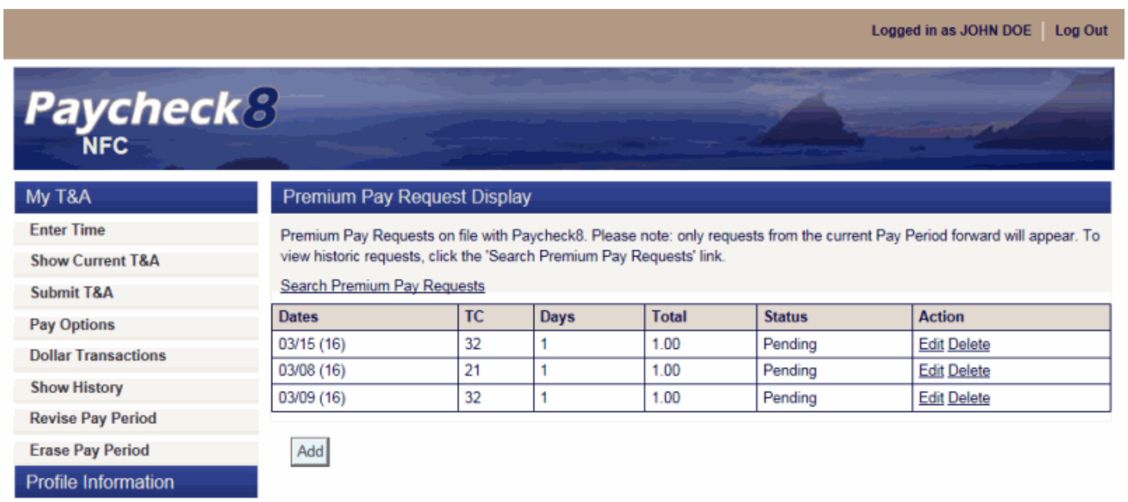


Figure 116: Premium Pay Request Display Page - Pending Status

To Edit a Premium Pay Request for Current or Future Pay Periods:

1. Select ***Request Premium Pay*** from the Other Information menu on the Paycheck8 main menu page. The Premium Pay Request Display page is displayed and lists current and future pay period premium pay requests.

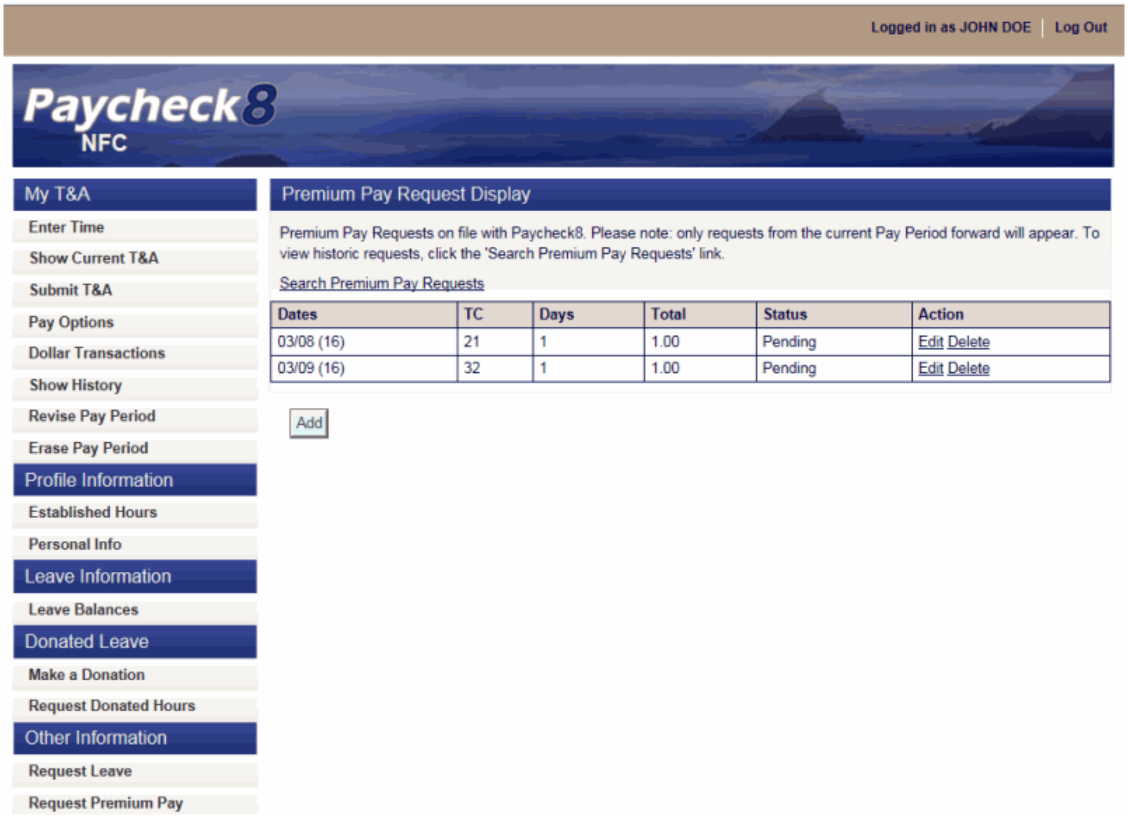


Figure 117: Premium Pay Request Display Page

Note: You cannot edit an approved premium pay request. You must delete the request and reenter it correctly.

2. Click **Edit** next to the applicable premium pay request. The Enter Premium Pay Request page is displayed.

Figure 118: Enter Premium Pay Request Page - Edit Pending

3. Click **Edit.** The Start and Stop fields are now active and can be edited.

Figure 119: Enter Premium Pay Request Page - Edit Times

4. Make applicable changes.

5. Click **Update**. The premium pay request edited and shown in a draft status.

Figure 120: Enter Premium Pay Request Page - Edited

6. Click **Submit**. The premium pay request is submitted to the supervisor to approve or decline and displays on the Premium Pay Request Display page in a pending status.

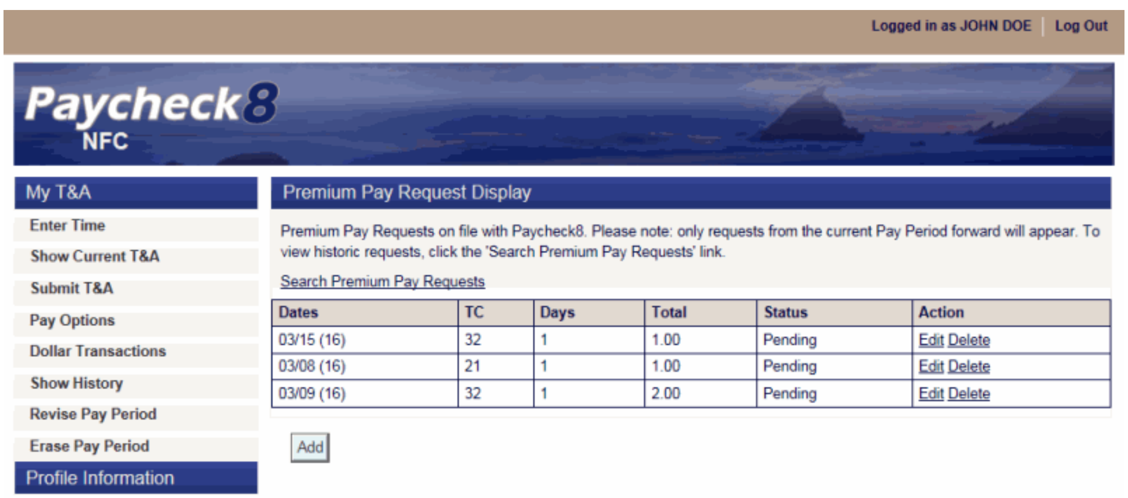


Figure 121: Premium Pay Request Display Page - Submitted

To Edit a Pending Premium Pay Request from a Previous Pay Period:

1. Select ***Request Premium Pay*** from the Other Information menu on the Paycheck8 main menu page. The Premium Pay Request Display page is displayed and lists current and future premium pay requests.

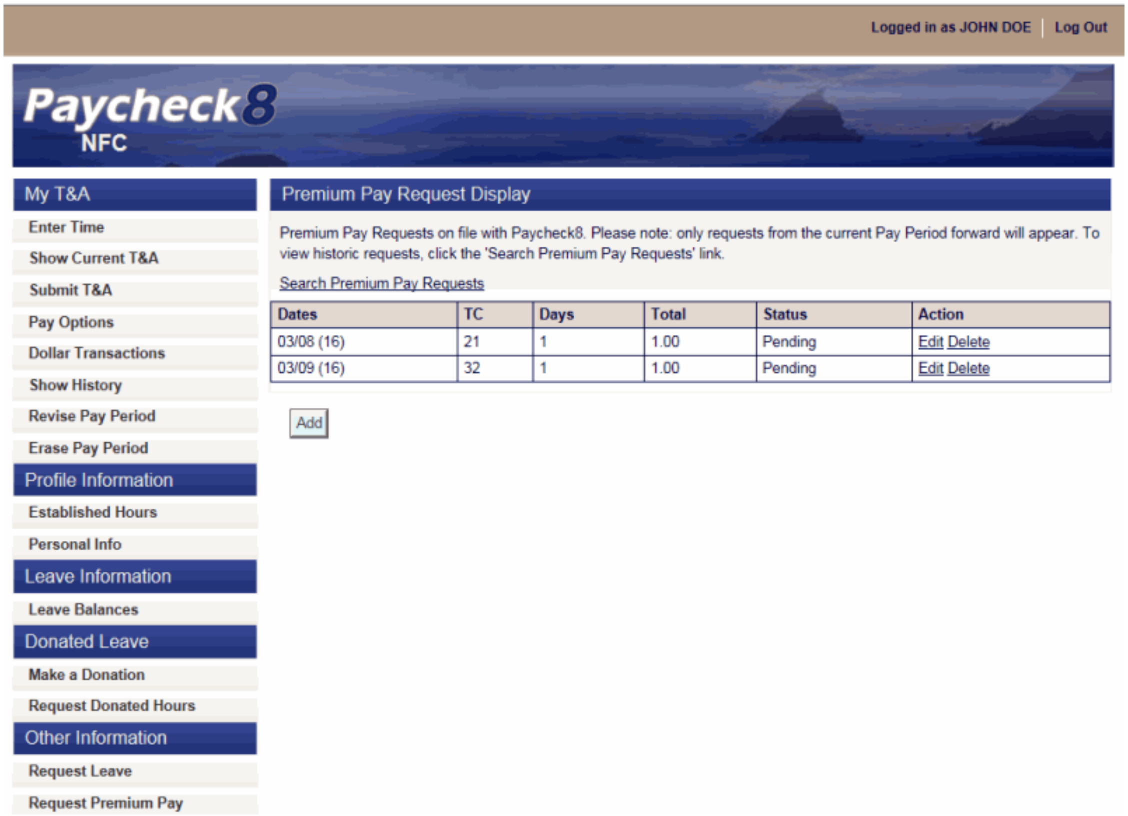


Figure 122: Premium Pay Request Display Page

2. Click **Search Premium Pay Requests** from the Premium Pay Request Display page. The Premium Pay Request Search page is displayed and includes premium pay requests for 30 days prior.

Figure 123: Premium Pay Request Search Page

3. Complete the fields as follows:

Note: Complete these fields if the leave request is prior to the last 30 days and is not listed.

Field	Instruction
Start Date	Select the start date of the premium pay request search from the calendar or enter the date.
Stop Date	Select the stop date of the premium pay request search from the calendar or enter the date.

4. Click **Search**. The premium pay requests for the date range is displayed.

Figure 124: Premium Pay Request Search Page

5. Click **Edit** next to applicable premium pay request. The request summary is displayed.

Figure 125: Enter Premium Pay Request Page - Request Summary

6. Click **Edit**. The Start and Stop fields are now active and can be edited.

Figure 126: Enter Premium Pay Request Page - Edit Times

7. Make applicable changes.

8. Click **Update**. The Premium Pay Request is changed and displays in a draft status.

Figure 127: Enter Premium Pay Request Page - Times Edited

9. Click **Submit**. The premium pay request is submitted to the supervisor to approve or decline and displays on the Premium Pay Request Search page in a pending status.

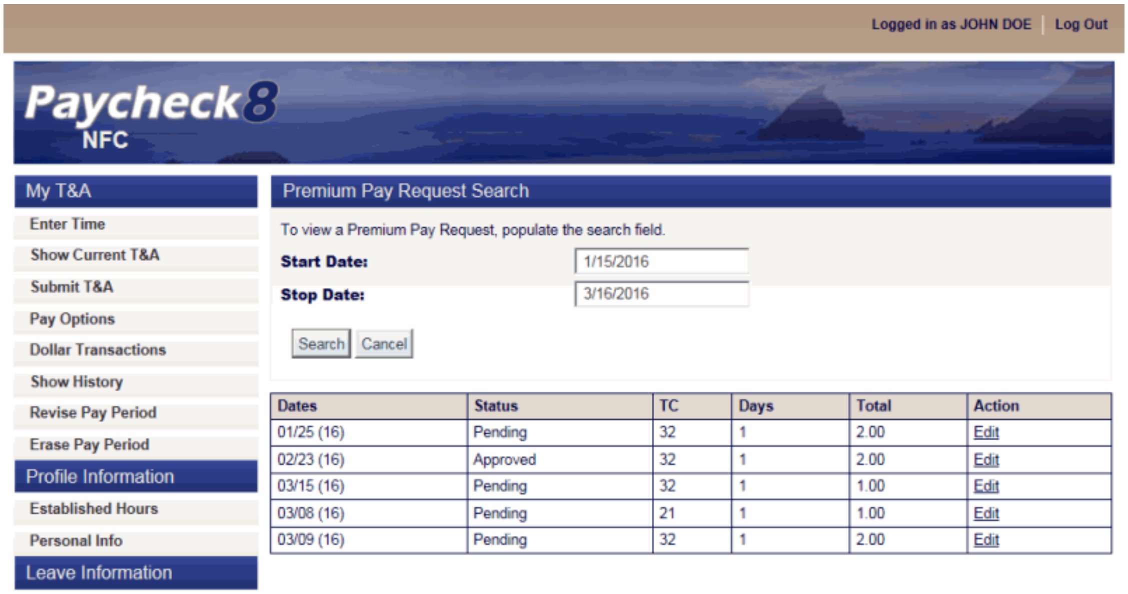


Figure 128: Premium Pay Request Search Page - Edited Request

To Delete a Previous Pay Period Premium Pay Request:

Note: The only action for an approved or declined premium pay request is delete. The premium pay request will not be deleted off of the T&A or the database, but only marked in a deleted status.

1. Select ***Request Premium Pay*** from the Other Information menu on the Paycheck8 main menu page. The Premium Pay Request Display page is displayed and lists current and future pay period premium pay requests.

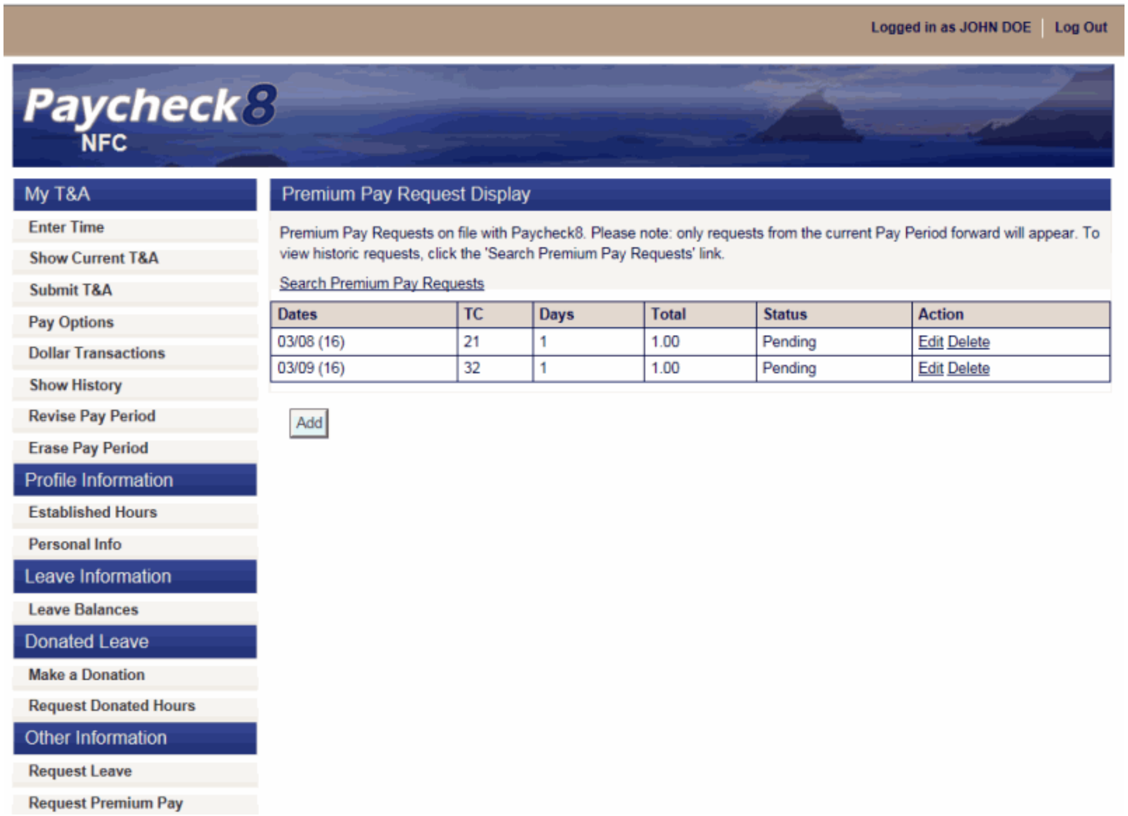


Figure 129: Premium Pay Request Display Page

2. Click **Search Premium Pay Requests**. The Premium Pay Request Search page is displayed and includes premium pay requests for 30 days prior.

Figure 130: Premium Pay Request Search Page

3. Complete the fields as follows:

Note: Complete these fields if the leave request is prior to the last 30 days and is not listed.

Field	Instruction
Start Date	Select the start date of the search from the calendar or enter the date.
Stop Date	Select the stop date of the search from the calendar or enter the date.

4. Click **Search**. Premium Pay Requests for the date range are displayed.

Figure 131: Premium Pay Request Search Page

5. Click **Edit** next to the applicable premium pay request. The Enter Premium Pay Request page is displayed showing the premium pay request summary.

Figure 132: Enter Premium Pay Request Page - Delete Request

6. Click **Delete**. The premium pay request will not be deleted off of the T&A or database, but only marked in a deleted status.

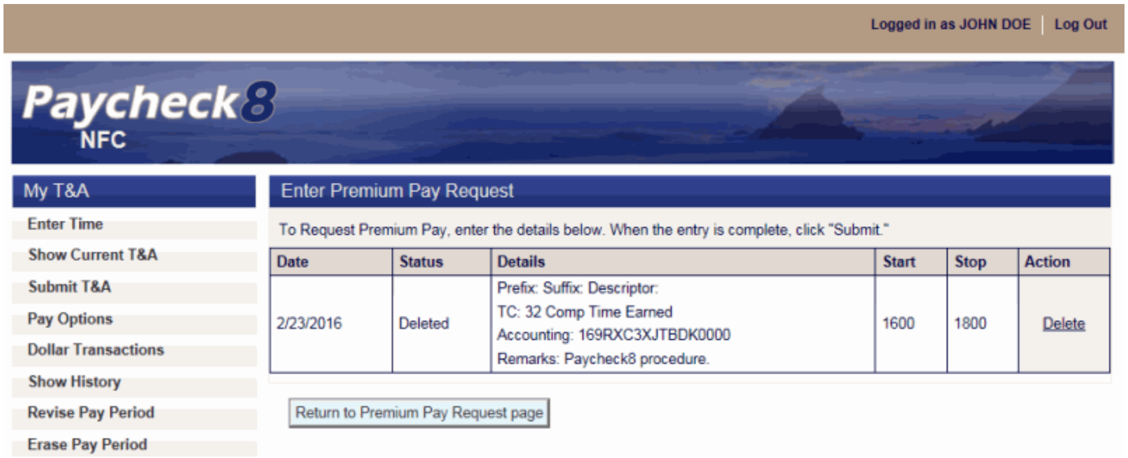


Figure 133: Enter Premium Pay Request Page - Deleted Status

7. Click **Return to Premium Pay Request page** to return to the Premium Pay Request Search page to verify the deletion.

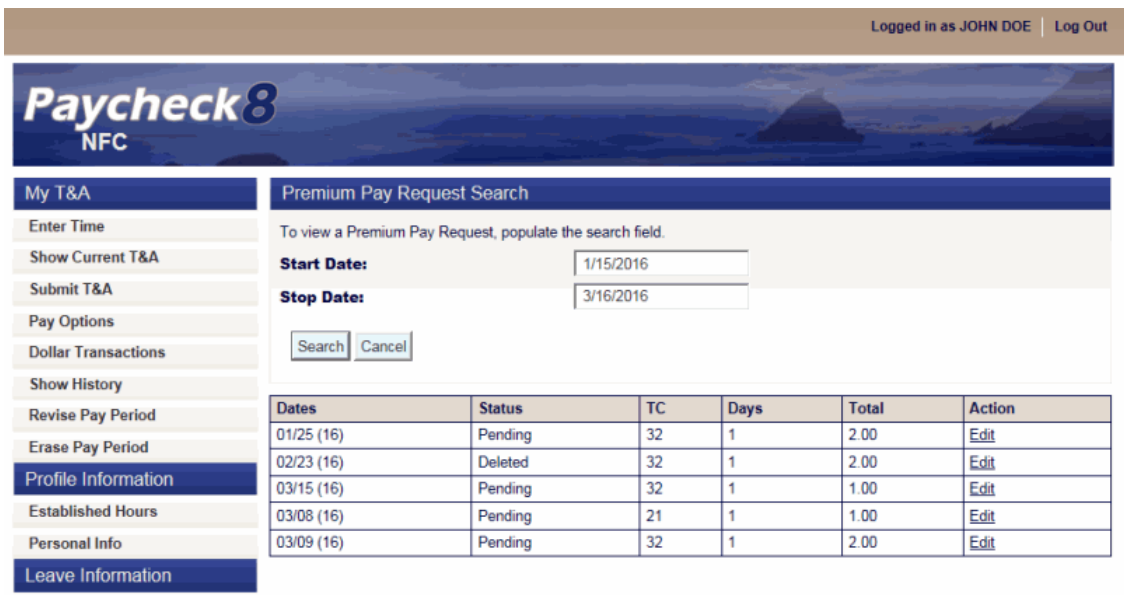


Figure 134: Premium Pay Request Search Page - Deleted Status

Access Privileges

The Access Privileges menu contains options which allow users to access to view and edit another employee's information, if granted access to do so. This menu also allows users, with the Agency Change Client role, the ability to change among Agencies within a defined Department.

This section includes the following topics:

Changing Employee

Change Employee allows users to create or edit T&As for delegated employees.

To Change Employee:

1. Select ***Change Employee*** from the Access Privileges menu on the Paycheck8 main menu page. The Edit Another's T&A Report page is displayed. If the user is allowed to create or edit T&As for delegated employees, the Employee Search section will be visible. If the user is not allowed this permission, the Employee Search section will not be visible.

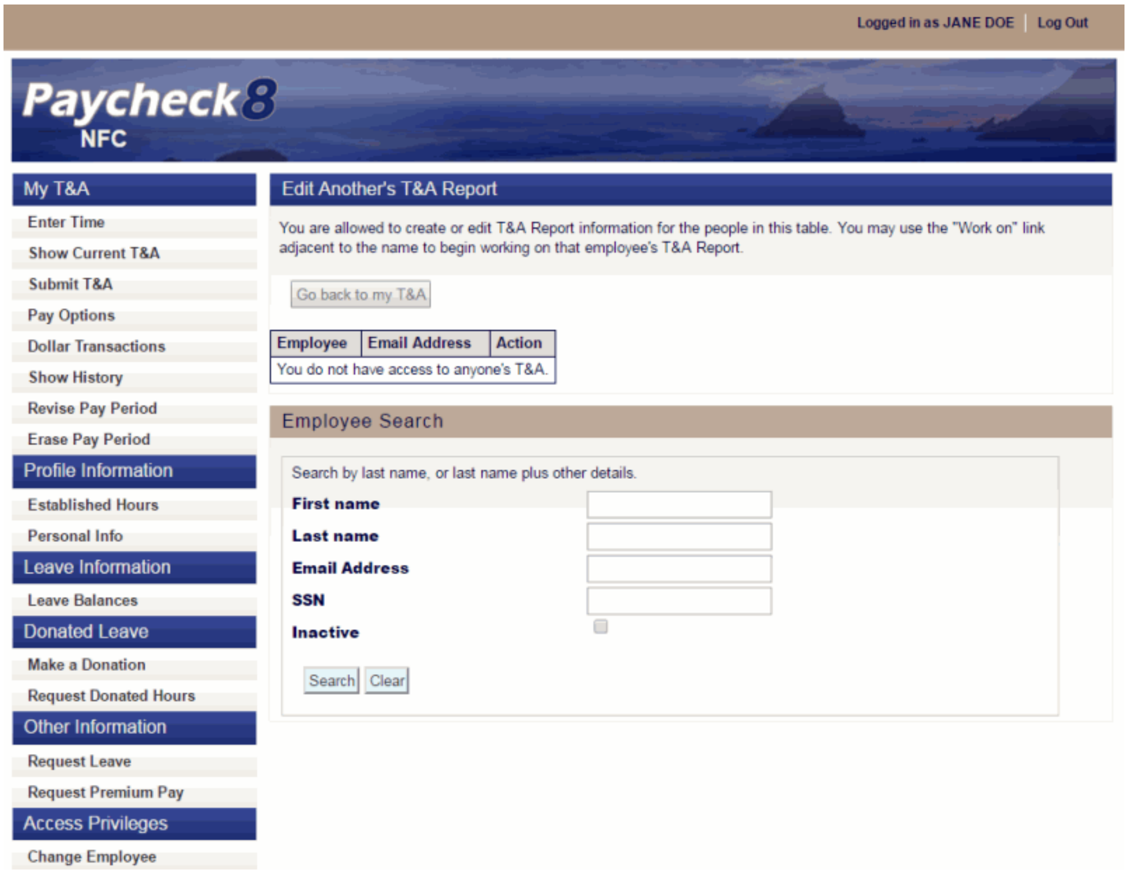


Figure 135: Edit Another's T&A Report Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

3. Click **Search**. The Edit Another's T&A Report page is displayed with search results.

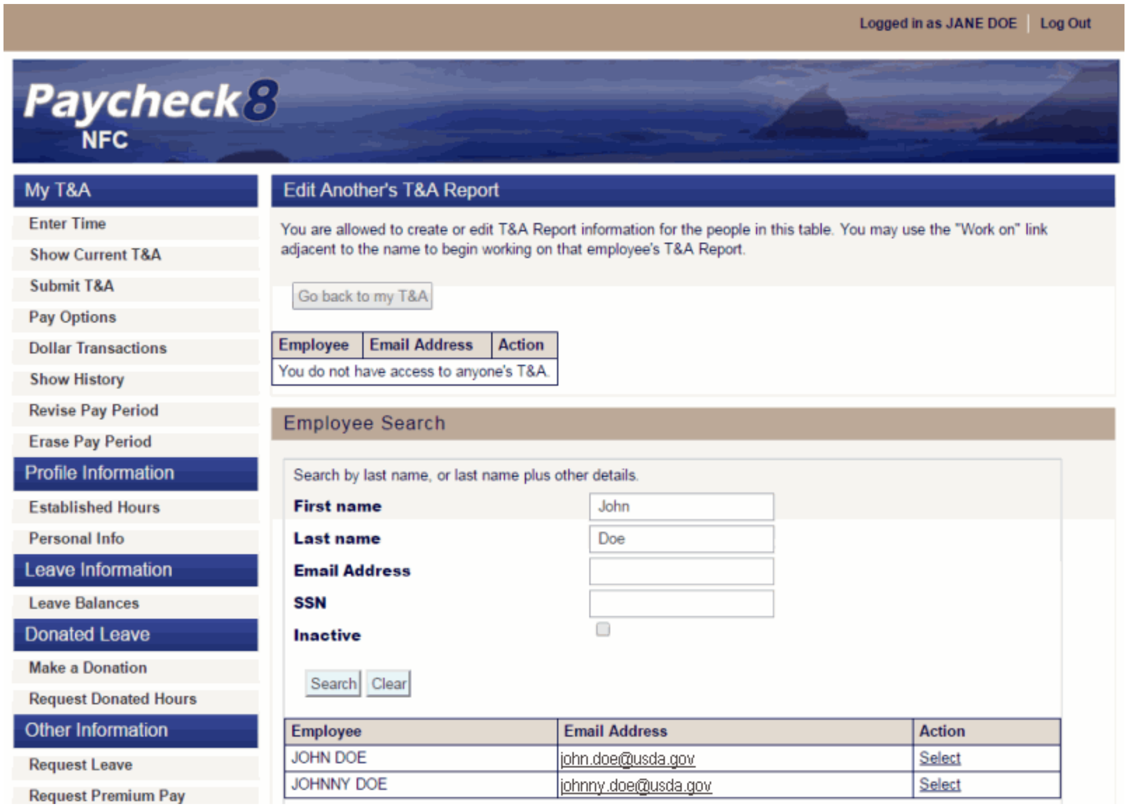


Figure 136: Edit Another's T&A Report Page - Search Results

4. Click **Select** next to applicable employee. The Paycheck8 main menu page for the selected the employee is displayed. The Logged in as field (upper right-hand corner) displays the name of the employee whose T&A is being entered.

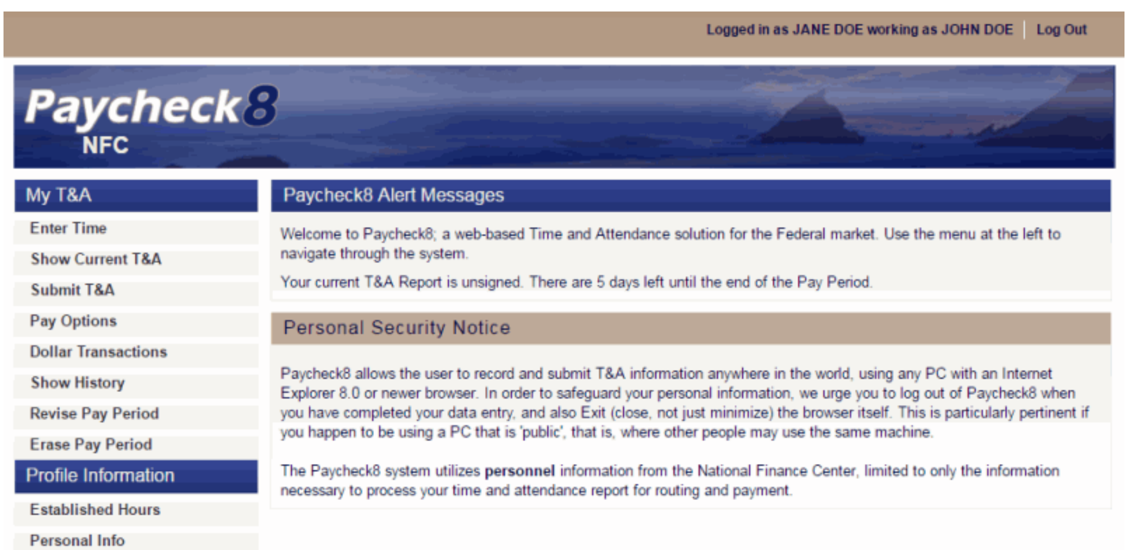


Figure 137: Paycheck8 Main Menu Page - Logged in an Another Employee

5. Select ***Enter Time*** from the My T&A menu to enter time for the selected employee. The Time and Attendance Detail page for the selected employee is displayed.

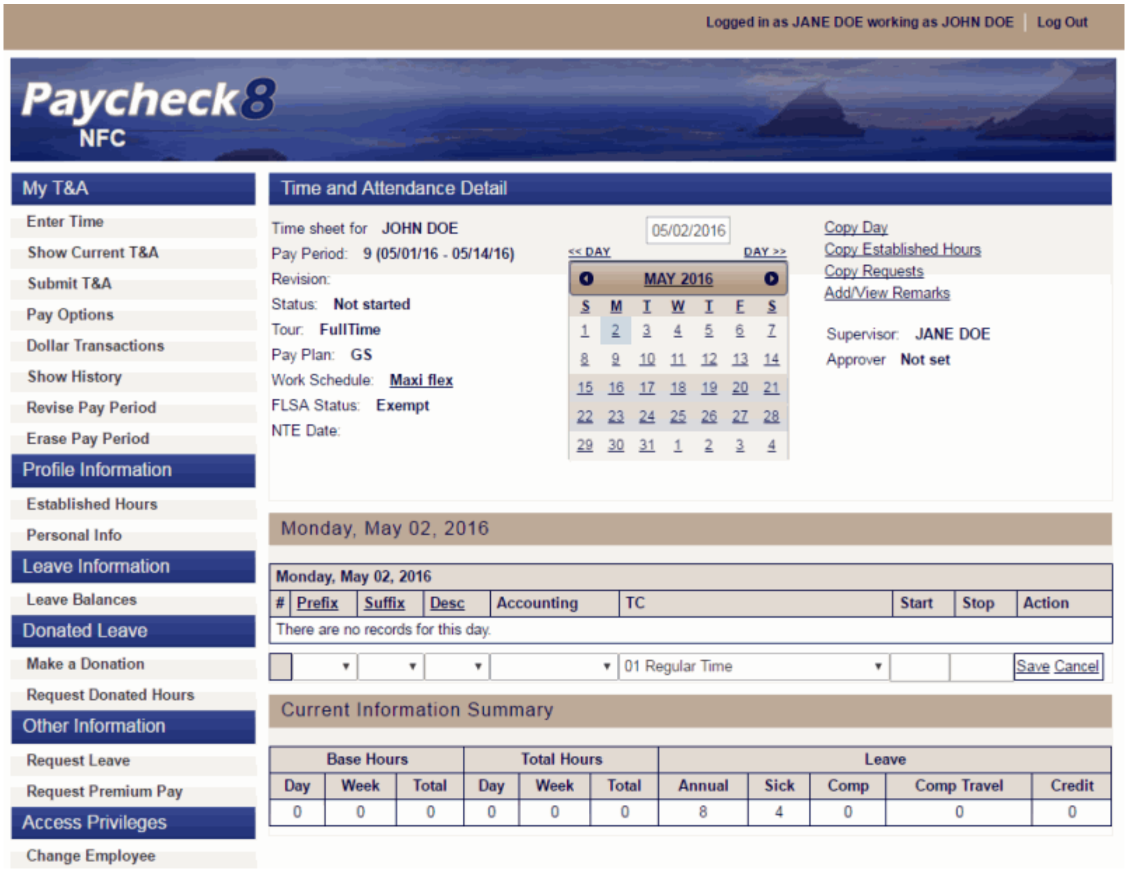


Figure 138: Time and Attendance Detail Page - Logged in as Another Employee

6. Enter time for employee.

7. Select ***Change Employee*** to return to the Edit Another's T&A Report page.

Figure 139: Edit Another's T&A Report Page - Go Back to my T&A

8. Click **Go back to my T&A** to return to your T&A.

Changing Client

Change Client is used by users with the Agency Change Client role to access other Agencies for which they cross-service.

To Change Client:

1. Select ***Change Client*** from the Access Privileged menu on the Paycheck8 main menu page. The Switch Client page is displayed.

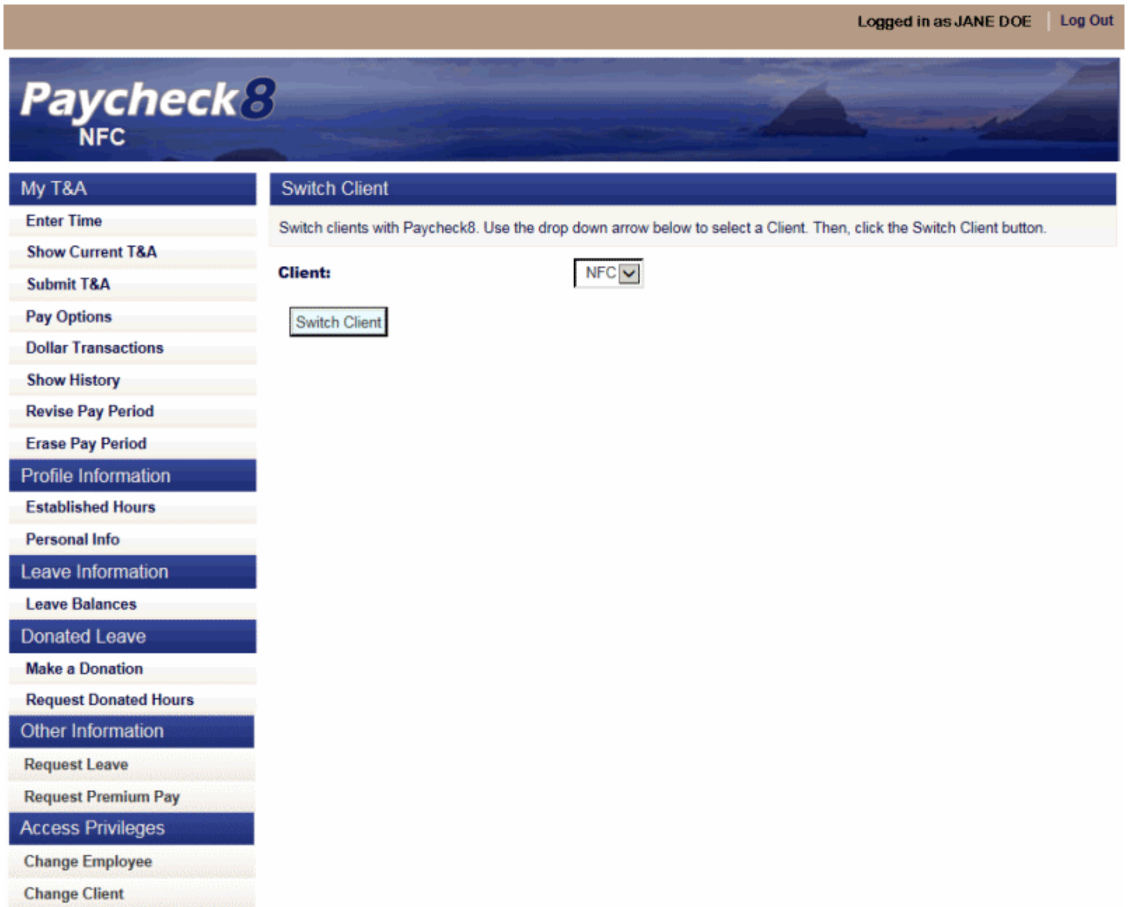


Figure 140: Switch Client Page

2. Select the Agency to access from the drop-down list.

3. Click **Switch Client**. The Paycheck8 main menu page is displayed for the Agency selected.

Figure 141: Switch Client Page - Client Switched

Approvals

The Approvals menu contains options which allow supervisors the ability to view submitted T&A Reports pending approval. It also provides a list highlighting the current status of all T&A Reports for which they are responsible. From this menu, supervisors are able to view and approve pending requests, including leave, premium pay, and leave recipient.

This section includes the following topics:

Viewing the Pending T&A List

View Pending List is used by supervisors to view T&A Reports that are pending approval for employees reporting to them.

To View Pending T&As:

1. Select ***View Pending LIst*** from the Approvals menu on the Paycheck8 main menu page. The T&A Reports Pending Your Approval page is displayed.

Note: If there are any designated employees assigned to you, they will be listed in a designated employee section below your direct reports.

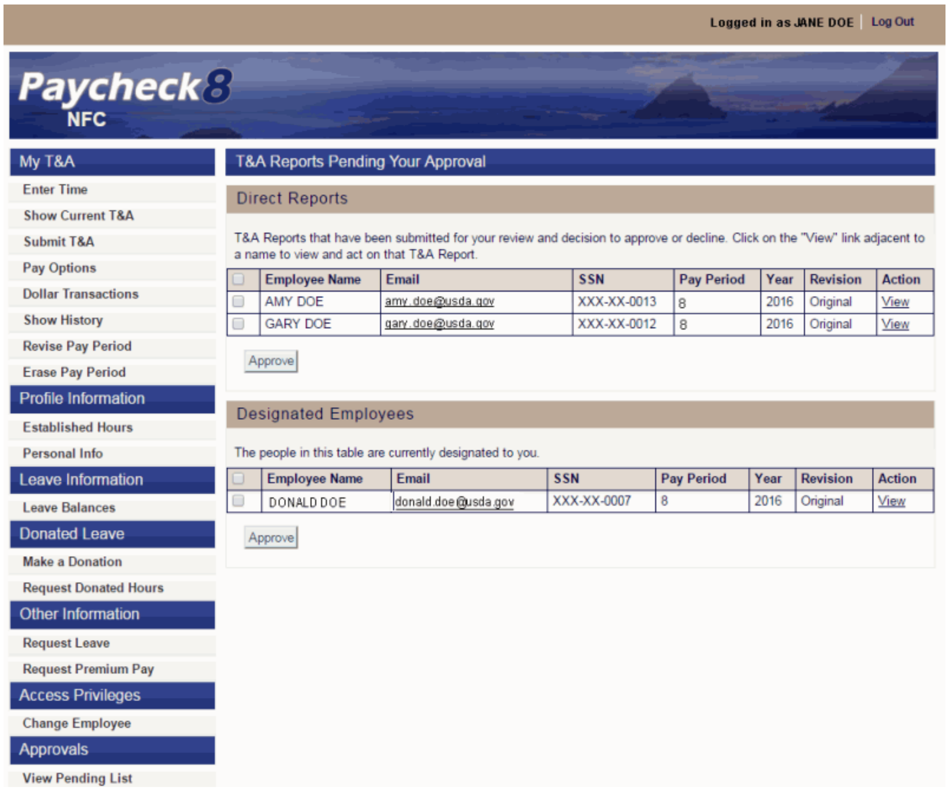


Figure 142: T&A Reports Pending Your Approval Page

2. Click **View** next to the name of the employee of the T&A Report to review. The employee's T&A is displayed.

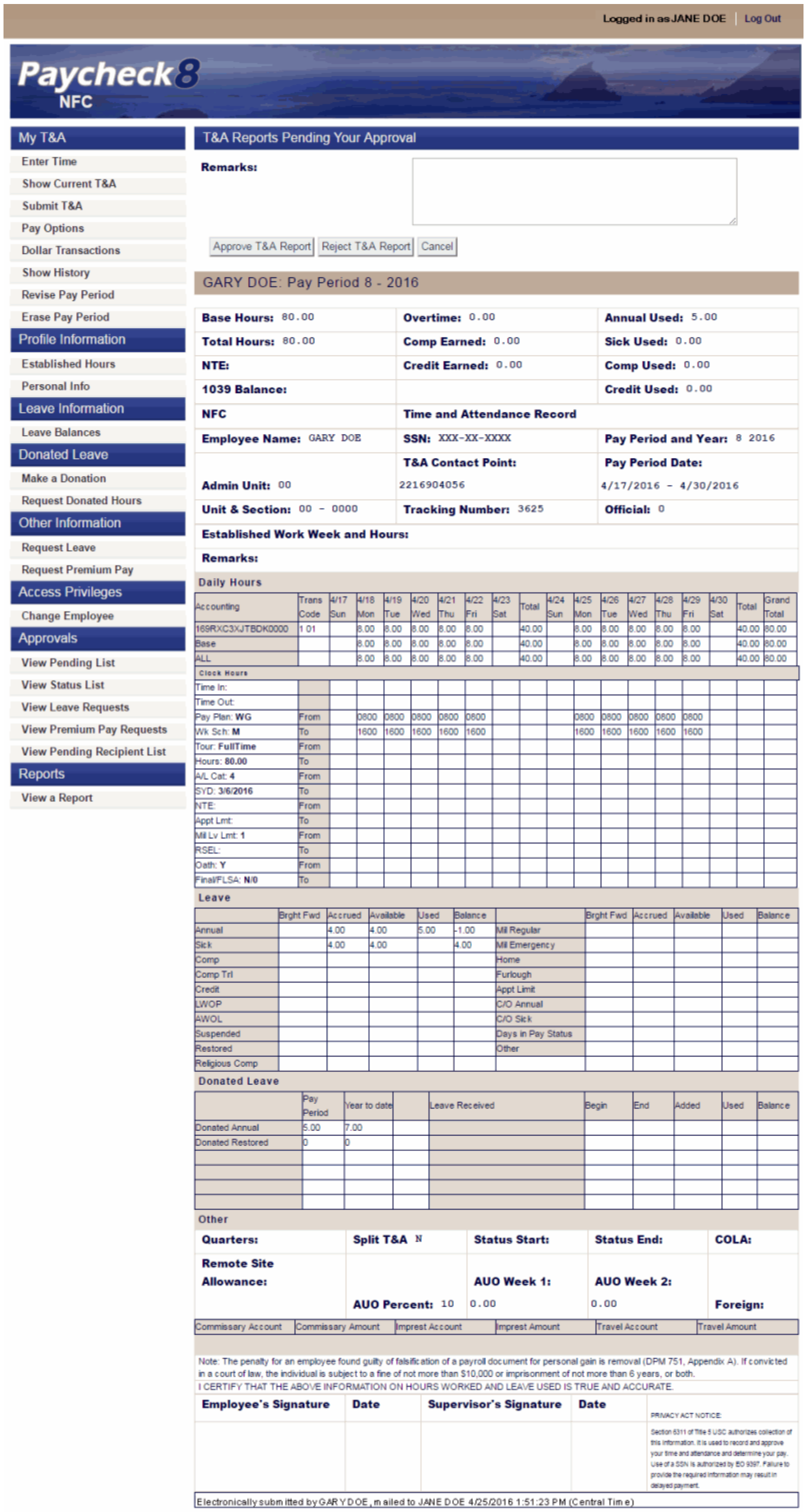


Figure 143: T&A Reports Pending Your Approval Page - Approve T&A Report

3. Review the T&A detail.

4. Click **Approve T&A Report.**

   OR

   Click **Reject T&A Report.**

Note: Remarks must be entered if the T&A Report is rejected. The employee will be notified through email of the action taken. The email includes any remarks the Supervisor/Approver may have added.

Viewing the T&A Status List

View Status List is used by supervisors to view the status of current T&As for employees reporting to them.

To View T&A Status List:

1. Select ***View Status List*** from the Approvals menu on the Paycheck8 main menu page. The T&A Status for the pay period is displayed.

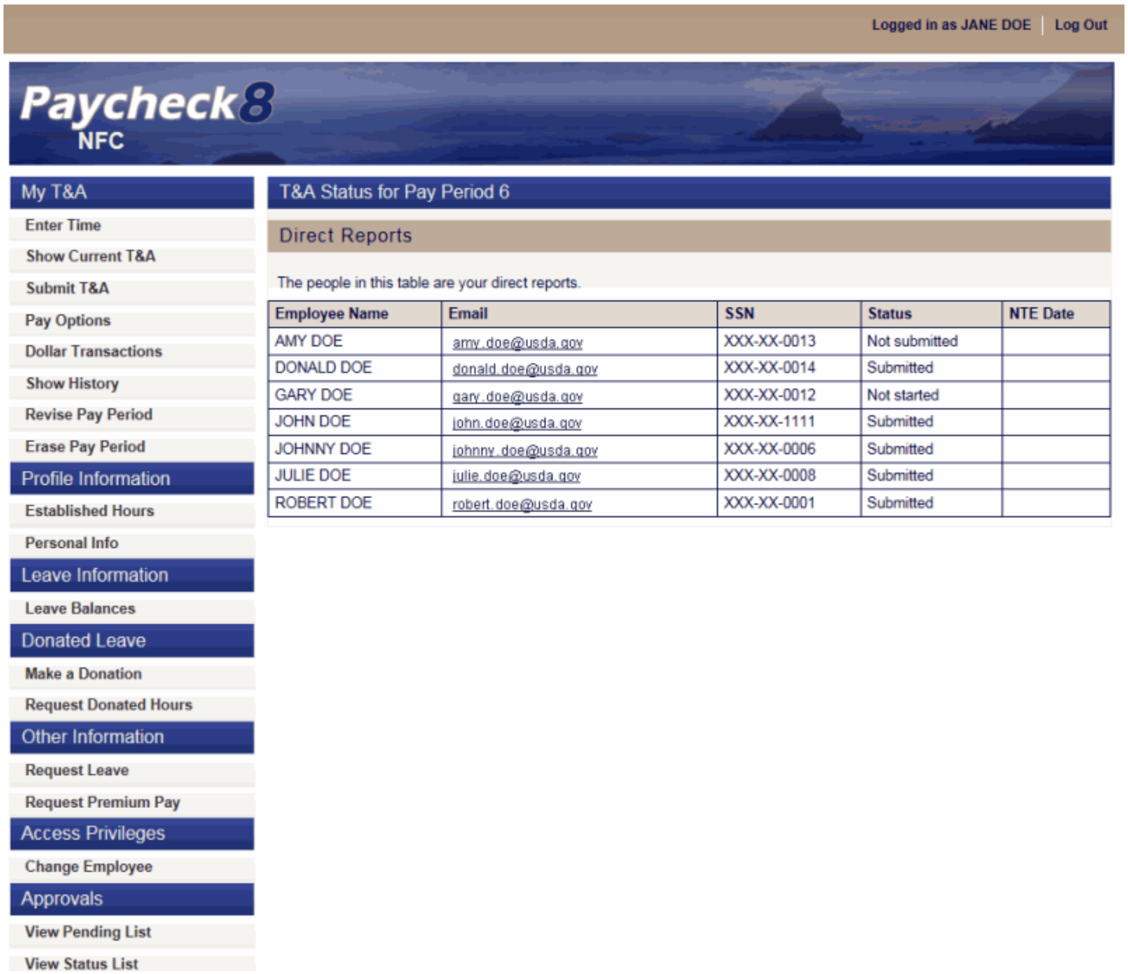


Figure 144: T&A Reports Pending Your Approval - Status List

Valid Status values are:

Value	Meaning
`Not Started`	The employee has not entered any time for the pay period.
`Not Submitted`	The employee has entered time for the current pay period, but has not submitted the T&A.
`Submitted`	The employee has completed the T&A detail and submitted the T&A for approval.
`Approved`	The T&A was submitted and approved.
`Processed`	The T&A has been sent to TIME for validation and processing.

Note: Rejected T&A Reports are returned to Not Submitted status.

Managing Leave Requests

View Leave Requests is used by supervisors to respond to pending leave requests submitted for approval and view historic leave requests.

To Manage Pending Leave Requests:

1. Select ***View Leave Requests*** from the Approvals menu on the Paycheck8 main menu page. The Pending Leave Requests page is displayed showing pending leave requests awaiting action by the supervisor in a list and calendar view. The calendar view defaults to Week, but can be displayed in Day, Week, Month, or Work Week view by clicking the appropriate option. The calendar view displays leave requests of all statuses.

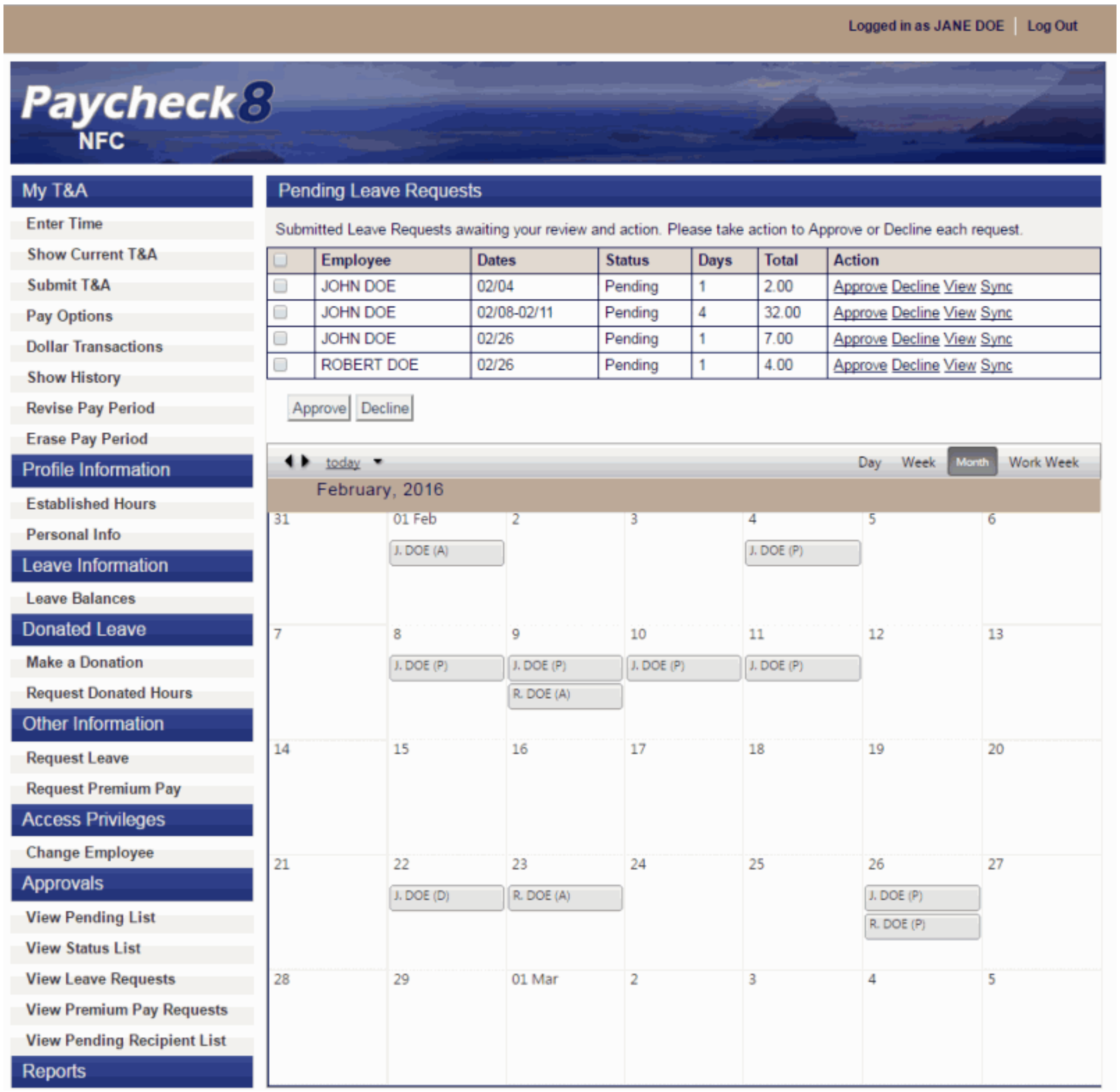


Figure 145: Pending Leave Request Page

Each request in the calendar view displays one of the following values next to the requester's name. The value represents the status of the request. Valid values are:

Value	Meaning
(A)	Approved

(P) Pending

(D) Declined

Note: From the calendar view, supervisors can double-click the appropriate leave request to view, approve, or decline.

The following fields are displayed in the Pending Leave Request list:

Field	Description
Employee	Displays the name of the employee requesting leave.
Dates	Displays the dates of the leave request.
Status	Displays pending status.
Days	Displays the number of days included in the leave request.
Total	Displays the total number of hours in the leave request.
Action	Displays the available actions for the leave request.

2. Click **View** to see additional details about the leave request. After reviewing, you may approve or decline the request by clicking the appropriate button.

Figure 146: Approve Leave Request Page

OR

Click **Approve** to approve the leave request. The Pending Leave Request page is displayed with the leave request removed from the list and showing a value of **(A)** in the calendar view.

OR

Click **Decline**. The Approve Leave Request page displays with the remarks field activated. You must enter an explanation for declining the leave request.

Figure 147: Approve Leave Request Page - Explanation for Decline

3. Click **Save Remarks and decline request(s)**. The Pending Leave Request page is displayed with the leave request removed from the pending list and showing a value of **`(D)`** on the calendar view.

To Sync Leave Requests:

Click **Sync** to display a calendar view of Leave Requests. You may view requests by day, week, month, or work week.

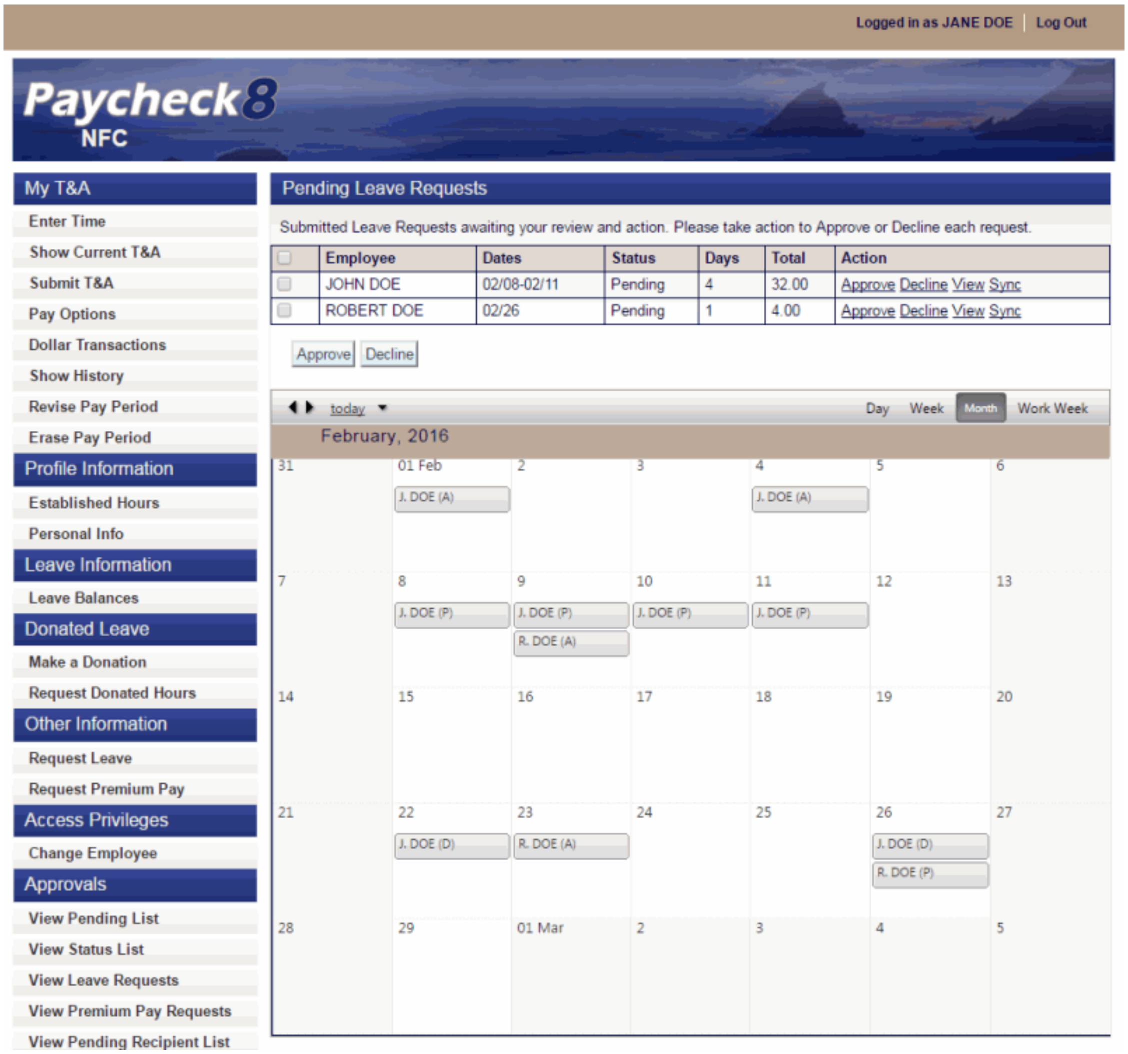


Figure 148: Sync Calendar Page

Each request will display one of the following values next to the requester's name. The value represents the status of the request. Valid values are:

Value	Meaning
(A)	Approved
(P)	Pending
(D)	Declined

Managing Premium Pay Requests

View Premium Pay Requests is used by supervisors to respond to pending premium pay requests submitted for approval and view historical premium pay requests.

To Manage Pending Premium Pay Requests:

1. Select ***View Premium Pay Requests*** from the Approvals menu on the Paycheck8 main menu page. The Pending Premium Pay Requests page is displayed showing pending premium pay requests awaiting action by the supervisor in a list and calendar view. The calendar view defaults to Week, but can be displayed in Day, Week, Month, or Work Week view by clicking the appropriate option. The calendar view displays leave requests of all statuses.

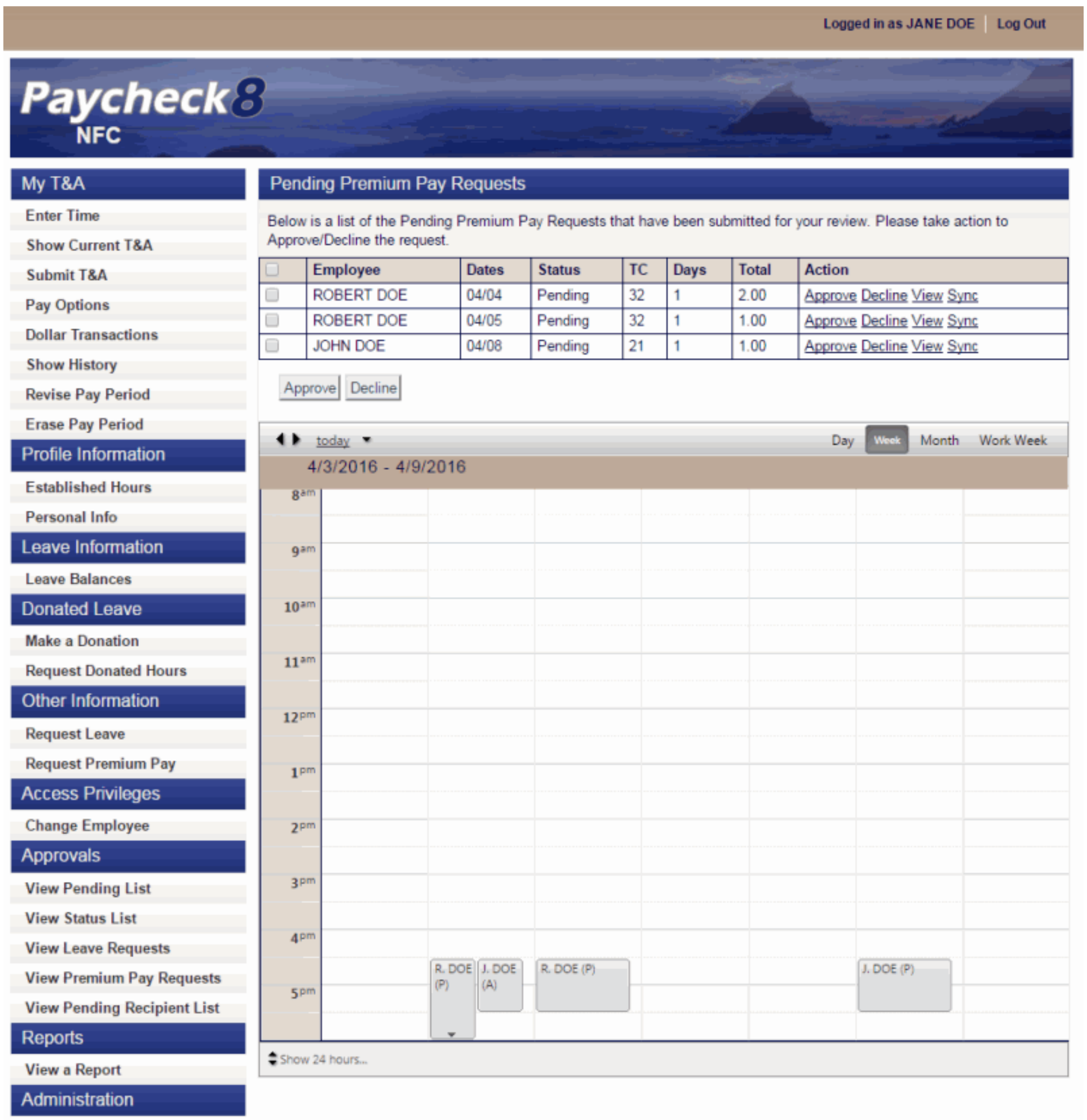


Figure 149: Pending Premium Pay Requests Page

Each request in the calendar view displays one of the following values next to the requester's name. The value represents the status of the request. Valid values are:

Value	Meaning
(A)	Approved
(P)	Pending
(D)	Declined

Note: From the calendar view, supervisors can double-click the appropriate leave request to view, approve, or decline.

The following fields are displayed in the Pending Premium Pay Requests list:

Field	Description
Employee	Displays the name of the employee requesting premium pay.
Dates	Displays the dates of the premium pay request.
Status	Displays pending status.
TC	Displays the transaction code of the premium pay.
Days	Displays the number of days included in the premium pay request.
Total	Displays the total number of hours in the premium pay request.
Action	Displays the available actions for the premium pay request.

2. Click **View** to see additional details about the premium pay request. After reviewing, you may Approve or Decline the request by clicking the appropriate button.

Figure 150: Approve Premium Pay Request Page

OR

Click **Approve** to approve the premium pay request. The Pending Premium Pay Requests page is displayed with the premium pay request removed from the list and showing a value of **`(A)`** in the calendar view.

OR

Click **Decline** to decline the premium pay request. the Approve Premium Pay Request page now contains a remarks box. You must enter an explanation for declining the premium pay request.

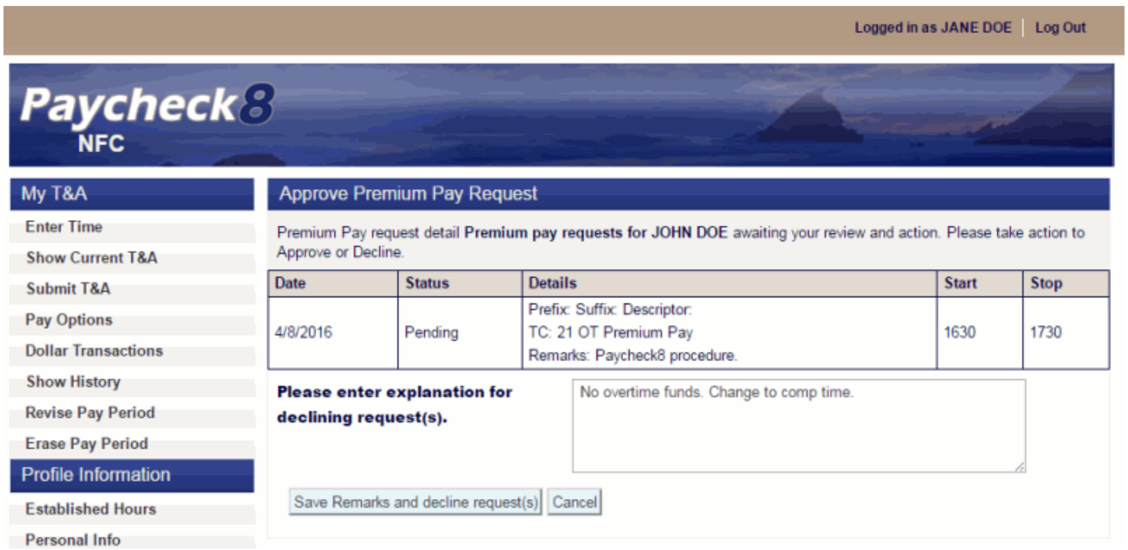


Figure 151: Approve Premium Pay Request Page - Explanation for Decline

3. Click **Save Remarks and decline request(s)**. The Pending Premium Pay Requests page is displayed with the premium pay request removed from the pending list and with a value of **`(D)`** in the calendar view.

To Sync Premium Pay Requests:

Click **Sync** to display a calendar view of premium pay requests. You may view requests by day, week, month, or work week.

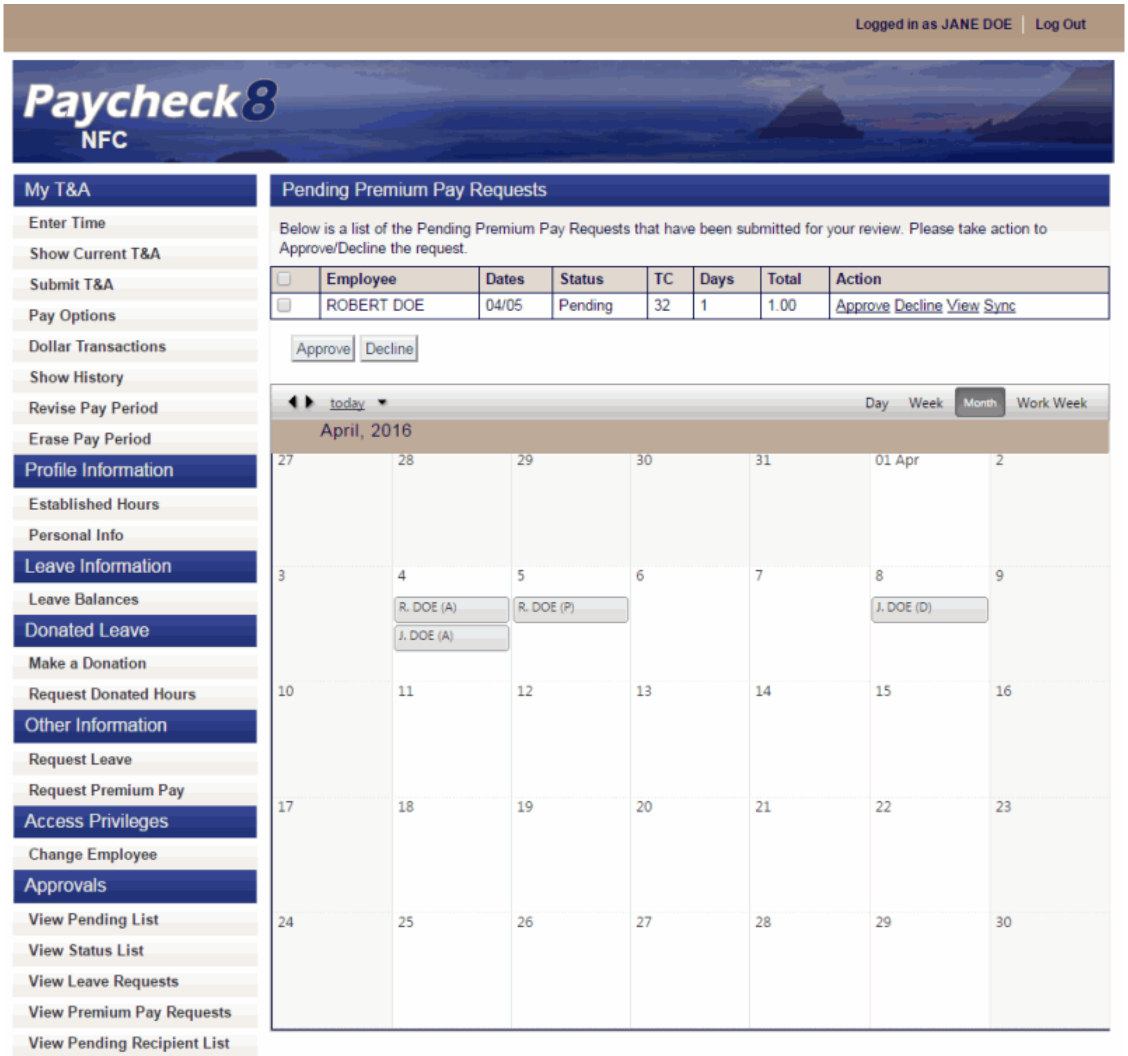


Figure 152: Sync Calendar Page - Premium Pay Requests

Each request in the calendar view displays one of the following values next to the requester's name. The value represents the status of the request. Valid values are:

Value	Meaning
(A)	Approved
(P)	Pending
(D)	Declined

Managing the Pending Leave Recipient List

View Pending Recipient List is used by supervisors to respond to pending leave recipient requests submitted for approval. Supervisory approval is considered a recommendation to the VLTP Administrator for the employee's participation in the program.

To Manage the Pending Recipient List:

1. Select ***View Pending Recipient List*** from the Approvals menu on the Paycheck8 main menu page. The Pending Requests for Donated Leave page is displayed.

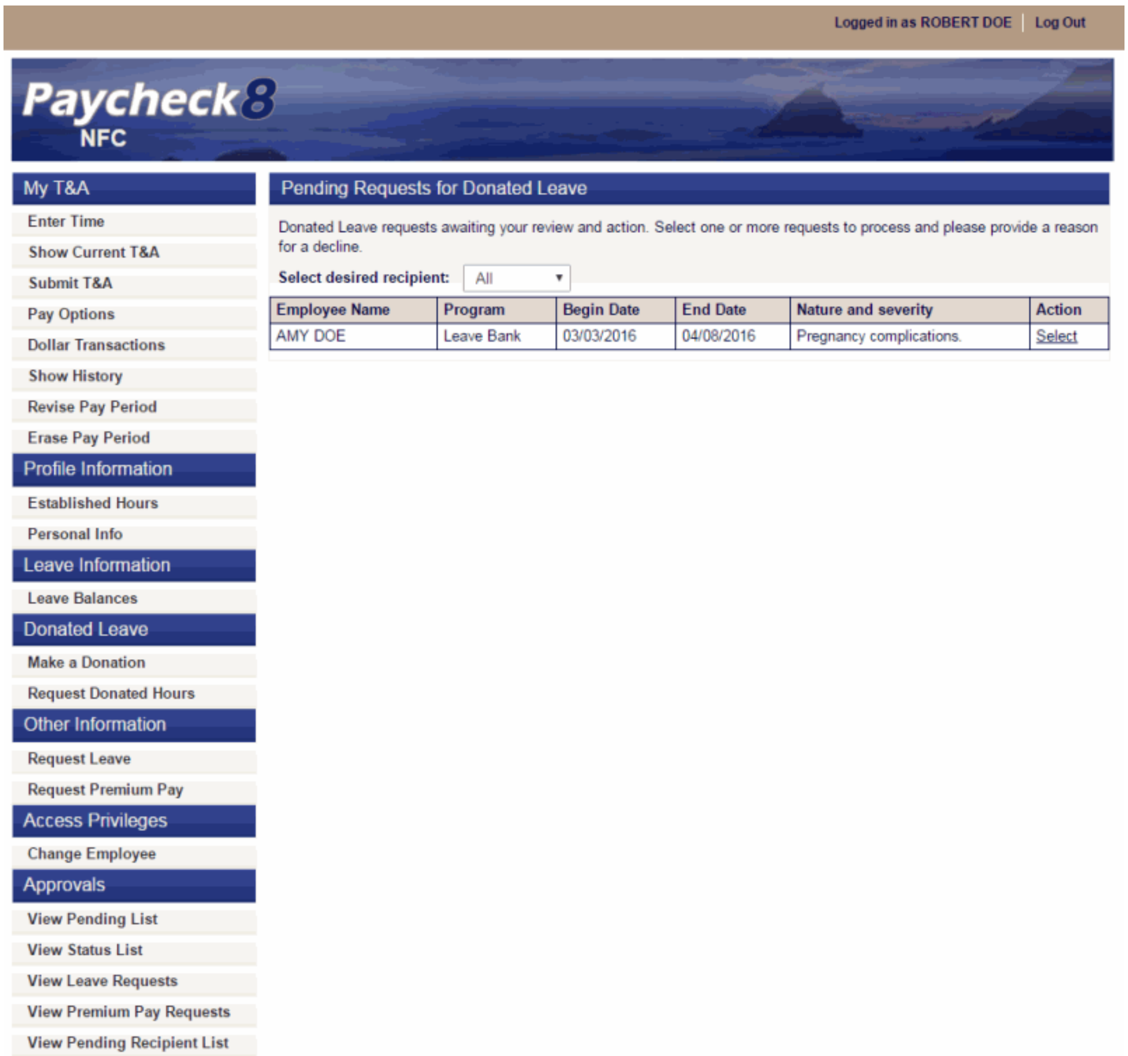


Figure 153: Pending Requests for Donated Leave

2. Click **Select** next to the request to view. The Recipient Request is displayed.

Figure 154: VLTP Recipient Request Page

3. Click **Approve** to approve the request and forward to the VLTP Administrator for final approval.

OR

Click **Decline** to decline the request. You must enter an explanation for declining the request.

Reports

The Reports menu has one menu option, ***View a Report***, which allows authorized users to generate various T&A related reports. There is a report tool bar on each report which allows the user to preview the report, print the report, and/or export the report in other common PC formats.

For more information see:

Running the T&A Status Report

TA Status generates a report which provides a description of the employee's current T&A status. This report is available to the 8th organizational level.

To Run the T&A Status Report:

1. Select ***View a Report*** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

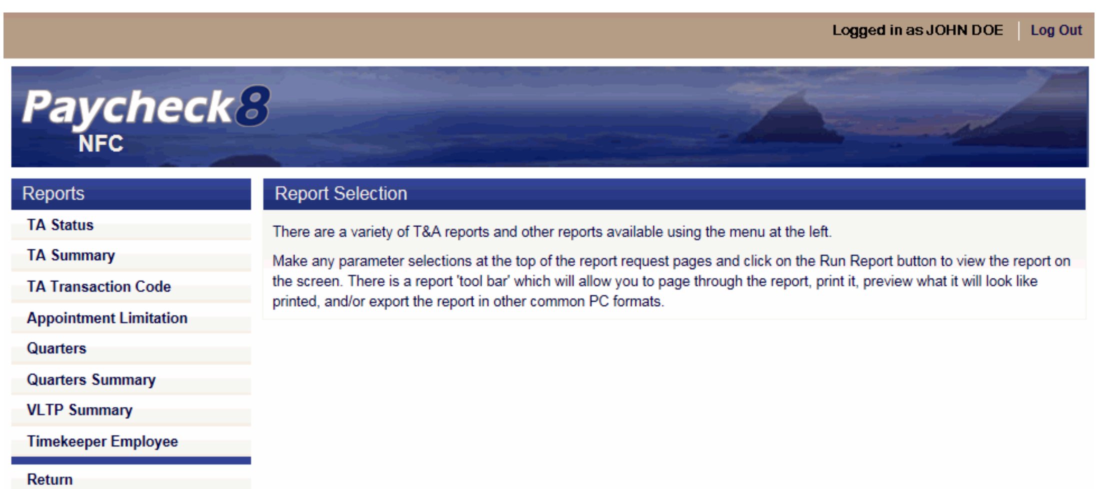


Figure 155: Report Selection Page

Click **TA Status**. The Timesheet Status Report page is displayed.

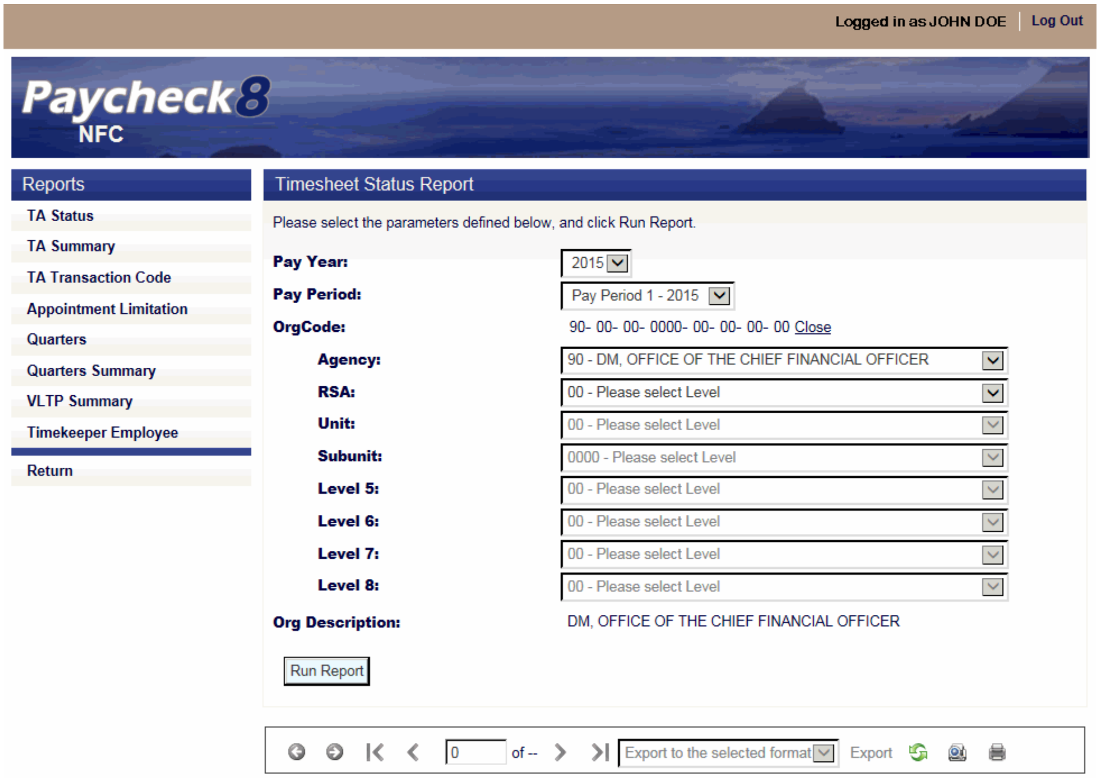


Figure 156: Timesheet Status Report Page

2. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop down list.
Org Code	Displays the organizational structure as it is selected from the drop-down lists. Click **Close** to close the search lists.
Agency	Select the Agency code from the drop-down list.
RSA (Region/Section/Area)	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list.
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.

Field	Description/Instruction
Level 8	Select the 8th level organizational structure from the drop-down list.

3. Click **Run Report**. The Paycheck8: T&A Status Report is displayed.

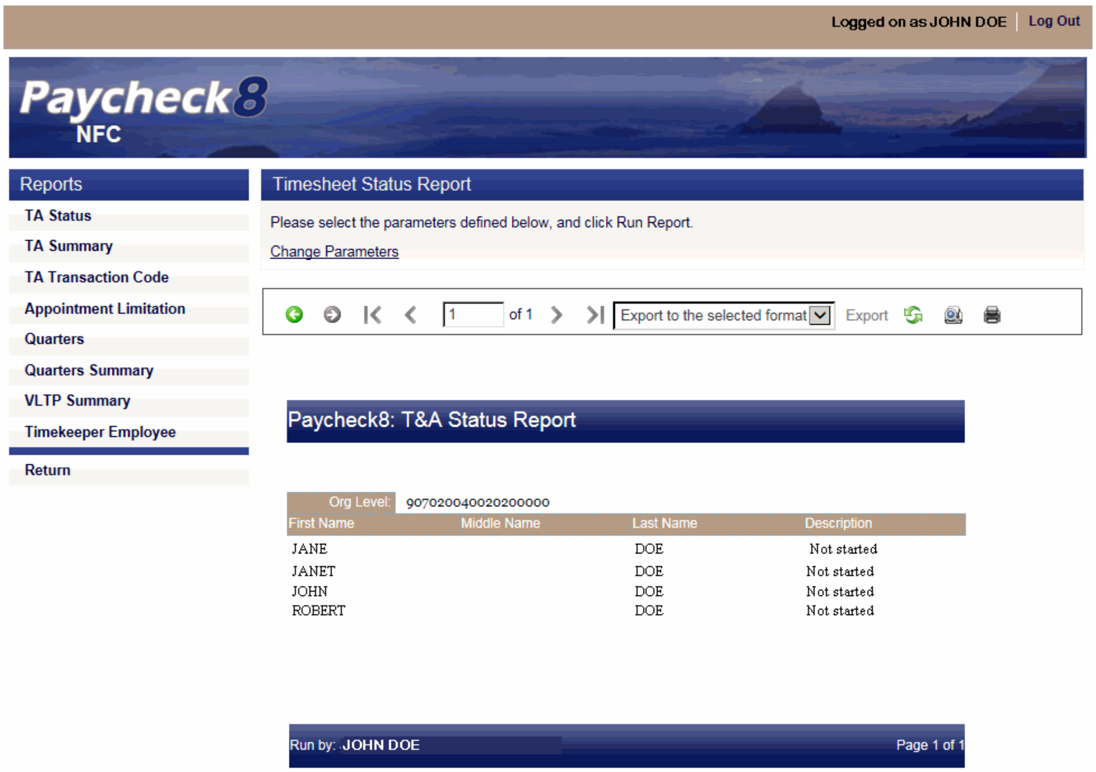


Figure 157: Paycheck8: T&A Status Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.

Option	Description
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the T&A Summary Report

TA Summary generates a report which provides an overall summary containing the number of employees within the specified Organizational Structure Level; current count of T&A status for the Organizational Structure; T&A revision details (i.e., count of Original and Corrected T&As). This report is available to the 8th organizational level.

To Run the T&A Summary Report:

1. Select ***View a Report*** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

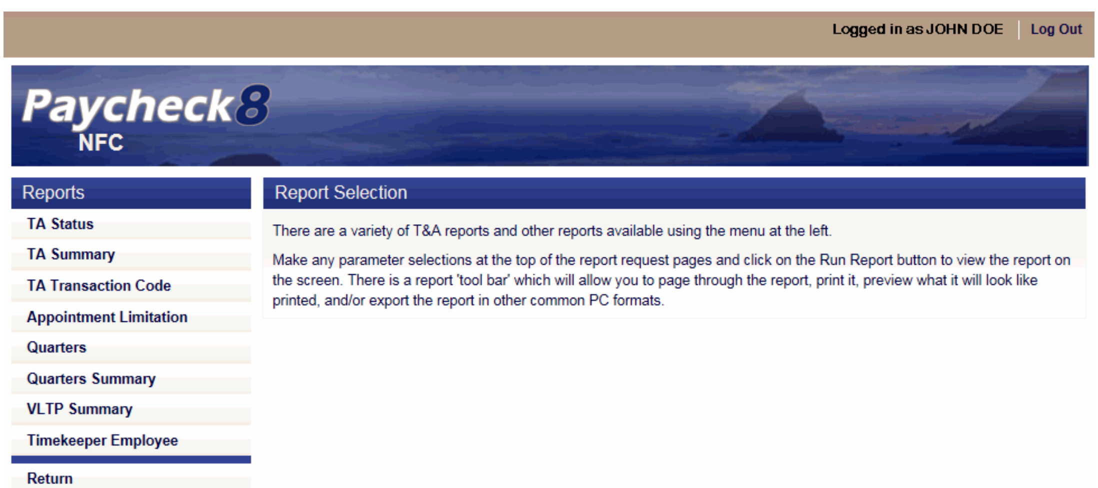


Figure 158: Report Selection Page

2. Click **TA Summary**. The Timesheet Summary Report page is displayed.

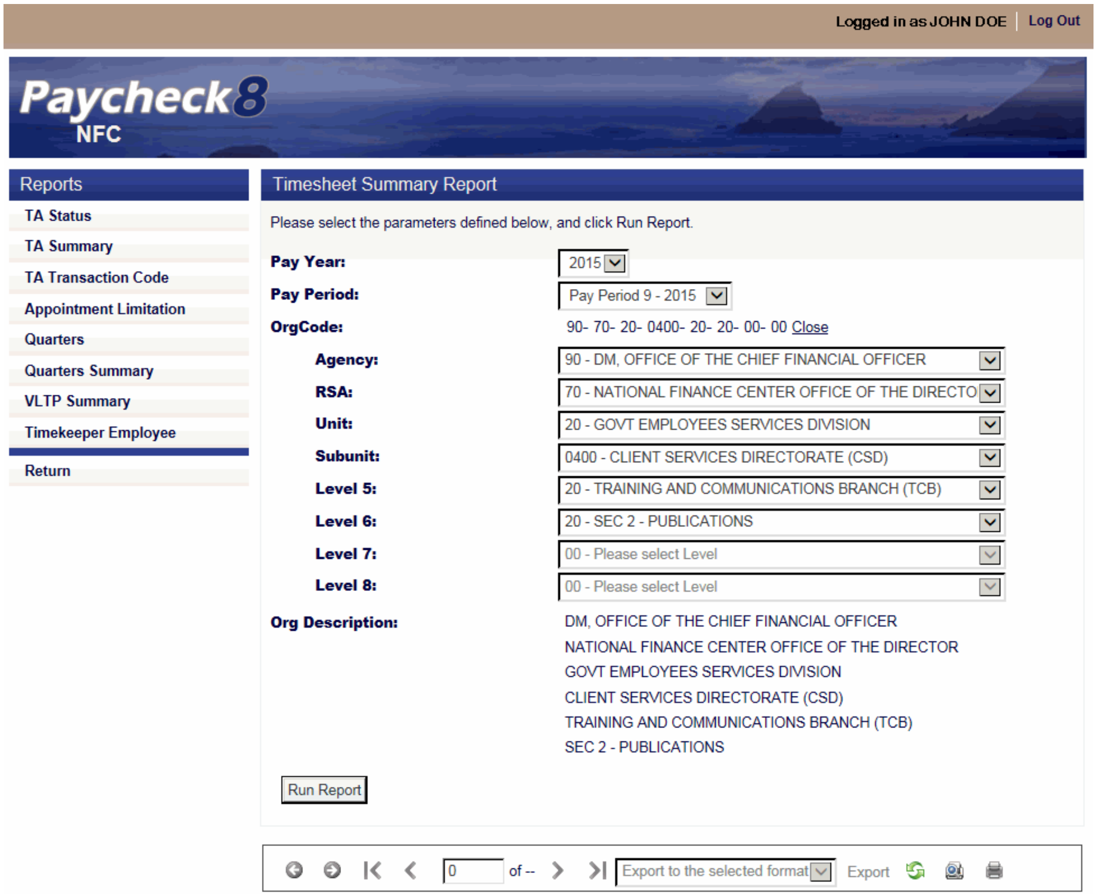


Figure 159: Timesheet Summary Report Page

3. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click **Close** to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.

Field	Description/Instruction
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

4. Click **Run Report**. The Paycheck8: T&A Summary Report is displayed.

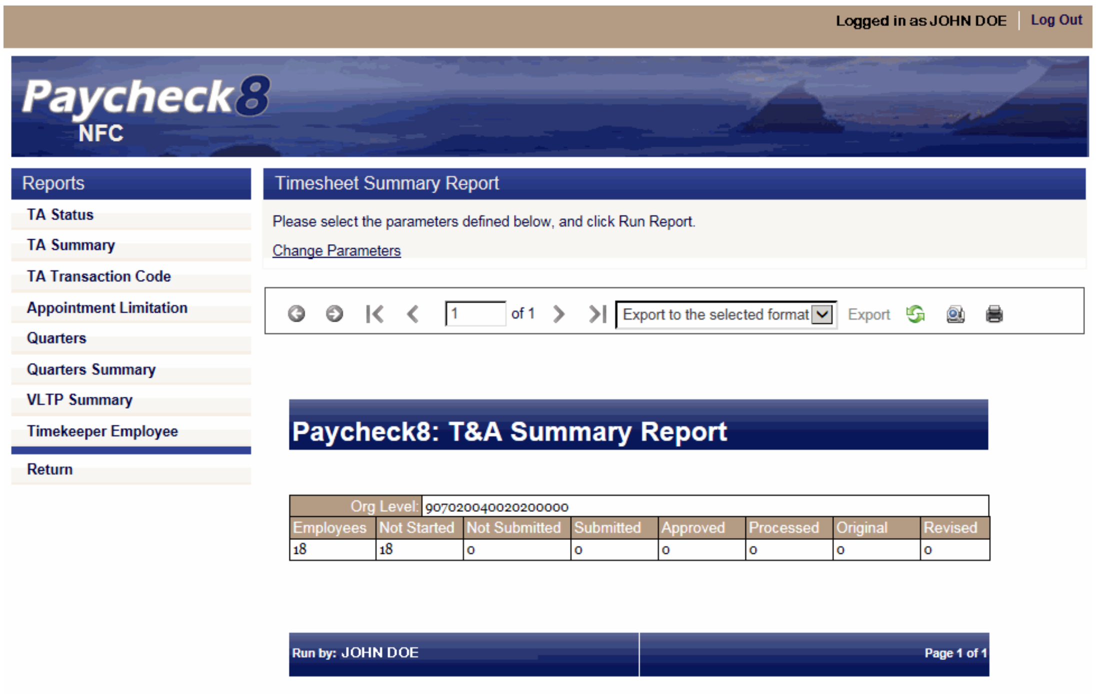


Figure 160: Paycheck8: T&A Summary Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.

Option	Description
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the T&A Transaction Code Report

TA Transaction Code generates a report which provides transaction code usage details on the specified transaction code combination. This report is available to the 8th organizational level.

To Run the T&A Transaction Code Report:

1. Select ***View a Report*** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

Figure 161: Report Selection Page

2. Click **TA Transaction Code**. The Timesheet Transaction Code Report page is displayed.

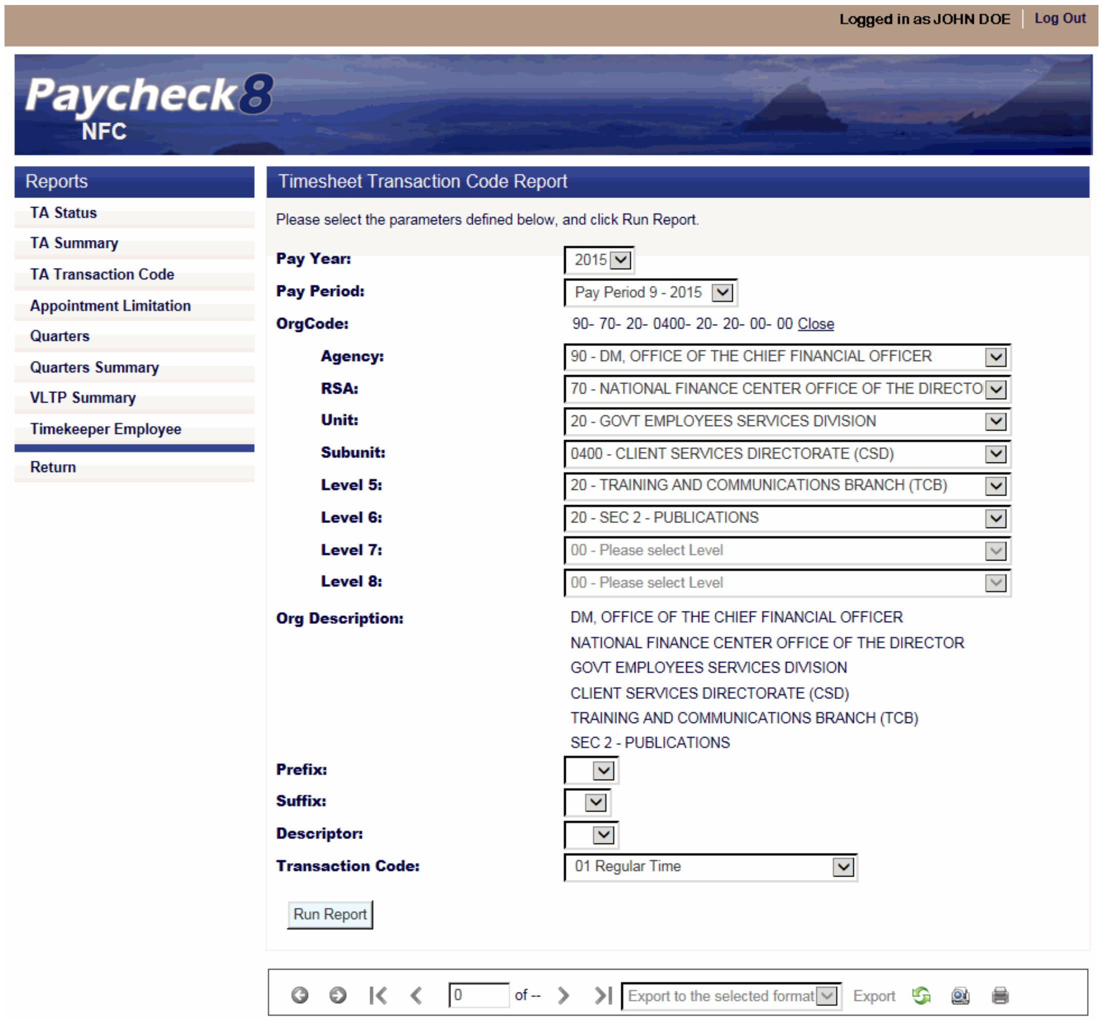


Figure 162: Timesheet Transaction Code Report

3. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click **Close** to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.

Field	Description/Instruction
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.
Prefix	Select the Prefix code from the drop-down list, if applicable.
Suffix	Select the Suffix code from the drop-down list, if applicable.
Descriptor	Select the Descriptor code from the drop-down list, if applicable
Transaction Code	Select the Transaction Code for the report from the drop-down list.

4. Click **Run Report**. The Paycheck8: T&A Transaction Code Report is displayed.

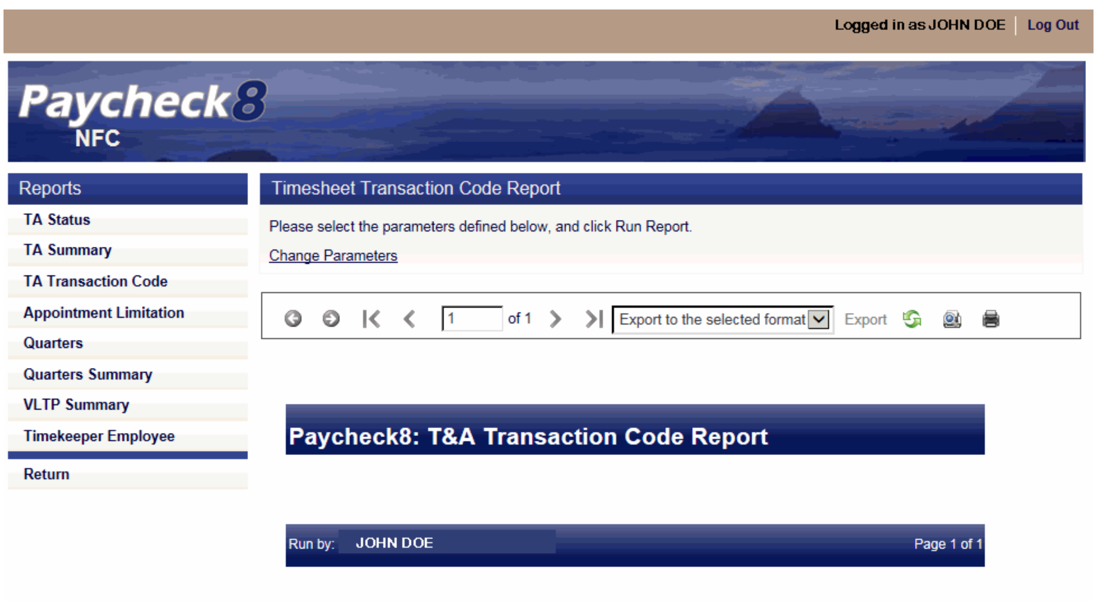


Figure 163: Paycheck8: T&A Transaction Code Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.

Option	Description
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the Appointment Limitation Report

Appointment Limitation generates a report which provides information on employees with appointment expiration dates and hours/days/dollars associated with the employees. This report is available to the 8th organizational level.

To Run the Appointment Limitation Report:

1. Select ***View a Report*** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

Figure 164: Report Selection Page

2. Click **Appointment Limitation**. The Appointment Limitation Report page is displayed.

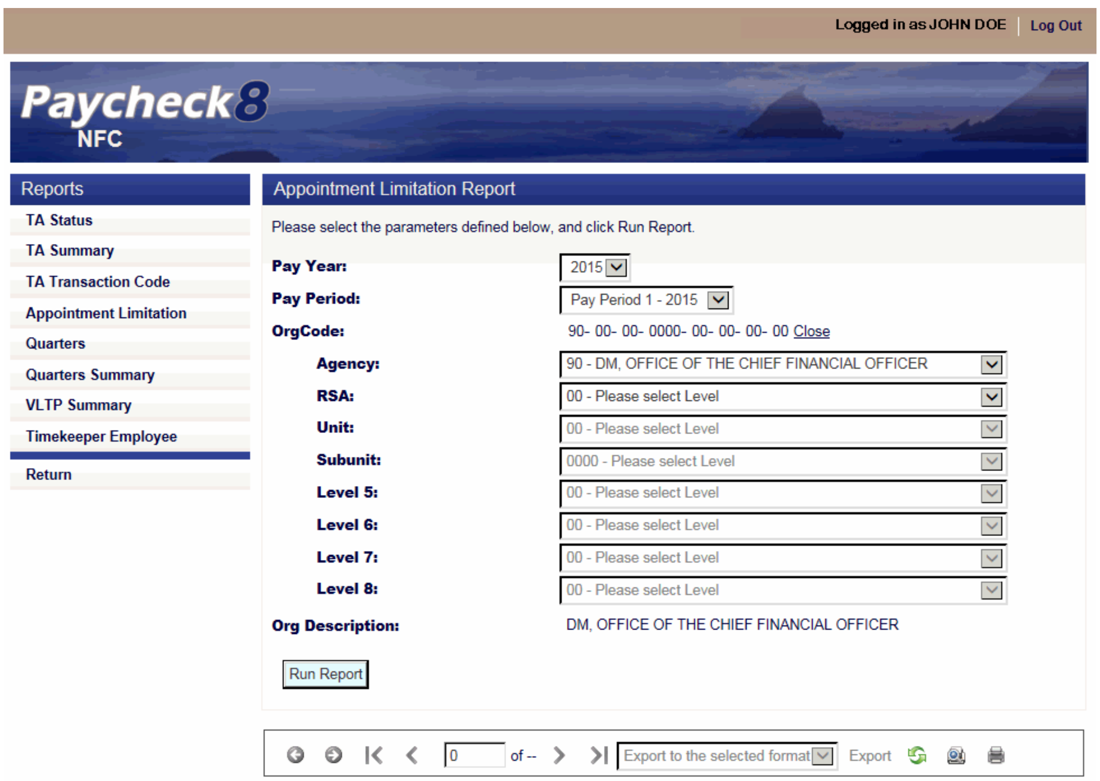


Figure 165: Appointment Limitation Report Page

3. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click **Close** to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

4. Click **Run Report**. The Paycheck8: Appointment Limitation Report is displayed.

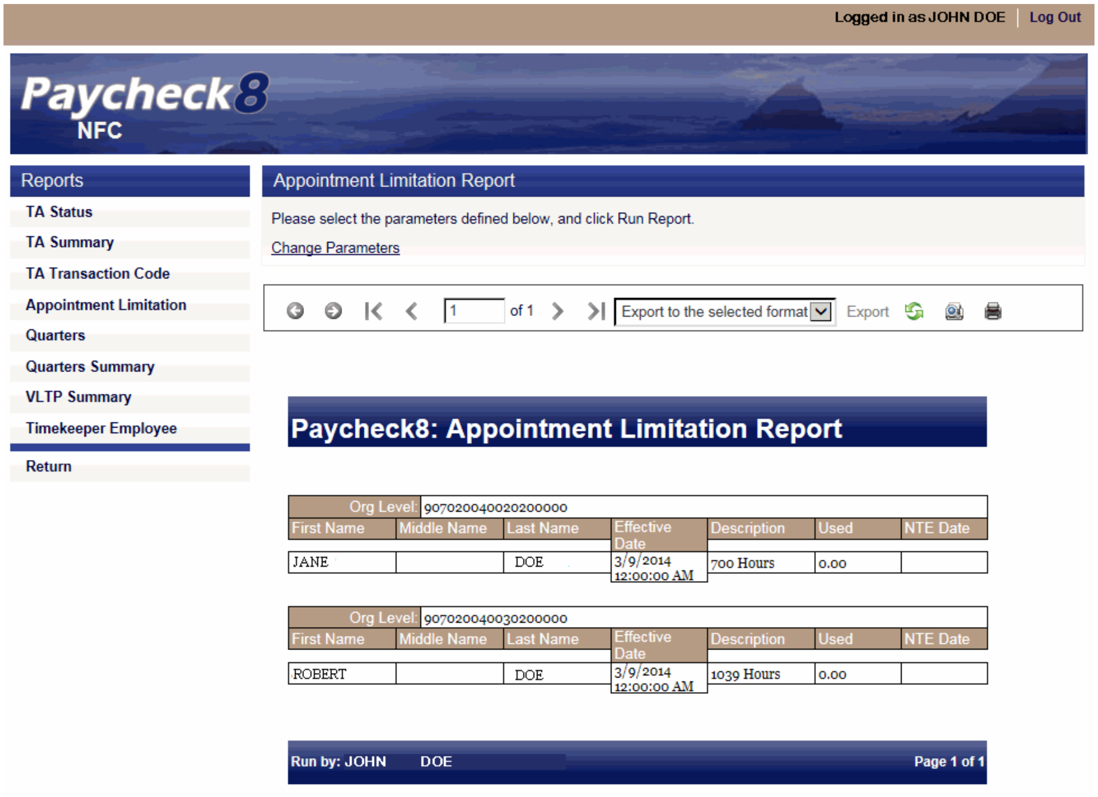


Figure 166: Paycheck8: Appointment Limitation Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.

Option	Description
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the Quarters Report

Quarters generates a report which provides information on employees currently on quarters and the amount claimed within the pay period selected. This report is available to the 8th organizational level.

To Run the Quarters Report:

1. Select ***View a Report*** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

Figure 167: Report Selection Page

2. Click **Quarters**. The Quarters Report page is displayed.

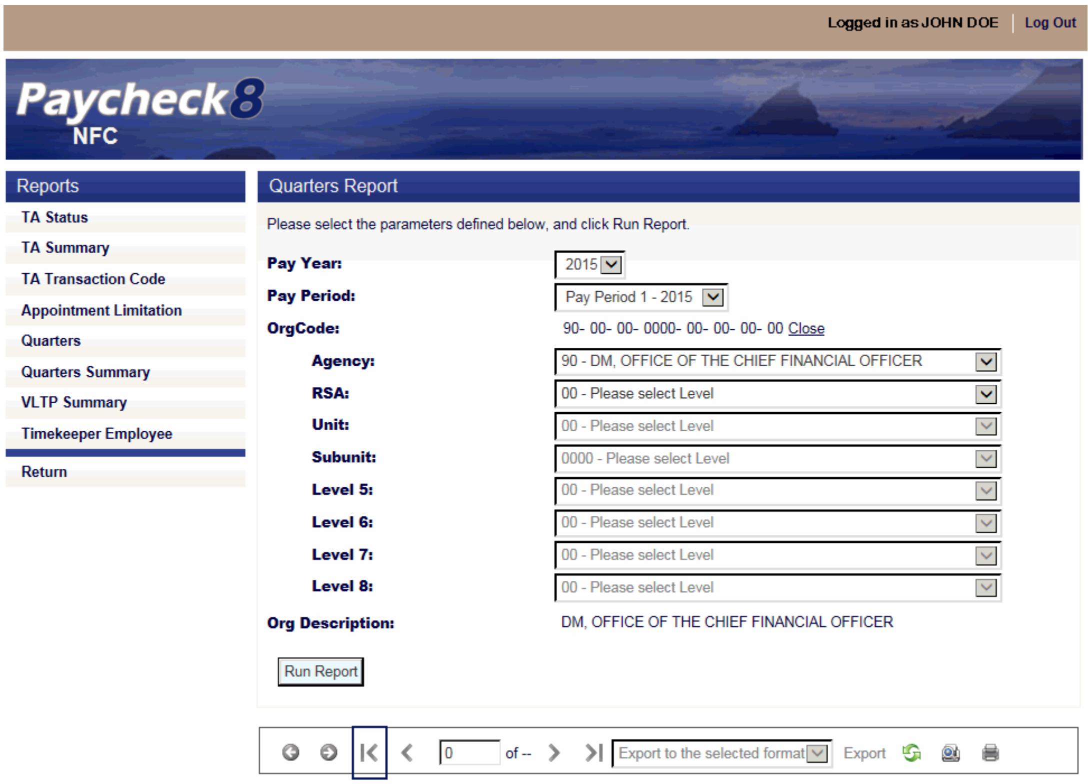


Figure 168: Quarters Report Page

3. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click **Close** to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.

Field	Description/Instruction
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

4. Click **Run Report**. The Paycheck8: Quarters Report is displayed.

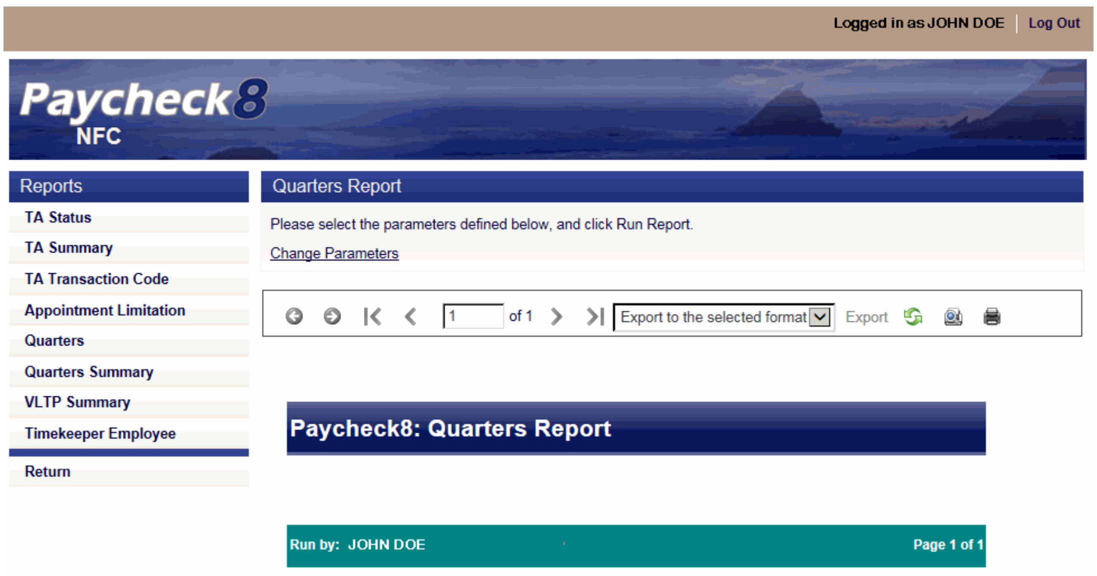


Figure 169: Paycheck8: Quarters Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.

Option	Description
Navigate back	Toggles to the previous report.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the Quarters Summary Report

Quarters Summary generates a report which provides a summary of quarters count by organizational level. This report is available to the 8th organizational level.

To Run the Quarters Summary Report:

1. Select ***View a Report*** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

Figure 170: Report Selection Page

2. Click **Quarters Summary**. The Quarter Summary Report page is displayed.

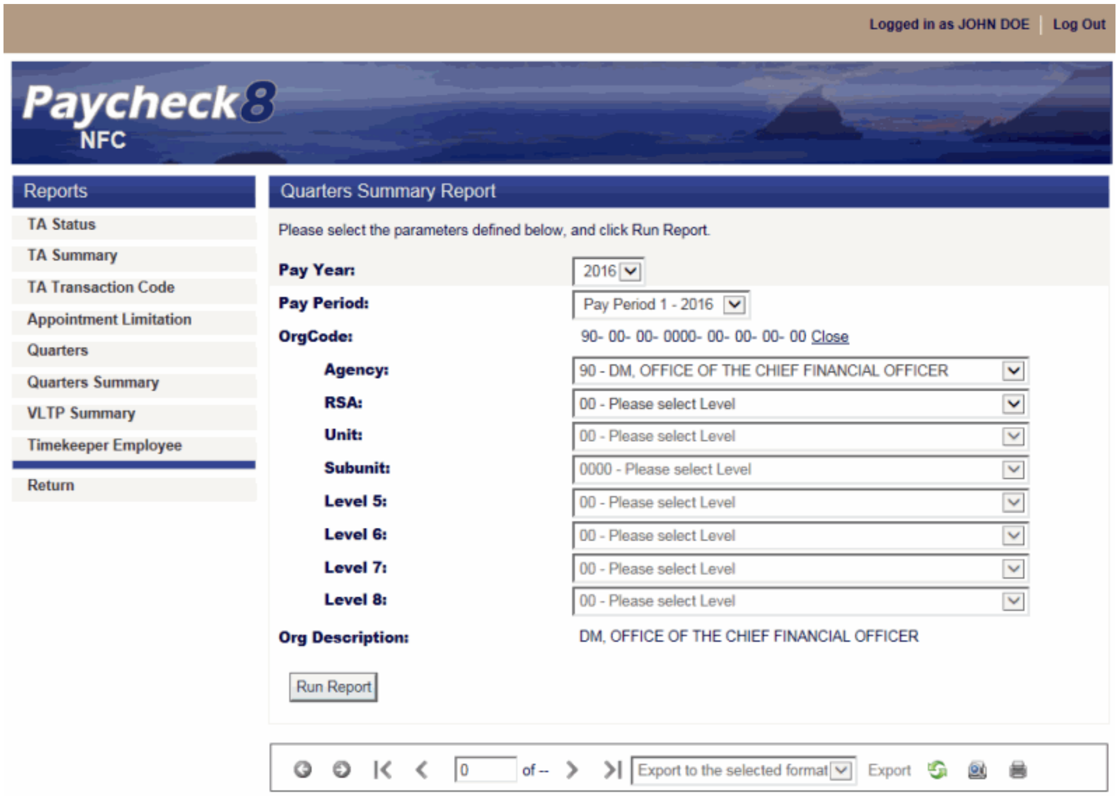


Figure 171: Quarters Summary Report Page

3. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click **Close** to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.

Field	Description/Instruction
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

4. Click **Run Report**. The Paycheck8: Quarters Summary Report is displayed.

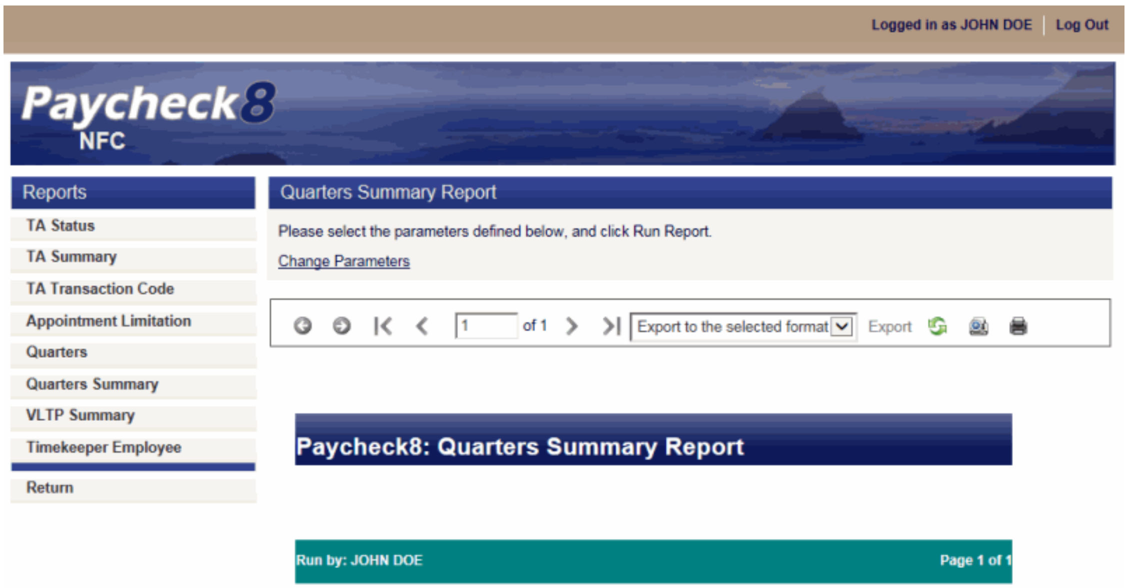


Figure 172: Quarters Summary Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.

Option	Description
Navigate back	Toggles to the previous report.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Running the VLTP Summary Report

VLTP Summary generates a report which provides a count of VLTP applications received and approved and the type of application. This report is available to the 8th organizational level.

To Run the VLTP Summary Report:

1. Select ***View a Report*** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

Figure 173: Report Selection Page

2. Click **VLTP Summary.** The VLTP Summary Report page is displayed.

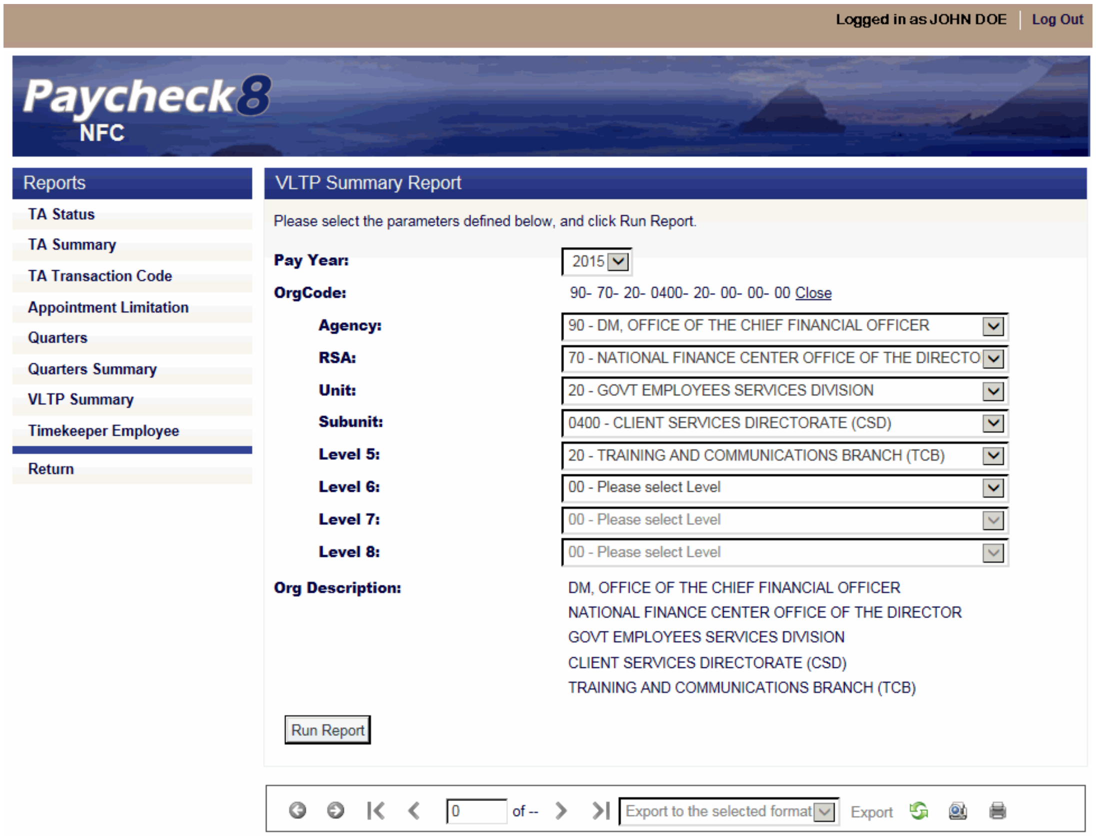


Figure 174: VLTP Summary Report Page

3. Complete the fields as follows:

Field	Description/Instruction
Pay Year	Select the Pay Year from the drop-down list.
Pay Period	Select the Pay Period from the drop-down list.
OrgCode	Displays the organizational structure as it is selected from the drop-down lists. Click **Close** to close the search lists.
Agency	Select the Agency from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.

Field	Description/Instruction
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

4. Click **Run Report**. The Paycheck8: VLTP Summary Report is displayed.

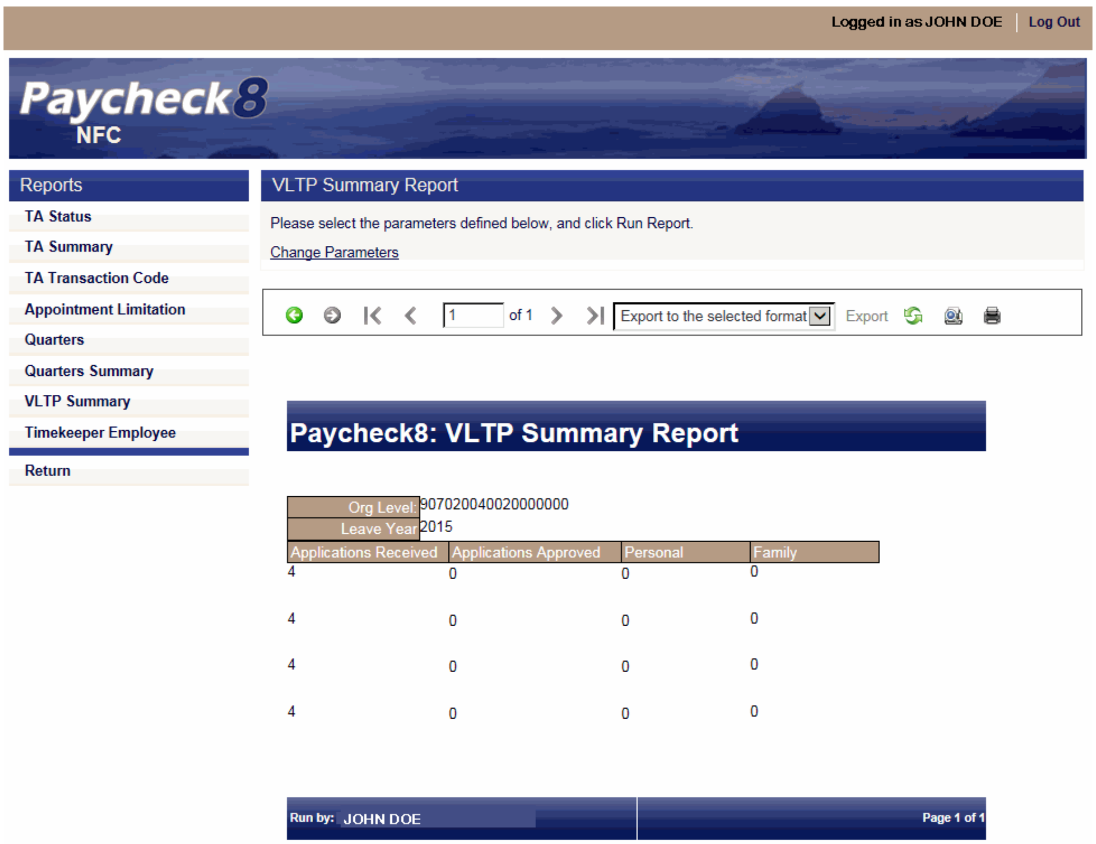


Figure 175: Paycheck8: VLTP Summary Report

Running the Timekeeper Employee Report

Timekeeper Employee generates a report which displays assigned timekeeper/employee relationships. After selecting a Timekeeper, the report output will detail assigned employee names and organizational codes.

To Run the Timekeeper Employee Report:

1. Select ***View a Report*** from the Reports menu on the Paycheck8 main menu page. The Report Selection page is displayed.

Figure 176: Report Selection Page

2. Click **Timekeeper Employee**. The Timekeeper Employee Report page is displayed.

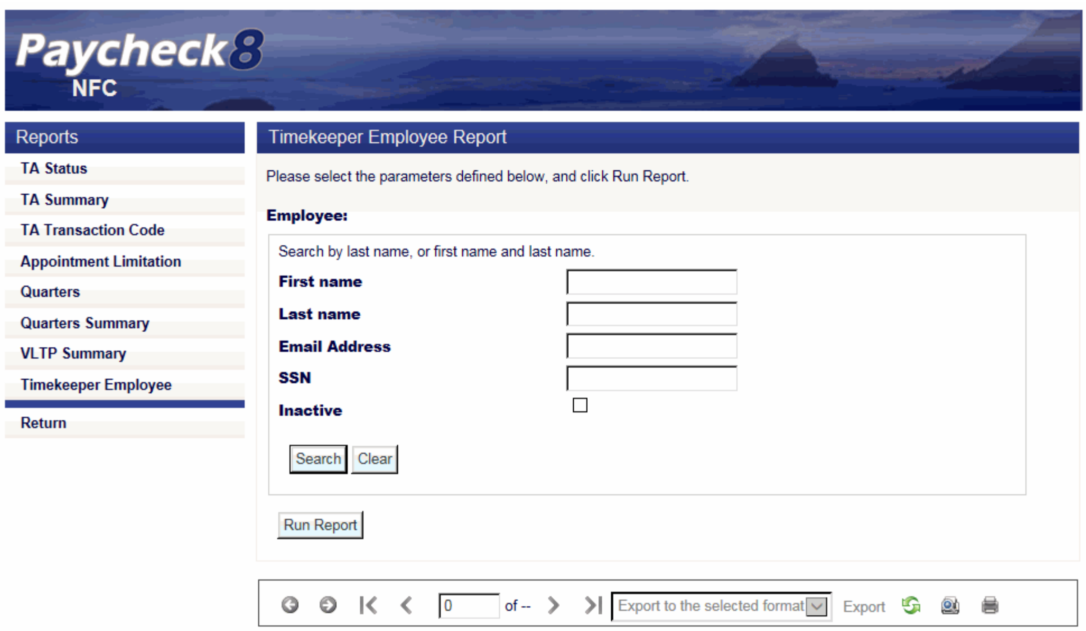


Figure 177: Timekeeper Employee Report Page

3. Complete the fields as instructed below for the timekeeper. Users can search using last name, email address, or SSN.

Field	Instruction

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Timekeeper Employee Report page is displayed with search results.

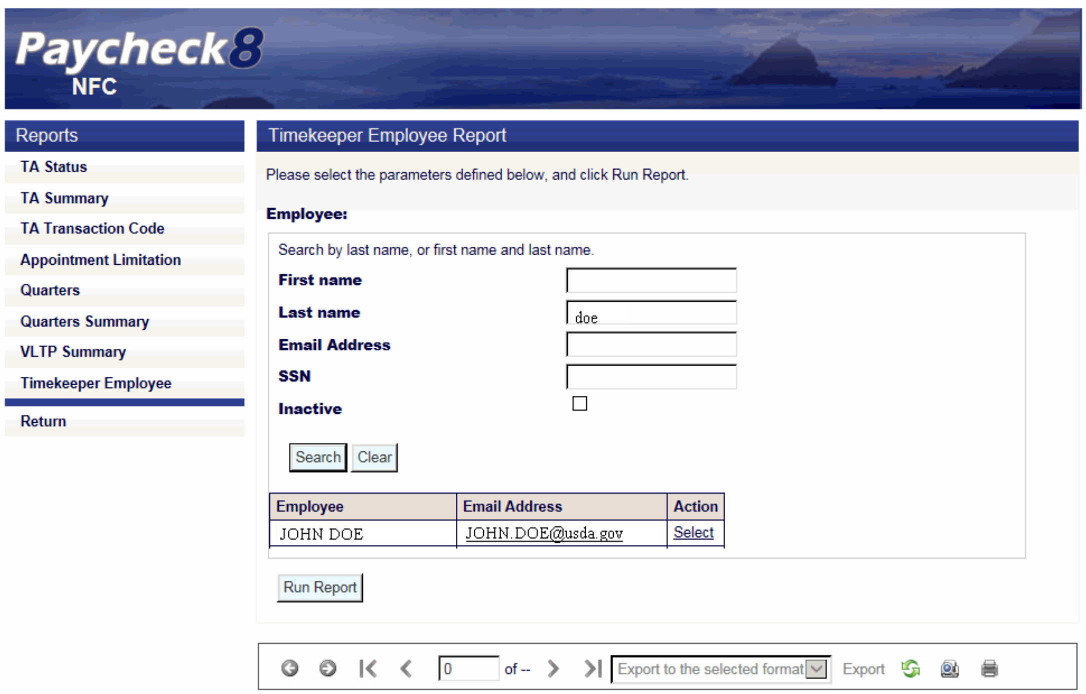


Figure 178: Timekeeper Employee Report - Search Results

5. Click **Select** next to the timekeeper.The timekeeper name is displayed.

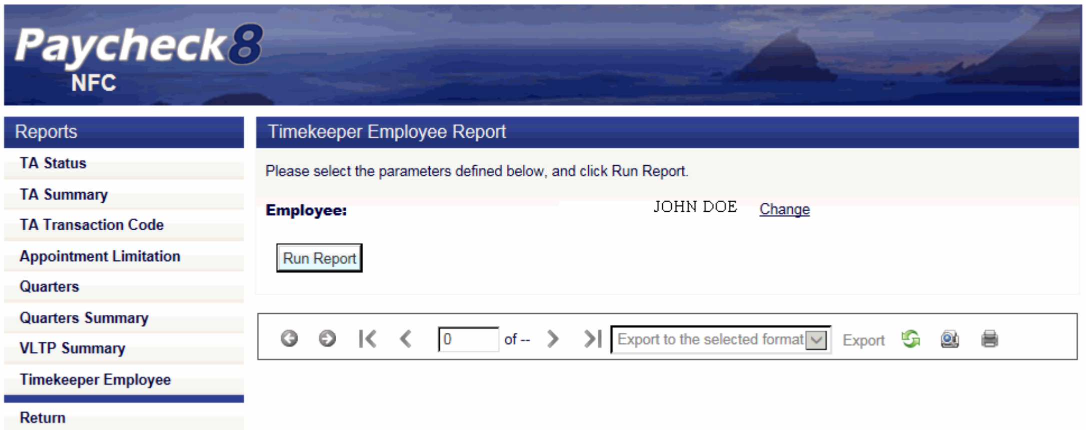


Figure 179: Timekeeper Employee Report

6. Click **Run Report**. The Timekeeper Employee Report is displayed.

Figure 180: Timekeeper Employee Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.

Option	Description
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Employee Management

HR Administrators have access to the Employee Management menu through which they can find (in order to edit) and create employee profiles and modify Regional Timekeeper management.

This section includes the following topics:

Finding Employee Profiles

Find Profile allows HR Administrators the ability to locate and edit a user's profile information. HR Administrators must use this menu option in order to perform employee management functions.

For more information see:

Editing Employee Profiles

Edit Profile allows HR Administrators to edit an employee's profile information.

To Edit an Employee Profile:

1. Select ***Employee Management*** from the Administration menu on the Paycheck8 main menu page. The Employee Management page is displayed.

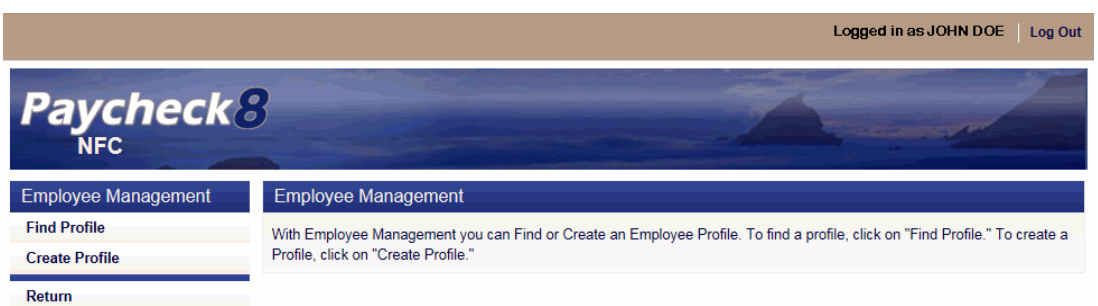


Figure 181: Employee Management Page

2. Select ***Find Profile*** from the Employee Management menu. The Find Employee page is displayed.

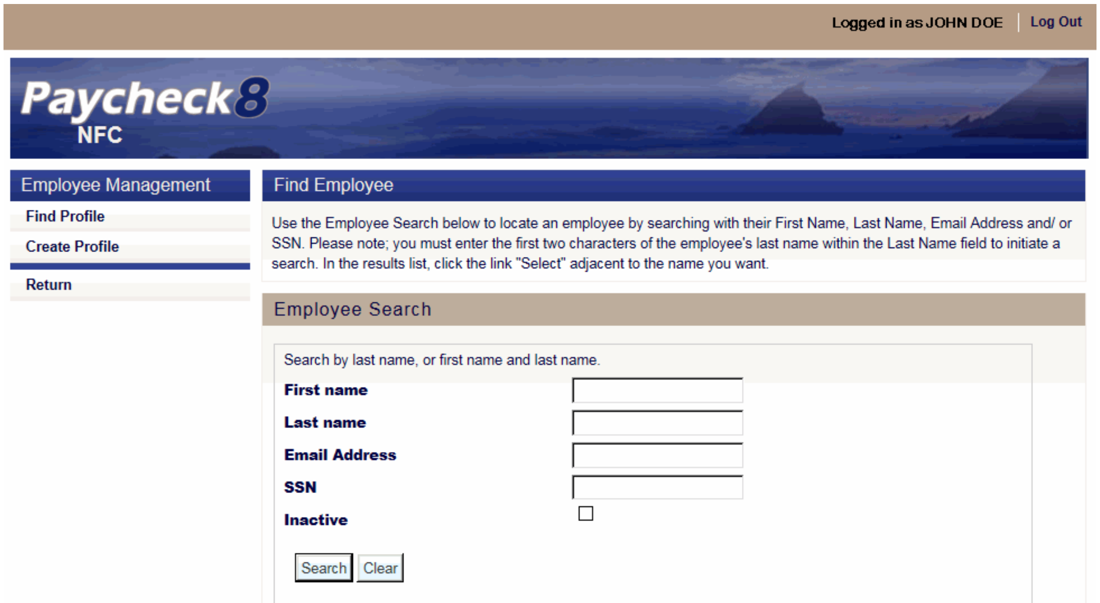


Figure 182: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

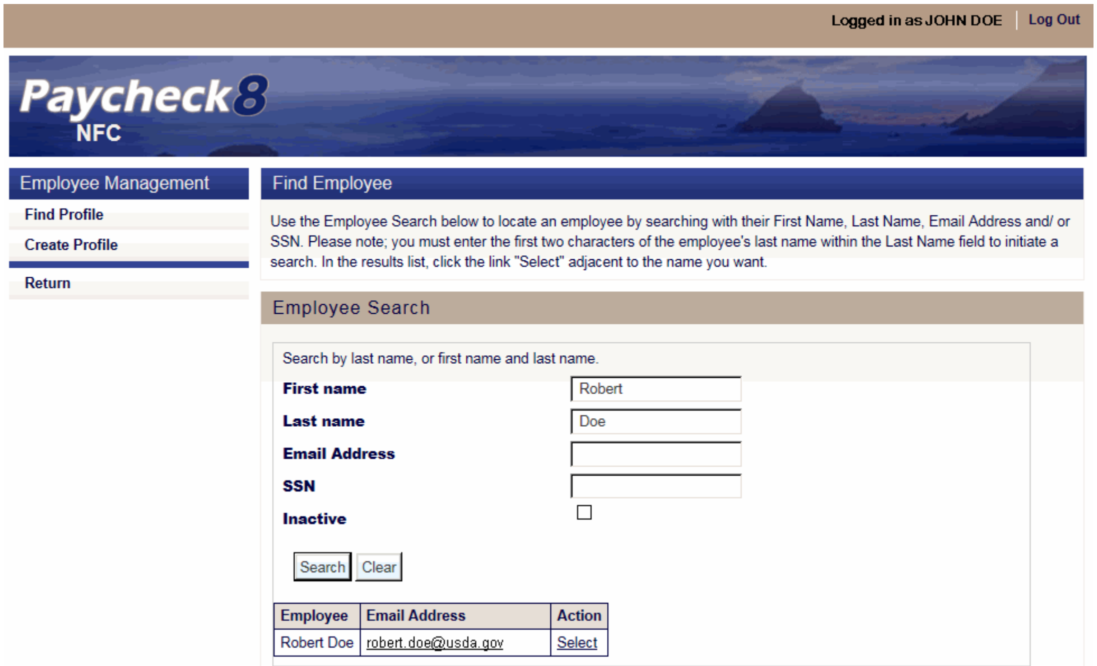


Figure 183: Find Employee Page - Search Results

5. Click **Select** next to the the employee to edit. The selected employee's Profile Data page displays with Profile menu options.

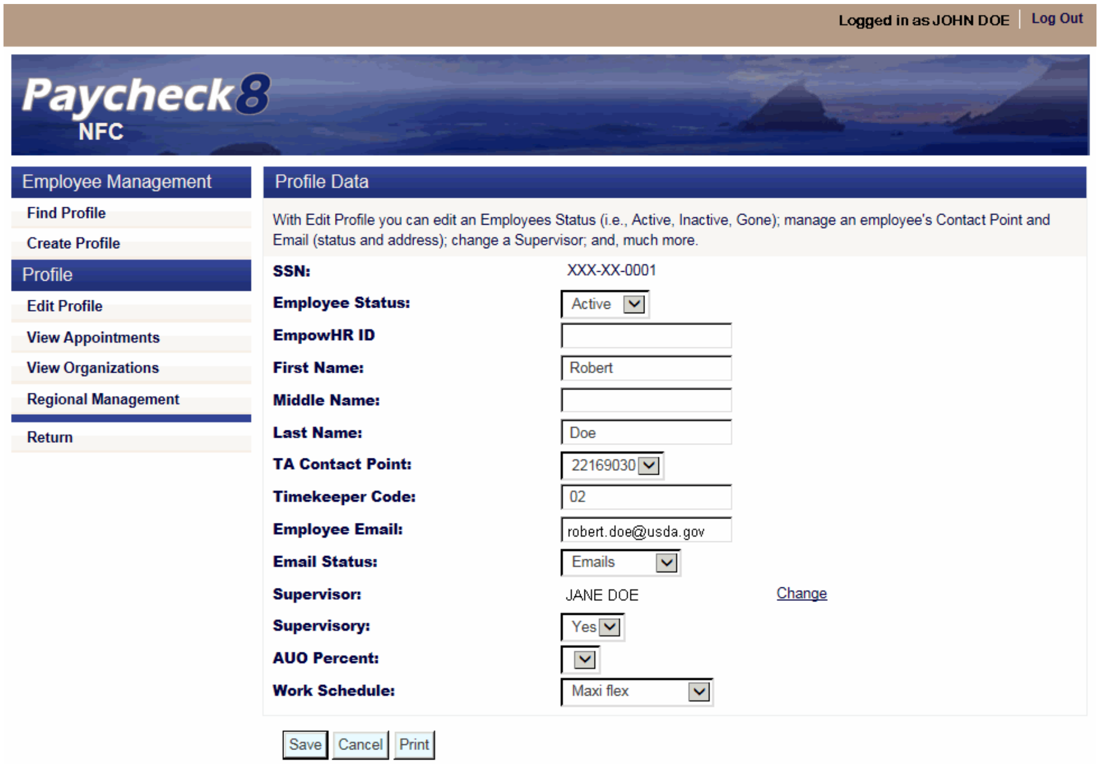


Figure 184: Profile Data Page - Selected Employee

6. Edit the fields as follows:

Field	Description/Instruction
SSN	Displays the last 4 digits of the employee's SSN.
Employee Status	Select the employee's current status from the drop-down list (if applicable). Valid values are **`Active`**, **`Inactive`**, **`Gone`**, and **`Visitor`**.
EmpowHR ID	Not applicable.
First Name	Enter the employee's first name, if applicable.
Middle Name	Enter the employee's middle name, if applicable.
Last Name	Enter the employee's last name, if applicable.
TA Contact Point	Select the employee's T&A contact point from the drop-down list, if applicable.
Timekeeper Code	Enter the employee's timekeeper code, if applicable.

<table>
<tr><th>Field</th><th>Description/Instruction</th></tr>
<tr><td>Employee Email</td><td>Enter the employee's email address, if applicable.</td></tr>
<tr><td>Email Status</td><td>Note: This setting is set at an application level and is consistent for all users and cannot be changed by the Agency.</td></tr>
<tr><td>Supervisor</td><td>Click Change to change the employee's supervisor, if applicable. Complete the search form, and click Search. From the search results provided, select the applicable supervisor and click Change to change the supervisor.</td></tr>
<tr><td>Supervisory</td><td>Select the supervisory status of the employee from the drop-down list, if applicable. Valid values are No and Yes.</td></tr>
<tr><td>AUO Percent</td><td>Select the AUO Percent that the employee is allowed to earn from the drop-down list, if applicable. Valid values are 00, 10, 15, 20, 25, and 99.</td></tr>
<tr><td>Work Schedule</td><td>Select the employee's work schedule from the drop-down list, if applicable. Valid values are:
<table>
<tr><th>Value</th><th>Meaning</th></tr>
<tr><td>4/10</td><td>Four 10-hour workdays per workweek</td></tr>
<tr><td>5-4/9</td><td>Nine workdays (eight 9-hour days and one 8-hour day)</td></tr>
<tr><td>1st 40</td><td>First 40 hours of work performed in a week define the tour of duty for that pay period</td></tr>
<tr><td>Gliding</td><td>Variable workday hours within a 40-hour workweek</td></tr>
<tr><td>Intermittent</td><td>An irregular number of hours or days for which there is no prearranged scheduled tour of duty</td></tr>
<tr><td>Maxi flex</td><td>Variable workweek hours within an 80-hour pay period</td></tr>
<tr><td>No Work Schedule</td><td>No defined schedule</td></tr>
<tr><td>Standard</td><td>Five 8-hour workdays within a 40-hour workweek</td></tr>
<tr><td>Variable Day</td><td>Variable workday hours within a 40-hour week.</td></tr>
<tr><td>Variable Week</td><td>Variable workweek hours within an 80-hour pay period</td></tr>
</table></td></tr>
</table>

7. Click **Save**.

Managing Employee Appointments

View Appointments allows HR Administrators to edit, clone, or add an appointment to an employee's record and to view a historical record of employee appointments.

To Add an Appointment:

1. Select ***Employee Management*** from the Administration menu. The Employee Management page is displayed.

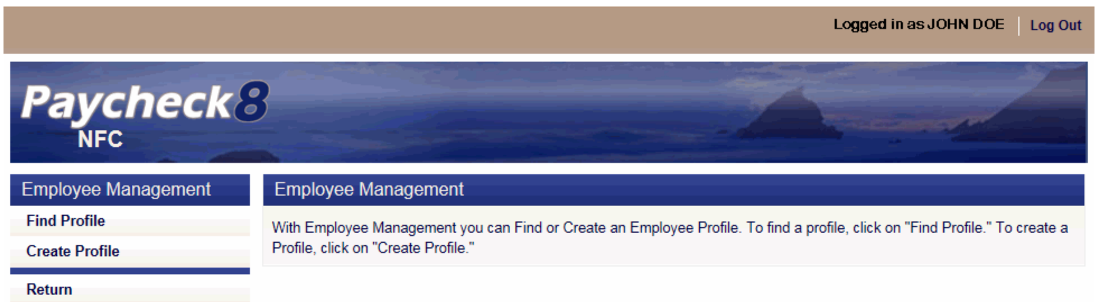


Figure 185: Employee Management Page

2. Select ***Find Profile*** from the Employee Management menu. The Find Employee page is displayed.

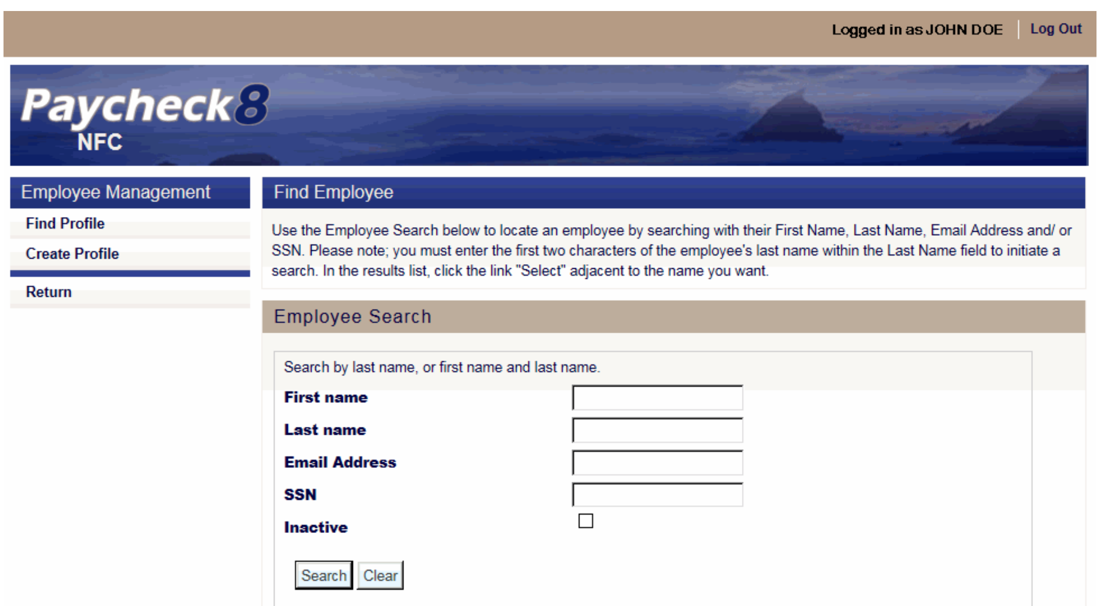


Figure 186: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name .
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

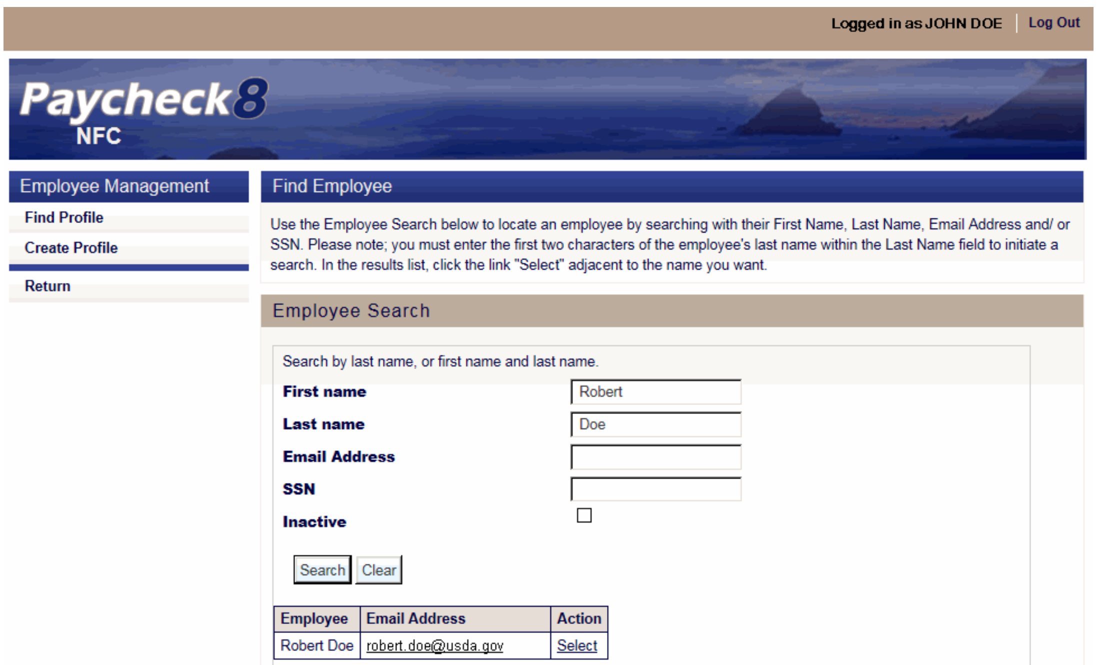


Figure 187: Find Employee Page - Search Results

5. Click **Select** next to the employee to view. The selected employee's Profile Data page displays with a Profile menu.

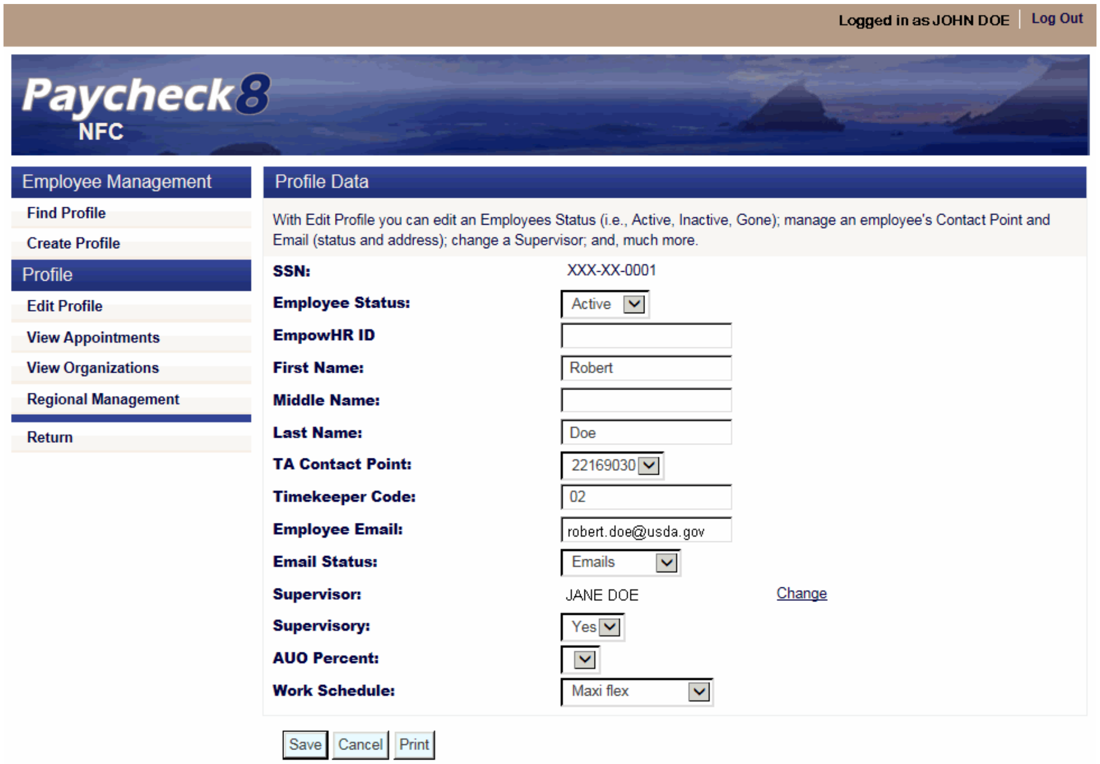


Figure 188: Profile Data Page - Selected Employee

6. Click ***View Appointments***. The Employee Appointment Data page is displayed.

Figure 189: Employee Appointment Data Page

7. Click **Add**. The Add Appointment page is displayed.

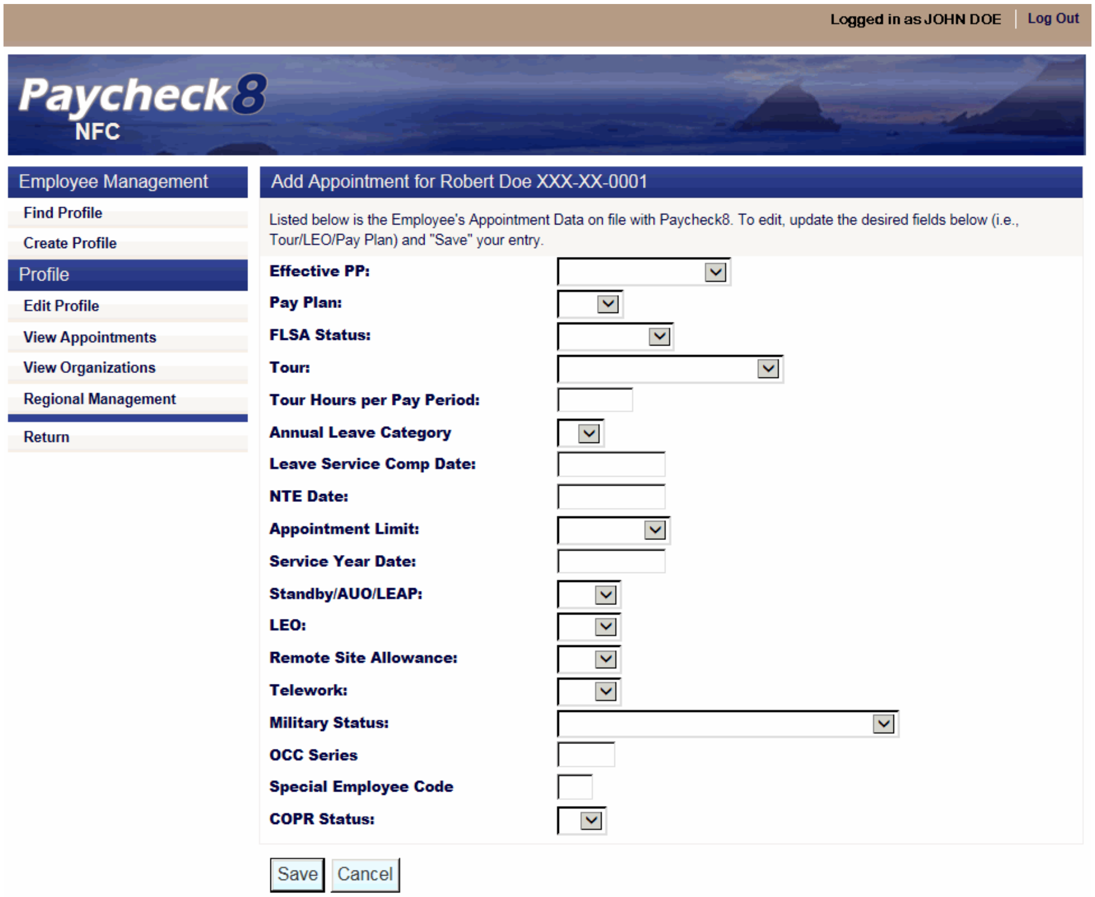


Figure 190: Add Appointment Page

8. Complete the fields as follows:

Field	Instruction
Effective PP	Select the effective pay period for the appointment from the drop-down list.
Pay Plan	Select the Pay Plan from the drop-down list.
FLSA Status	Select the FLSA Status from the drop-down list. Valid values are **`Exempt`** and **`Non-exempt`**.
Tour	Select the employee's tour from the drop-down list.
Tour Hours per Pay Period	Enter the tour of duty hours per pay period.
Annual Leave Category	Select the Annual Leave Category from the drop-down list. Valid values are **`4`**, **`6`**, and **`8`**.

Field	Instruction
Leave Service Comp Date	Enter the employee's Service Computation Date for Leave or select the date from the calendar.
NTE Date	Enter the employee's NTE Date or select the date from the calendar, if applicable.
Appointment Limit	Select the employee's Appointment Limitation, if applicable. Valid values are **1039 Hours**, **1300 Hours**, **30 Days**, and **700 Hours**.
Service Year Date	Enter the employee's Service Year Date or select the date from the calendar.
Standby/AUO/LEAP	Select **Yes** or **No** from the drop-down list indicating whether or not the employee is entitled to earn standby pay, AUO, or Law Enforcement Availability Pay (LEAP). Standby/AUO/LEAP are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty.
LEO	Select whether or not the employee is a Law Enforcement Officer (LEO). Valid values are **Yes**, **No**, or **K**. Note: **K** is an Agency specific selection.
Remote Site Allowance	Select **Yes** or **No** from the drop-down list indicating whether or not the employee is entitled to a remote site allowance.
Telework	Select **Yes** or **No** from the drop-down list indicating whether or not the employee is entitled to telework.
Military Status	Select the employee's military status from the drop-down list.
OCC Series	Enter the occupational series of the employee.
Special Employee Code	Enter the employee's Special Employee Code.
COPR Status	Not applicable.

9. Click **Save**. The Employee Appointment Data page is displayed with appointment added.

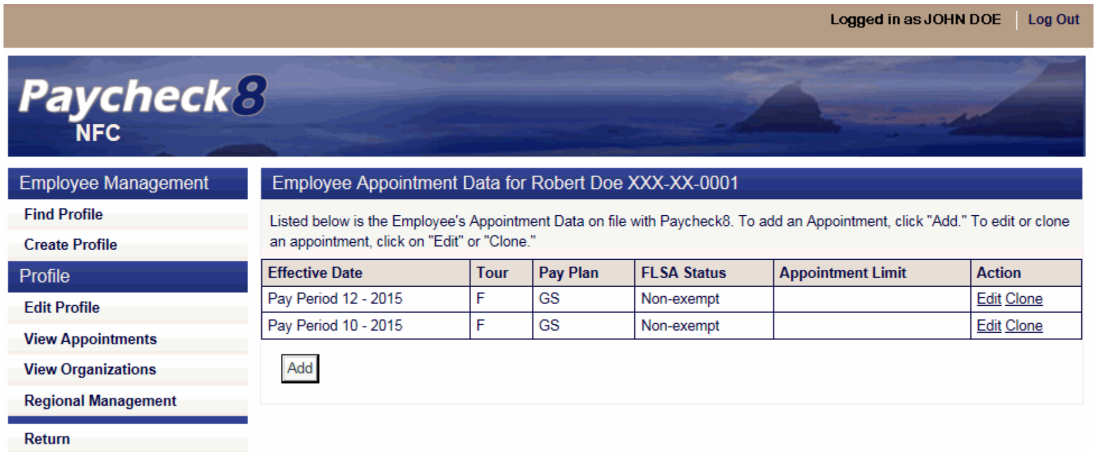


Figure 191: Employee Appointment Data Page

To Edit an Appointment:

1. Select ***Employee Management*** from the Administration menu. The Employee Management page is displayed.

Figure 192: Employee Management Page

2. Select ***Find Profile*** from the Employee Management menu. The Find Employee page is displayed.

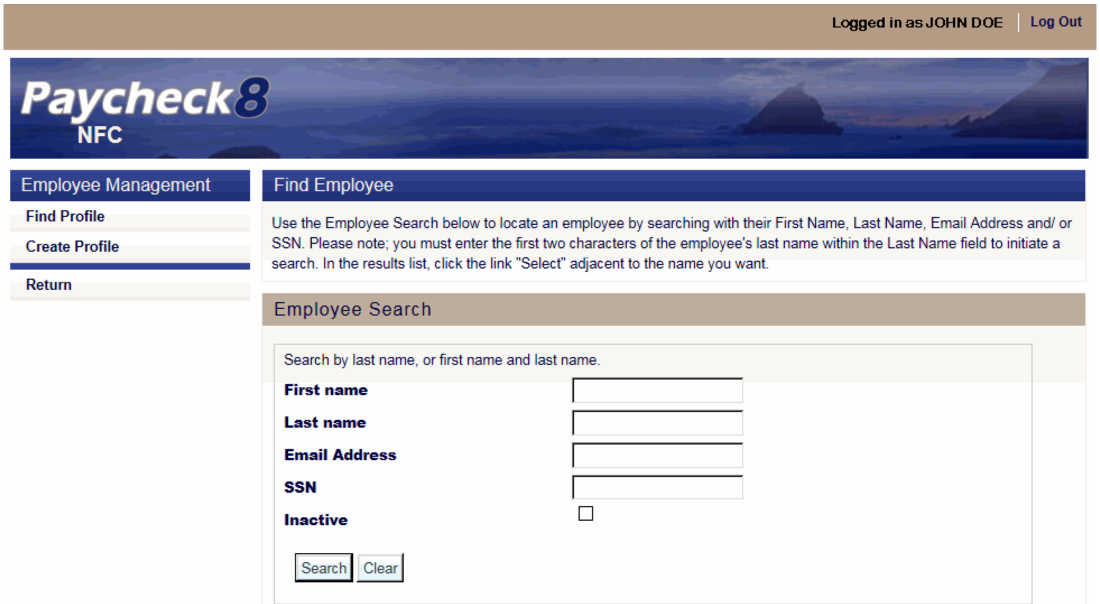


Figure 193: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

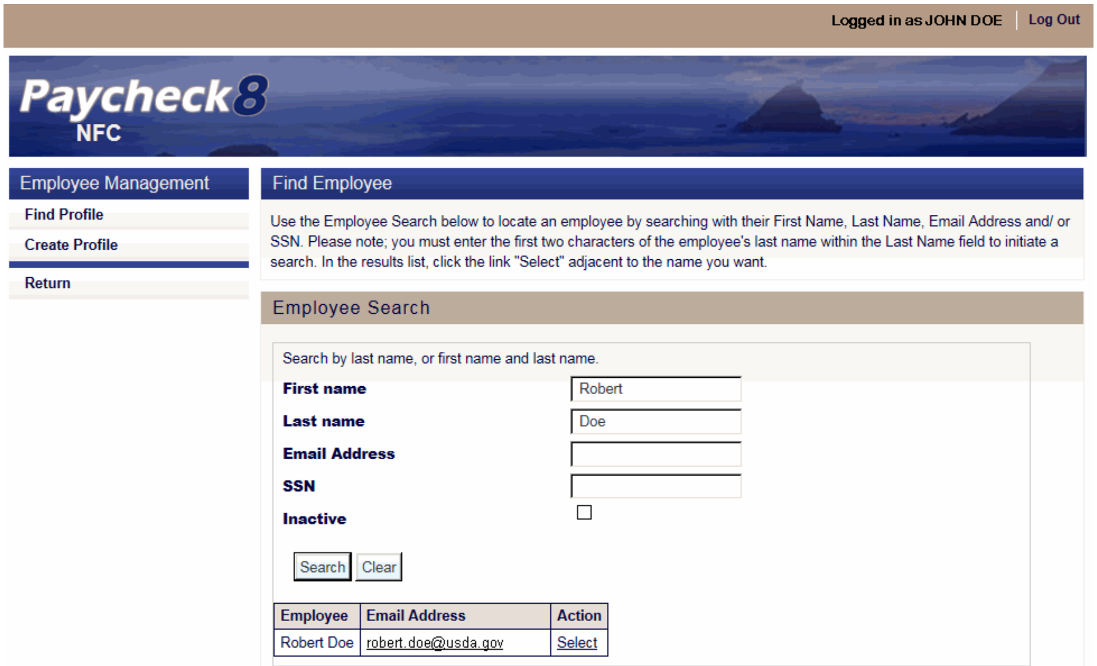


Figure 194: Find Employee Page - Search Results

5. Click **Select** next to the employee to view. The selected employee's Profile Data page displays with additional Profile menu options.

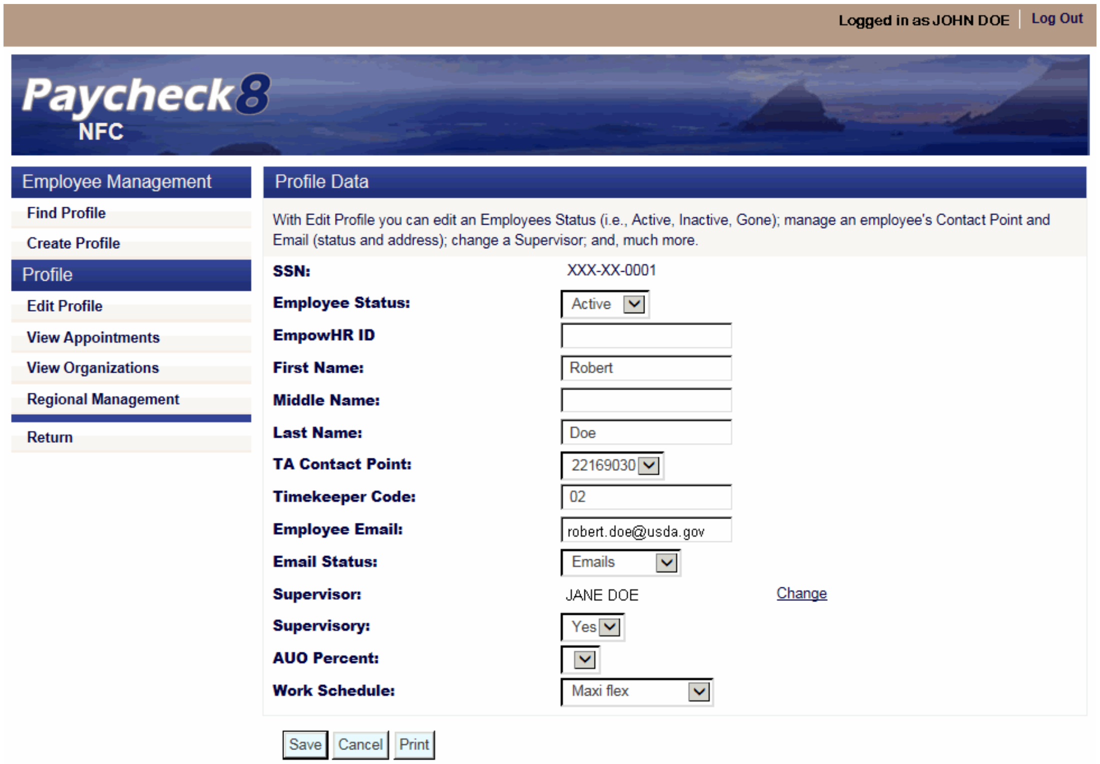


Figure 195: Profile Data Page - Selected Employee

6. Click ***View Appointments***. The Employee Appointment Data page is displayed.

Figure 196: Employee Appointment Data Page

7. Click **Edit** in the Action field of the Appointment to edit. The Edit Appointment page is displayed.

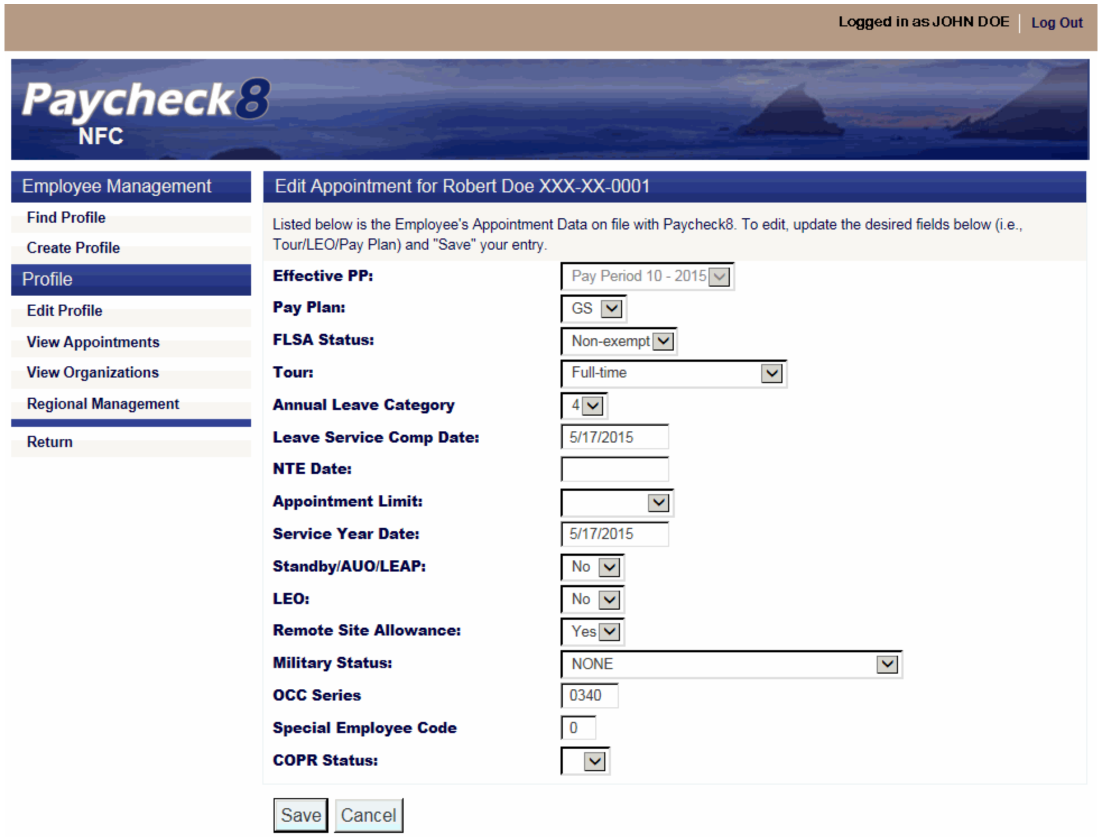


Figure 197: Edit Appointment Page

8. Edit the fields as follows:

Field	Description/Instruction
Effective PP	Displays the selected Pay Period.
Pay Plan	Select the Pay Plan from the drop-down list, if applicable.
FLSA Status	Select the FLSA status from the drop-down list, if applicable. Valid values are **`Exempt`** and **`Non-exempt`**.
Tour	Select the employee's tour from the drop-down list, if applicable.
Annual Leave Category	Select the Annual Leave Category from the drop-down list, if applicable. Valid values are **`4`**, **`6`**, and **`8`**.
Leave Service Comp Date	Enter the employee's leave service computation date or select the date from the calendar, if applicable.
NTE Date	Enter the employee's NTE date or select the date from the calendar, if applicable.

Field	Description/Instruction
Appointment Limit	Select the employee's appointment limitation date, if applicable. Valid values are **`1039 Hours`**, **`1300 Hours`**, **`30 Days`**, and **`700 Hours`**.
Service Year Date	Enter the employee's service year date or select the date from the calendar, if applicable.
Standby/AUO/LEAP	Select **`Yes`** or **`No`** from the drop-down list indicating whether or not the employee is entitled to earn standby pay, AUO, or LEAP, if applicable. Standby/AUO/LEAP are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty.
LEO	Select whether or not the employee is a LEO. Valid values are **`Yes`**, **`No`**, and **`K`**. Note: **`K`** is an Agency specific selection.
Remote Site Allowance	Select **`Yes`** or **`No`** from the drop-down list indicating whether or not the employee is entitled to a remote site allowance, if applicable.
Military Status	Select the employee's military status from the drop-down list, if applicable.
OCC Series	Enter the occupational series of the employee, if applicable.
Special Employee Code	Enter the employee's Special Employee Code, if applicable.
COPR Status	Not applicable.

9. Click **Save**.

To Clone an Appointment:

1. Select ***Employee Management*** from the Administration menu. The Employee Management page is displayed.

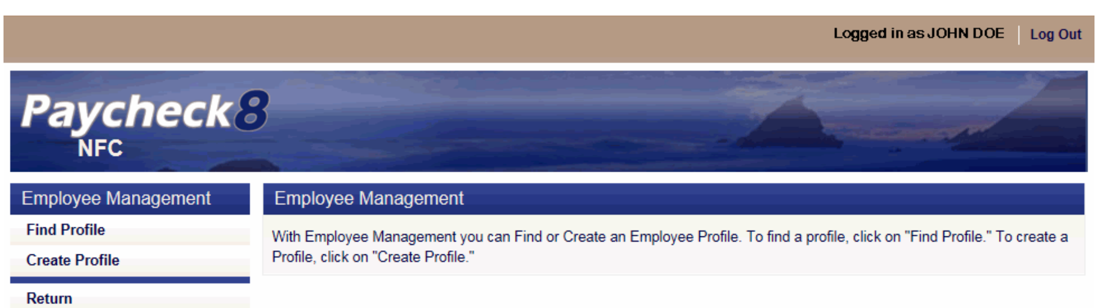


Figure 198: Employee Management Page

2. Select ***Find Profile*** from the Employee Management menu. The Find Employee page is displayed.

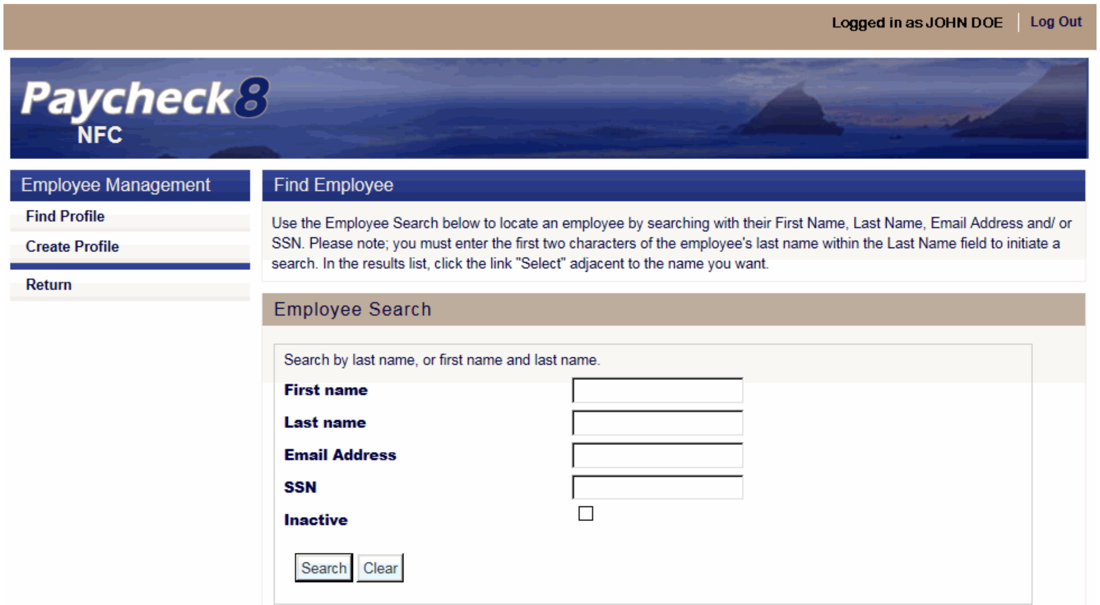


Figure 199: Find Employee Page

3. Complete the fields as instructed before. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

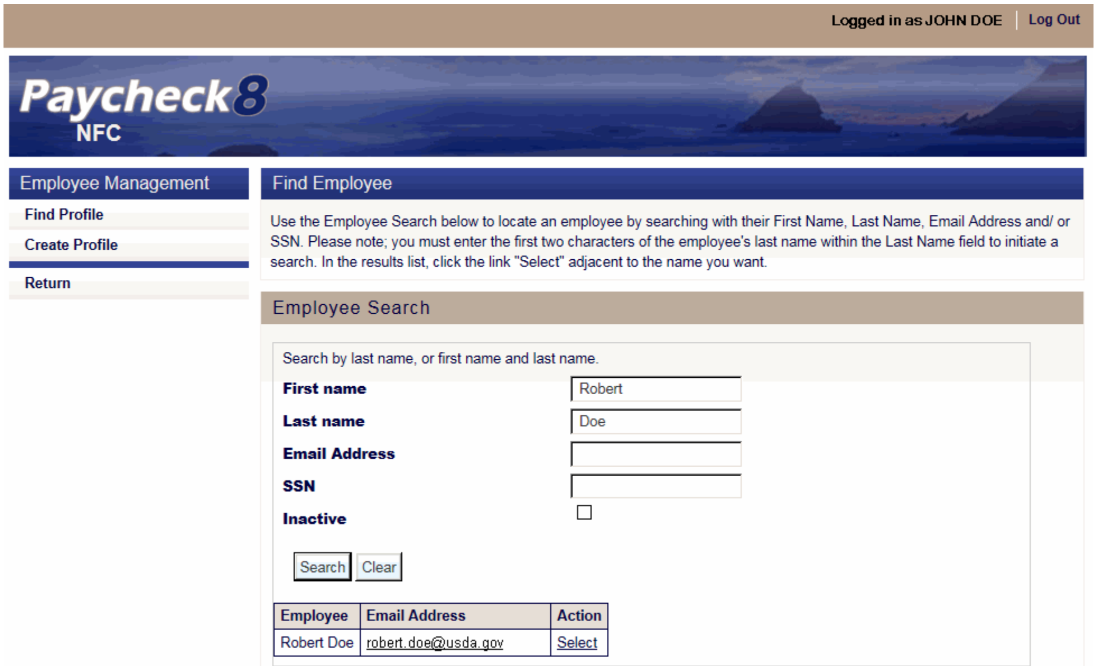


Figure 200: Find Employee Page - Search Results

5. Click **Select** next to the employee to view. The selected employee's Profile Data page displays with additional Profile menu options.

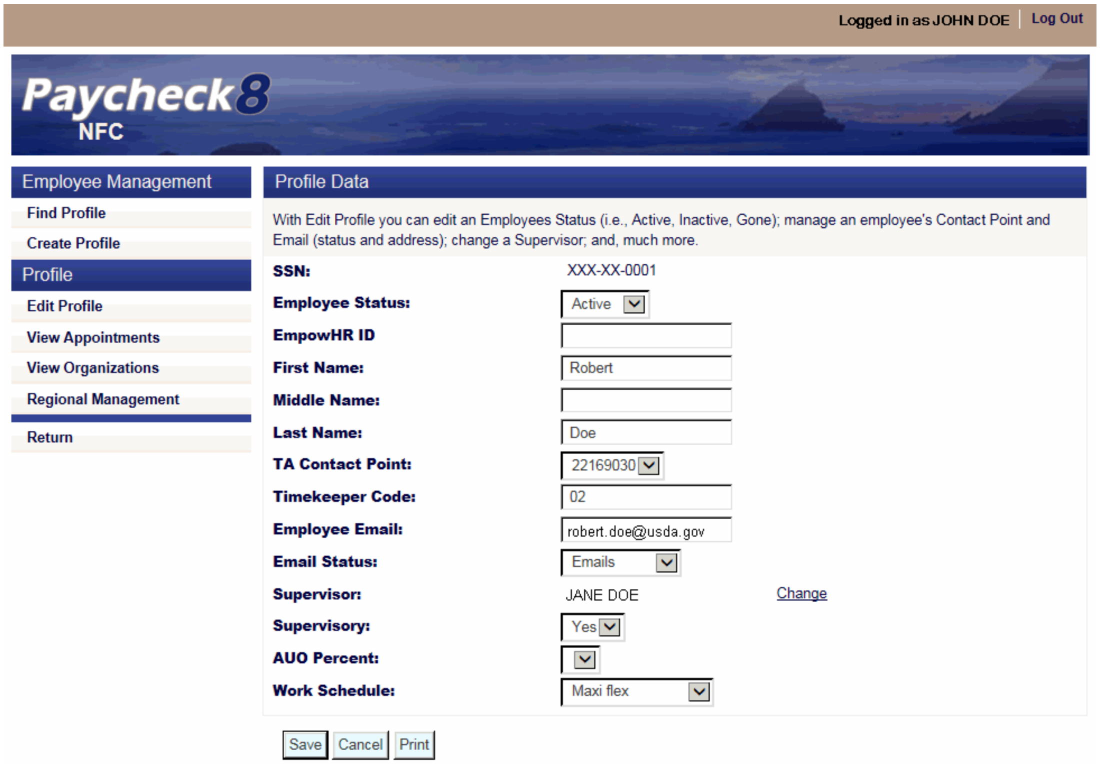


Figure 201: Profile Data Page - Selected Employee

6. Click ***View Appointments***. The Employee Appointment Data page is displayed.

Figure 202: Employee Appointment Data Page

7. Click ***Clone*** in the Action field of the Appointment to clone. The Clone Appointment page is displayed.

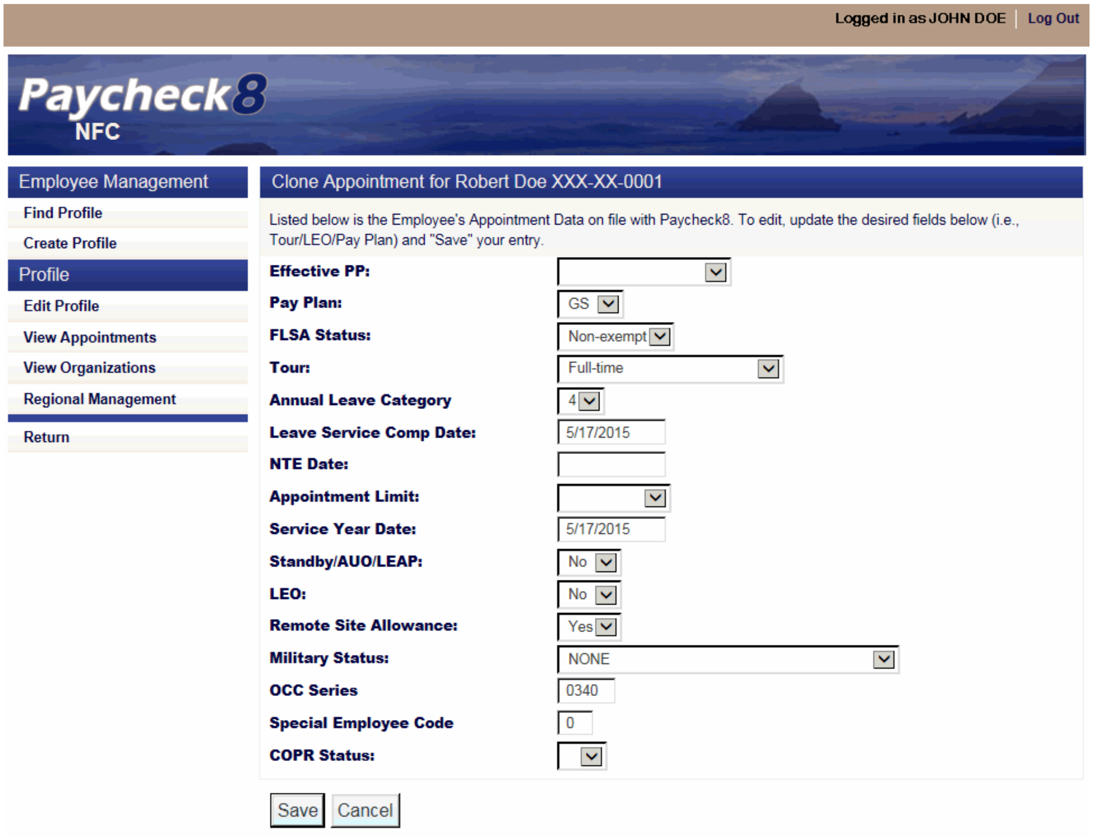


Figure 203: Clone Appointment Page

8. Edit the fields as follows:

Field	Instruction
Effective PP	Select the effective pay period from the drop-down list.
Pay Plan	Select the Pay Plan from the drop-down list, if applicable.
FLSA Status	Select the FLSA status from the drop-down list, if applicable. Valid values are **`Exempt`** and **`Non-exempt`**.
Tour	Select the employee's tour from the drop-down list, if applicable.
Annual Leave Category	Select the Annual Leave Category from the drop-down list, if applicable. Valid values are **`4`**, **`6`**, and **`8`**.
Leave Service Comp Date	Enter the employee's leave service computation date or select the date from the calendar, if applicable.
NTE Date	Enter the employee's NTE date or select the date from the calendar, if applicable.

Field	Instruction
Appointment Limit	Select the employee's appointment limitation date, if applicable. Valid values are **1039 Hours**, **1300 Hours**, **30 Days**, and **700 Hours**.
Service Year Date	Enter the employee's service year date or select the date from the calendar, if applicable.
Standby/AUO/LEAP	Select **Yes** or **No** from the drop-down list indicating whether or not the employee is entitled to earn standby pay, AUO, or LEAP, if applicable. Standby/AUO/LEAP are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty.
LEO	Select whether or not the employee is a LEO. Valid values are **Yes**, **No**, and **K**. Note: **K** is an Agency specific selection.
Remote Site Allowance	Select **Yes** or **No** from the drop-down list indicating whether or not the employee is entitled to a remote site allowance, if applicable.
Military Status	Select the employee's military status from the drop-down list, if applicable.
OCC Series	Enter the occupational series of the employee, if applicable.
Special Employee Code	Enter the employee's Special Employee Code, if applicable.
COPR Status	Not applicable.

9. Click **Save.**

Viewing Employee Organizations

View Organizations allows HR Administrators to view an employee's organizational data.

Note: This information is not editable.

To View an Employee's Organization:

1. Select ***Employee Management*** from the Administration menu. The Employee Management page is displayed.

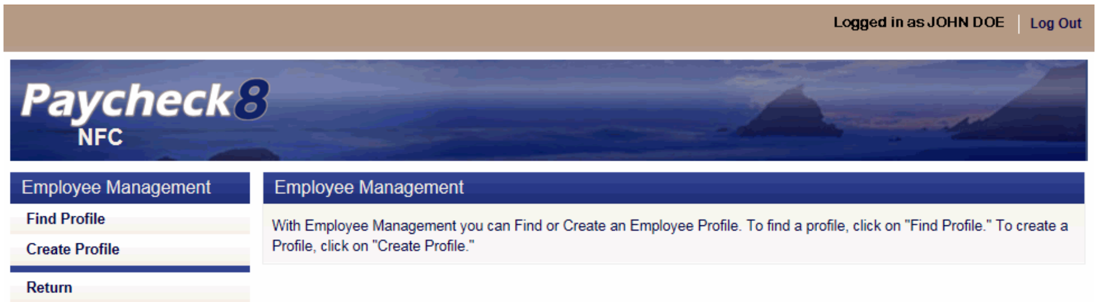


Figure 204: Employee Management Page

2. Select ***Find Profile*** from the Employee Management menu. The Find Employee page is displayed.

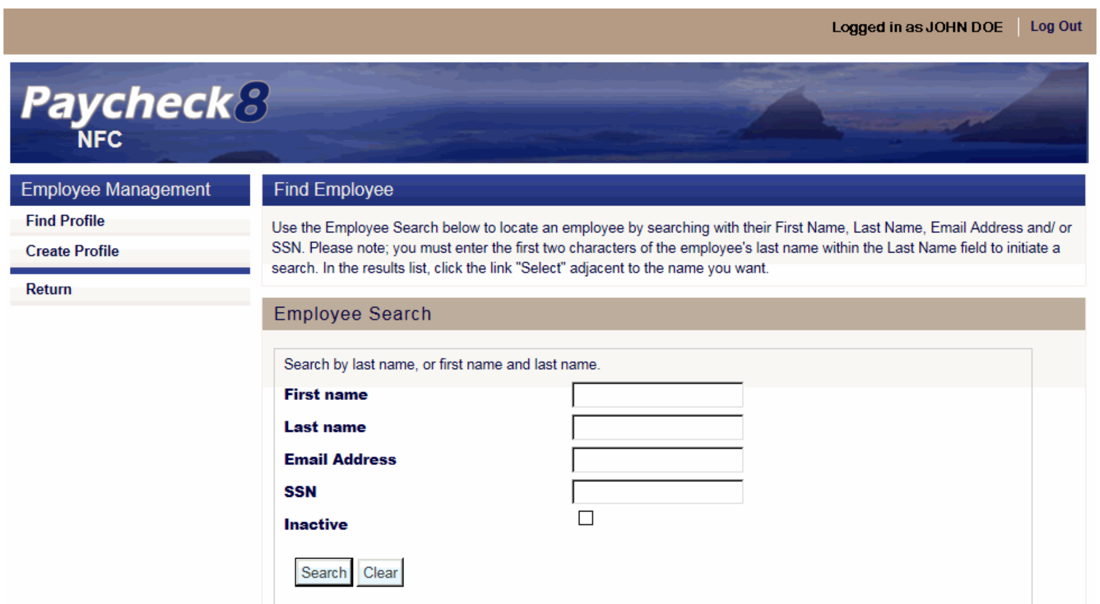


Figure 205: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.

Field	Instruction
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

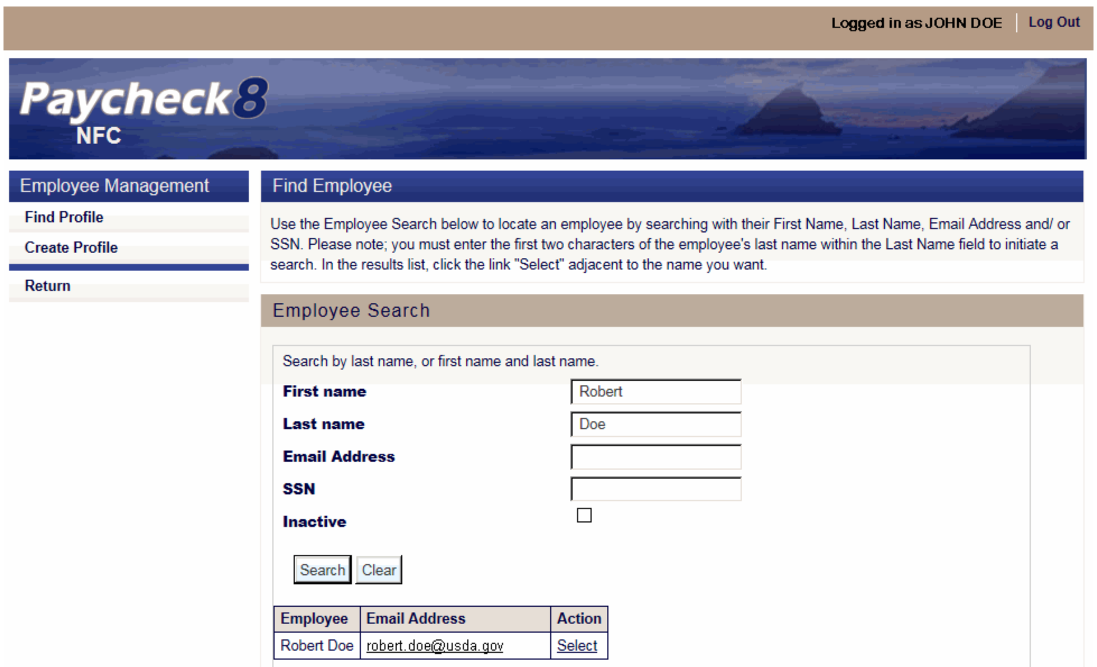


Figure 206: Find Employee Page - Search Results

5. Select the employee to view. The selected employee's Profile Data page displays with additional Profile menu options.

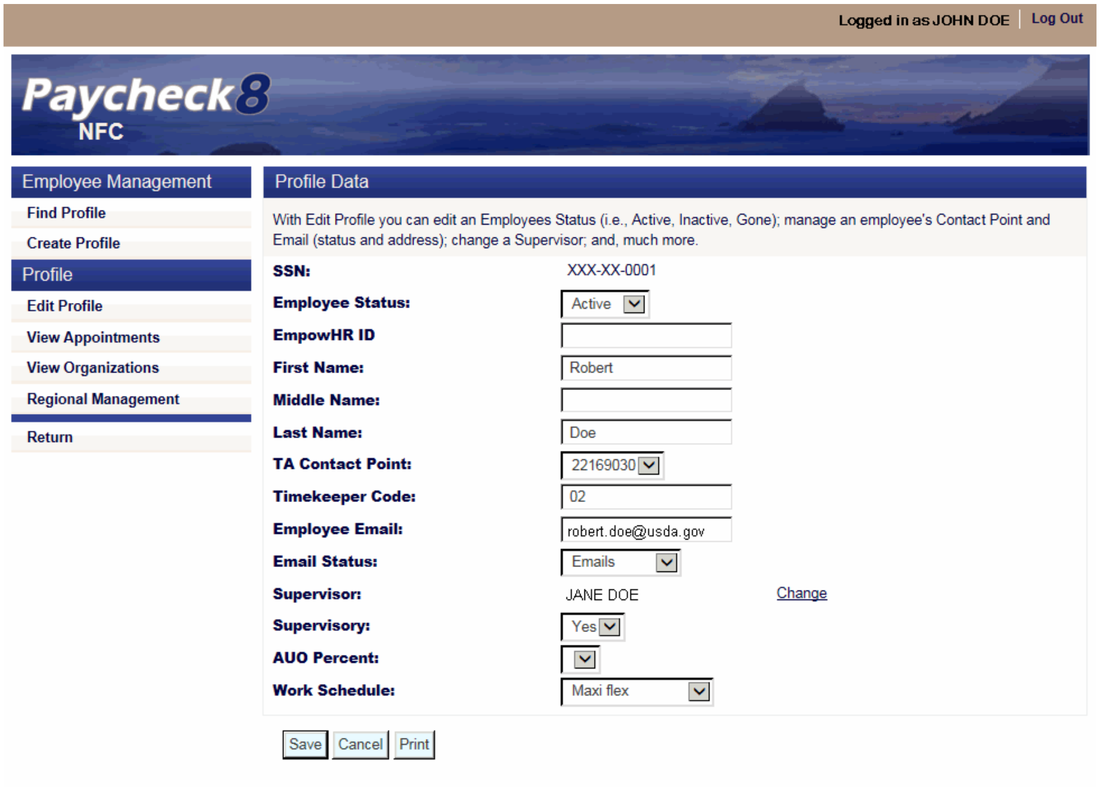


Figure 207: Profile Data Page

6. Click ***View Organizations***. The Employee Organization Data for the selected employee is displayed.

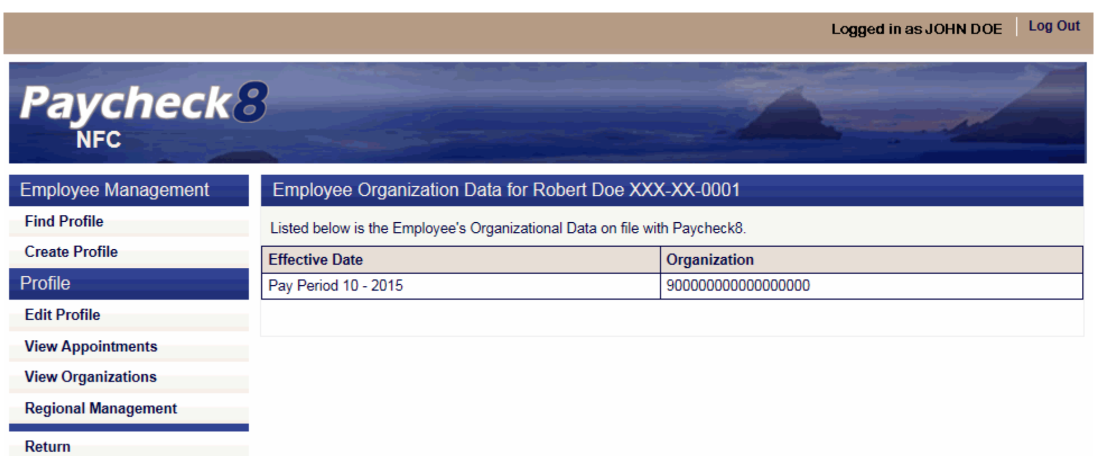


Figure 208: Employee Organization Page

Managing Timekeeper Functions

Regional Management allows HR Administrators to add and remove employees and organizations to and from timekeepers.

To Add an Employee to a Timekeeper:

1. Select ***Employee Management*** from the Administration menu. The Employee Management page is displayed.

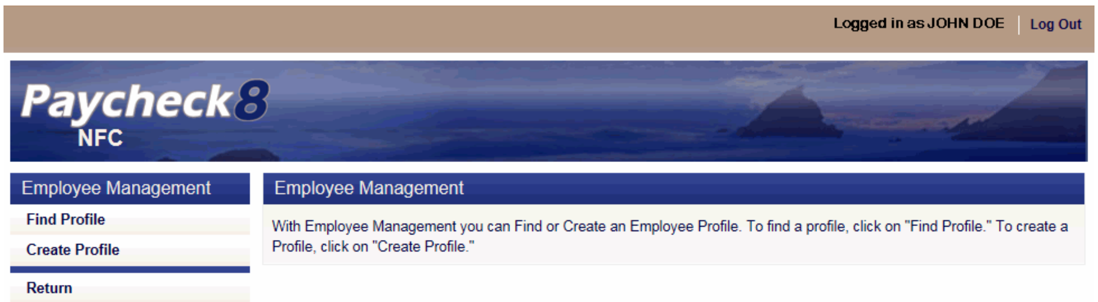


Figure 209: Employee Management Page

2. Select ***Find Profile*** from the Employee Management menu. The Find Employee page is displayed.

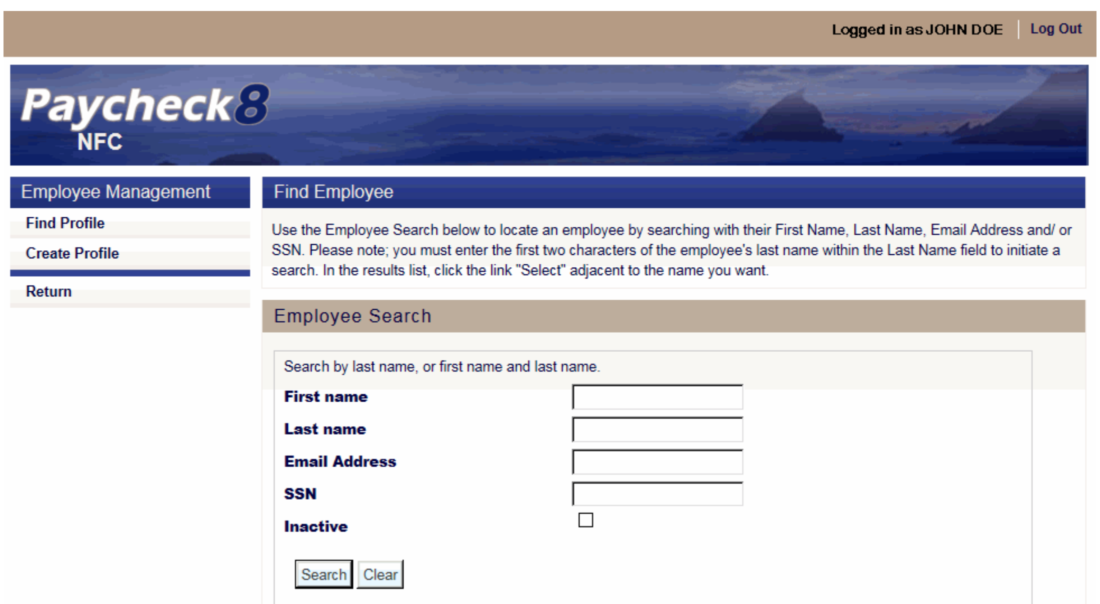


Figure 210: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

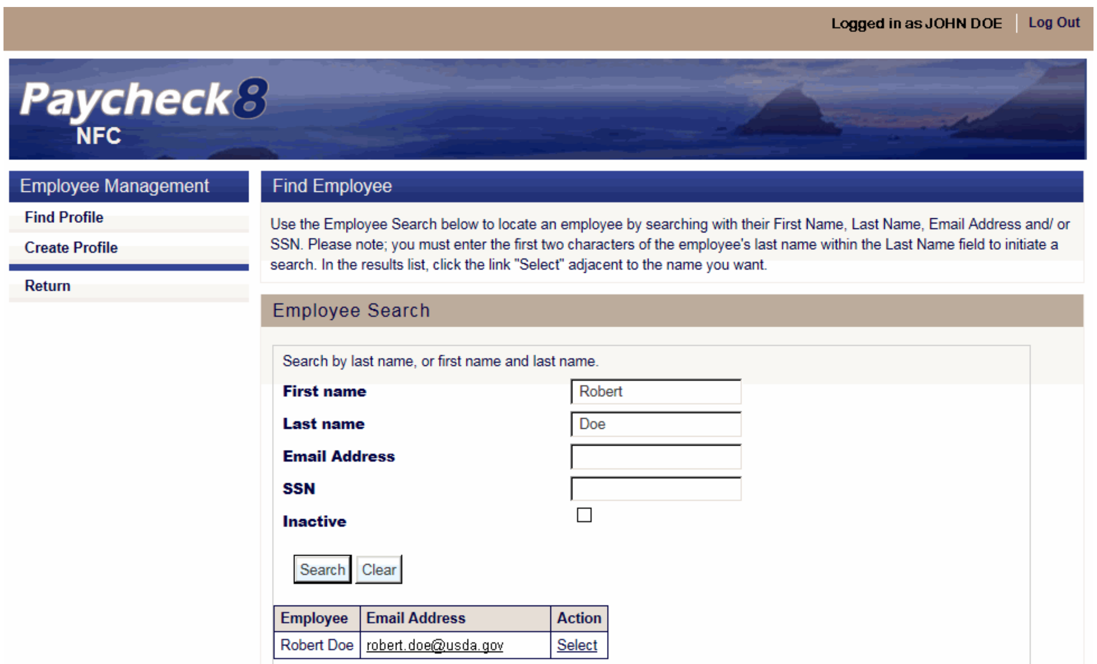


Figure 211: Find Employee Page - Search Results

5. Select the timekeeper to edit. The selected timekeeper's Profile Data page displays with additional Profile menu options.

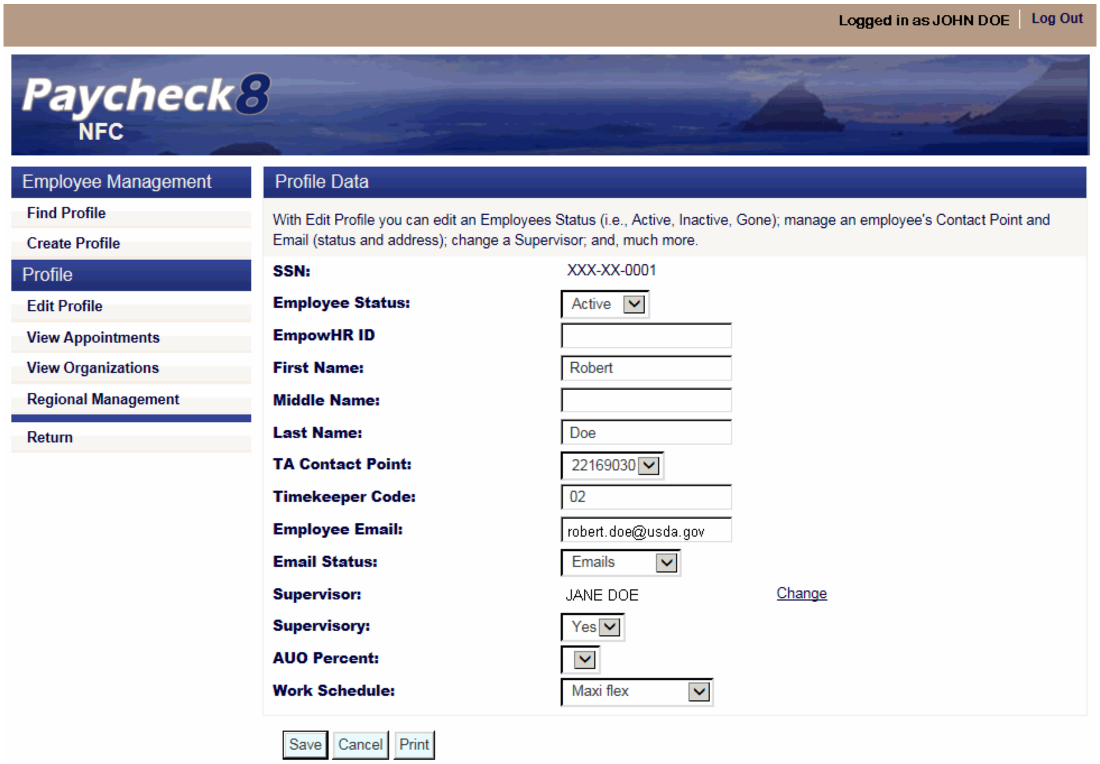


Figure 212: Profile Data Page - Selected Employee

6. Click ***Regional Management***. The Regional Management page is displayed and lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned to employees or organizations to administer.

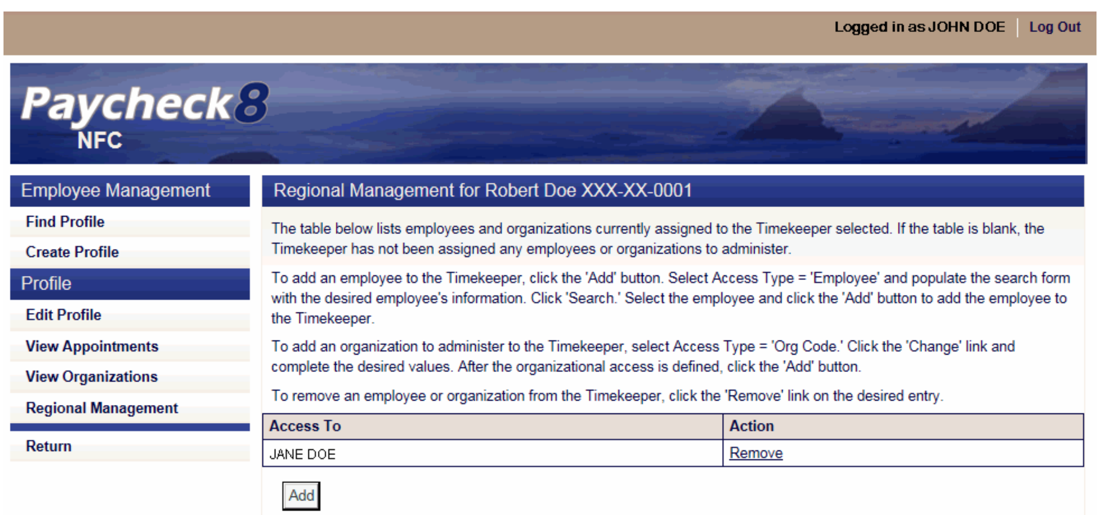


Figure 213: Regional Management for Timekeeper Page

7. Click **Add**. The Regional Management page with Access Type option is displayed.

Figure 214: Regional Management Page - Access Type

8. Click ***Employee*** from the Access Type field. The Regional Management page is displayed with Employee Search activated.

Figure 215: Regional Management for Timekeeper Page - Employee Search

9. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

10. Click **Search**.The Regional Management for Timekeeper page is displayed with search results.

11. Select the employee to add.

12. Click **Add** to add the employee to the timekeeper. The Regional Management for Timekeeper page is displayed with employee added.

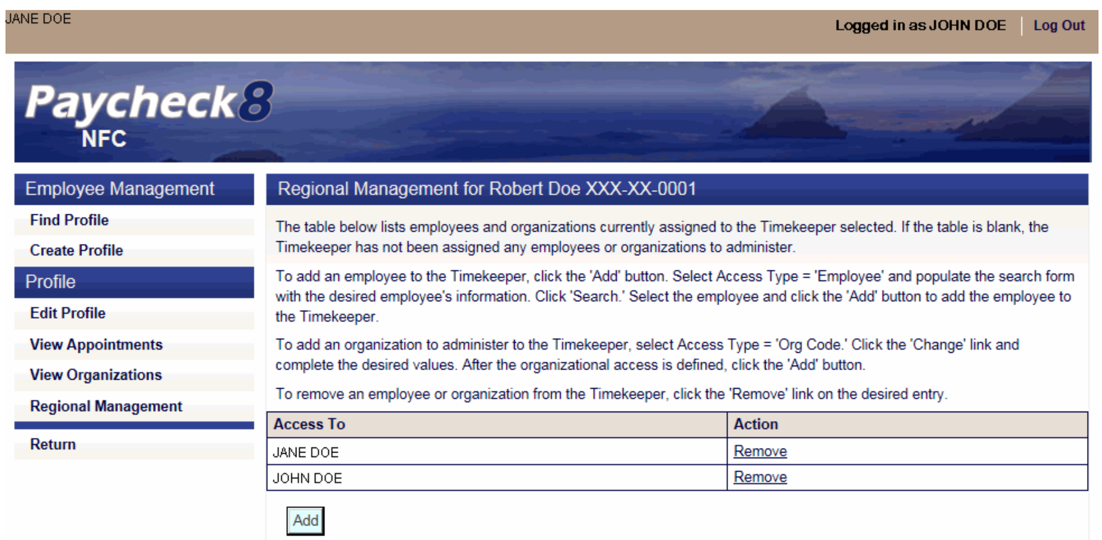


Figure 216: Regional Management for Timekeeper Page - Employee Added

To Remove an Employee From a Timekeeper:

1. Select ***Employee Management*** from the Administration menu. The Employee Management page is displayed.

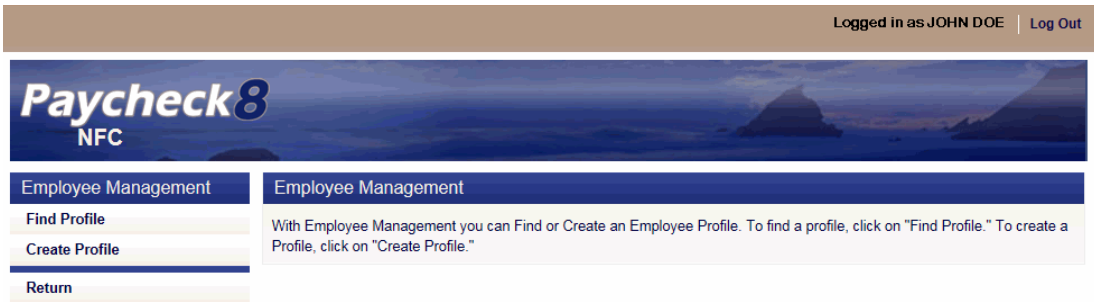


Figure 217: Employee Management Page

2. Select ***Find Profile*** from the Employee Management menu. The Find Employee page is displayed.

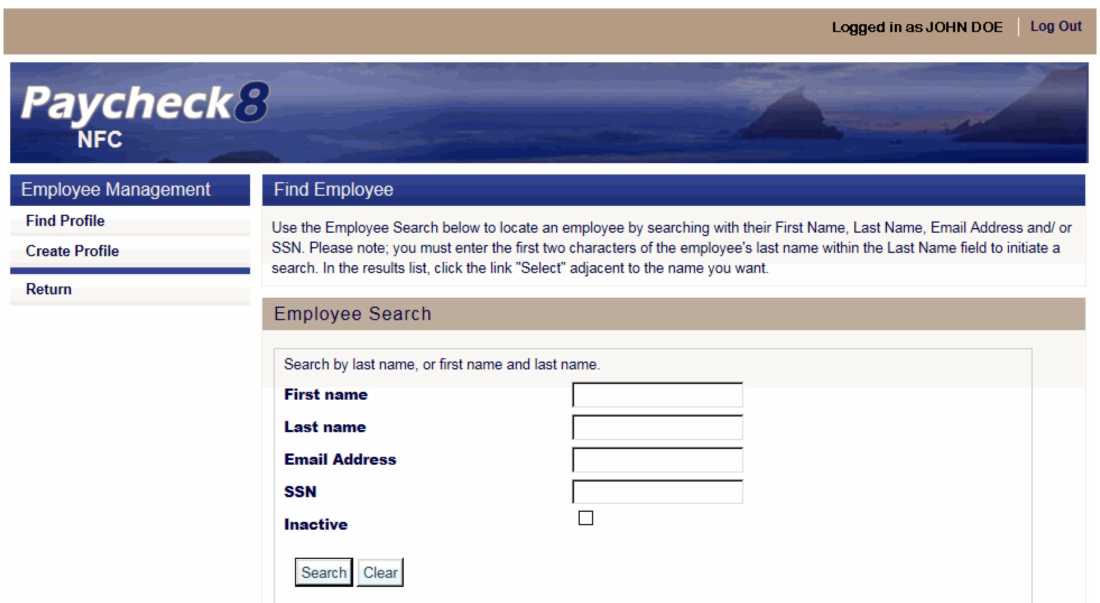


Figure 218: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.

Field	Instruction
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

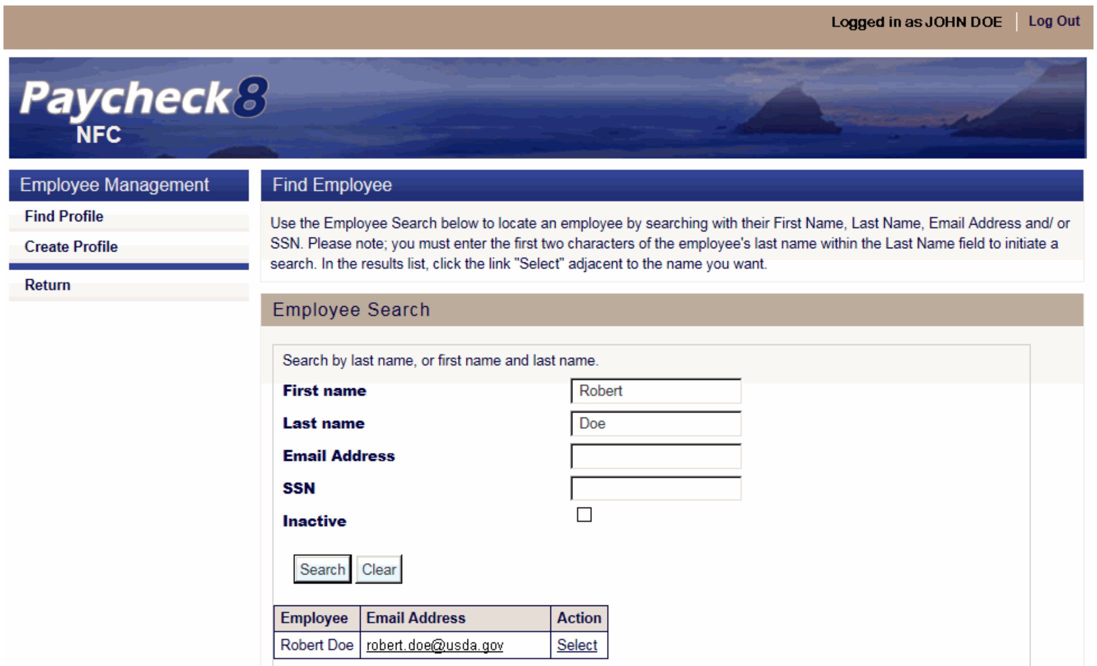


Figure 219: Find Employee Page - Search Results

5. Select the timekeeper to edit. The selected timekeeper's Profile Data page displays with additional Profile menu options.

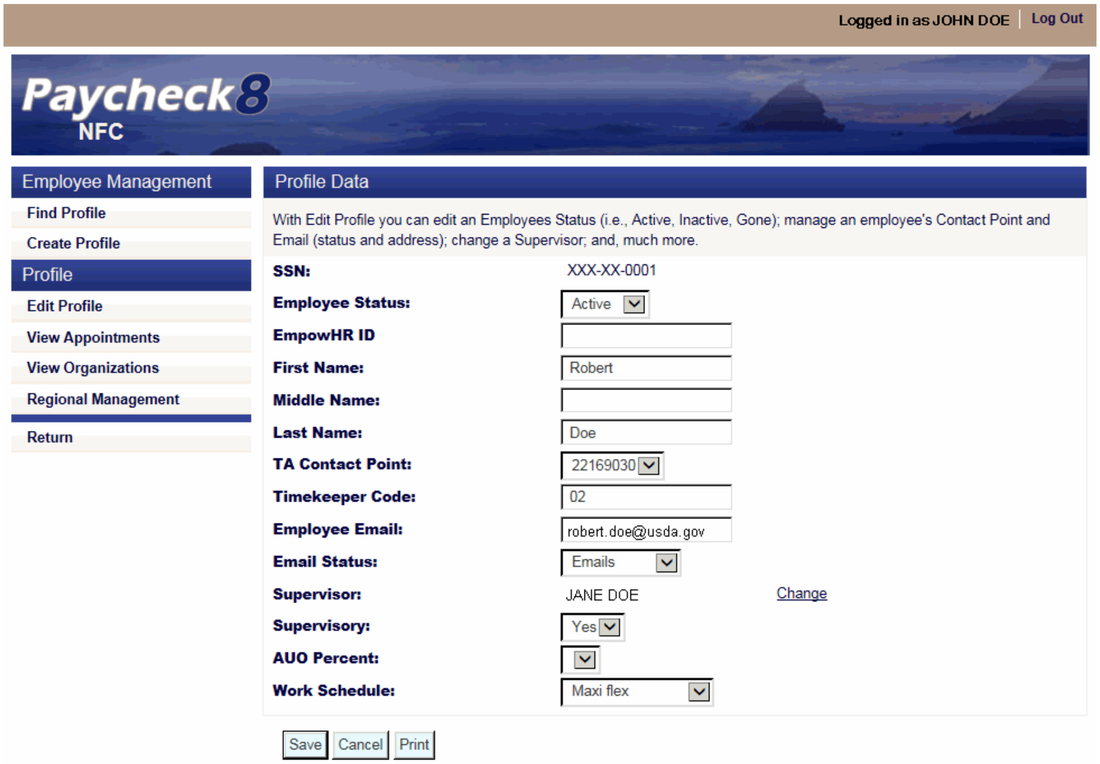


Figure 220: Profile Data Page - Selected Employee

6. Click ***Regional Management***. The Regional Management page is displayed and lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not been assigned to employees or organizations to administer.

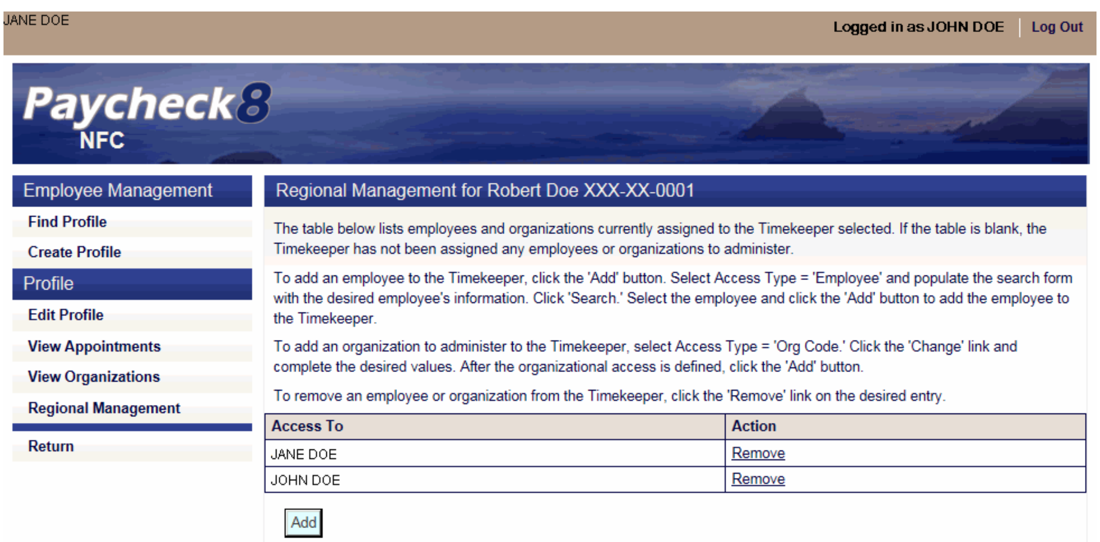


Figure 221: Regional Management for Timekeeper Page - Employee Added

7. Click **Remove** next to the employee to remove.

Figure 222: Regional Management for Timekeeper Page - Employee Removed

To Add an Organization to a Timekeeper:

1. Select ***Employee Management*** from the Administration menu. The Employee Management page is displayed.

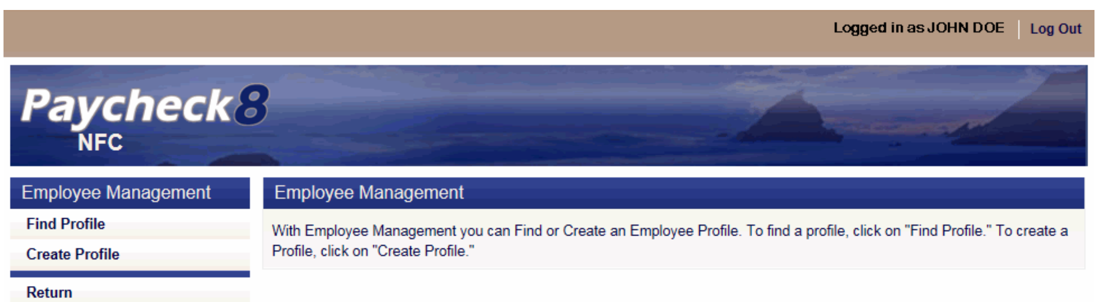


Figure 223: Employee Management Page

2. Select ***Find Profile*** from the Employee Management menu. The Find Employee page is displayed.

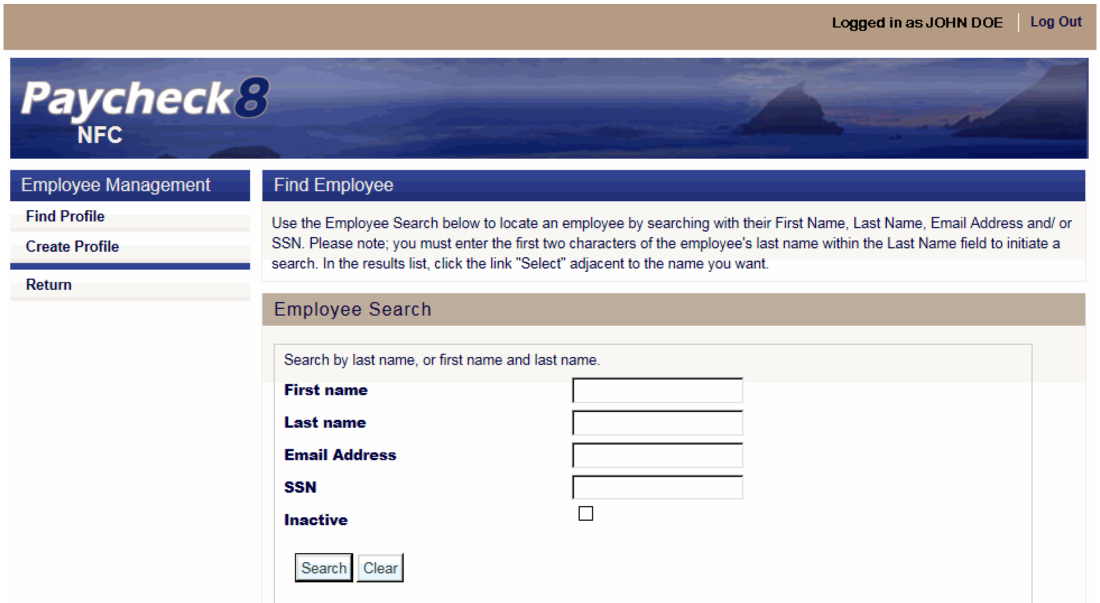


Figure 224: Find Employee Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The Find Employee page is displayed with search results.

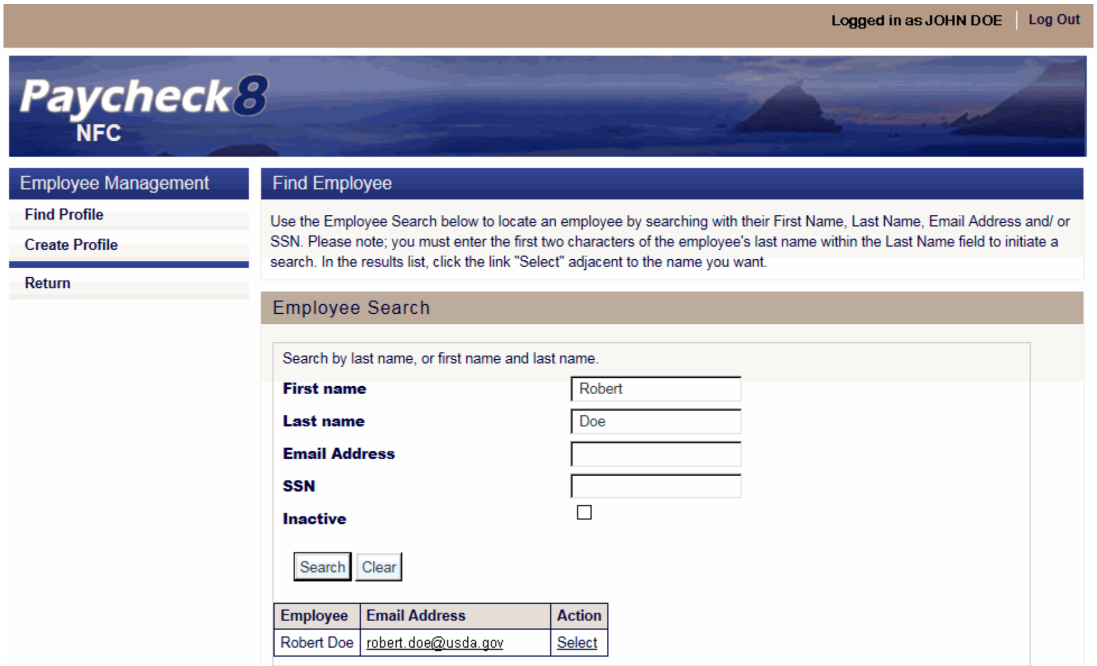


Figure 225: Find Employee Page - Search Results

5. Select the timekeeper to edit. The selected timekeeper's Profile Data page displays with additional Profile menu options.

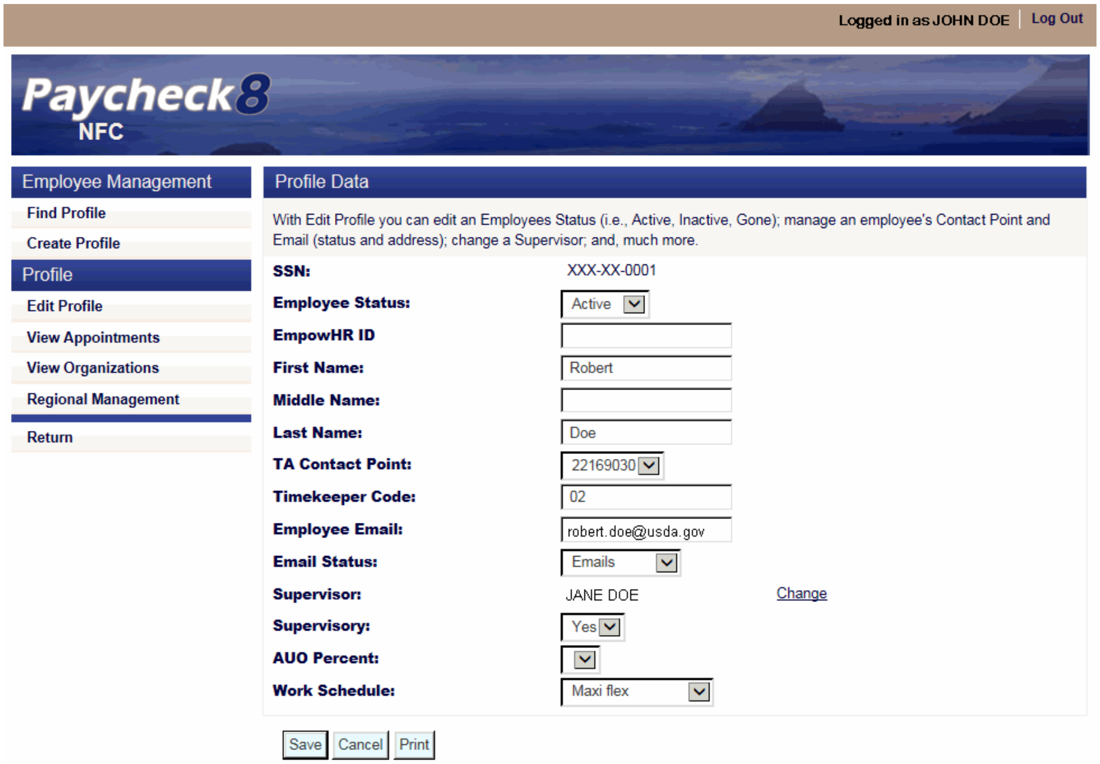


Figure 226: Profile Data Page - Selected Employee

6. Click ***Regional Management***. The Regional Management page is displayed and lists employees and organizations currently assigned to the Timekeeper selected. If the table is blank, the Timekeeper has not be assigned any employees or organizations to administer.

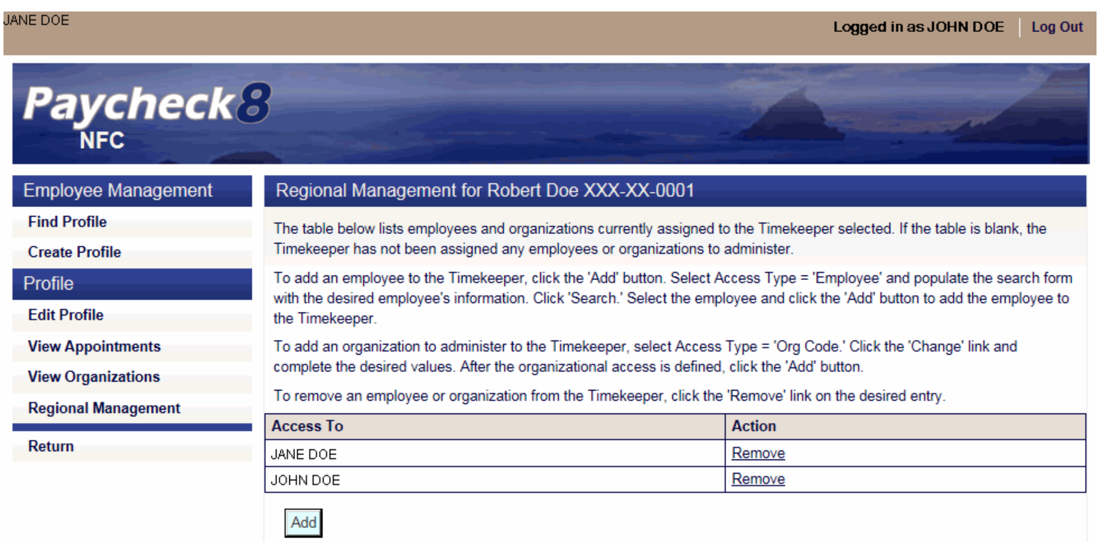


Figure 227: Regional Management for Timekeeper Page - Employee Added

7. Click **Add**. The Regional Management page with Access Type option is displayed.

Figure 228: Regional Management for Timekeeper Page - Access Type

8. Click **OrgCode** in the Access Type field.

9. Click **Change** in the OrgCode field. The Regional Management page is displayed with the OrgCode search feature.

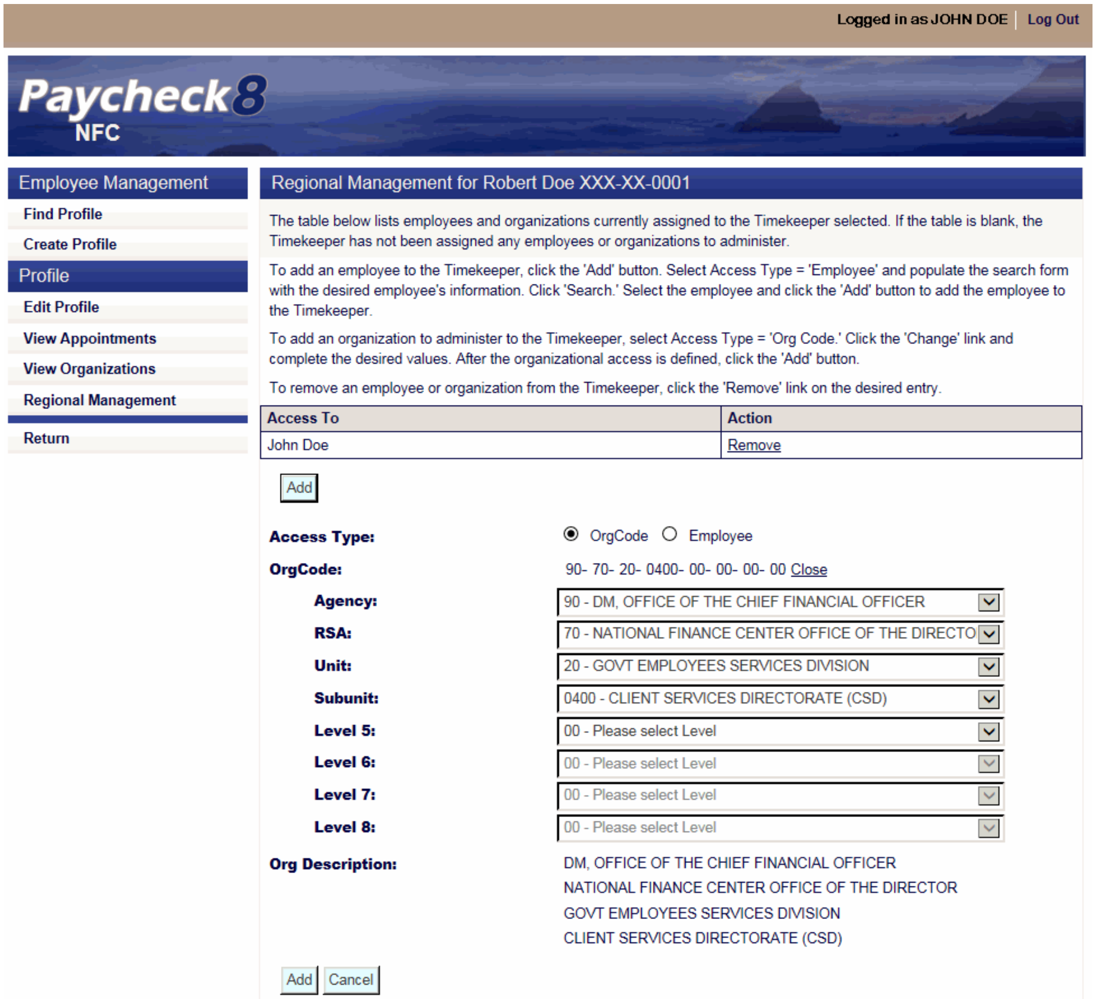


Figure 229: Regional Management for Timekeeper Page - Add Organization

10. Complete the fields as follows:

Field	Description/Instruction
Access Type	Displays that OrgCode has been selected.
Org Code	Displays the organizational structure as it is selected from the drop-down lists. Click **Close** to close the search lists.
Agency	Select the Agency code from the drop-down list.
RSA	Select the 2nd level organizational structure from the drop-down list.
Unit	Select the 3rd level organizational structure from the drop-down list.
Subunit	Select the 4th level organizational structure from the drop-down list.

Field	Description/Instruction
Level 5	Select the 5th level organizational structure from the drop-down list.
Level 6	Select the 6th level organizational structure from the drop-down list.
Level 7	Select the 7th level organizational structure from the drop-down list.
Level 8	Select the 8th level organizational structure from the drop-down list.
Org Description	Displays the selected organizational structure.

11. Click **Add**. The Organization Code is added under the timekeeper.

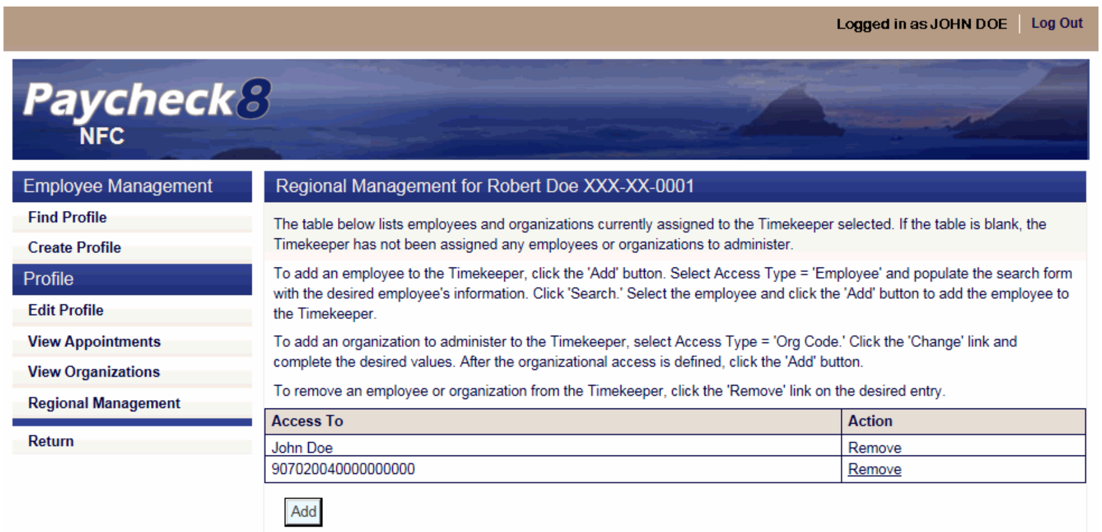


Figure 230: Regional Management for Timekeeper Page - Organization Added

Creating Employee Profiles

Create Profile allows HR Administrators the ability to create an employee profile. This function should be used in only extreme circumstances. The preferred way for profile creation is from the NFC daily feed file.

To Create an Employee Profile:

1. Select ***Employee Management*** from the Administration menu on the Paycheck8 main menu page. The Employee Management page is displayed.

Figure 231: Employee Management Page

2. Select ***Create Profile***. The Create Profile Data page is displayed.

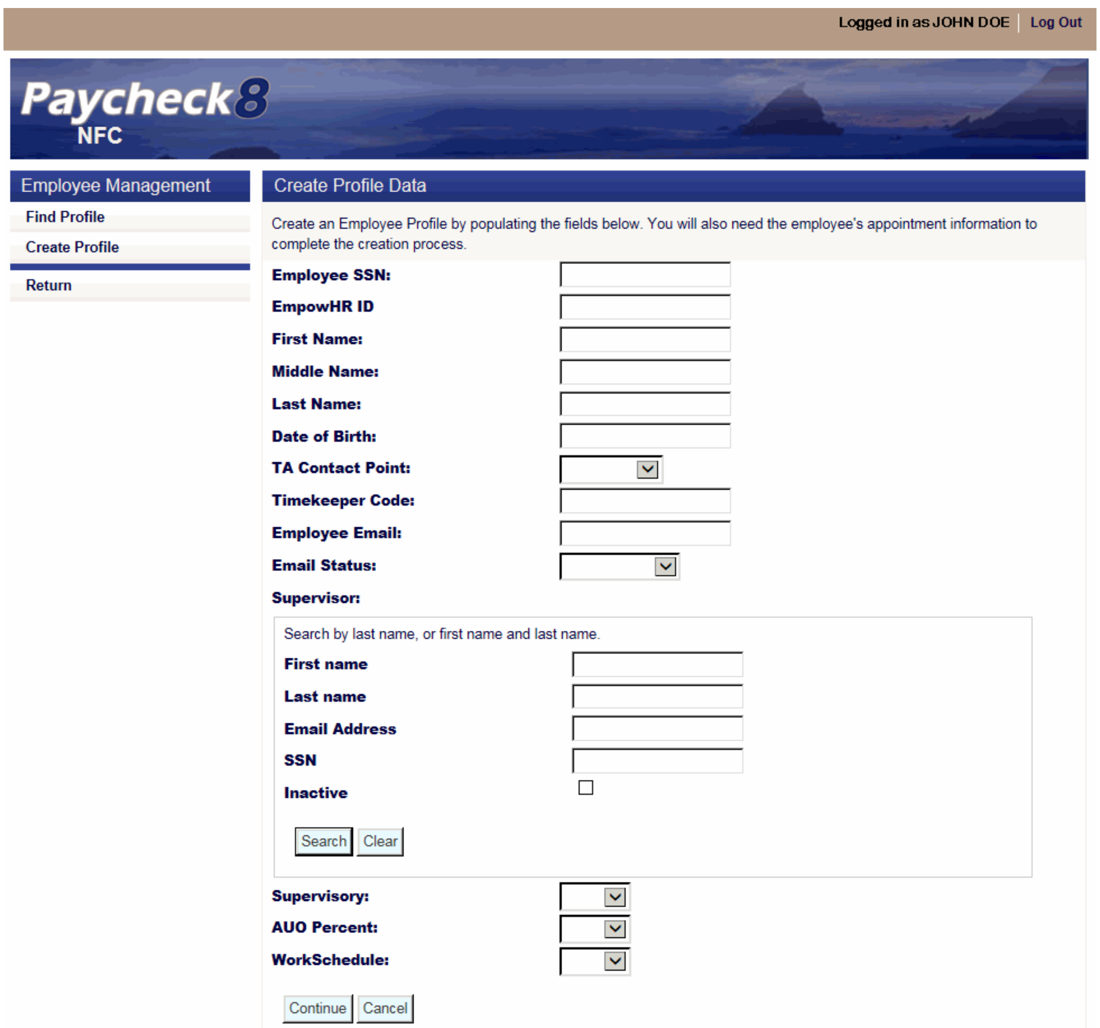


Figure 232: Create Profile Data Page

3. Complete employee profile data fields as follows:

Field	Instruction
Employee SSN	Enter the employee's SSN.
EmpowHR ID	Not applicable.
First Name	Enter the employee's first name.
Middle Name	Enter the employee's middle name.
Last Name	Enter the employee's last name.
Date of Birth	Enter the employee's date of birth.
TA Contact Point	Enter the employee's T&A contact point.
Timekeeper Code	Enter the employee's timekeeper code.
Employee Email	Enter the employee's email address.
Email Status	Set by the application for all users to receive emails. Can be modified by the HR Administrator from the drop-down menu to stop emails.
Supervisor **Search by last name, or first name and last name.**	**Instruction**
First name	*Optional* Enter the supervisor's first name.
Last name	Enter at least two characters of the supervisor's last name.
Email Address	*Optional* Enter the supervisor's email address.
SSN	*Optional* Enter the supervisor's SSN.
Inactive	Click this box if you want to search inactive employees.

4. Click **Search**. A list of employees matching the search criteria is displayed.

Employee	Email Address	Action
JANE DOE	JANE.DOE@usda.gov	Select
JOHN DOE	JOHN.DOE@usda.gov	Select

Figure 233: Supervisor Search Results

5. Click **Select** next to the applicable supervisor. The supervisor field is now populated with the supervisor's name.

6. Complete remaining employee profile data fields as follows:

Field	Instruction
Supervisory	Select the supervisory status of the employee from the drop-down list. Valid values are **`No`** and **`Yes.`**
AUO Percent	Select the AUO percentage that the employee is allowed to earn from the drop-down list, if applicable. Valid values are **`00`**, **`10`**, **`15`**, **`20`**, **`25`**, and **`99`**.
Work Schedule	Select the employee's work schedule from the drop-down list. Valid values are: **Value** — **Meaning** **`4/10`** — Four 10-hour workdays per workweek **`5-4/9`** — Nine workdays (eight 9-hour days and one 8-hour day) **`1st 40`** — First 40 hours of work performed in a week define the tour of duty for that pay period **`Gliding`** — Variable workday hours within a 40-hour workweek **`Intermittent`** — An irregular number of hours or days for which there is no prearranged scheduled tour of duty **`Maxi flex`** — Variable workweek hours within an 80-hour pay period **`No Work Schedule`** — No defined schedule. **`Standard`** — Five 8-hour workdays within a 40-hour workweek **`Variable Day`** — Variable workday hours within a 40-hour week. **`Variable Week`** — Variable workweek hours within an 80-hour pay period

7. Click **Continue**. The Appointment Data page is displayed.

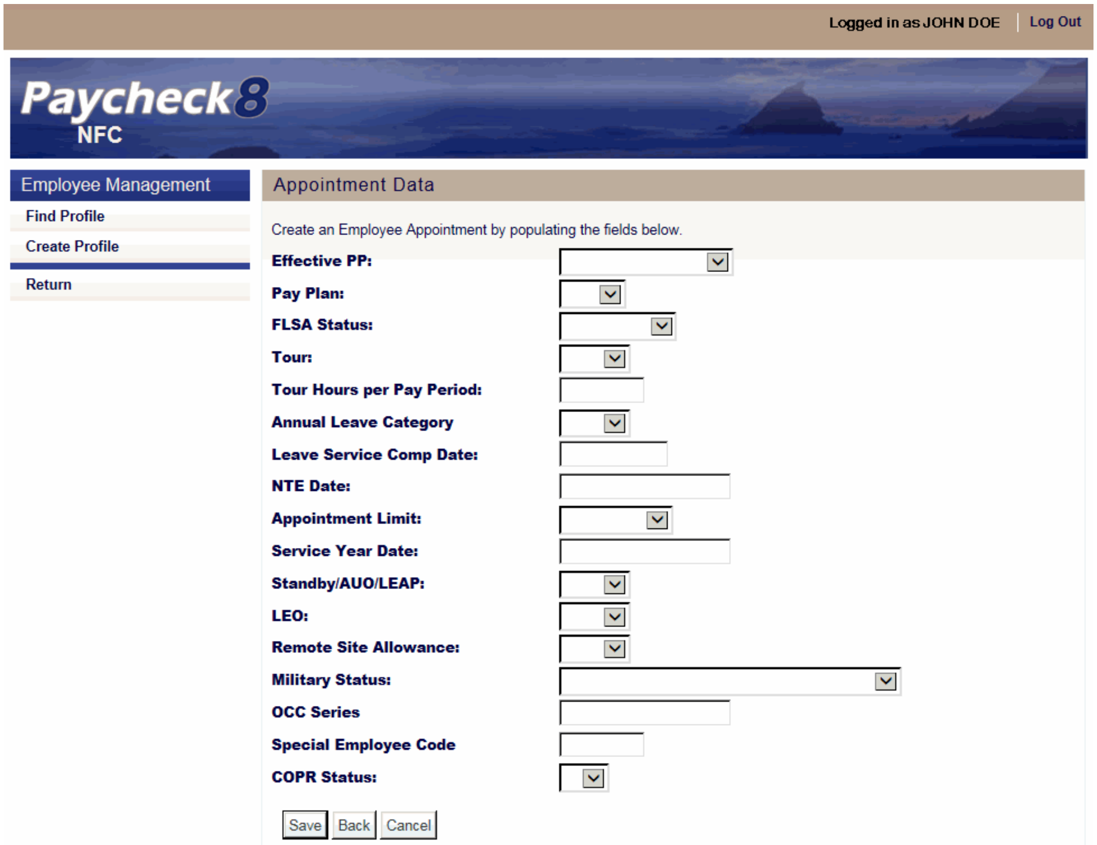


Figure 234: Appointment Data Page

8. Complete the appointment data fields as follows:

Field	Instruction
Effective PP	Select the effective pay period for the appointment from the drop-down list.
Pay Plan	Select the Pay Plan from the drop-down list.
FLSA Status	Select the FLSA Status from the drop-down list. Valid values are **`Exempt`** and **`Non-exempt`**.
Tour	Select the employee's tour from the drop-down list.
Tour Hours per Pay Period	Enter the tour of duty hours per pay period.
Annual Leave Category	Select the Annual Leave Category from the drop-down list. Valid values are **`4`**, **`6`**, and **`8`**.
Leave Service Comp Date	Enter the employee's Service Computation Date for leave or select the

Field	Instruction
	date from the calendar.
NTE Date	Enter the employee's NTE Date or select the date from the calendar, if applicable.
Appointment Limit	Select the employee's Appointment Limitation, if applicable. Valid values are **`1039 Hours`**, **`1300 Hours`**, **`30 Days`**, and **`700 Hours`**.
Service Year Date	Enter the employee's Service Year Date or select the date from the calendar.
Standby/AUO/LEAP	Select **`Yes`** or **`No`** from the drop-down list indicating whether or not the employee is entitled to earn standby pay, AUO, or Law Enforcement Availability Pay (LEAP). Standby/AUO/LEAP are hours and pay differential entitlements for employees who receive premium pay on an annual basis for administratively uncontrollable overtime or regularly scheduled standby duty.
LEO	Select whether or not the employee is a Law Enforcement Officer. Valid values are **`Yes`**, **`No`**, and **`K`**. Note: **`K`** is an Agency specific selection.
Remote Site Allowance	Select **`Yes`** or **`No`** from the drop-down list indicating whether or not the employee is entitled to a remote site allowance.
Military Status	Select the employee's military status from the drop-down list.
OCC Series	Enter the occupational series of the employee.
Special Employee Code	Enter the employee's Special Employee Code.
COPR Status	Not applicable.

9. Click **Save**. The *Profile successfully completed* message is displayed.

Figure 235: Profile Creation Complete Page

Donated Leave Management

Donated Leave Management is used by VLTP Administrators to manage VLTP and VLBP.

A VLTP Administrator may:

- Manage Voluntary Leave Bank Programs.
  - Create new VLBP leave banks.
  - Edit VLBP leave banks.
  - Close VLBP leave banks.
- Approve or decline requests for donated hours.
  - Specify the estimated hours needed to meet a recipient request.
  - View the status of any recipient request.
  - Edit some details (active dates, needed hours) of a recipient request.
- Approve or decline offers of donated leave.
  - Accept fewer hours than offered in a donation.
  - View the status of any donation offer.
  - View the details of any donation offer.
- Enter a recipient request on behalf of an employee.
- Enter a donation offer on behalf of an employee.
- Enter a donation offer on behalf of an external donor.
- Close a recipient account event and refund unused donated hours.
- Generate audit reports.

To access the Donated Leave Management page, select ***Donated Leave Management*** from the Administration menu on the Paycheck8 main menu page. The Donated Leave Management page is displayed.The Donated Leave Management menu shown is dependent on the Agency's elections. If the Agency elects to enable VLTP and/or VLBP, the available menu options will display for selection.

Figure 236: Donated Leave Mangement Menu

This section includes the following topics:

Managing VLBP Leave Banks

VLTP Administrators are responsible for managing VLBP leave banks. This includes creating, editing, and closing the leave banks.

To Create a VLBP Leave Bank:

1. Click ***Create VLBP Leave Bank*** from the VLBP Management menu. The Enter VLBP Leave Bank page is displayed.

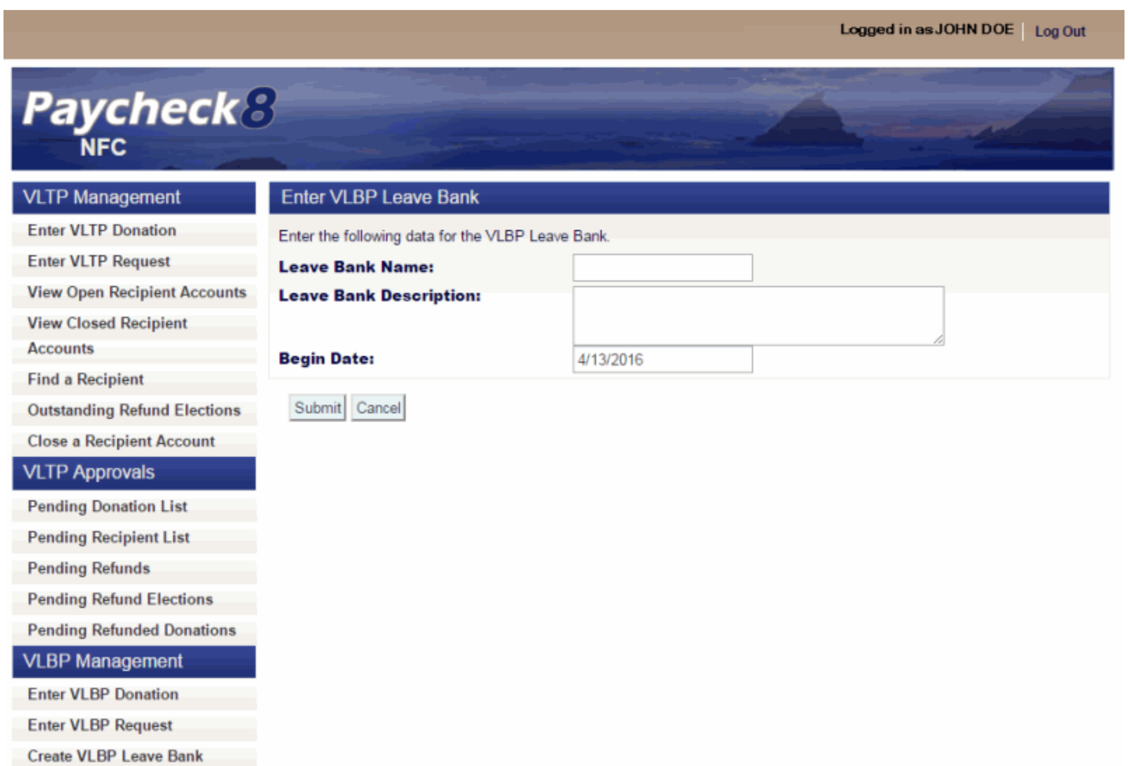


Figure 237: Enter VLBP Leave Bank Page

2. Complete the fields as follows:

Field	Instruction
Leave Bank Name	Enter the leave bank name.
Leave Bank Description	Enter the leave bank description.
Begin Date	Enter the date that the leave bank will become active. Note: This field defaults to the current date.

3. Click **`Submit`**. The Find a VLBP Leave Bank page is displayed showing the new VLBP leave bank.

Note: To search for a specific leave bank, use the search box or sort the table in ascending or descending order by any column.

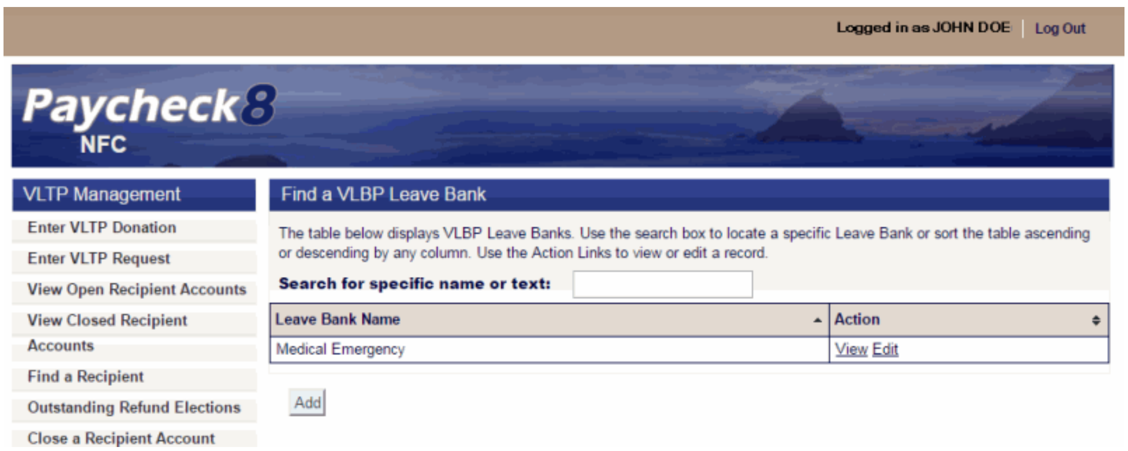


Figure 238: Find a VLBP Leave Bank Page

To Edit a VLBP Leave Bank:

1. Click **View VLBP Leave Banks** from the VLBP Management menu. The Find a VLBP Leave Bank page is displayed.

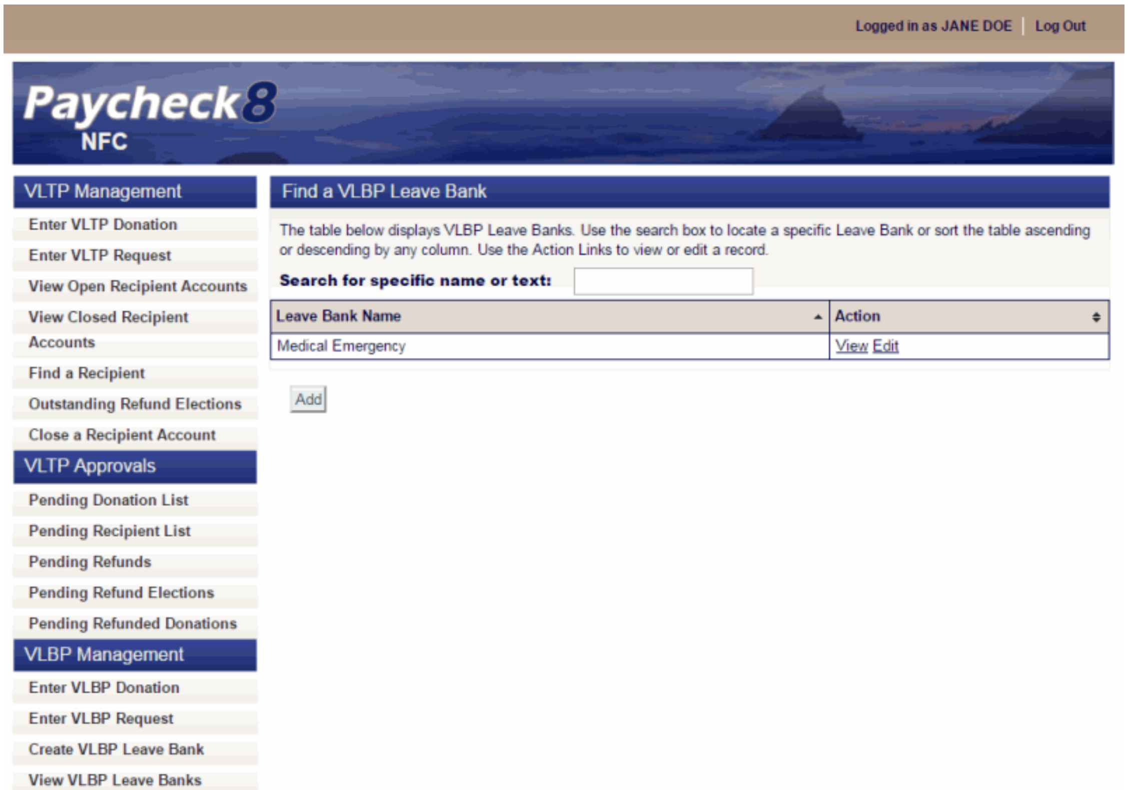


Figure 239: Find a VLBP Leave Bank Page

2. Click **Edit** next to the applicable leave bank.

Note: To search for a specific leave bank, use the search box or sort the table in ascending or descending order by any column.

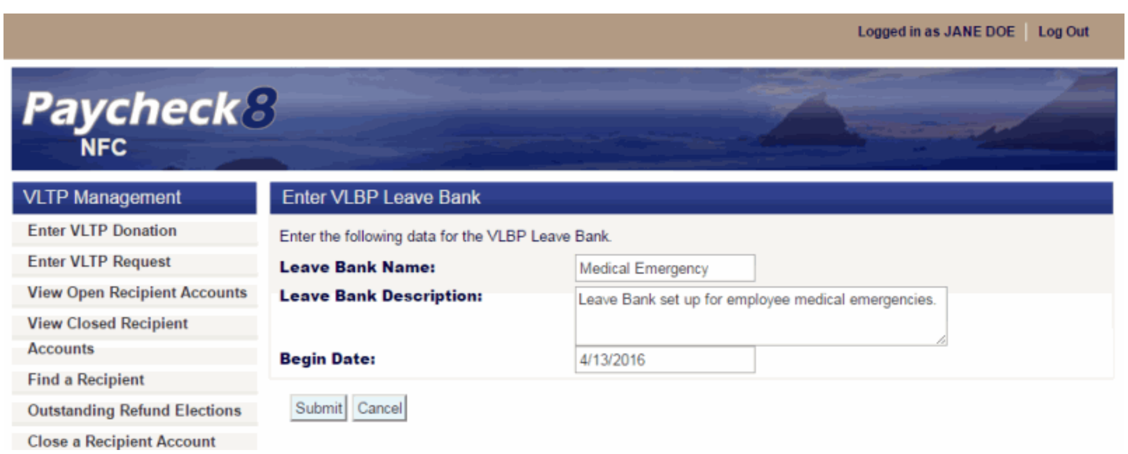


Figure 240: Edit VLBP Leave Bank Page

3. Make applicable changes.

4. Click **Submit**.

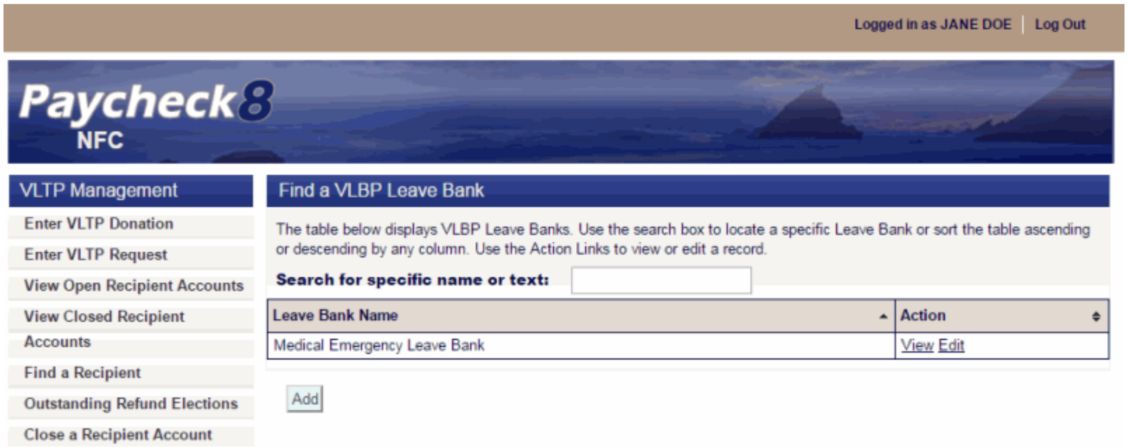


Figure 241: VLBP Leave Bank Edited

To Close a VLBP Leave Bank:

1. Select ***Close VLBP Leave Bank*** from the VLBP Management menu. The Close an Agency VLBP Account page is displayed.

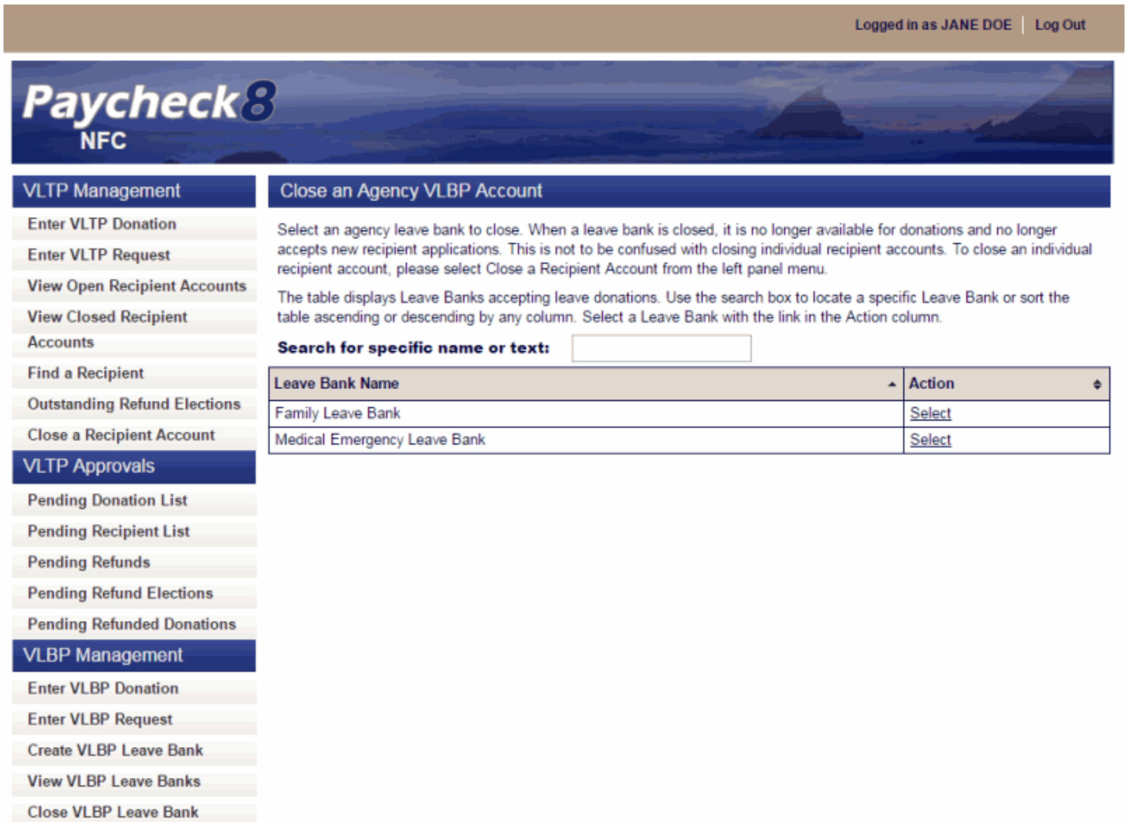


Figure 242: Close an Agency VLBP Account Page

2. Click **Select** next to the applicable leave bank. The leave bank name and balance is displayed.

Note: To search for a specific leave bank, use the search box or sort the table in ascending or descending order by any column.

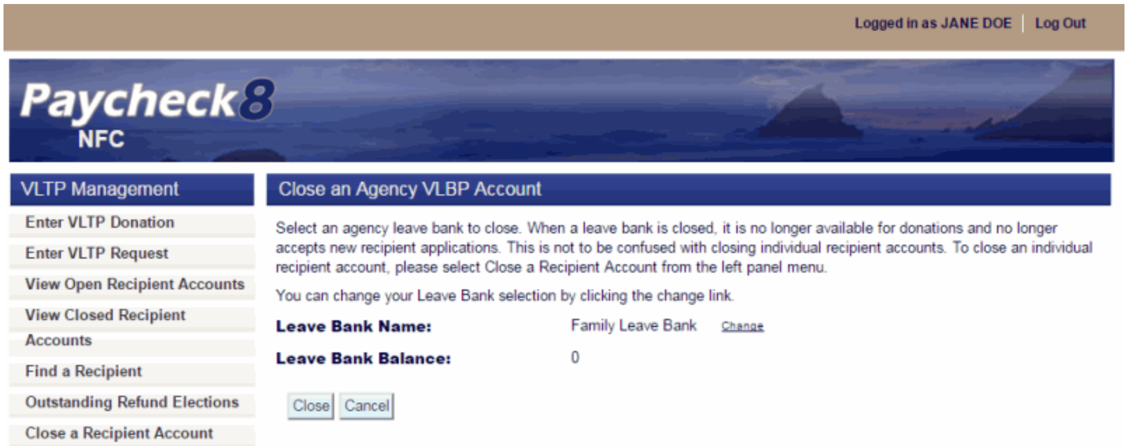


Figure 243: Close an Agency VLBP Account Selection Page

3. Click **Close**. The leave bank is closed and is no longer available for donations and no longer accepts recipient applications.

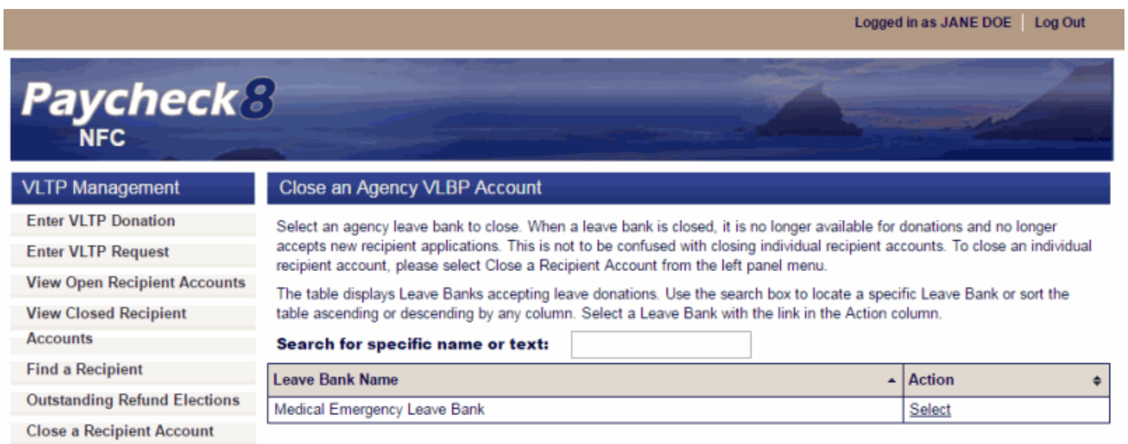


Figure 244: Agency VLBP Account Closed Page

Entering Leave Donations on Behalf of Employees

Enter VLTP Donation and ***Enter VLBP Donation*** are used by VLTP Administrators to enter leave donations on behalf of employees who are unable to complete the form personally.

To Enter a Leave Donation for an Employee:

1. Select ***Enter VLTP Donation*** or ***Enter VLBP Donation*** from the applicable management menu. The applicable employee donation page is displayed. For VLTP, there is a recipient selection, and for VLBP, there is a leave bank selection.

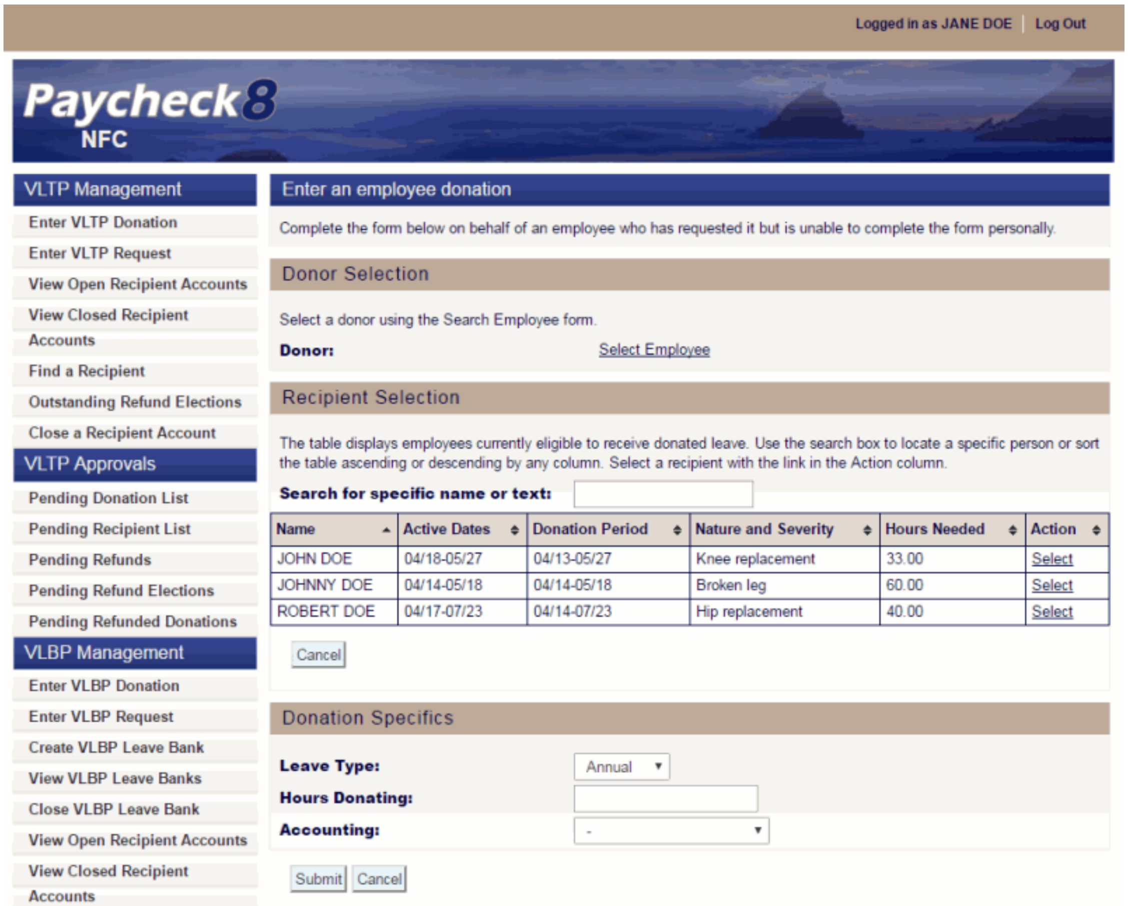


Figure 245: Enter an Employee Donation Page

2. Click ***Select Employee*** to select the donor. The donor search form is displayed.

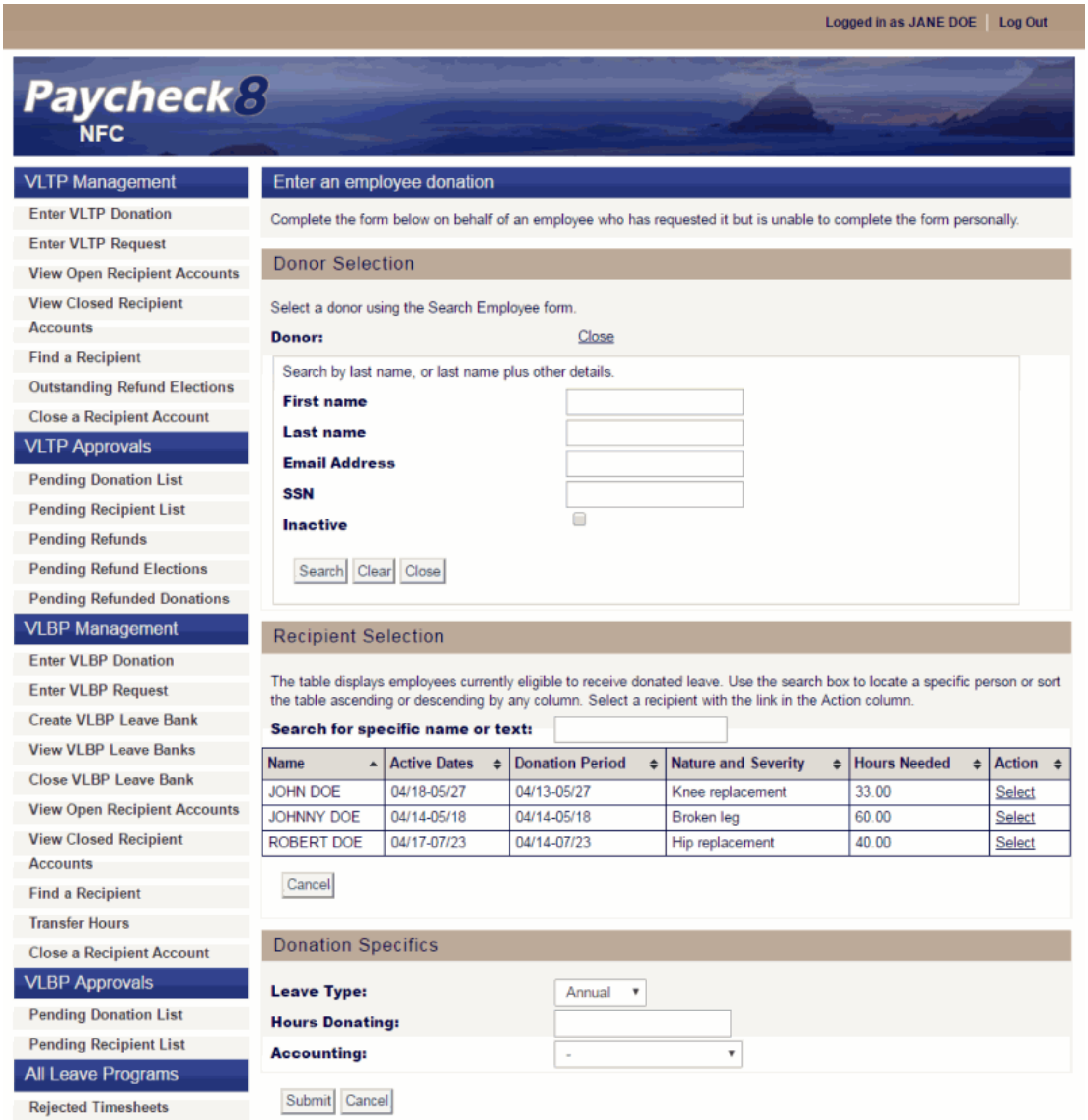


Figure 246: Enter an Employee Donation Page - Leave Donor Search Form

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.

Field	Instruction
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The leave donor search results are displayed.

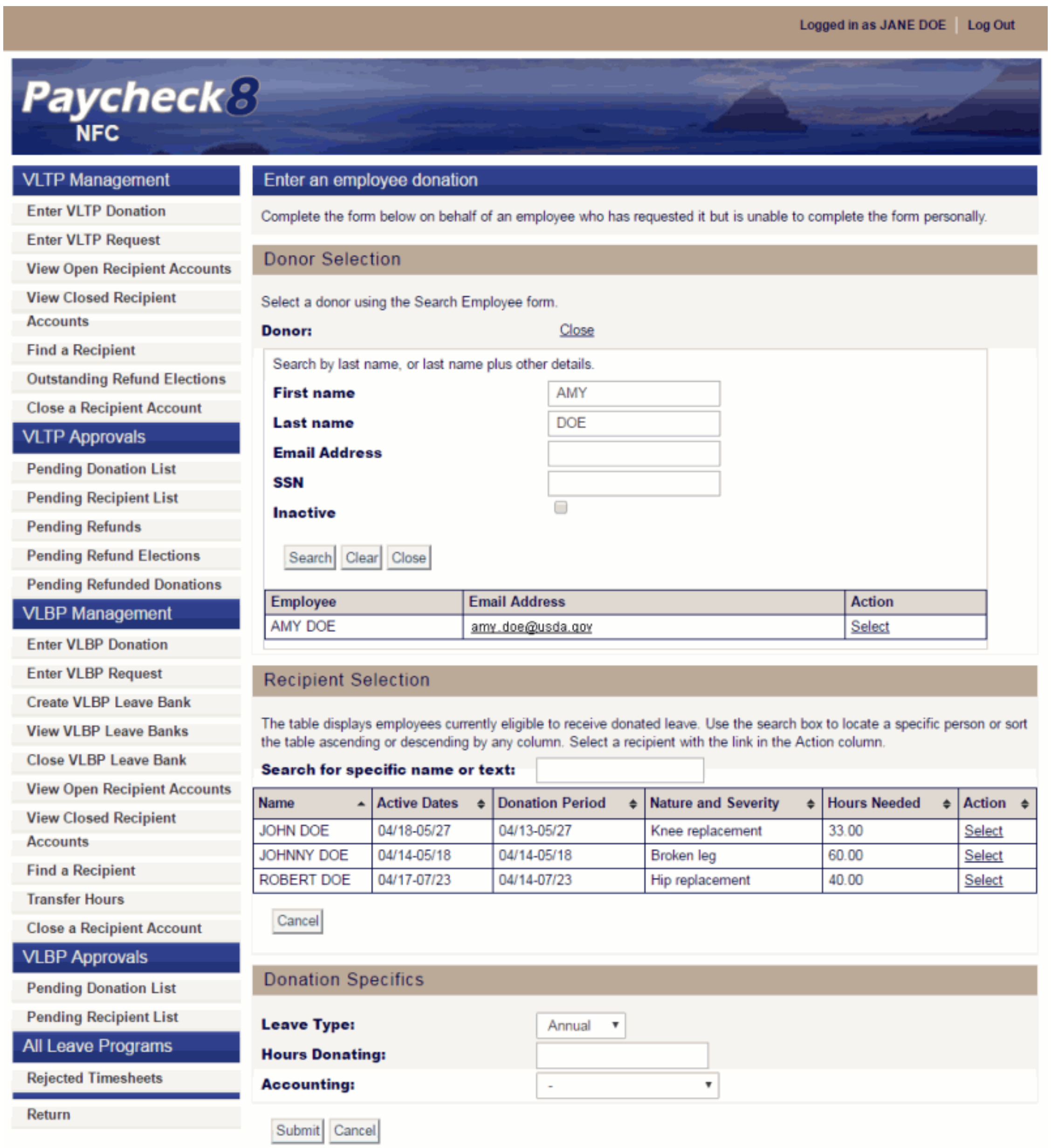


Figure 247: Enter an Employee Donation Page - Donor Search Results

5. Click **Select** next to the employee making the leave donation. The donor's name is displayed.

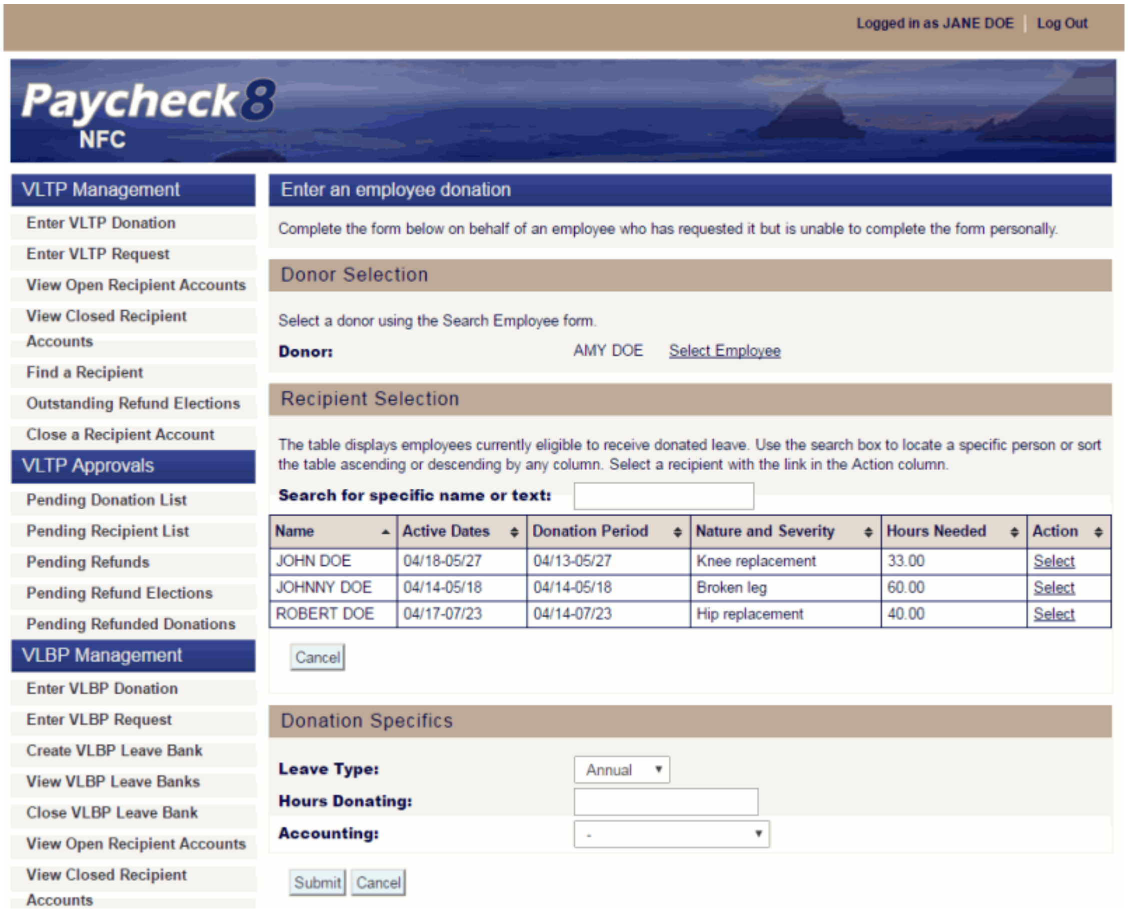


Figure 248: Enter an Employee Donation Page - Donor Selection

6. Click **Select** next to the employee or leave bank receiving the leave donation. The applicable selection is displayed.

Note: To search for a specific recipient or leave bank, use the search box or sort the table in ascending or descending order by any column.

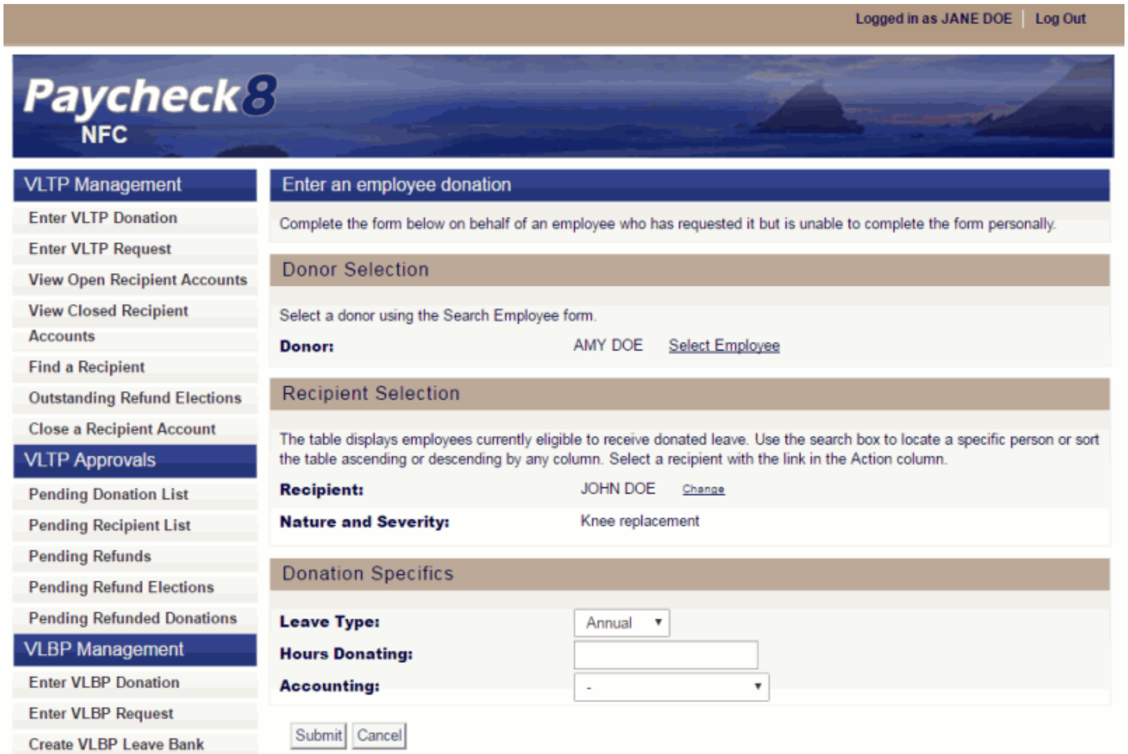


Figure 249: Enter an Employee Donation Page - Recipient Selection

7. Complete the Donation Specifics fields as follows:

Field	Instruction
Leave Type	Select the leave type to donate from the drop-down list. Valid values are **`Annual`** and **`Restored`**.
Hours Donating	Enter the number of hours to donate.
Accounting	Select the accounting code from the drop-down list.

8. Click **Submit**. The page will automatically transition to the applicable pending leave donations page.

Figure 250: Pending VLTP Leave Donations Page

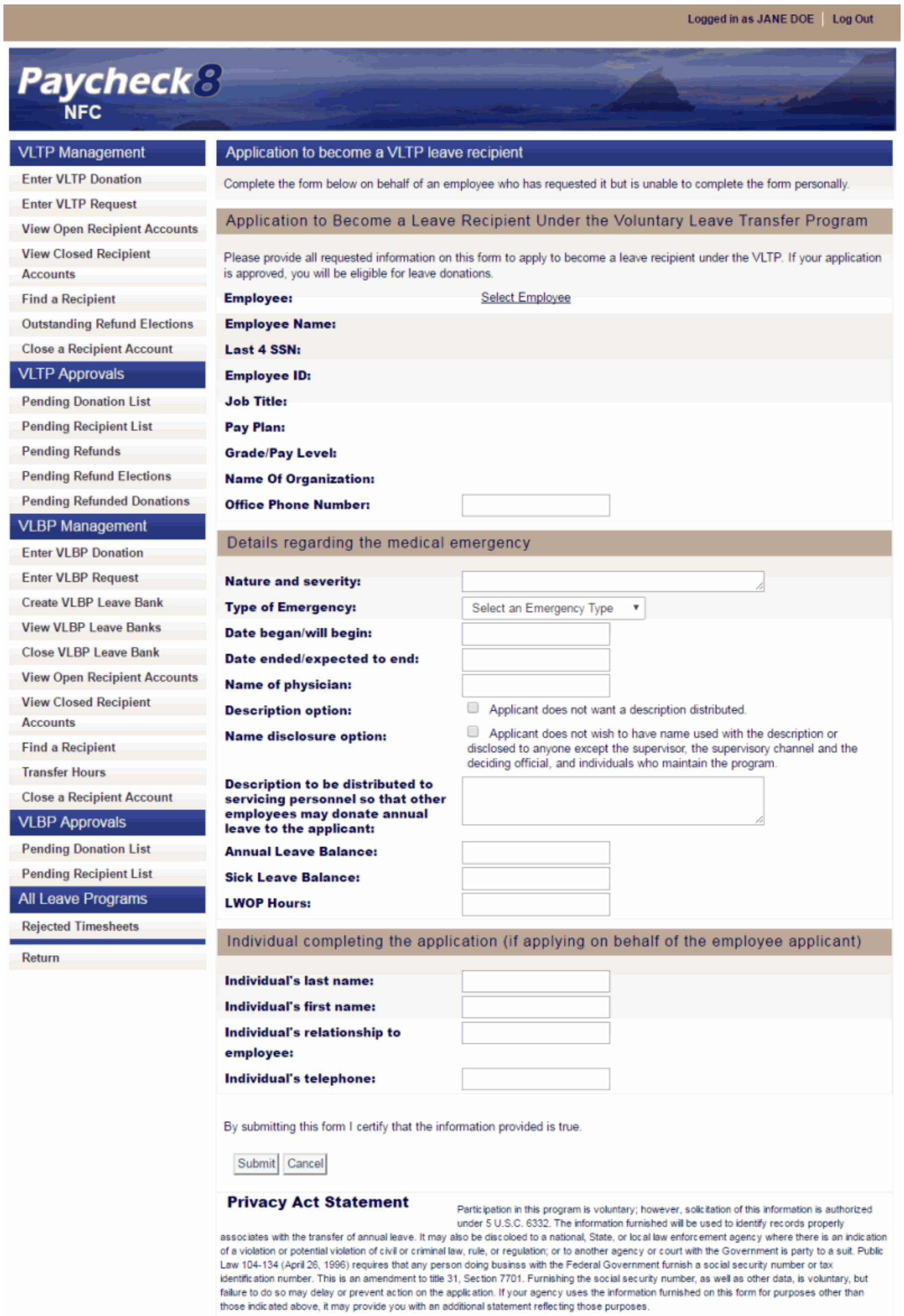
9. Click **Approve** to approve the donation.

Entering Leave Recipient Accounts on Behalf of Employees

Enter VLTP Request and ***Enter VLBP Request*** are used by VLTP Administrators to enter leave recipient requests on behalf of employees who are unable to complete the form personally.

To Enter a Leave Recipient Request for an Employee:

1. Select ***Enter VLTP Request*** or ***Enter VLBP Request*** from the applicable management menu. The applicable application page is displayed.



Logged in as JANE DOE | Log Out

Paycheck8
NFC

VLTP Management
- Enter VLTP Donation
- Enter VLTP Request
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Outstanding Refund Elections
- Close a Recipient Account

VLTP Approvals
- Pending Donation List
- Pending Recipient List
- Pending Refunds
- Pending Refund Elections
- Pending Refunded Donations

VLBP Management
- Enter VLBP Donation
- Enter VLBP Request
- Create VLBP Leave Bank
- View VLBP Leave Banks
- Close VLBP Leave Bank
- View Open Recipient Accounts
- View Closed Recipient Accounts
- Find a Recipient
- Transfer Hours
- Close a Recipient Account

VLBP Approvals
- Pending Donation List
- Pending Recipient List

All Leave Programs
- Rejected Timesheets
- Return

Application to become a VLTP leave recipient

Complete the form below on behalf of an employee who has requested it but is unable to complete the form personally.

Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program

Please provide all requested information on this form to apply to become a leave recipient under the VLTP. If your application is approved, you will be eligible for leave donations.

Employee: Select Employee
Employee Name:
Last 4 SSN:
Employee ID:
Job Title:
Pay Plan:
Grade/Pay Level:
Name Of Organization:
Office Phone Number:

Details regarding the medical emergency

Nature and severity:
Type of Emergency: Select an Emergency Type
Date began/will begin:
Date ended/expected to end:
Name of physician:
Description option: Applicant does not want a description distributed.
Name disclosure option: Applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant:
Annual Leave Balance:
Sick Leave Balance:
LWOP Hours:

Individual completing the application (if applying on behalf of the employee applicant)

Individual's last name:
Individual's first name:
Individual's relationship to employee:
Individual's telephone:

By submitting this form I certify that the information provided is true.

Submit Cancel

Privacy Act Statement

Participation in this program is voluntary; however, solicitation of this information is authorized under 5 U.S.C. 6332. The information furnished will be used to identify records properly associates with the transfer of annual leave. It may also be discoloed to a national, State, or local law enforcement agency where there is an indication of a violation or potential violation of civil or criminal law, rule, or regulation; or to another agency or court with the Government is party to a suit. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Figure 251: Application to Become a VLTP Leave Recipient Page

2. Click **Select Employee** to select the recipient. The leave recipient search form is displayed.

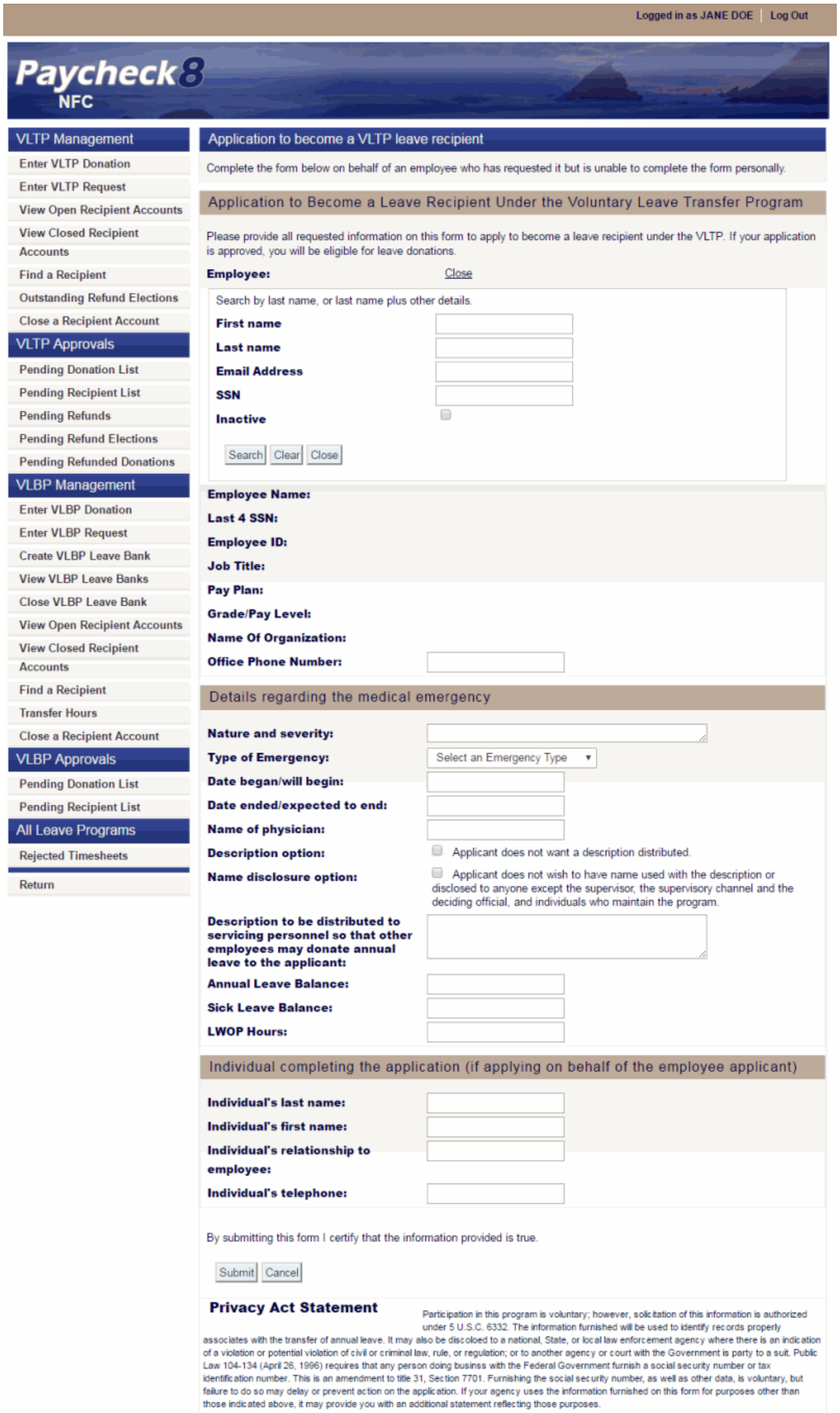


Figure 252: Application to Become a VLTP Leave Recipient Page - Employee Search

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The leave recipient search results are displayed.

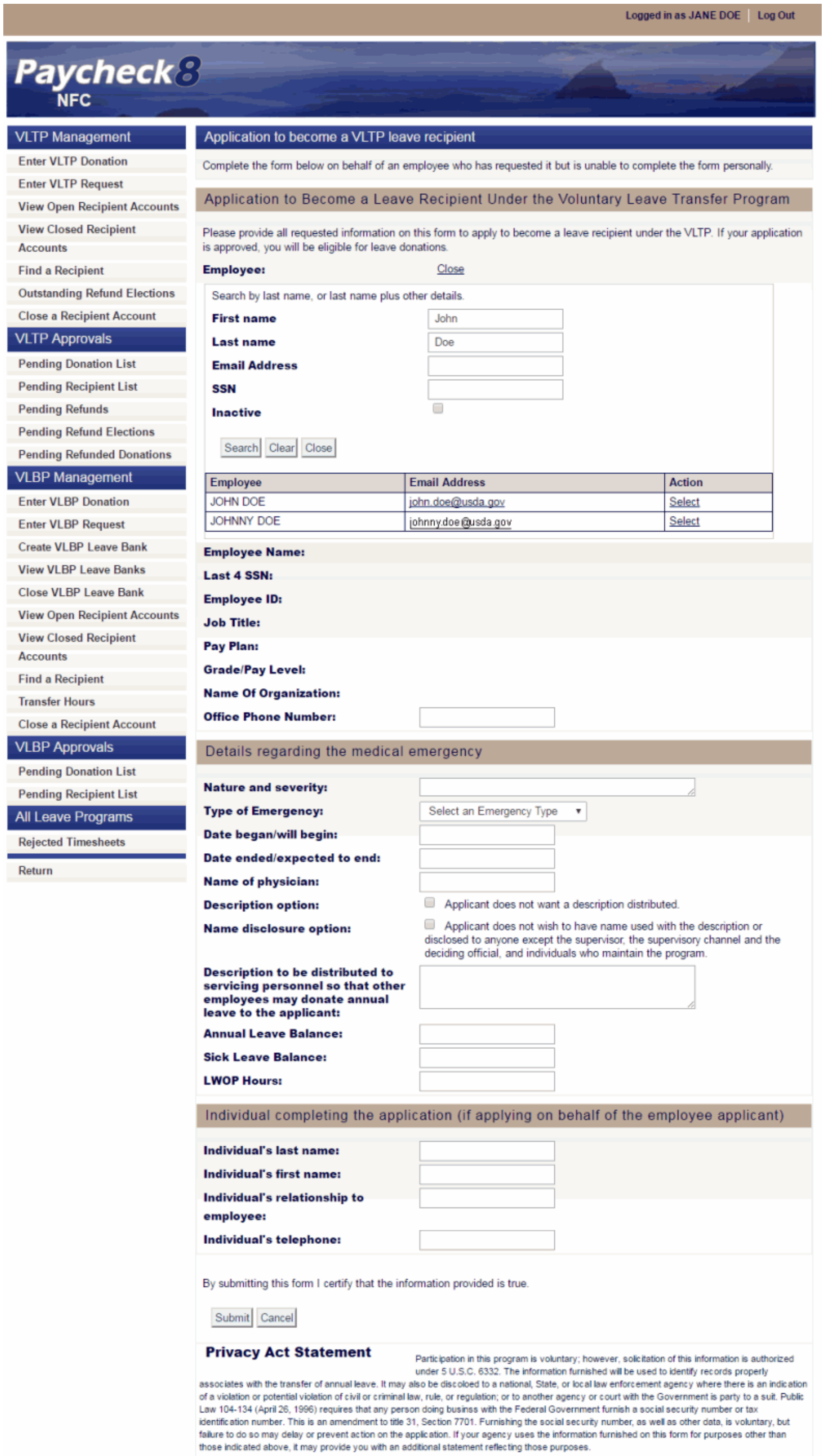


Figure 253: Application to Become a VLTP Leave Recipient Page - Employee Search Results

5. Click **Select** next to the applicable employee. The page is now populated with the selected employee's information.

Note: If applying for VLBP, you must select the applicable leave bank.

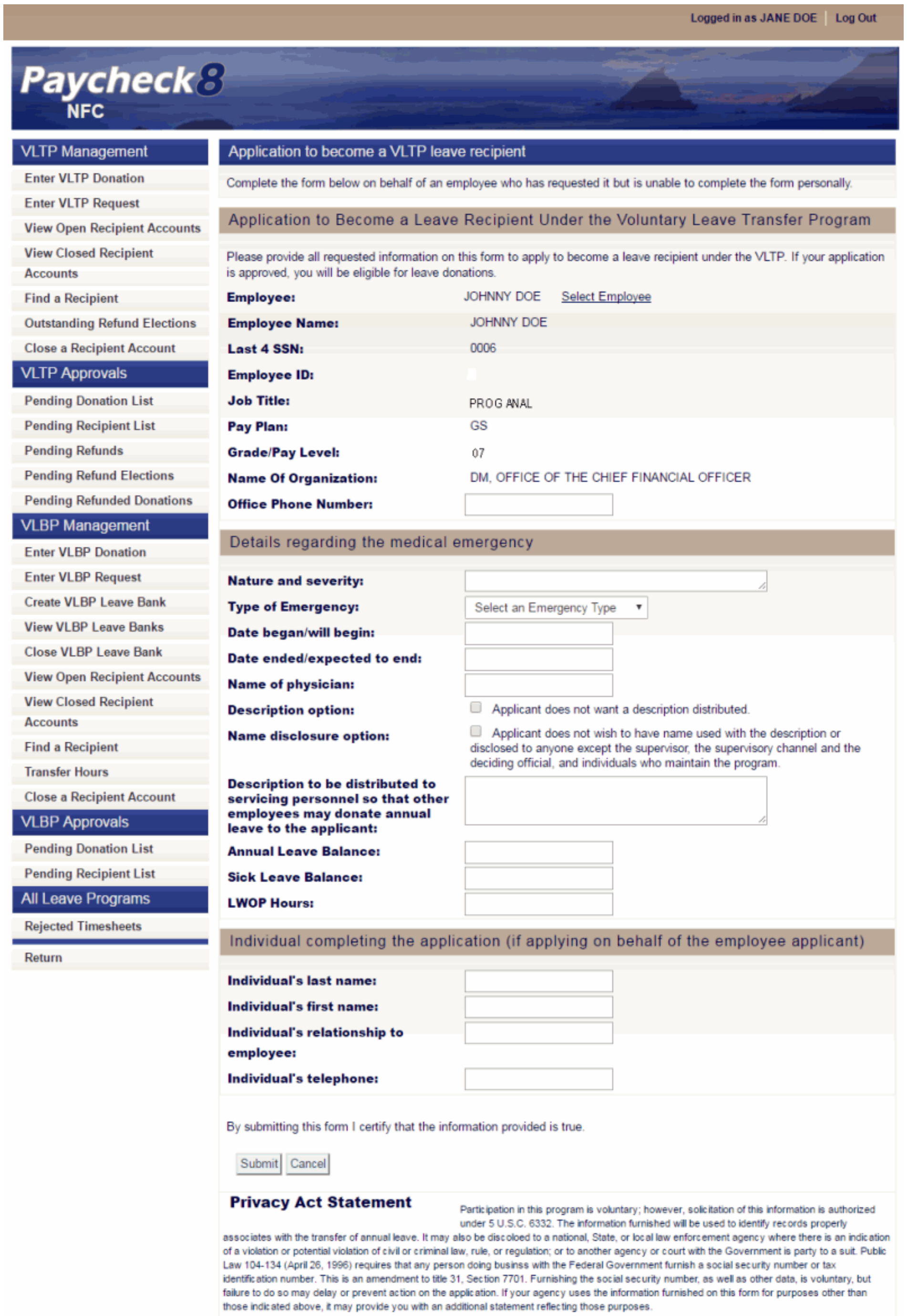


Figure 254: Application to Become a VLTP Leave Recipient Page - Recipient Selected

6. Complete the Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program fields as follows:

Field	Description/Instruction
Employee Name	Displays the employee name.
Last 4 SSN	Displays the last 4 digits of the employee's SSN.
Employee ID	Not applicable.
Job Title	Displays the employee's job title.
Pay Plan	Displays the employee's pay plan.
Grade/Pay Level	Displays the employee's grade.
Name of Organization	Displays the literal name of the employee's organizational structure.
Office Phone Number	Enter the office telephone number.

7. Complete the Details regarding this medical emergency fields as follows:

Field	Instruction
Nature and severity	Enter the nature and severity of the medical emergency.
Type of Emergency	Select the type of emergency from the drop-down list. Valid values are **`Personal Medical Emergency`** and **`Family Medical Emergency`**.
Date began/will begin	Enter the date the medical emergency began or will begin.
Date ended/expected to end	Enter the date the medical emergency ended or is expected to end.
Name of physician	Enter the name of the physician for the medical emergency.
Description option	Check this box if applicant does not want a description of the medical emergency distributed.
Name disclosure option	Check this box if applicant does not wish to have name used with the description or disclosed to anyone except the supervisor, the supervisory channel and the deciding official, and individuals who maintain the program.
Description to be distributed to servicing personnel so that other employees may donate annual leave to the applicant	Enter the description applicant wishes to have distributed to other employees in leave request.
Annual Leave Balance	Enter the applicant's annual leave balance.

Field	Instruction
Sick Leave Balance	Enter the applicant's sick leave balance.
LWOP Hours	Enter the applicant's leave without pay balance.

8. Complete the Individual completing the application (if applying on behalf of the employee applicant) fields as follows:

Field	Instruction
Individual's last name	Enter the last name of the individual completing the application on behalf of the employee.
Individual's first name	Enter the first name of the individual completing the application on behalf of the employee.
Individual's relationship to employee	Enter the relationship of the individual completing the application to the individual.
Individual's telephone	Enter the telephone number of the individual completing the application on behalf of the employee.

9. Click **Submit**. The application is now on the supervisor's Pending Recipient List awaiting recommendation and displays in the employee's View Existing Recipient Requests page as `Pending`. Once the supervisor provides their recommendation by approving the request, the application will be returned to the VLTP Administrator, displaying on the Pending Recipient List, for further action.

Managing Leave Donations

VLTP Administrators utilize the ***Pending Donation List*** to approve, decline, or modify any pending VLTP or VLBP donation.

To Manage Pending Leave Donations:

1. Select ***Pending Donation List*** from the applicable approvals menu on the Donated Leave Management page. The applicable pending leave donations page is displayed.

Note: To **Approve** or **Decline** in mass, check the box next to the donation and click the appropriate option.

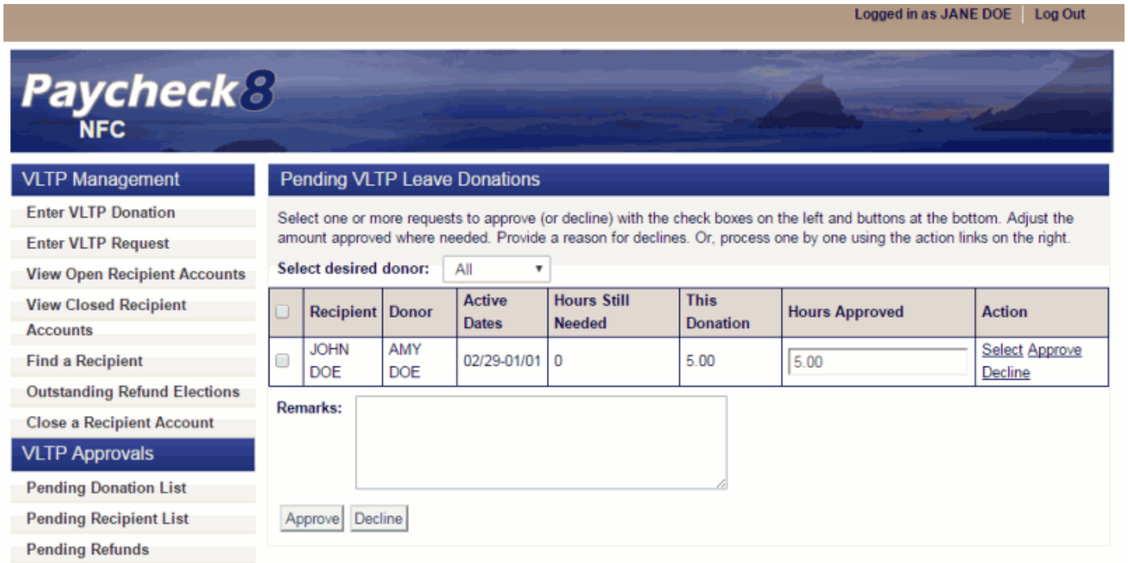


Figure 255: Pending VLTP Leave Donations Page

2. Click **Select** to view the leave donation details. The applicable view leave donation page is displayed.

Note: Donation may be approved or declined without viewing the details by making the appropriate selection in the Action field.

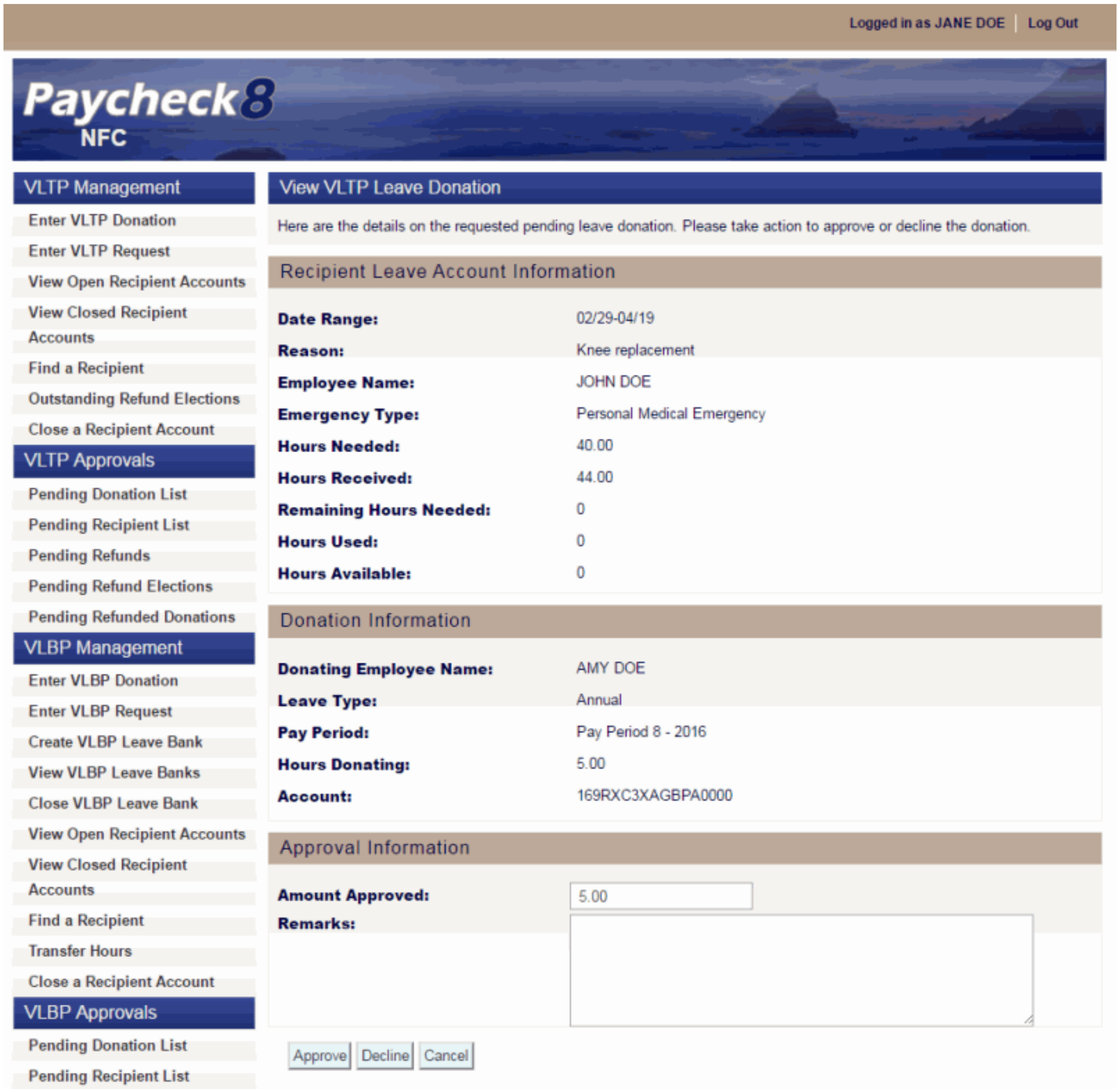


Figure 256: View VLTP Leave Donation Page

3. Click **Approve** to approve the leave donation.

Administrators are able to modify the hours approved by editing the Amount Approved field.

OR

Click **Decline** to decline the leave donation. The applicable pending leave donations page is displayed with the donation removed.

Note: Remarks are required if declining the donation.

Figure 257: Pending VLTP Leave Donations - Approved

Managing Leave Recipient Accounts

VLTP Administrators are able to perform the following functions in order to manage VLTP and VLBP leave recipient accounts:

- View pending recipient lists
- View open recipient accounts
- View closed recipient accounts
- Find recipients

To View the Pending VLTP or VLBP Recipient List:

1. Select ***Pending Recipient List*** from the applicable approvals menu. The applicable pending requests for donated leave page is displayed and lists pending applications that have received supervisory recommendation and are awaiting action by the VLTP Administrator.

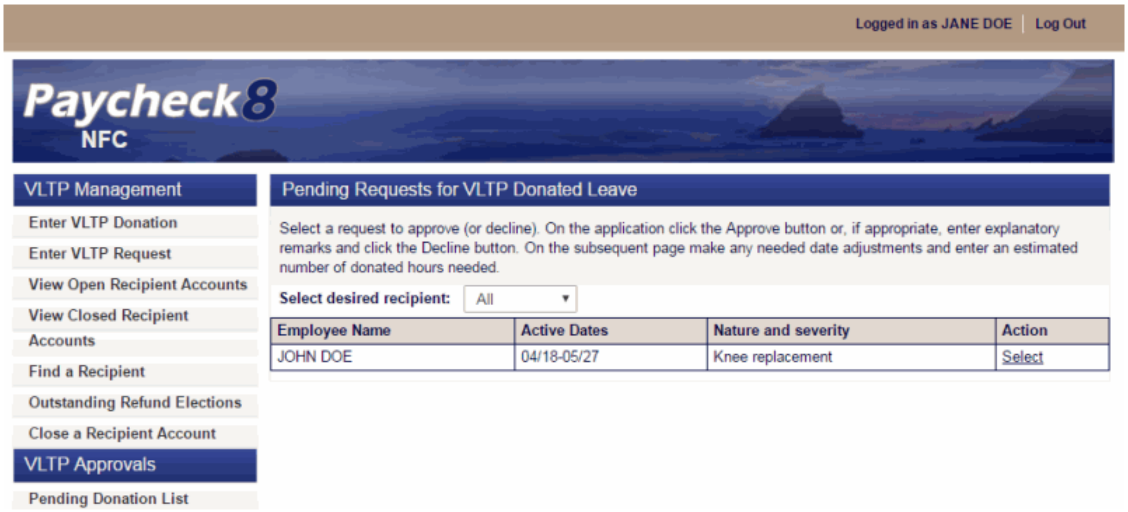


Figure 258: Pending Request for VLTP Donated Leave Page

2. Click **Select** next to the leave request to review.

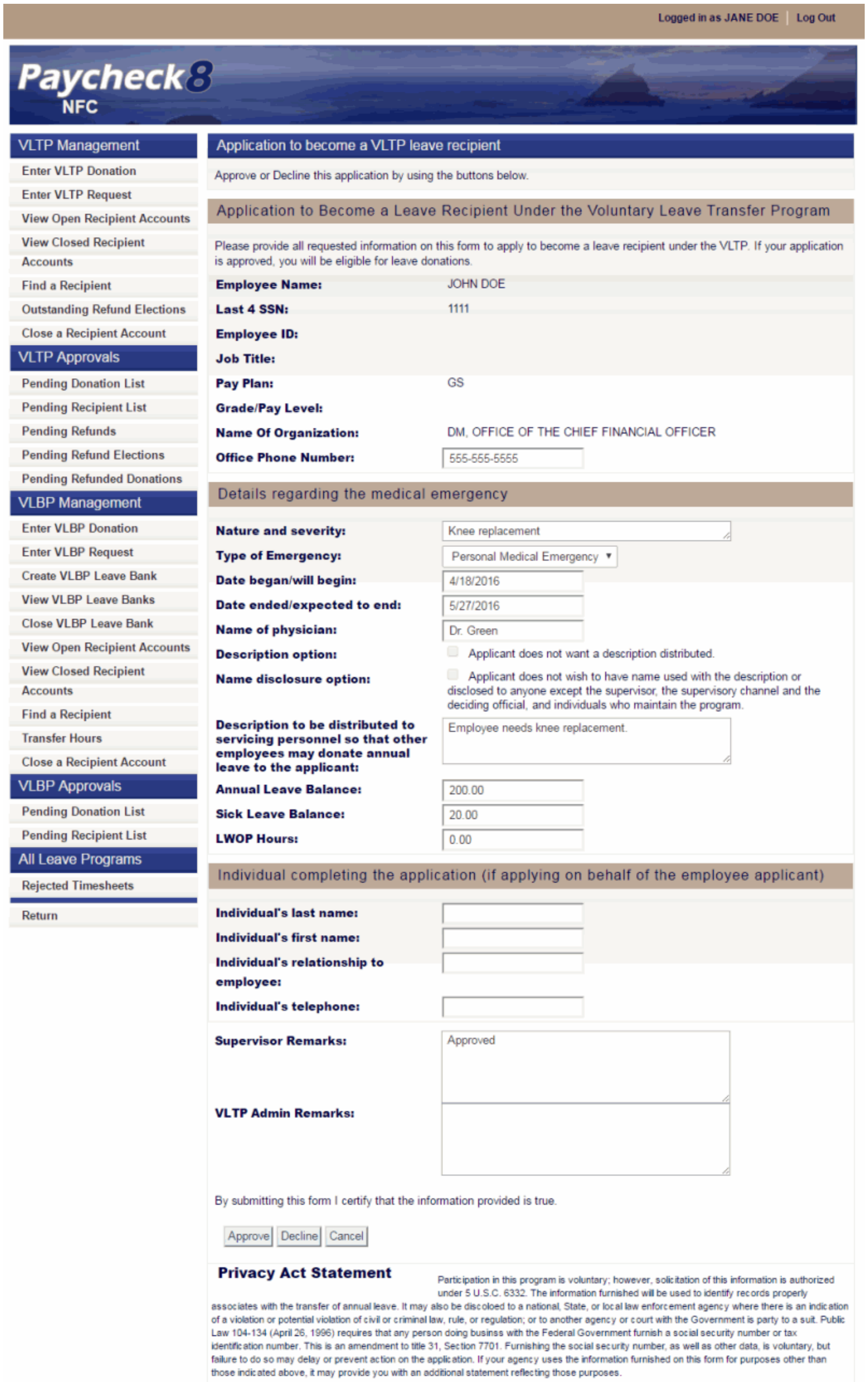


Figure 259: VLTP Administrator Approval Page

3. Click **Approve** to approve the request.

OR

Click **Decline** to decline the request.

Note: Remarks are required if declining the request.

To View Open VLTP or VLBP Recipient Accounts:

1. Select ***View Open Recipient Accounts*** from the applicable management menu. The applicable open recipients page is displayed with a list of open recipient accounts. Administrators may use this function to edit recipient accounts and to generate audit reports.

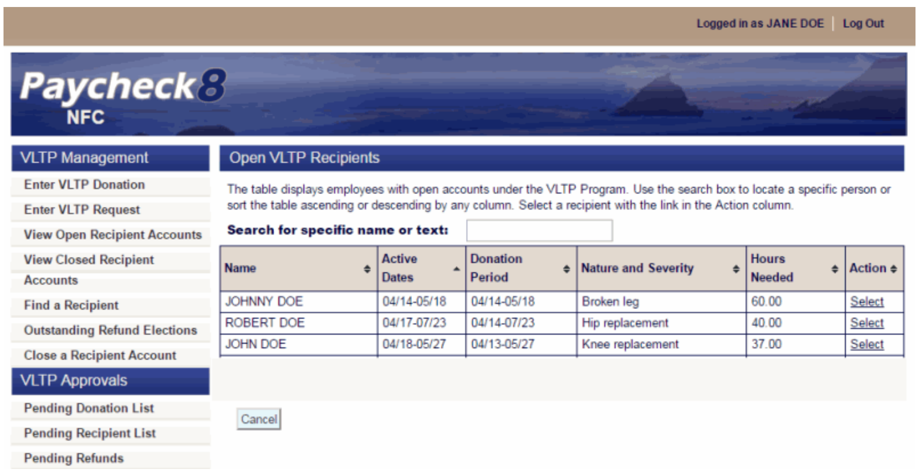


Figure 260: Open VLTP Recipients Page

2. Click **Select** next to the employee to view or edit.

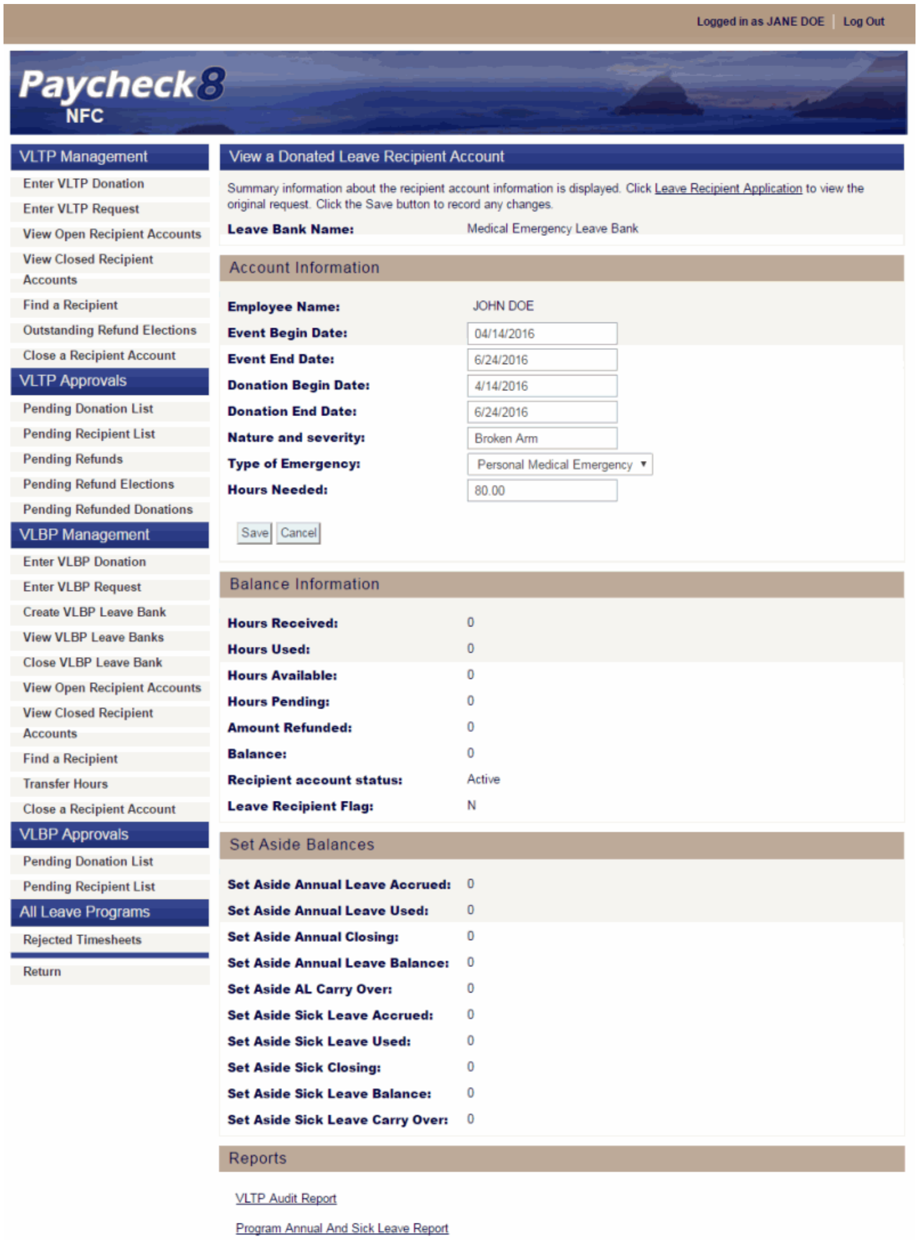


Figure 261: View a Donated Leave Recipient Account Page

Note: To run a report, click the appropriate report link.

To View Closed VLTP or VLBP Recipient Accounts:

1. Select ***View Closed Recipient Accounts*** from the applicable management menu. The applicable closed recipients page is displayed with a list of closed recipient accounts.

Note: Closed recipient account pages are for viewing only.

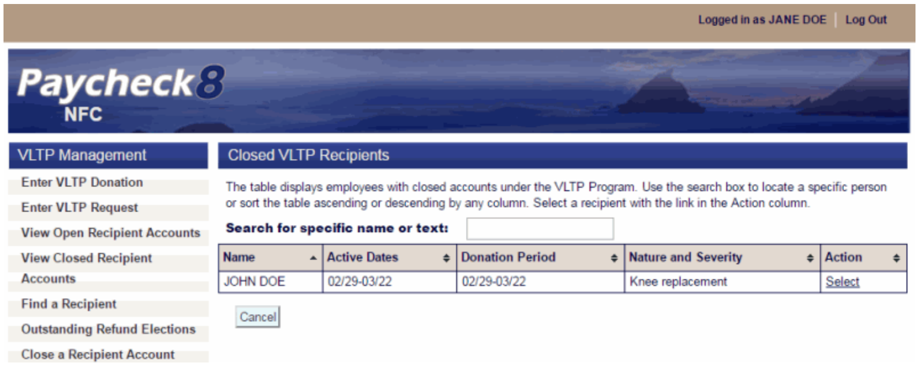


Figure 262: Closed VLTP Recipients Page

2. Click **Select** next to the employee to view. The View a Donated Leave Recipient Account page is displayed.

Note: To search for a specific employee, use the search box or sort any column in ascending or descending order.

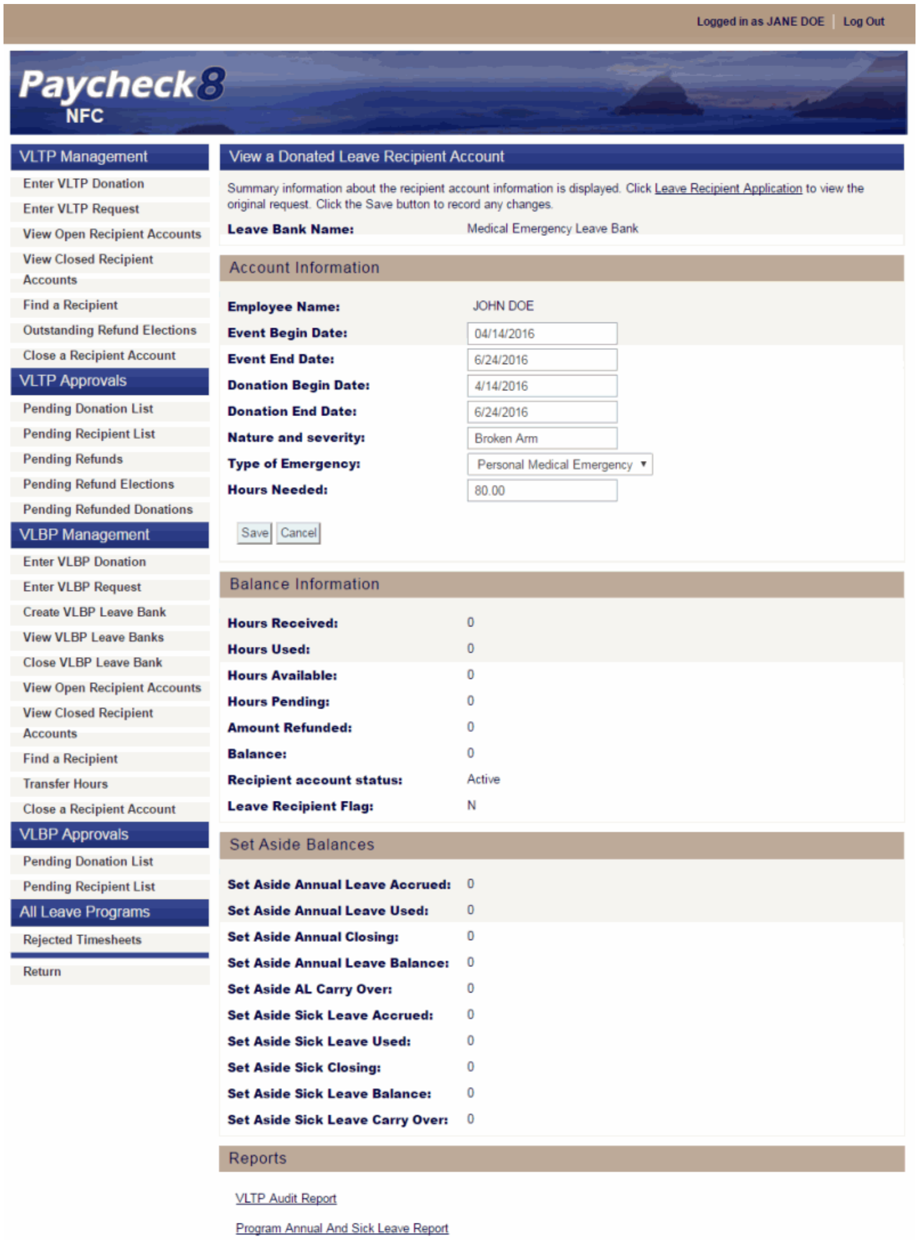


Figure 263: View a Donated Leave Recipient Account Page

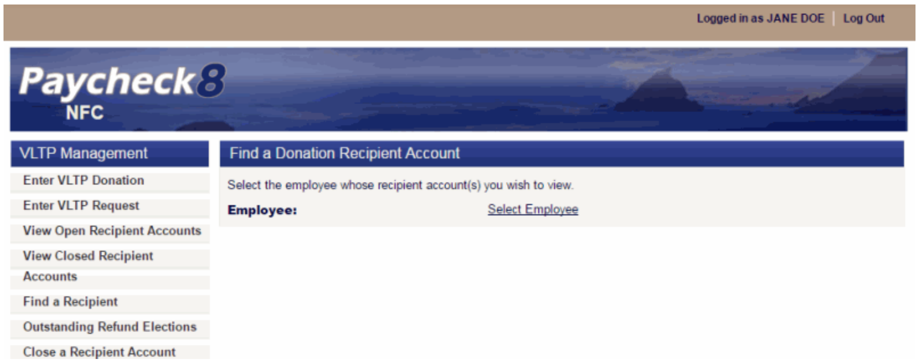
3. Click **Leave Recipient Application** to view the original request.

Note: To run a report, click the appropriate report link.

4. Click **Cancel** to return to the View a Donated Leave Recipient Account page.

To Find a VLTP or VLBP Recipient:

1. Click **Find a Recipient** from the applicable management menu. The applicable find a recipient account page is displayed.



2. Click **Select Employee** to select the recipient. The employee search form is displayed.

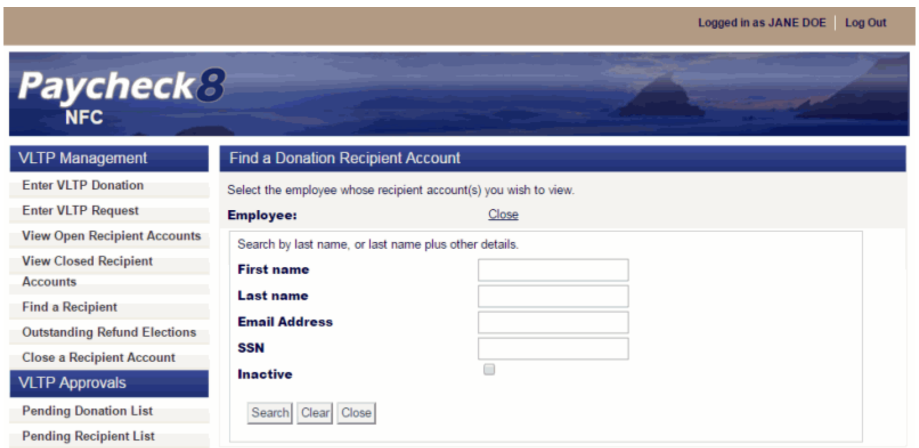


Figure 264: Find a Donation Recipient Account Page - Employee Search

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

4. Click **Search**. The search results are displayed.

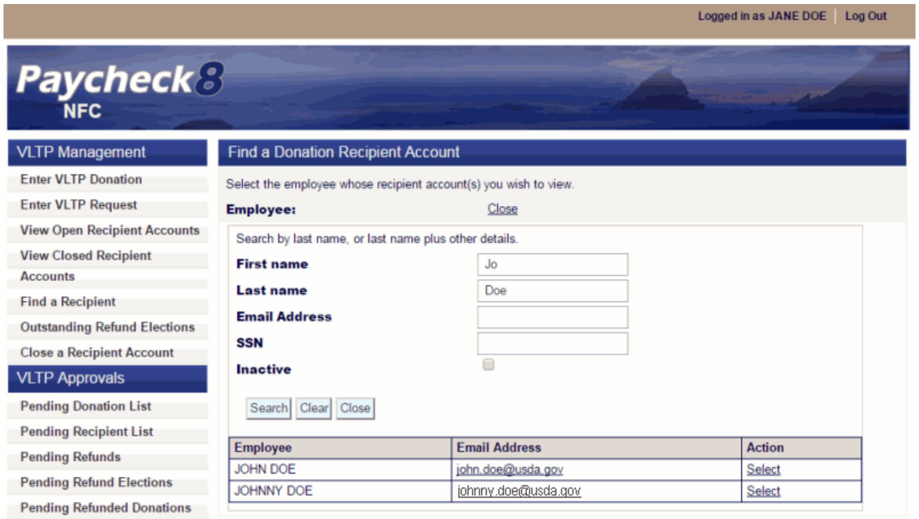


Figure 265: Find a Donation Recipient Account Page - Employee Search Results

5. Click **Select** next to applicable employee. The employee's name is displayed.

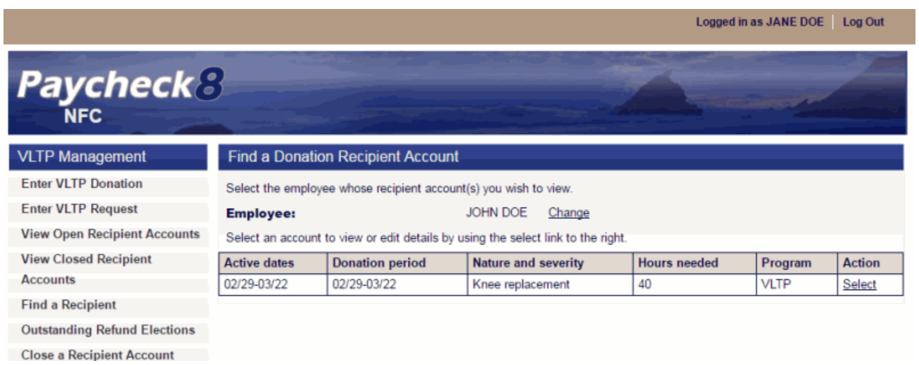


Figure 266: Find a Donation Recipient Account Page - Recipient Selected

6. Click **Select.** The View a Donated Leave Recipient Account page is displayed.

Note: Click **Leave Recipient Application** to review the application.

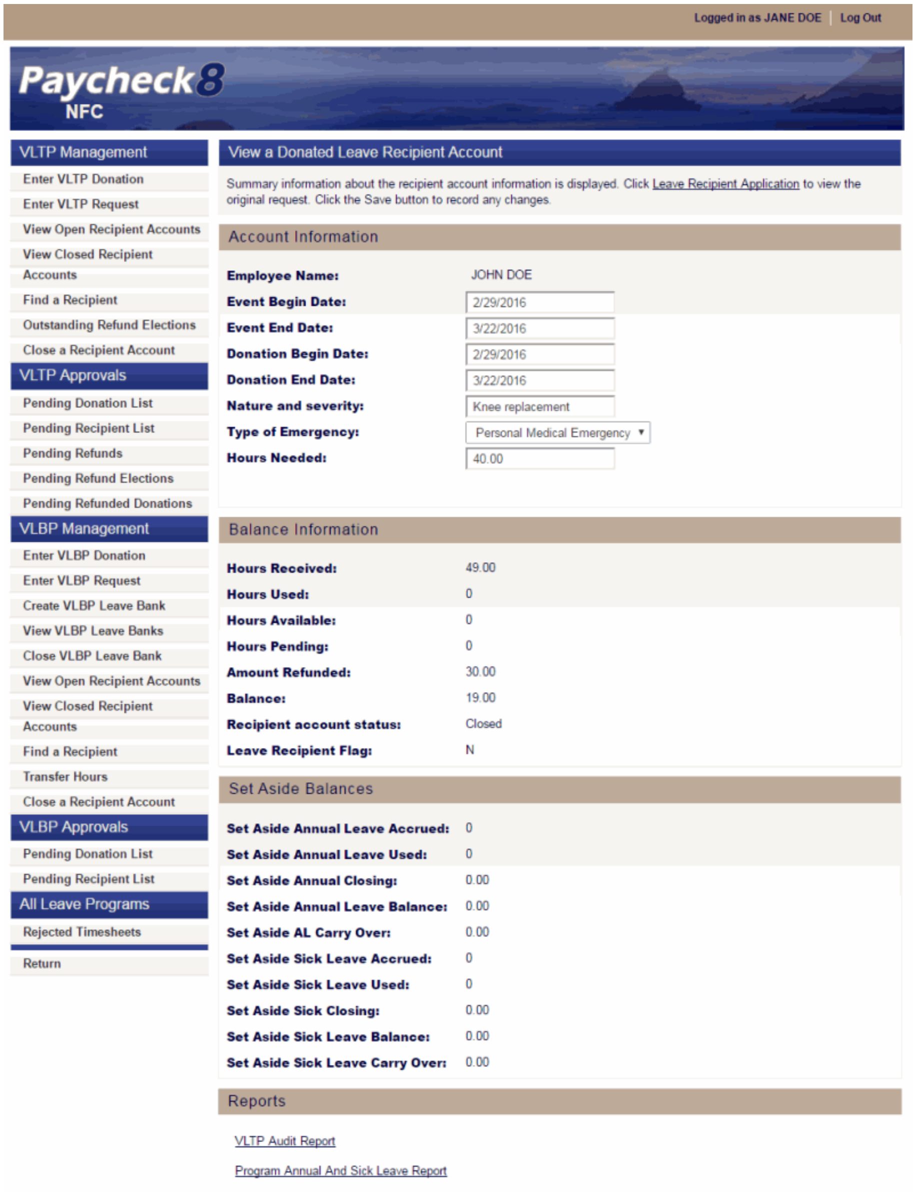


Figure 267: View a Donated Leave Recipient Account Page

Note: To run a report, click the appropriate report link.

Donated Leave Reports

There are two reports available for managing donated leave. These reports are the VLTP Audit report and the Program Annual and Sick Leave Reports. Both reports can be generated from the View a Donated Recipient Account page. The VLTP Audit Report provides balances by pay period and the output includes the pay period, account type, beginning balance, received/accrued, used, and balance. The Program Annual and Sick Leave Report provides historical information on set aside accounts/accruals. The output includes the pay period, account type, beginning balance, accrued, used. transferred in, and balance.

To Run the VLTP Audit Report:

1. Click **VLTP Audit Report** from the View a Donated Leave Recipient Account page. The VLTP Audit Report page is displayed.

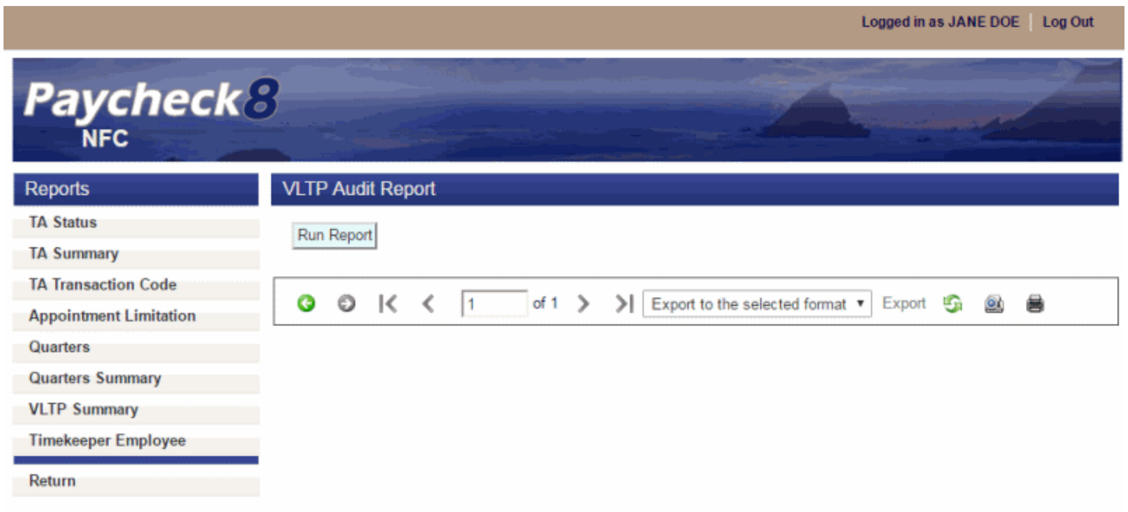


Figure 268: VLTP Audit Report Page

2. Click **Run Report**. A sample of the report is shown below.

VLTP Audit Report

Employee Name:	John Doe
Leave Reason:	Surgery
Event Begin Date:	3/1/2016
Event End Date:	8/1/2016

Pay Period	Account Type	Beginning Balance	Received / Accrued	Used	Balance
4	VLTP Account	0.00	0.00	0.00	0.00
4	VLTP Annual Leave Set Aside	0.00	0.00	0.00	0.00
4	VLTP Sick Leave Set Aside	0.00	0.00	0.00	0.00
4	VLTP Annual Leave Set Aside CO	0.00	0.00	0.00	0.00
4	VLTP Sick Leave Set Aside CO	0.00	0.00	0.00	0.00
5	VLTP Account	0.00	118.00	35.00	83.00
5	VLTP Annual Leave Set Aside	0.00	0.00	0.00	0.00
5	VLTP Sick Leave Set Aside	0.00	0.00	0.00	0.00
5	VLTP Annual CO	0.00	0.00	0.00	0.00
5	VLTP Sick Leave Set Aside CO	0.00	0.00	0.00	0.00
6	VLTP Account	83.00	26.00	0.00	109.00
6	VLTP Annual Leave Set Aside	0.00	3.00	0.00	3.00
6	VLTP Sick Leave Set Aside	0.00	1.00	0.00	1.00

Figure 269: VLTP Audit Report

To Run the Program Annual and Sick Leave Report:

Click **Program Annual And Sick Leave Report** from the View a Donated Leave Recipient Account page. A sample of the report is shown below.

Program Annual And Sick Leave Report

Employee Name: John Doe

Pay Period	Account Type	Beginning Balance	Accrued	Used	Transferred In	Balance
5	Program Annual Leave	0.00	0.00	0.00	0.00	0.00
5	Program Annual Leave CO	0.00	0.00	0.00	0.00	0.00
5	Program Sick Leave	0.00	0.00	4.00	0.00	-4.00
5	Program Sick Leave CO	0.00	0.00	0.00	0.00	0.00
6	Program Annual Leave	0.00	4.00	0.00	0.00	4.00
6	Program Annual Leave CO	0.00	5.00	0.00	0.00	5.00
6	Program Sick Leave	-4.00	2.00	0.00	0.00	-2.00
6	Program Sick Leave CO	0.00	5.00	0.00	0.00	5.00

Figure 270: Program Annual And Sick Leave Report

Transferring Hours

Transfer Hours is used by VLTP Administrators to transfer donated hours from an Agency leave bank to an approved VLBP recipient.

1. Select ***Transfer Hours*** from the VLBP Management menu. The Previous Transfers page is displayed.

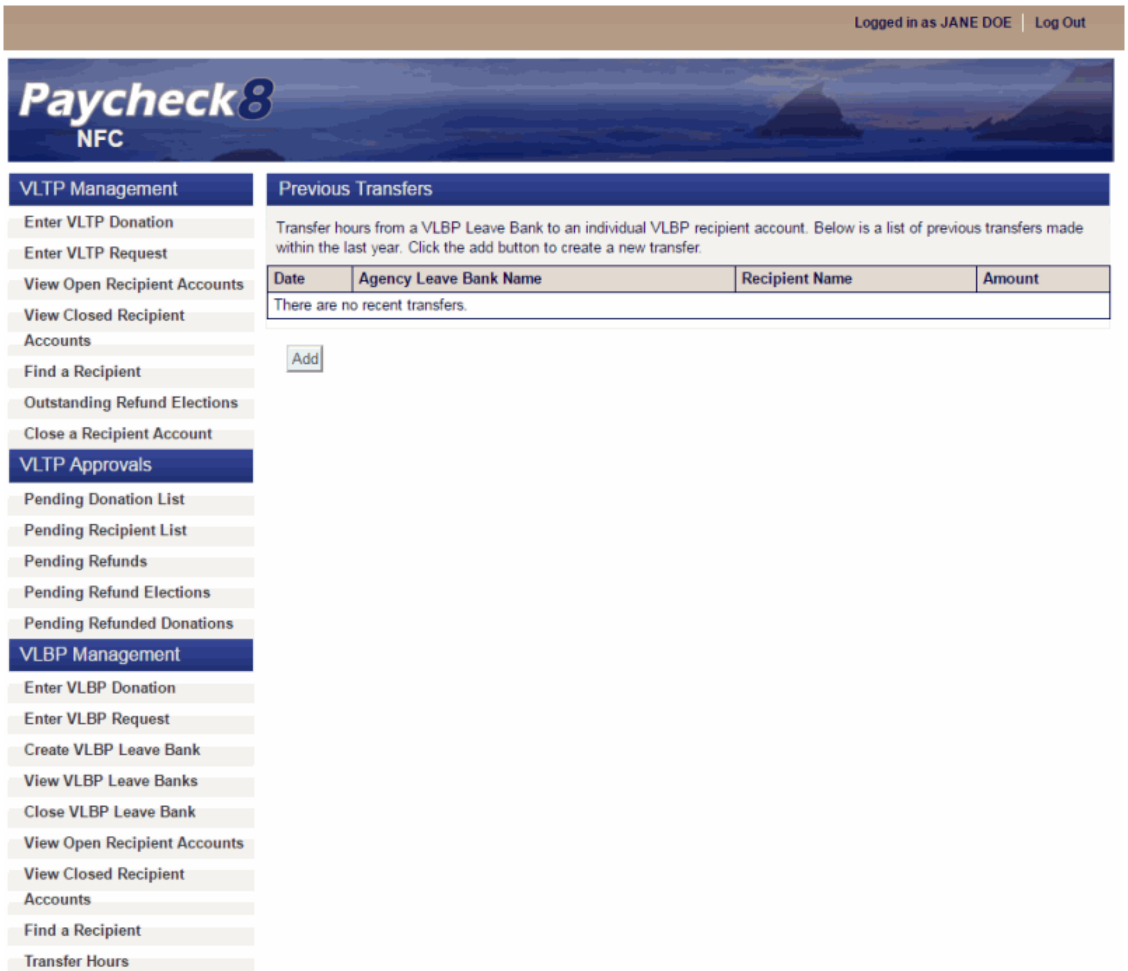


Figure 271: Previous Transfers Page

2. Click **Add** to transfer hours from a leave bank to a recipient account. The Transfer Hours page is displayed.

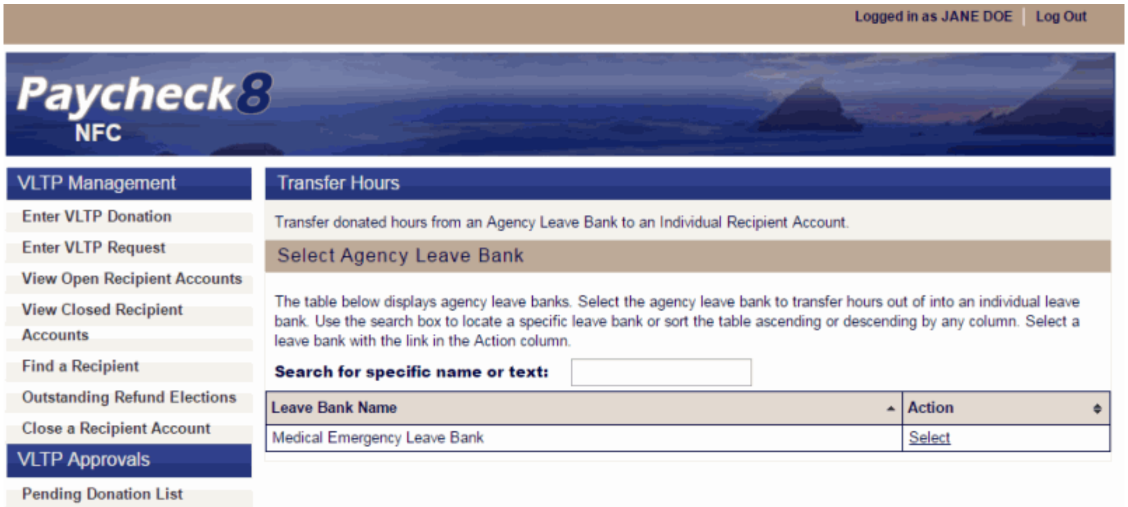


Figure 272: Transfer Hours Page

3. Click **Select** next to the applicable leave bank. The selected leave bank name and hour balance is displayed, along with a list of approved leave bank recipients.

Note: To search for a specific leave bank, use the search box or sort any column in ascending or descending order.

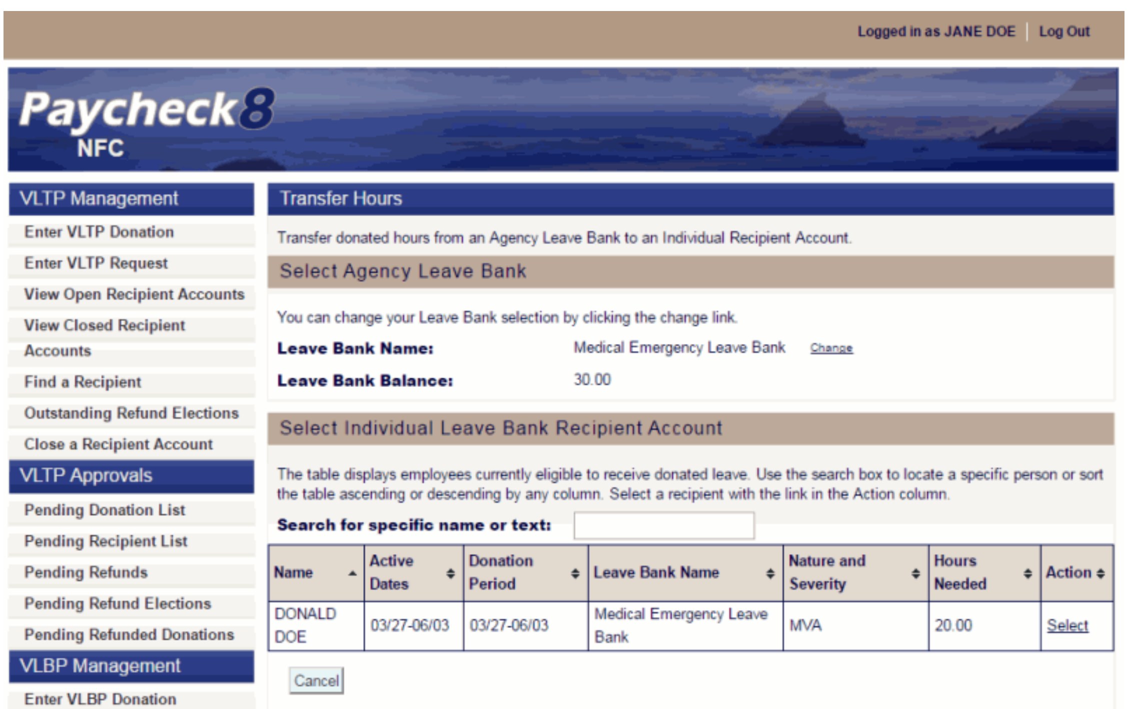


Figure 273: Transfer Hours Page - Leave Bank Recipient

4. Click **Select** next to the employee to receive the donated hours. The Transfer Information section is displayed.

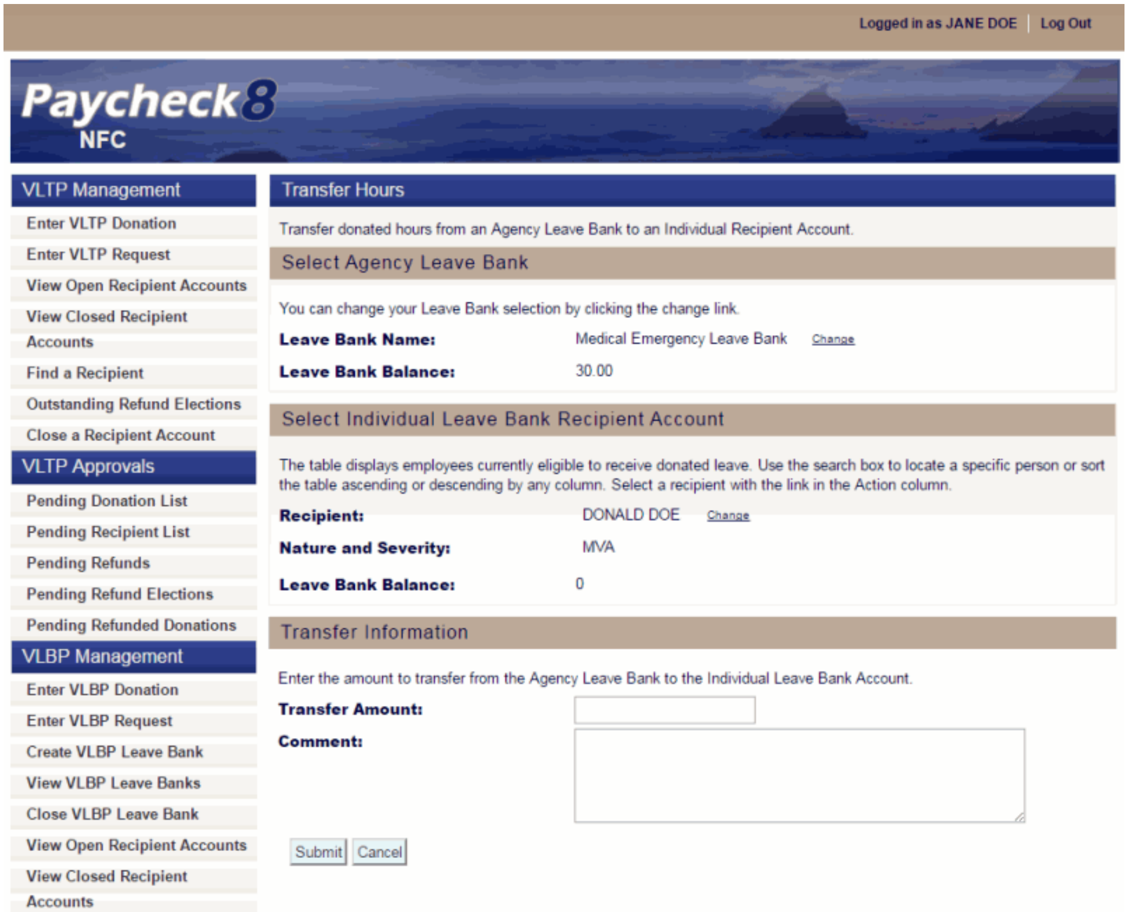


Figure 274: Transfer Hours Page - Transfer Information

5. Complete the transfer information fields as follows:

Field	Instruction
Transfer Amount	Enter the number of hours to transfer.
Comment	*Optional* Enter a comment.

6. Click **Submit**. The Previous Transfer page is displayed showing the transfer.

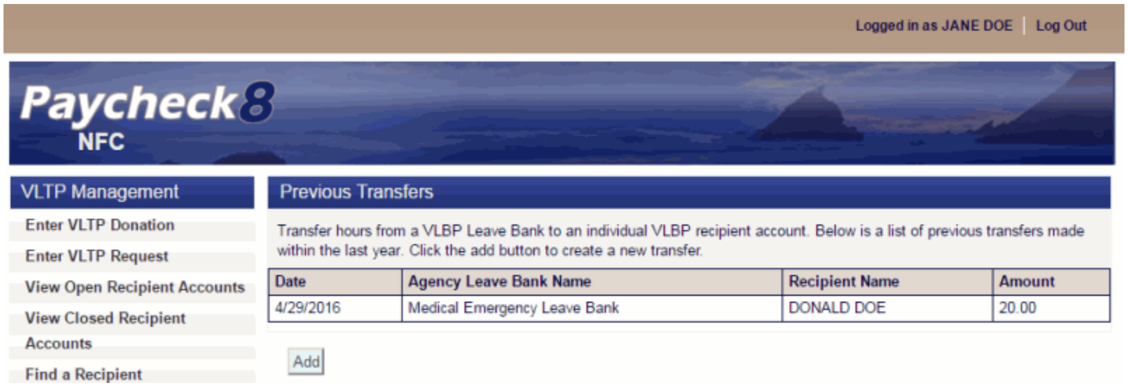


Figure 275: Previous Transfers Page - Showing Transfer

Closing Leave Recipient Accounts

Close a Recipient Account is used by VLTP Administrators to close a VLTP or VLBP recipient account. An account cannot be closed until at least 30 days after the event end date.

To Close a Recipient Account:

1. Select ***Close a Recipient Account*** from the applicable management menu. The applicable select a recipient account to close page is displayed.

Figure 276: Select a VLTP Recipient Account to Close Page

2. Click **Select** next to the account to close. The applicable close recipient account page is displayed.

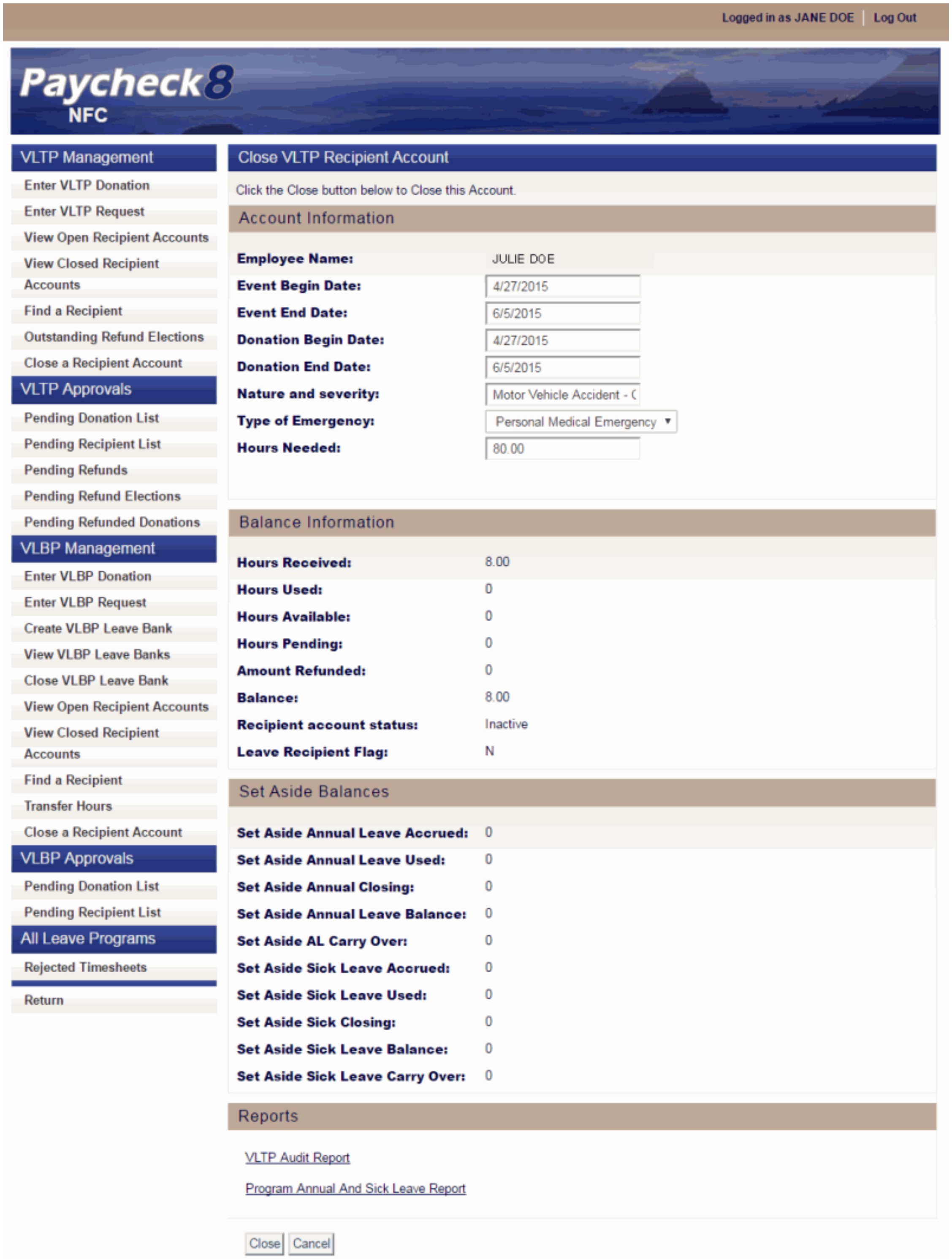


Figure 277: Close VLTP Recipient Account Page

3. Click **Close**. The applicable close recipient account confirmation page is displayed.

Figure 278: Close VLTP Recipient Account Confirmation Page

4. Click **Confirm**. If closing a VLTP recipient account and there are hours to be refunded, the Pending Refunds page is displayed.

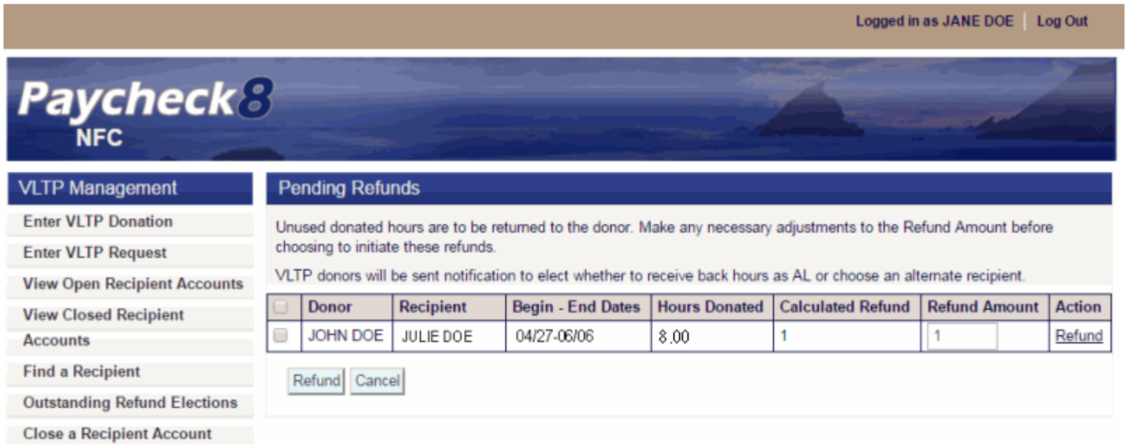


Figure 279: Pending Refunds Page

5. Click **Refund** to return the unneeded donated leave to the donor.

   The returned donation will display as a donation refund pending election decision on the employee's Name a New Donation page where the refunded hours can be donated to another employee or be added back to the employee's annual or restored leave balance based on the selection made.

Managing VLTP Leave Donation Refunds

In the event a VLTP leave event ends with donated hours still available, refunds must be made. VLTP Administrators can refund the hours to the employee when closing the account or from the Pending Refunds page.

To Refund Donated VLTP Hours:

1. Select ***Pending Refunds*** from the VLTP Approvals menu. The Pending Refunds page is displayed.

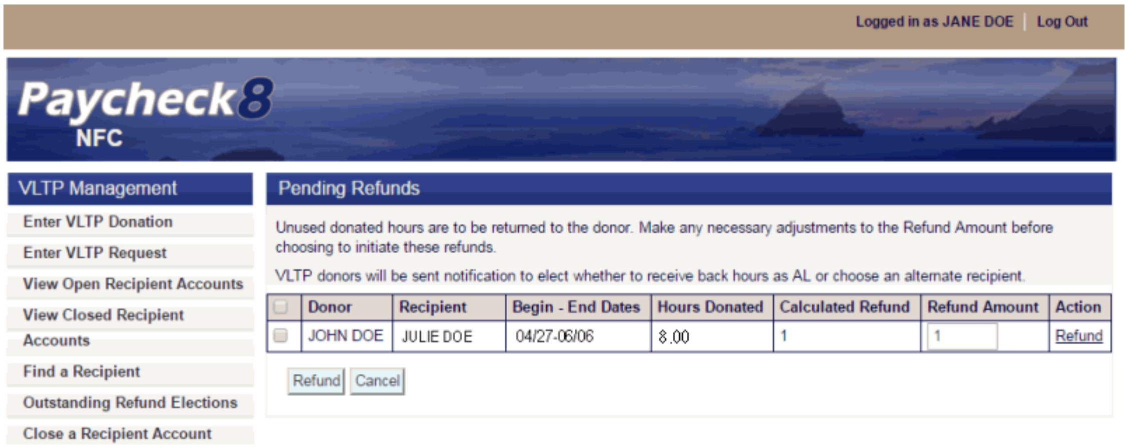


Figure 280: Pending Refunds Page

2. Click **Refund** to return the unneeded donated leave to the donor.

Note: Administrators are allowed to reduce the refunded hour amount in the Refund Amount field, if necessary adjustments are required, prior to refunding the hours.

The returned donation will display as a donation refund pending election decision on the employee's Name a New Donation page where the refunded hours can be donated to another employee or be added back to the employee's annual or restored leave balance based on the selection made.

To View Pending VLTP Refunded Donations:

1. Select ***Pending Refunded Donations*** from the VLTP Approvals menu. The Pending Redonated Donations page is displayed and contains a list of refunded leave donations that employees selected to donate to another approved VLTP recipient.

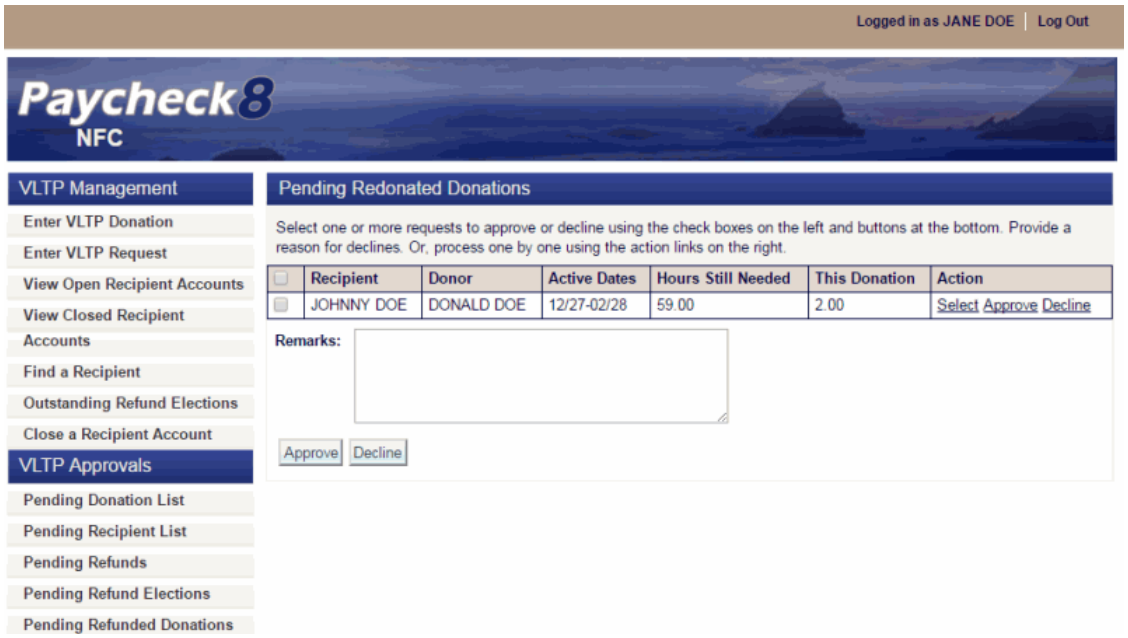


Figure 281: Pending Redonated Donations Page

2. Click **Select** to view a summary of the original donation and refunded donation elections.

Note: Donation may be approved or declined without viewing the details by making the appropriate selection in the Action field.

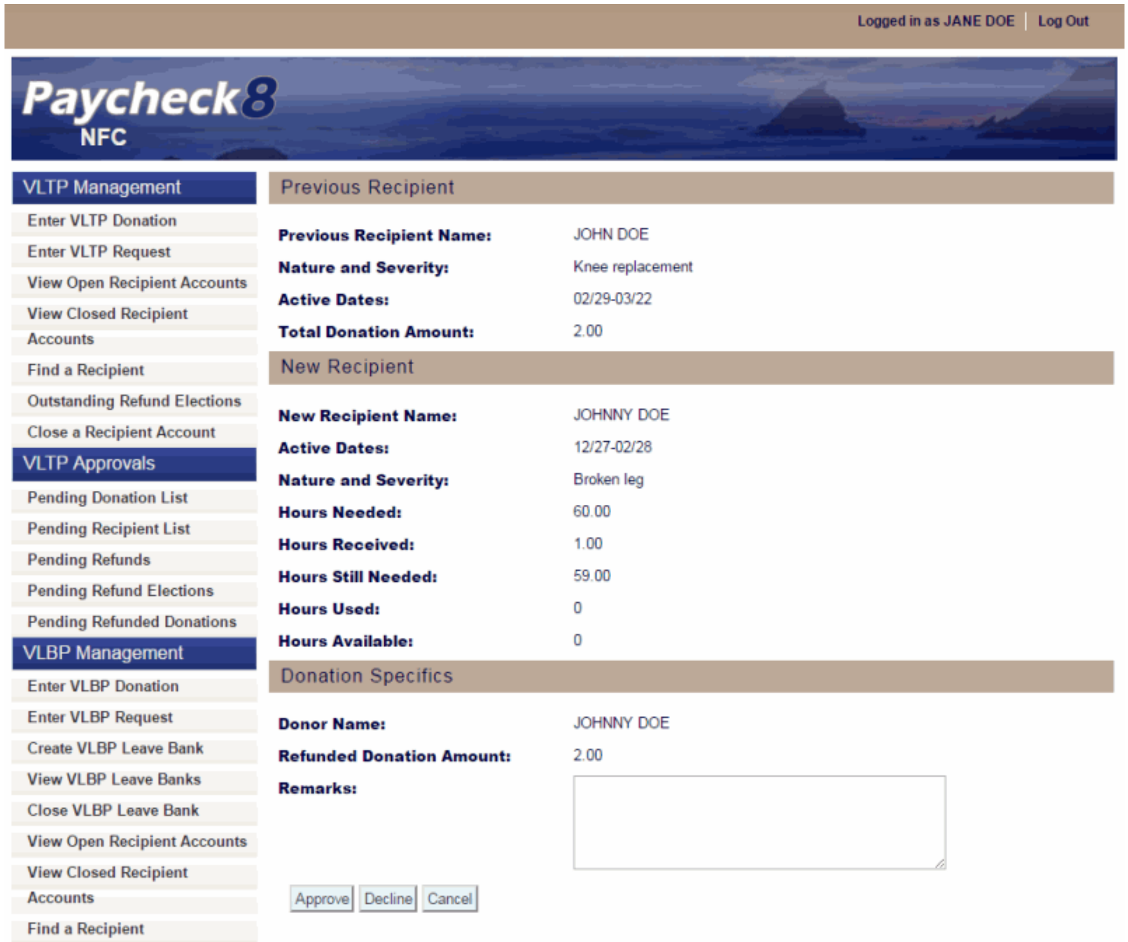


Figure 282: Refunded Donation Summary Page

3. Click **Approve** to approve the leave donation.

OR

Click **Decline** to decline the leave donation.

Note: Remarks are required if declining the donation.

To View Pending Refund Elections

1. Select ***Pending Refund Elections*** to view a list of employees who have elected to add donation refunds back to their current annual leave or restored annual leave.

Figure 283: Pending Refund Elections Page

2. Click **Completed**. The refund election is removed from the list

Outstanding VLTP Refund Elections

Outstanding Refund Elections is used by VLTP Administrators to view outstanding donor VLTP refund elections that the donor has not made a refund election. Employees must make a refund election in order to receive their refund. Once the refund election is made, the record will be removed from the list. This is for information only.

To view this list, select ***Outstanding Refund Elections*** from the VLTP Management menu. The Outstanding Refund Elections page is displayed. Results may be filtered by using the Days Past drop-down list.

Note: This table is for informational purposes only. An Administrator must input the applicable number of hours into PPS via TINQ according to the employee's election. Once this has been done, the administrator may remove the refund details from the Pending Refund Elections page. This will remove the refunded donation from this list.

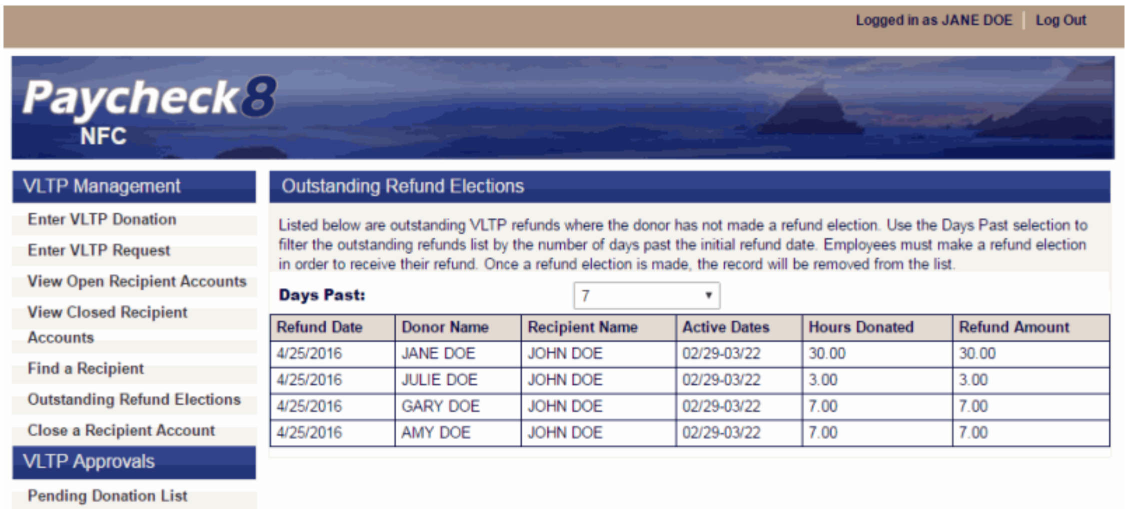


Figure 284: Outstanding Refund Elections Page

Viewing Rejected T&As

The All Leave Programs menu contains the ***Rejected Timesheets*** menu option that displays T&As that were rejected along with the reason for the rejection. Most rejections are caused by revised T&As attempting to allocate hours already being used on another T&A, which has been submitted and is processing at the same time. The hours are no longer available because they have been used on another T&A that processed first. Rejected T&As should either be corrected and resubmitted or deleted to clear from this list.

Account Management

The Agency Accounting Administrator is responsible for adding valid accounting codes to Paycheck8 and assigning accounting codes to employees. This role is also able to edit end dates for existing accounting codes.

This section includes the following topics:

Finding Accounting Codes

Find Account allows Agency Accounting Administrators to add accounting codes to Paycheck8, as well as edit the end date of existing accounting codes.

To Add an Accounting Code to Paycheck8:

1. Select ***Account Management*** from the Administration menu on the Paycheck8 main menu page. The Account Management page is displayed.

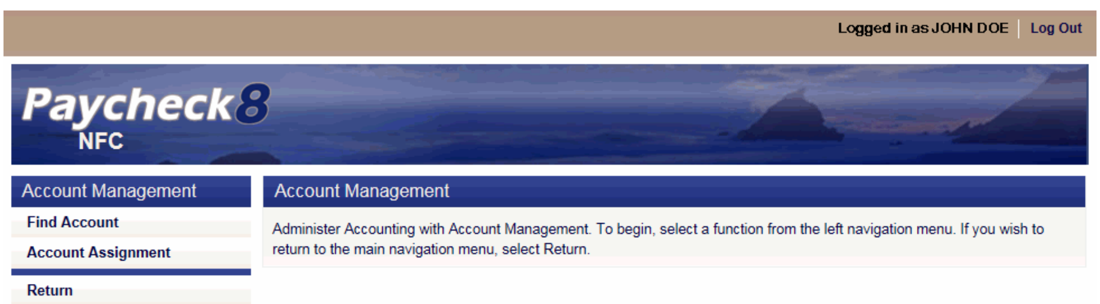


Figure 285: Account Management Page

2. Select ***Find Account***. The Find Account page is displayed.

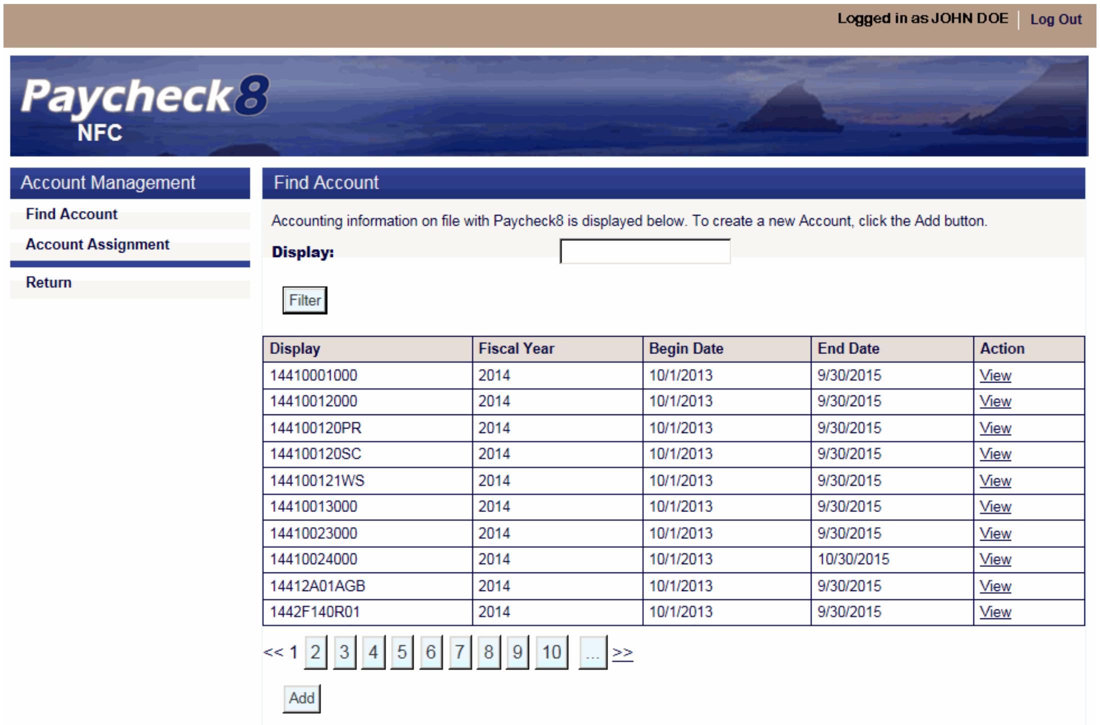


Figure 286: Find Account Page

3. Click **Add**. The Account Information page is displayed.

Note: The accounting code cannot be over 27 characters, including the appropriation code and account number fields.

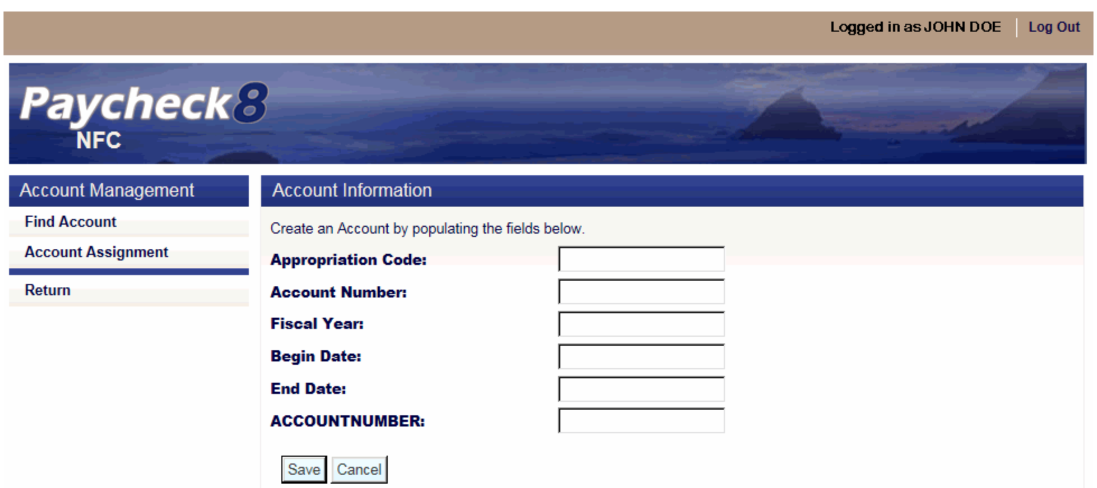


Figure 287: Account Information Page

4. Complete fields as follows:

Field	Instruction
Appropriation Code	*Optional* Enter the appropriation code.
Account Number	Enter the account number.
Fiscal Year	Enter the four-digit fiscal year.
Begin Date	Select or enter the beginning effective date.
End Date	Select or enter the ending date.
ACCOUNTNUMBER	Enter the account number.

5. Click **Save**. The Find Account page is displayed with accounting added.

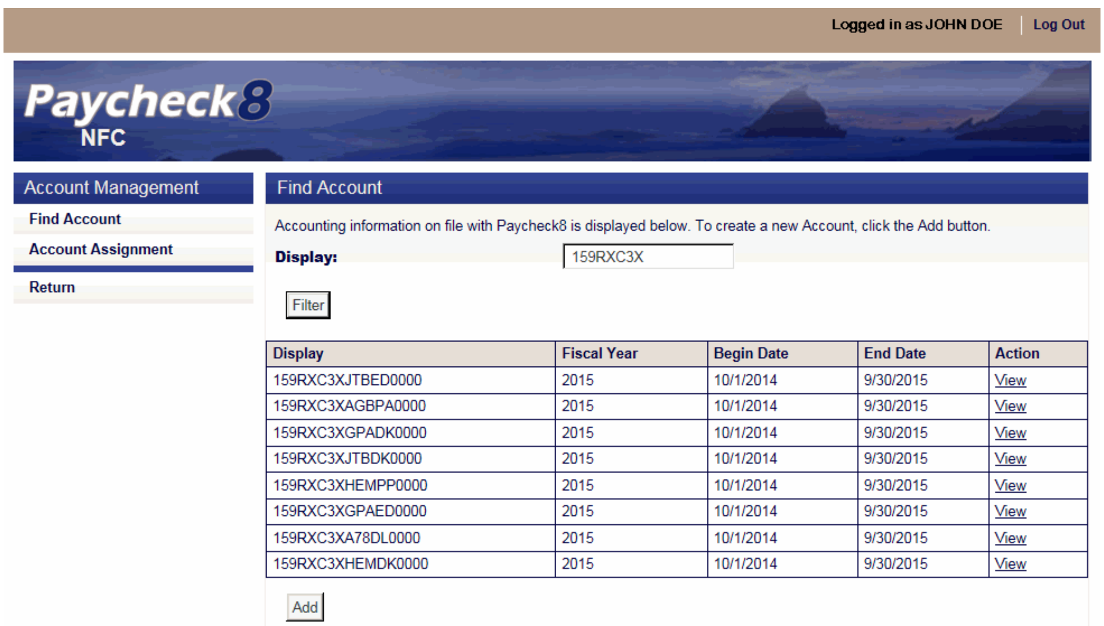


Figure 288: Find Account Page

To Edit an End Date for an Accounting Code in Paycheck8:

1. Select ***Account Management*** from the Administration menu on the Paycheck8 main menu page. The Account Management page is displayed.

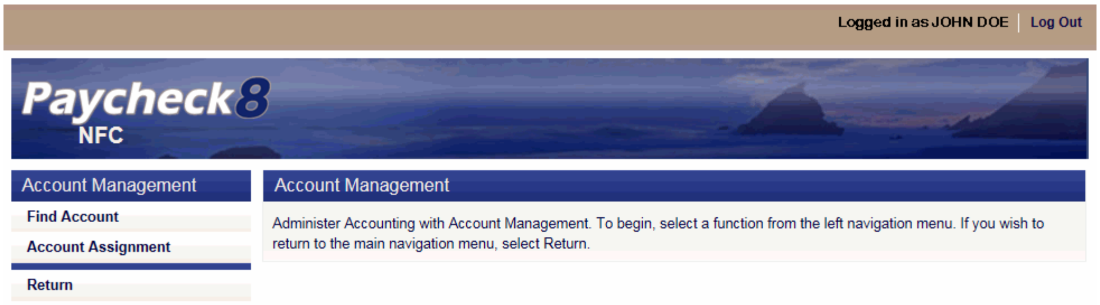


Figure 289: Account Management Page

2. Select ***Find Account***. The Find Account page is displayed.

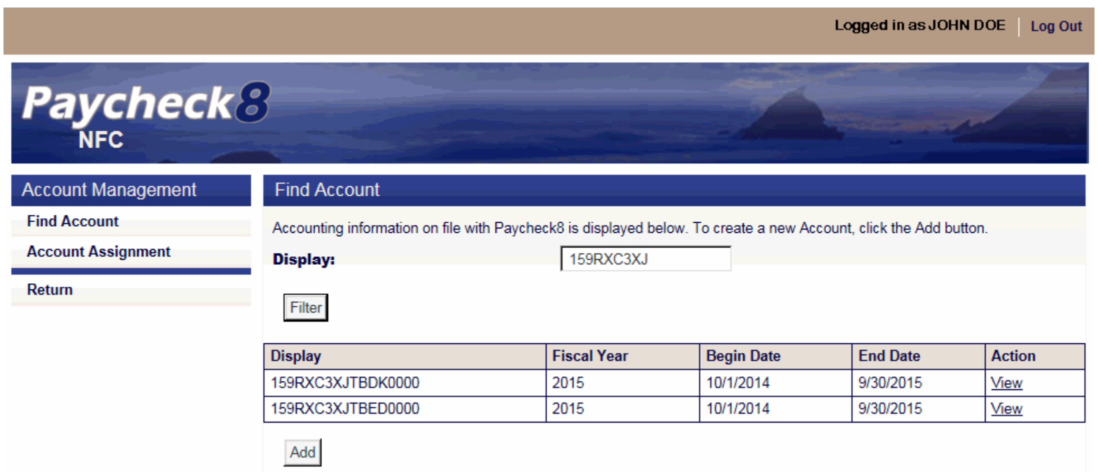


Figure 290: Find Account Page

3. Enter the accounting code to edit in the Display field.

4. Click **Filter**. The accounting codes are displayed.

5. Click **View**. The Edit Account page is displayed.

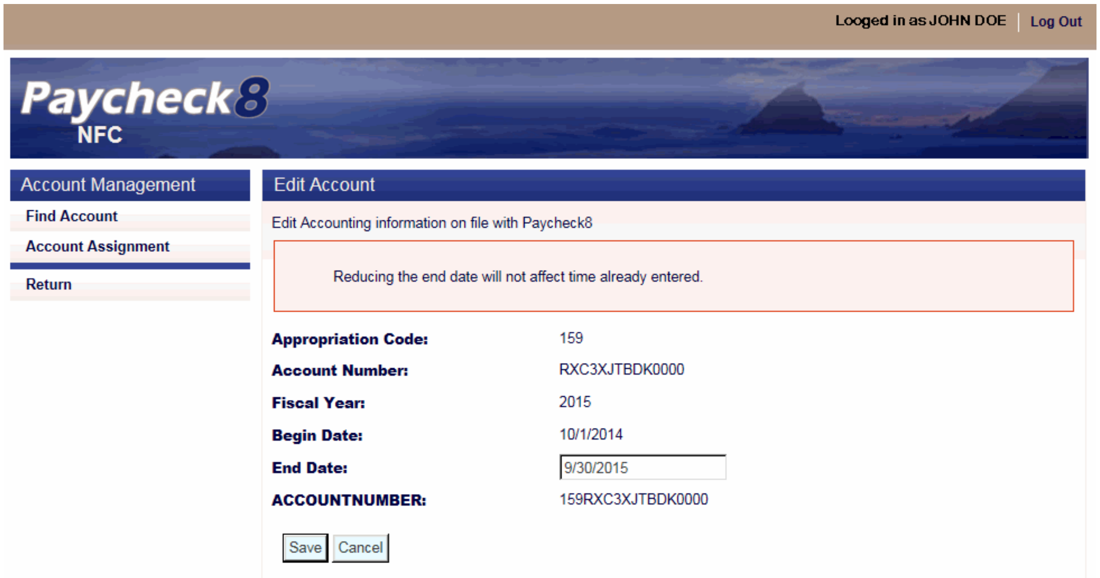


Figure 291: Edit Account Page - Original Date

6. Enter the new date in the End Date field.

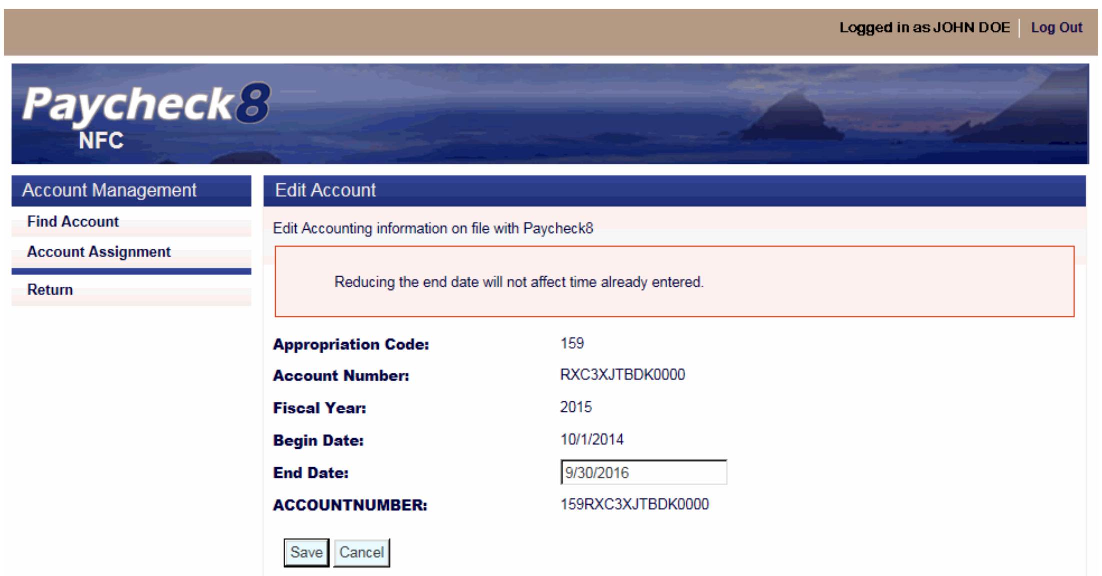


Figure 292: Edit Account Page - Revised Date

7. Click **Save**. The Find Account page is displayed with the new end date.

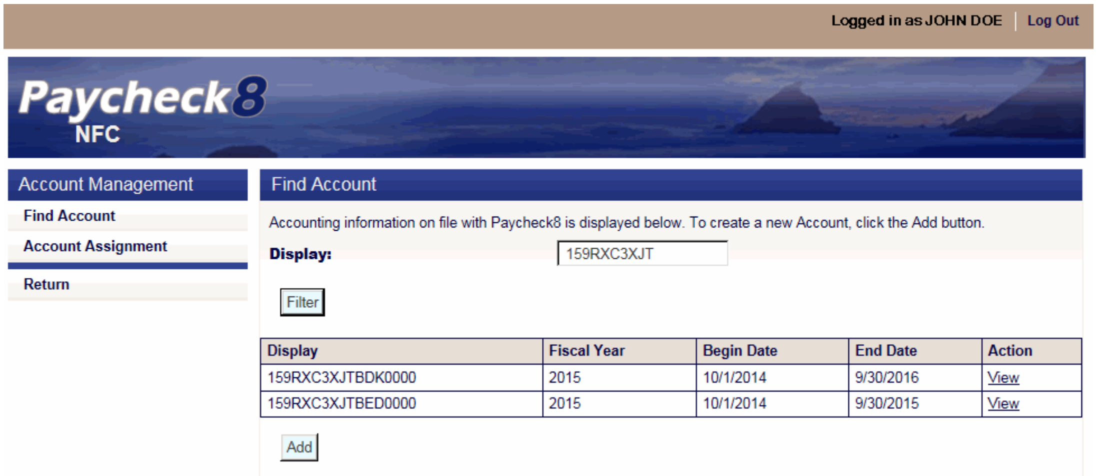


Figure 293: Edit Account Page - Updated

Assigning Accounting Codes

Account Assignment allows Agency Accounting Administrators to find and assign accounts to employees.

To Add Accounting to Employee:

1. Select ***Account Assignment*** from the Account Management Menu to assign accounting codes to an employee. The Account Access Management page is displayed.

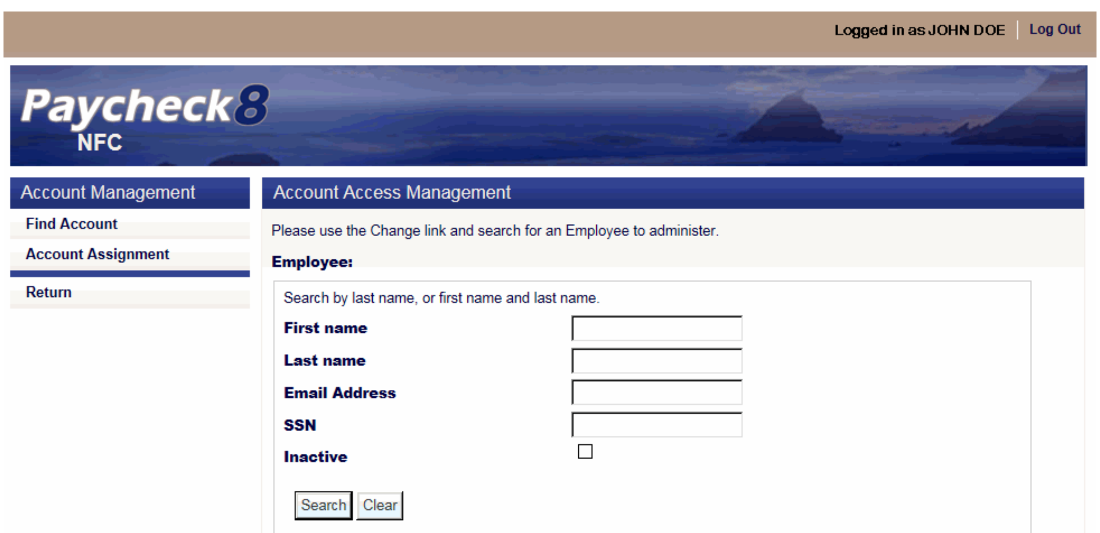


Figure 294: Account Access Management Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
First name	*Optional* Enter at least one letter of the employee's first name.
Last name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
SSN	Enter the employee's SSN.
Inactive	Check this box to include inactive employees in the search.

3. Click **Search**. The Account Access Management page is displayed with the search results.

Figure 295: Account Access Management Page - Search Results

4. Select the applicable employee. The Account Access Management page is displayed with the selected employee.

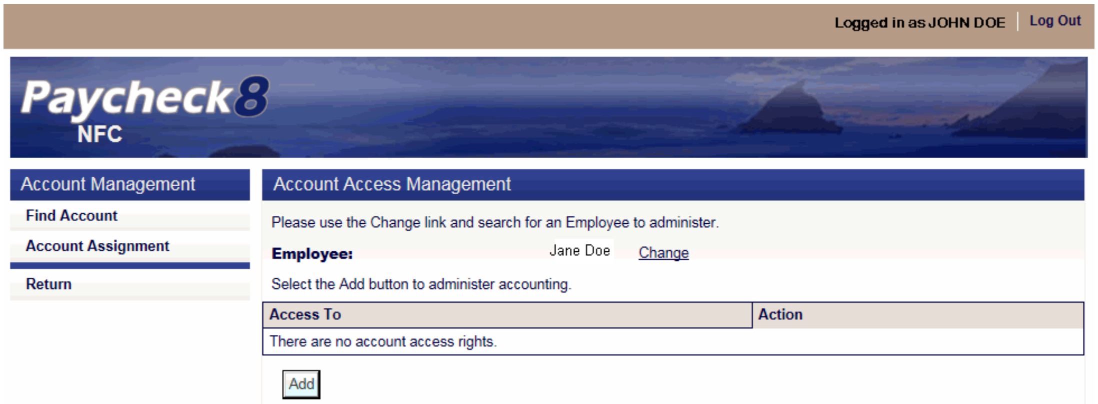


Figure 296: Account Access Management Page - Selected Employee

5. Click **Add**.The Edit Account Access page is displayed.

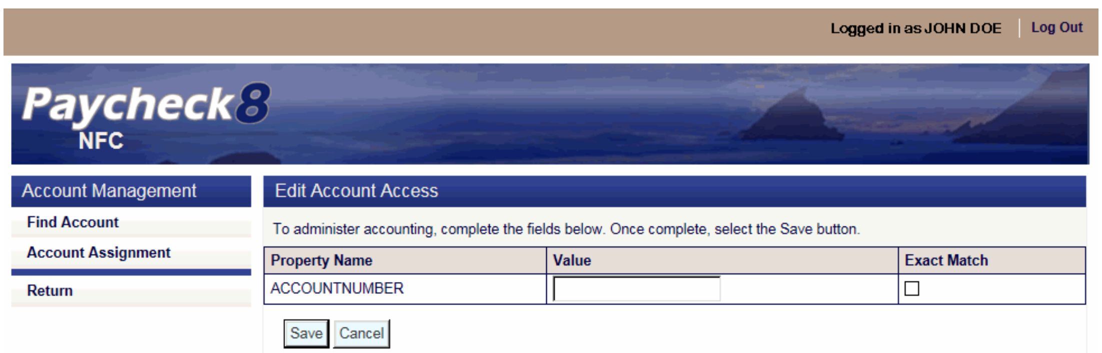


Figure 297: Edit Account Access Page

6. Enter the Accounting Code in the Value field. Check the Exact Match box, if applicable.

7. Click **Save**. The Account Access Management page is displayed with the new accounting code listed.

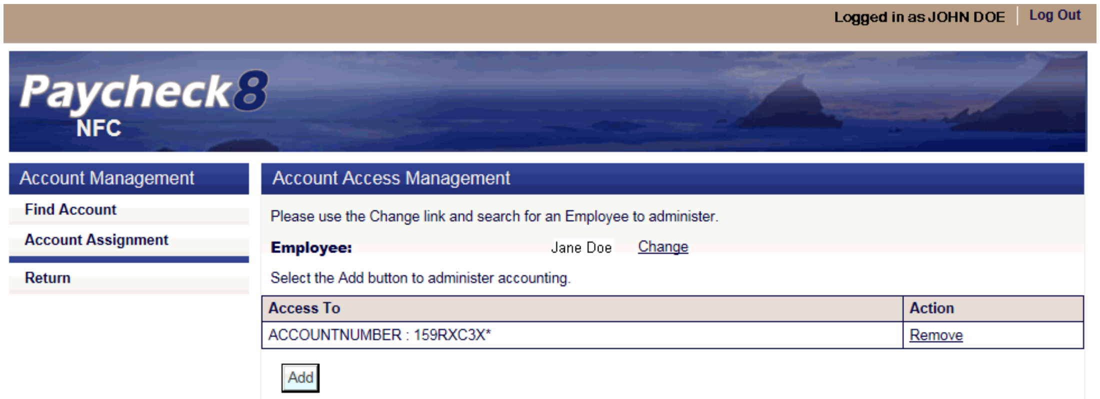


Figure 298: Account Access Management Page - Account Added

Agency ConnectHR Administration

My Paycheck8 Administration is used by Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to access all HR related functions and applications.

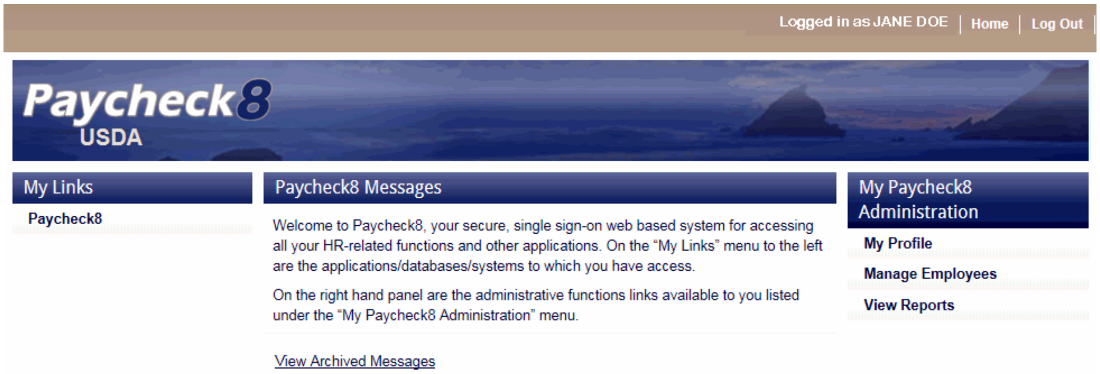


Figure 299: My Paycheck8 Administration Menu Page

Navigation menus are available above the banner, as well as to the left and right of the Paycheck8 Messages.

- The My Links menu displays applications/databases/systems to which the user has access.
- The My Paycheck8 Administration menu includes links to the administrative functions available to the user.
- The menu above the banner includes the employee's name, as well as links to the Home screen and Log Out.

This section includes the following topics:

My Profile

My Profile displays a Profile Administration menu for Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators. This feature allows access to change their password, security questions, and user name and to view their contact information.

To access the Profile Administration menu, select ***My Profile*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page.

For more information see:

View Profile

View Profile allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to view their profile. This data is view only and cannot be edited.

To View Profile:

1. Select ***My Profile*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Profile Administration menu is displayed.

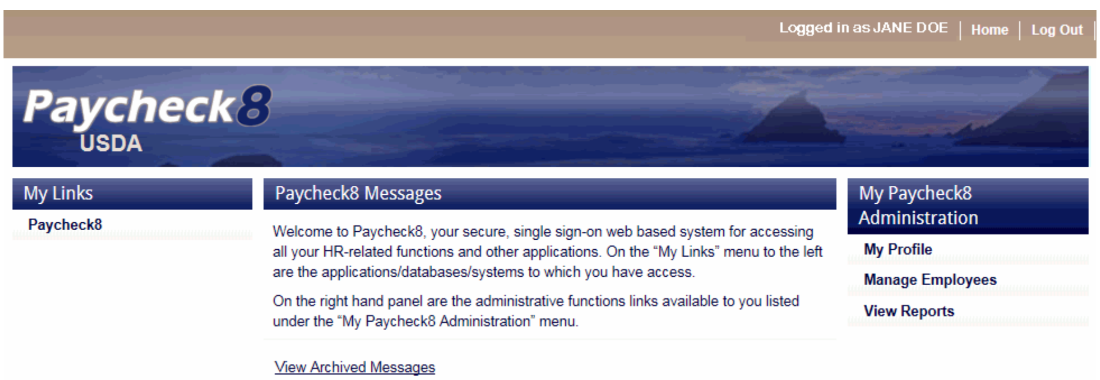


Figure 300: My Paycheck8 Administration Menu Page

2. Select ***View Profile*** from the Profile Administration menu. The Employee Data tab is displayed.

Figure 301: Employee Data Page

3. The following fields are displayed on the Employee Data tab:

Field	Description
SSN	Displays the user's SSN with only the last four digits revealed. Click **Show Full SSN** to see the complete SSN.
EmpowHRID	Not applicable.
First Name	Displays the user's first name.
Middle Name	Displays the user's middle name.
Last Name	Displays the user's last name.
Address	Displays the user's address.
Address (cont.)	Displays the user's second line address, if needed.
City	Displays the user's city of residence.
State	Displays the user's state of residence.
Zip Code	Displays the ZIP code of the users's residence.
Date of Birth	Displays the user's date of birth.

Field	Description
Organization Code	Displays the user's organizational structure.
Contractor	Displays if the user is a contract employee.

Change Password

Change Password allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to change their password.

To Change Password:

1. Select ***My Profile*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Profile Administration menu is displayed.

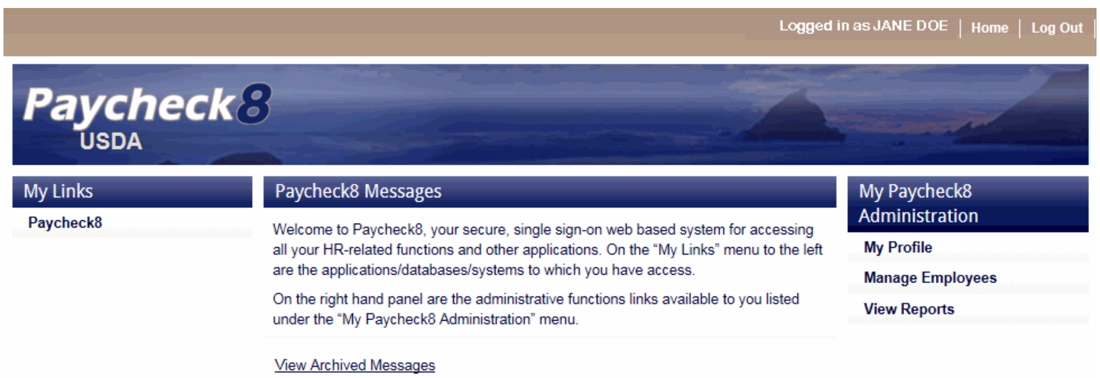


Figure 302: My Paycheck8 Administration Menu Page

2. Select ***Change Password*** from the Profile Administration menu. The Change Password page is displayed.

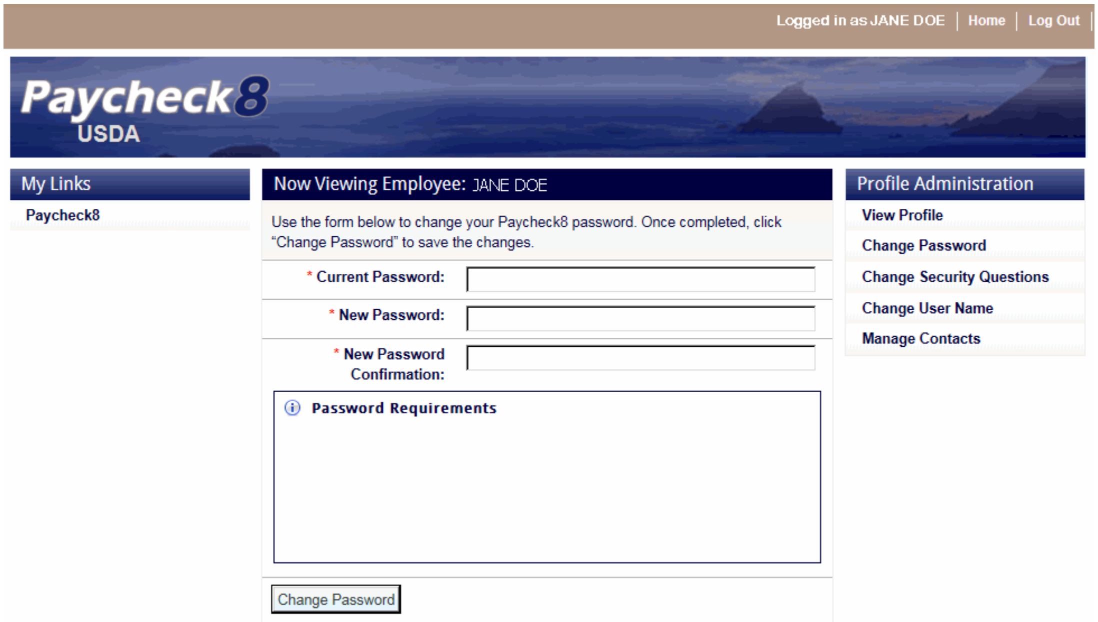


Figure 303: Change Password Page

3. Complete the fields as follows:

Field	Instruction
***Current Password**	*Required* Enter current password.
***New Password**	*Required* Enter new password following the password requirements shown.
***New Password Confirmation**	*Required* Reenter new password for confirmation.

4. Click **Change Password**. The *Password changed* confirmation message is displayed.

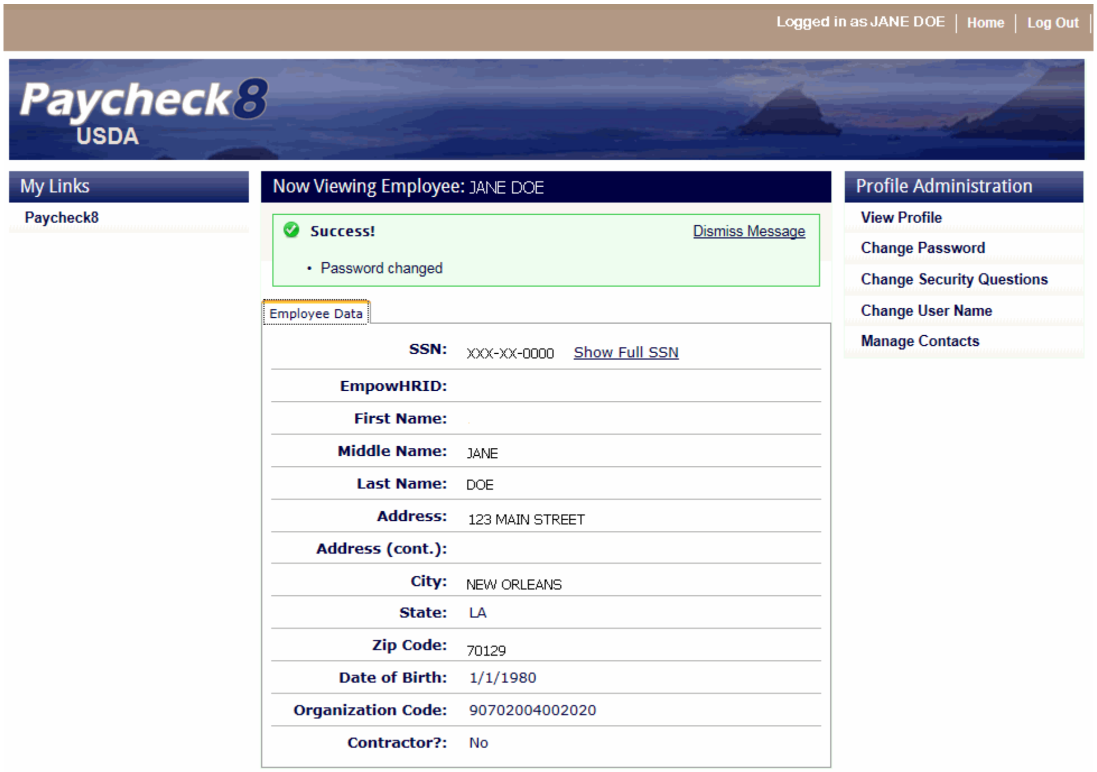


Figure 304: Password Changed Success Message

Change Security Questions

Change Security Questions allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to change their security questions and answers.

To Change Security Questions:

1. Select ***My Profile*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Profile Administration menu is displayed.

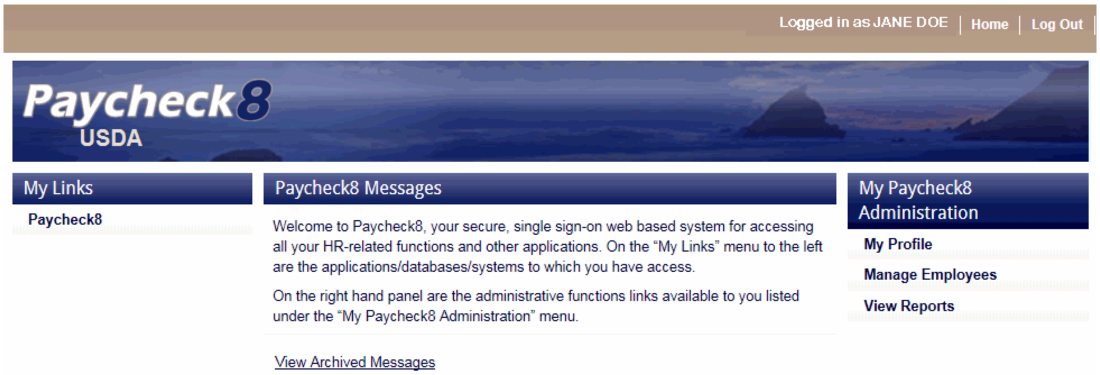


Figure 305: My Paycheck8 Administration Menu Page

2. Select ***Change Security Questions*** from the Profile Administration menu. The Change Security Questions page is displayed.

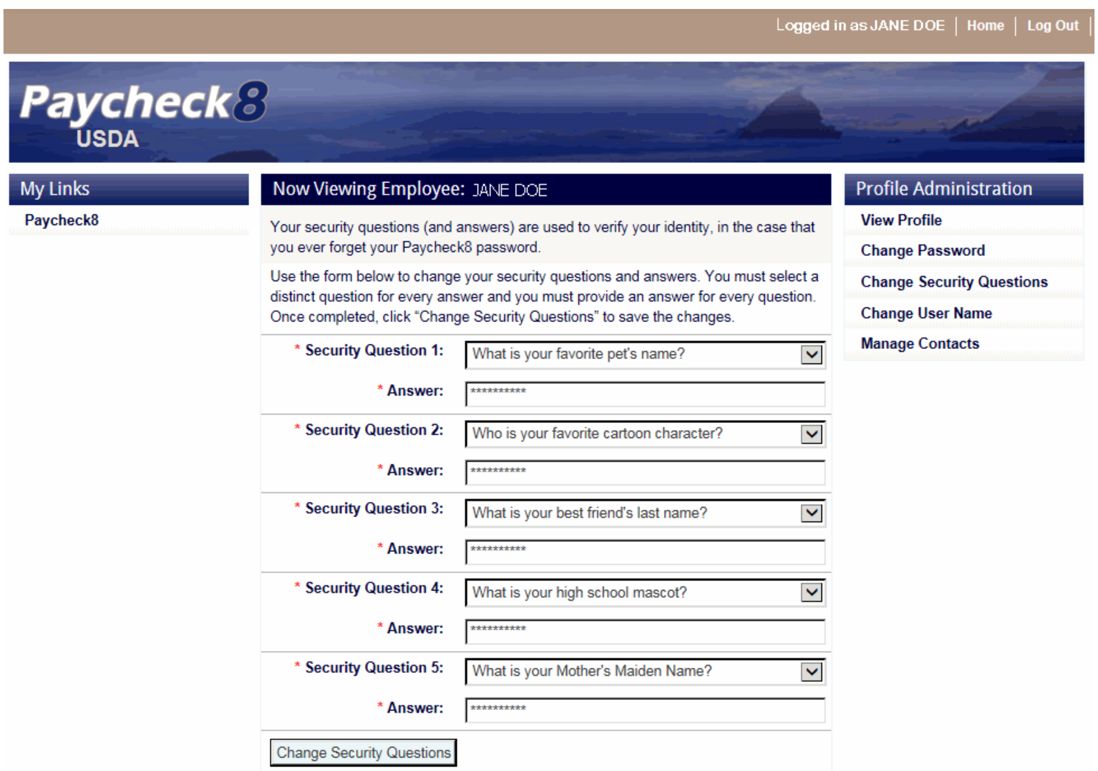


Figure 306: Change Security Questions Page

3. Complete the fields as follows:

Field	Instruction

Field	Instruction
***Security Questions 1-5**	*Required* Select a security question from the drop-down list.
***Answer**	*Required* Enter an answer to each security question selected.

4. Click **Change Security Questions**. The *Security Questions and Answers changed* success message is displayed.

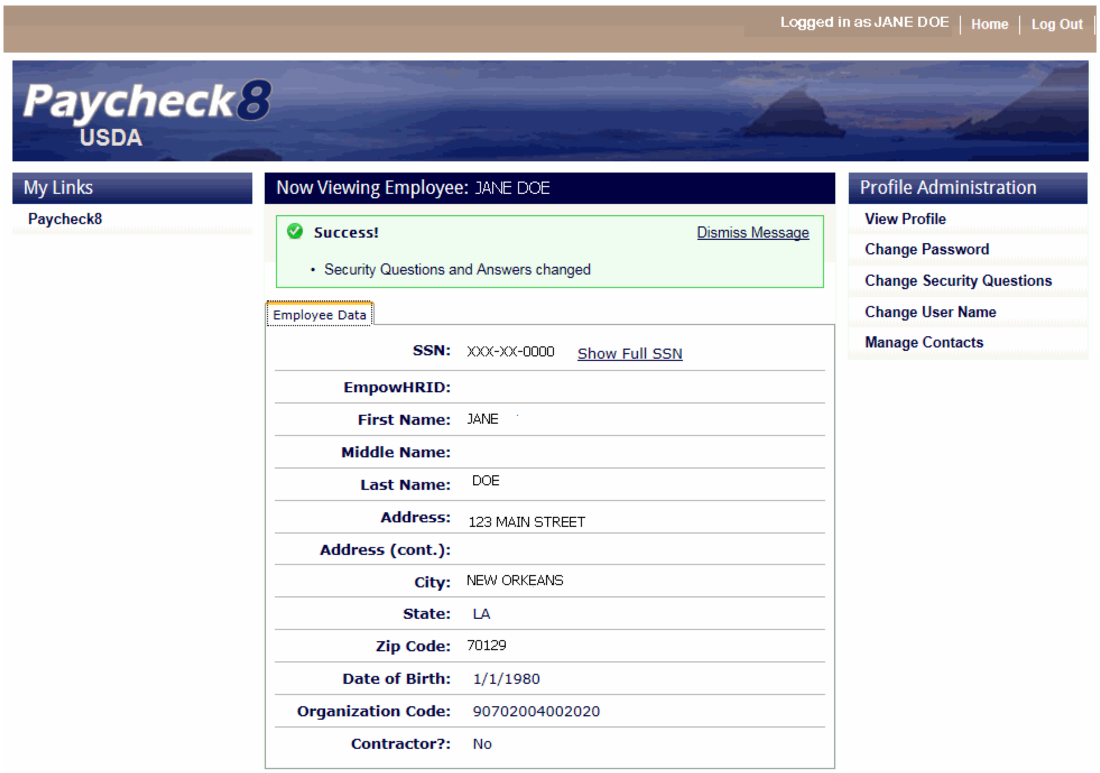


Figure 307: Security Questions and Answers Changed Success Message

Change User Name

Change User Name allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to change their user name.

To Change User Name:

1. Select ***My Profile*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Profile Administration menu is displayed.

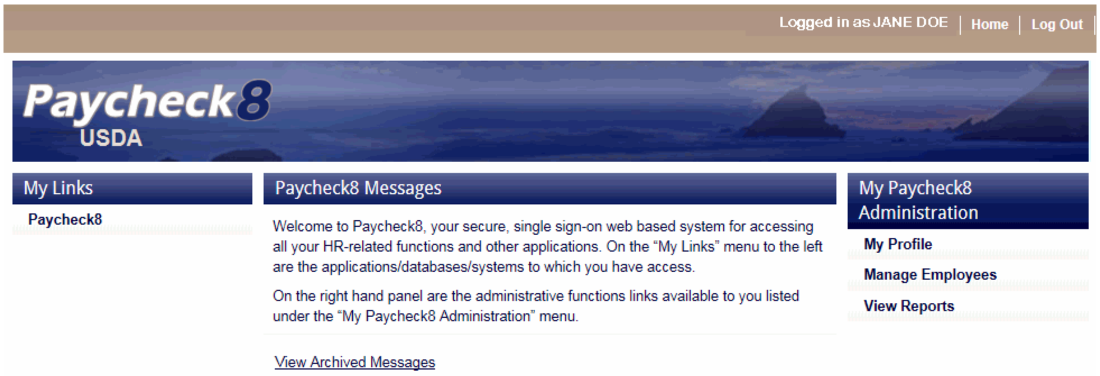


Figure 308: My Paycheck8 Administration Menu Page

2. Select ***Change User Name*** from the Profile Administration menu. The Change User Name page is displayed.

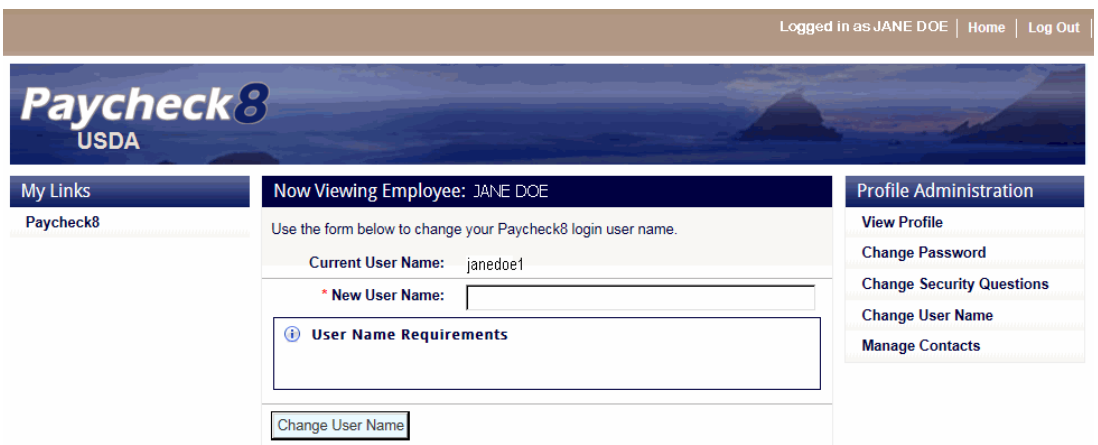


Figure 309: Change User Name Page

3. Complete the field as follows:

Field	Instruction
***New User Name**	*Required* Enter a new user name following the User Name Requirements shown.

4. Click **Change User Name**. The *User Name changed* success message is displayed.

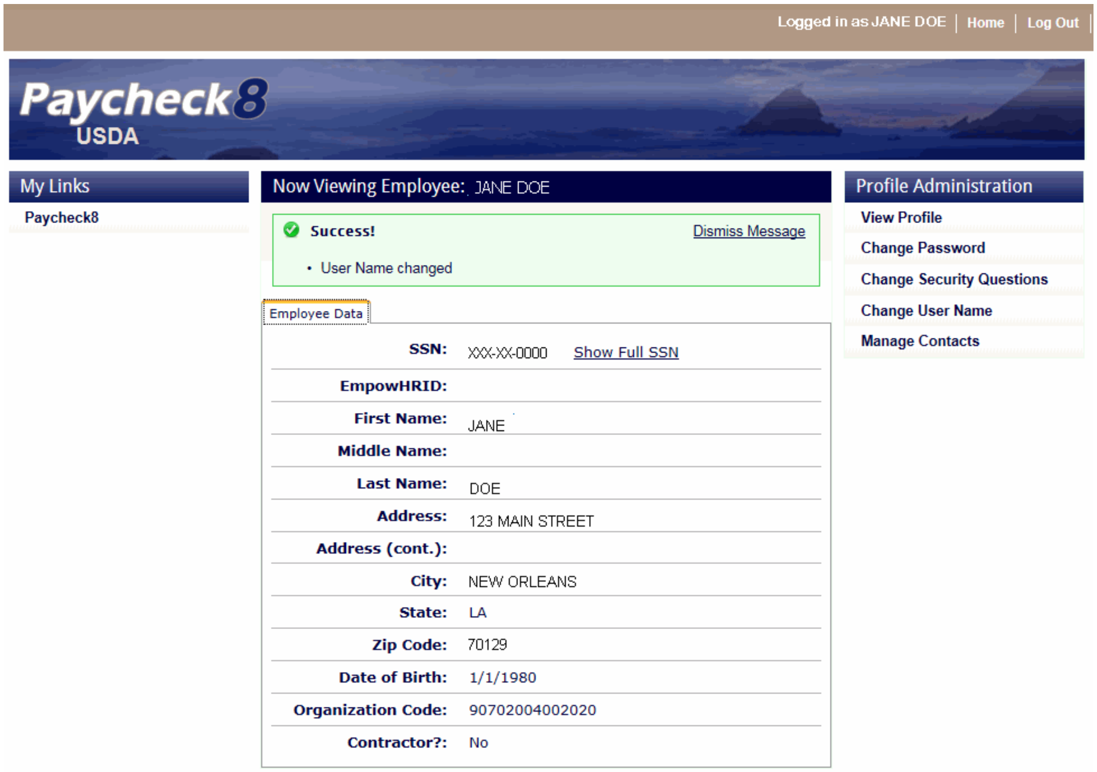


Figure 310: User Name Changed Success Message

Manage Contacts

Manage Contacts allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to view their contact information. Updates to contact information must be made by the Paycheck8 HR Administrator. For more information, see ***Employee Management*** (on page 185).

To View Contact Information:

1. Select ***My Profile*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Profile Administration menu is displayed.

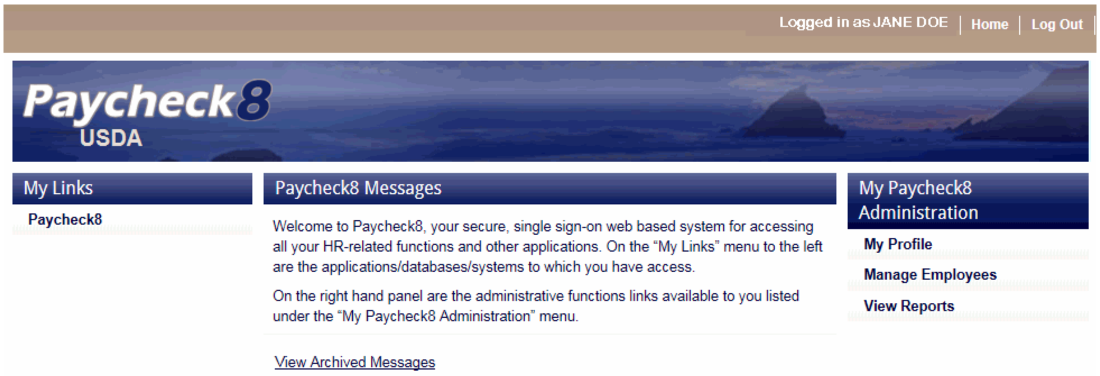


Figure 311: My Paycheck8 Administration Menu Page

2. Select ***Manage Contacts*** from the Profile Administration menu. The Email Addresses page is displayed.

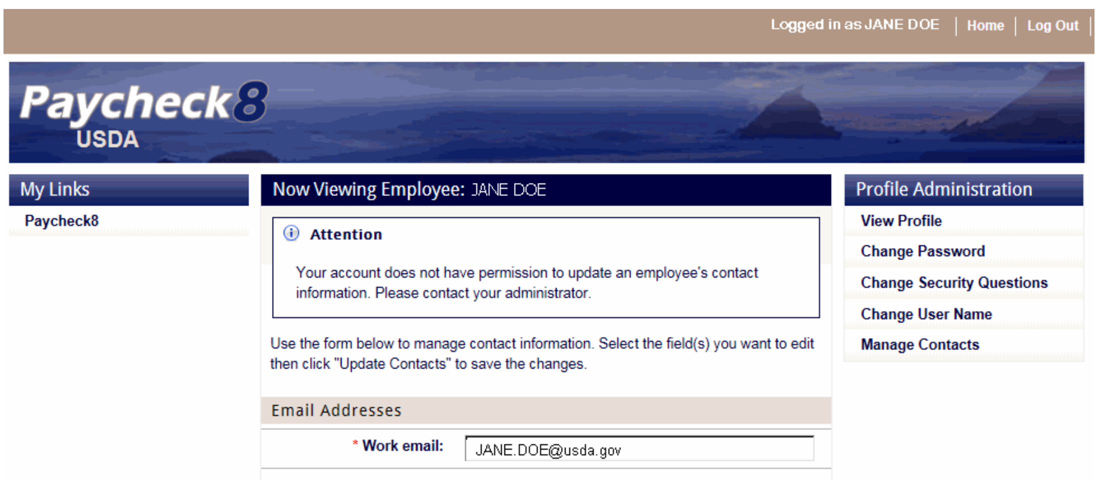


Figure 312: Manage Contacts Page

Managing Employees

Manage Employees is used by Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to access employee profiles for editing purposes. The Profile Administration menu displayed is dependant upon the Administrator's role. Both administrative roles are allowed to view an employee's profile and contacts and edit user roles. Agency ConnectHR Administrators can also reset an employee's password and security questions and change user account status. The employee's profile must be accessed before performing these functions.

For more information see:

Viewing Profiles

View Profile allows Agency ConnectHR Administrators and Agency Paycheck8 Role Administrators to view employee profile information. This is a view only function and data cannot be edited.

To View an Employee Profile:

1. Select ***Manage Employees*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

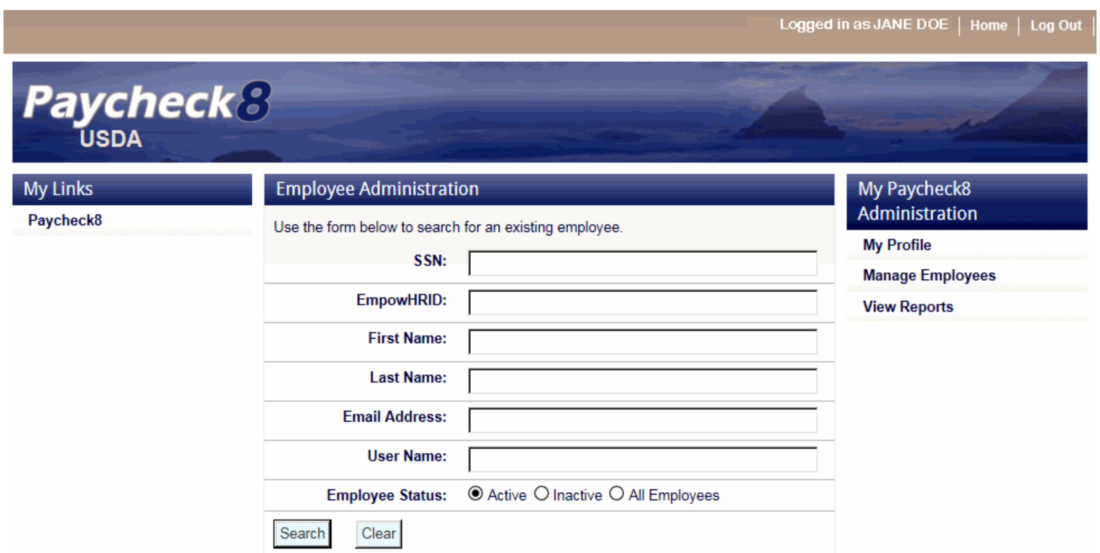


Figure 313: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.

Field	Instruction
EmpowHRID	Not applicable.
First Name	*Optional* Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

3. Click **Search**. The Employee Administration page is displayed with the search results.

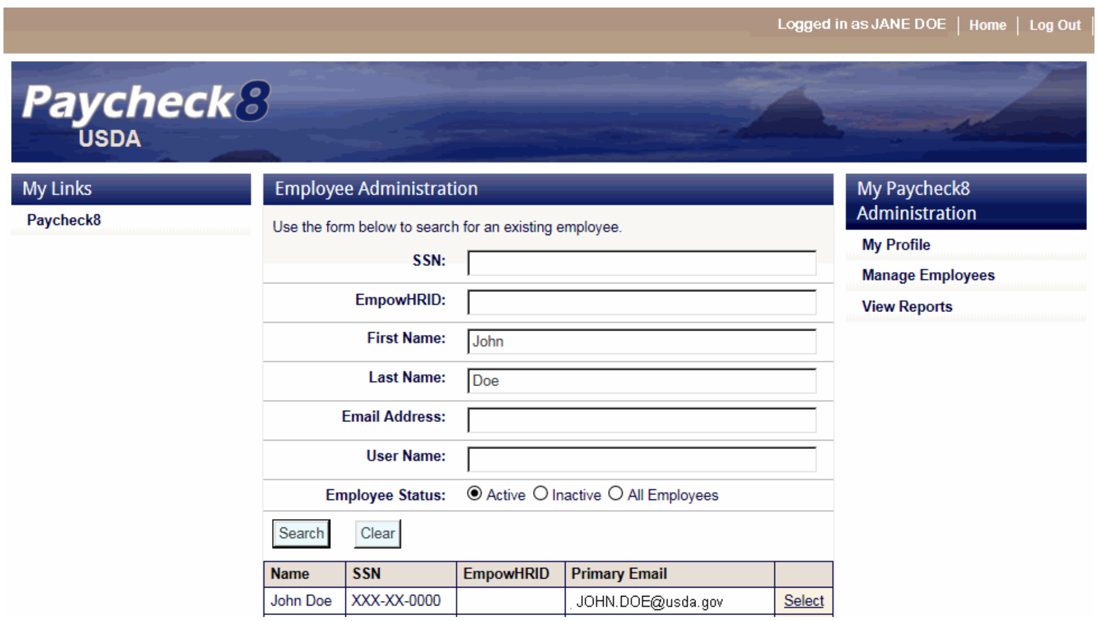


Figure 314: Employee Administration Page - Search Results

4. Click **Select** next to the employee to be retrieved. The Employee Data tab is displayed with the Profile Administration menu.

Note: Select ***Return to Employees*** from any Profile Administration page to return to the Employee Administration page.

Figure 315: Employee Data Tab

5. Select ***User Data*** to view the details of the user's authentication credentials and account status.

Figure 316: User Data Tab

6. Select ***Roles*** to view the roles assigned to this user.

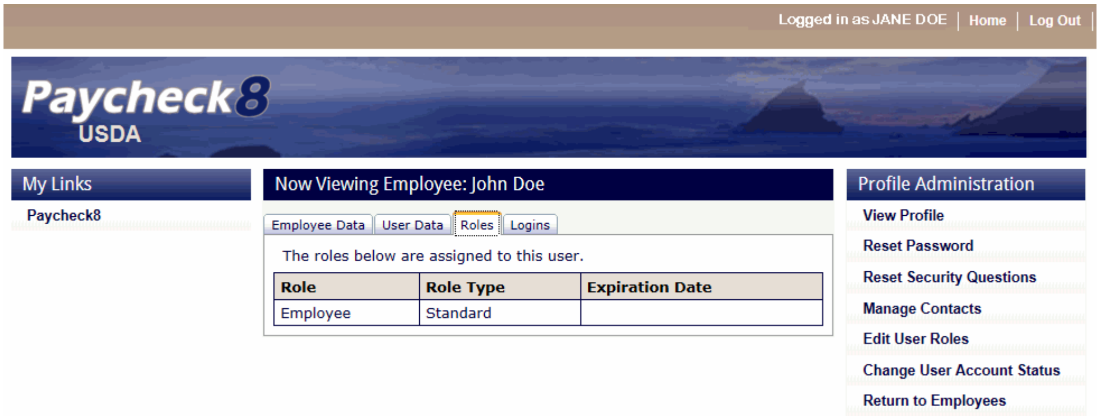


Figure 317: Roles Tab

7. Select ***Logins*** to view the last 50 logins for this user.

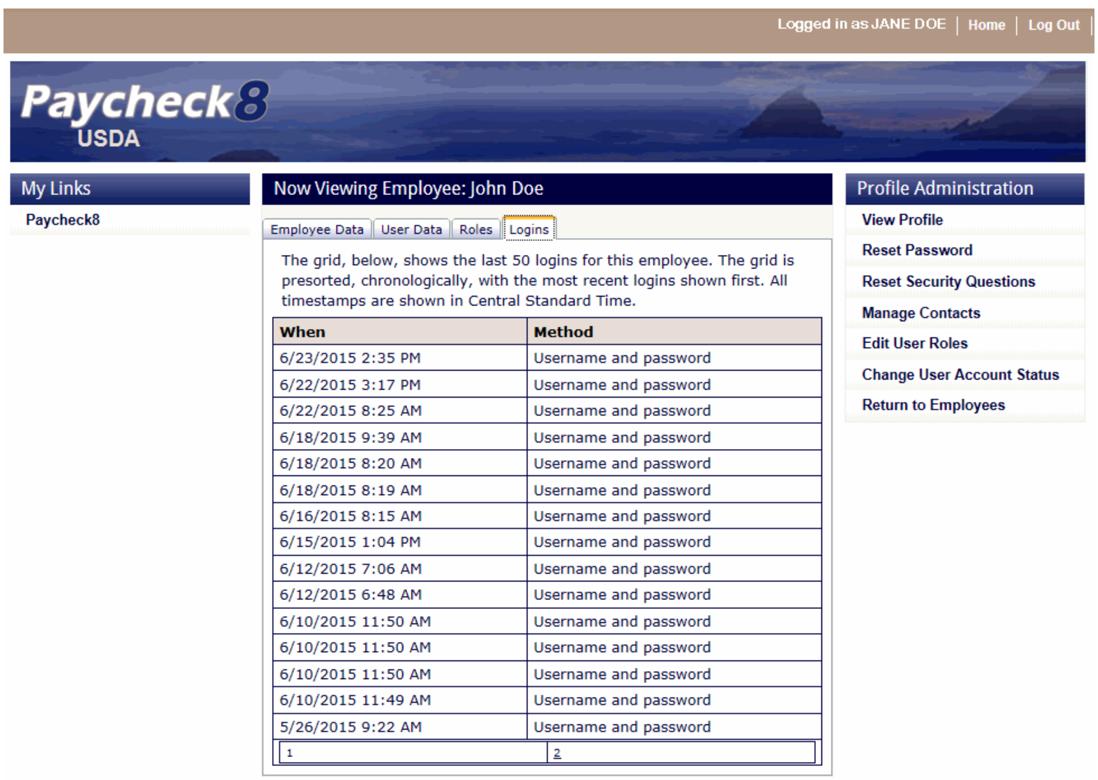


Figure 318: Logins Tab

Resetting Passwords

Reset Password allows Agency ConnectHR Administrators to reset employee passwords.

To Reset Employee Passwords:

1. Select ***Manage Employees*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

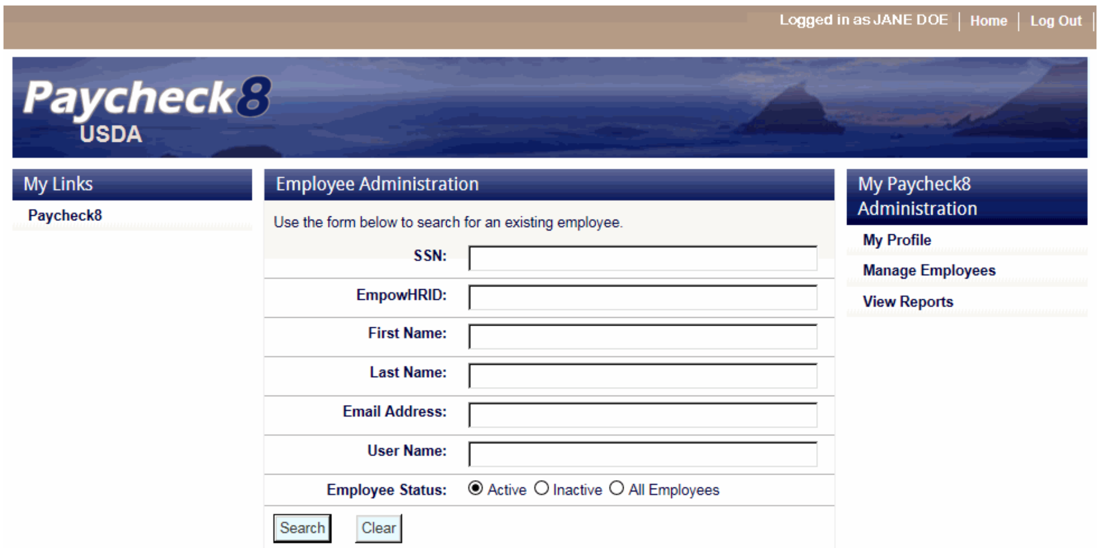


Figure 319: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	*Optional* Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

3. Click **Search**. The Employee Administration page is displayed with the search results.

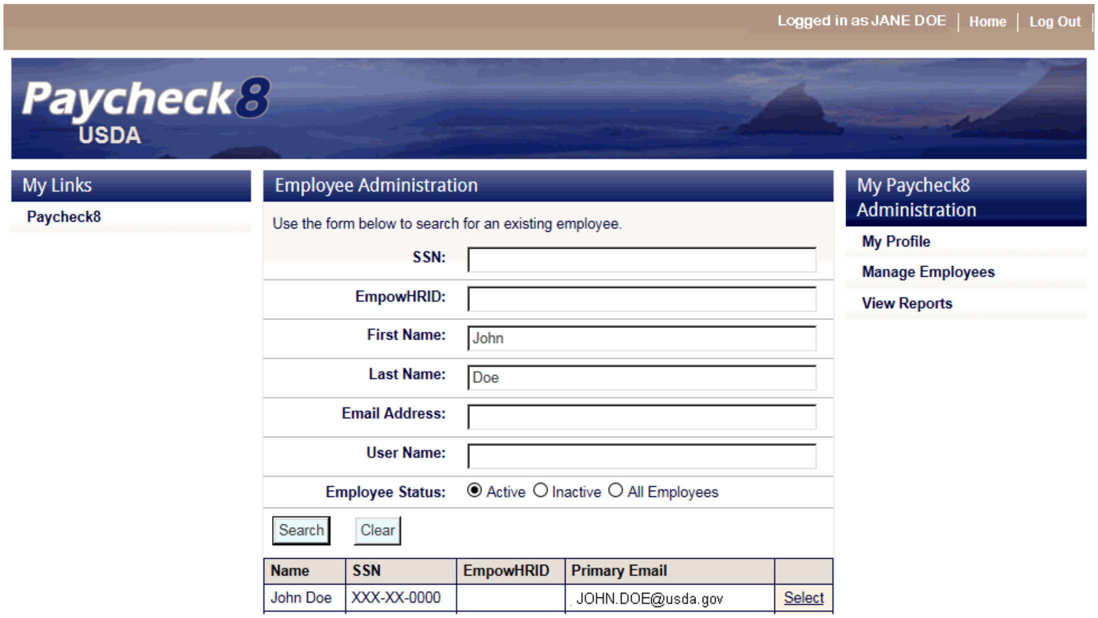


Figure 320: Employee Administration Page - Search Results

4. Click **Select** next to the employee to be edited. The Employee Data tab is displayed with the Profile Administration menu.

Figure 321: Employee Data Tab

5. Select ***Reset Password*** from the Profile Administration menu. The Reset Password option is displayed.

Figure 322: Reset Password Option

6. Select the employee's email address.

7. Click **Reset Password**. The Password reset success message is displayed and the employee will receive an email with a temporary password. Upon logging in, the employee will be prompted to enter a permanent password.

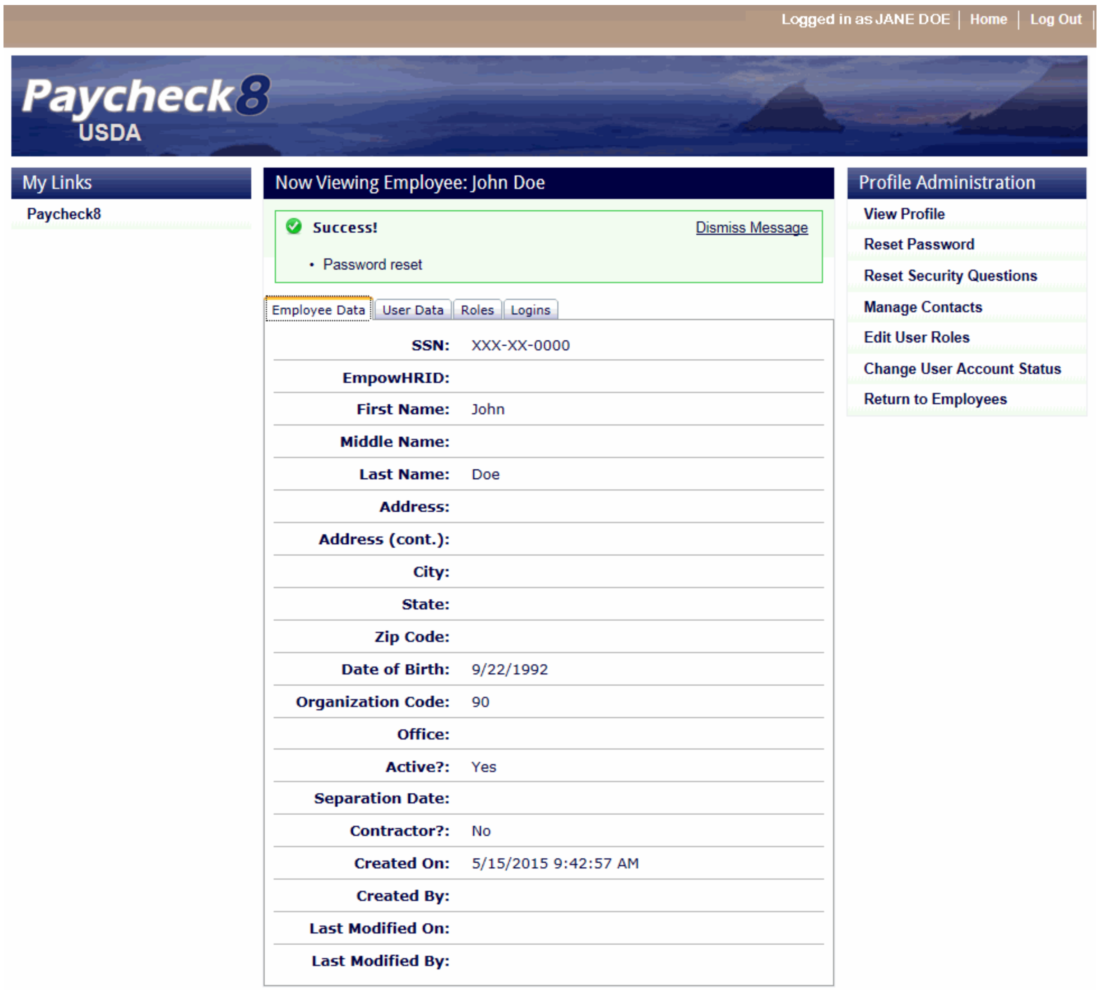


Figure 323: Password Reset Success Message

Resetting Security Questions

Reset Security Questions allows Agency ConnectHR Administrators to reset employee security questions.

To Reset Employee Security Questions:

1. Select ***Manage Employees*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

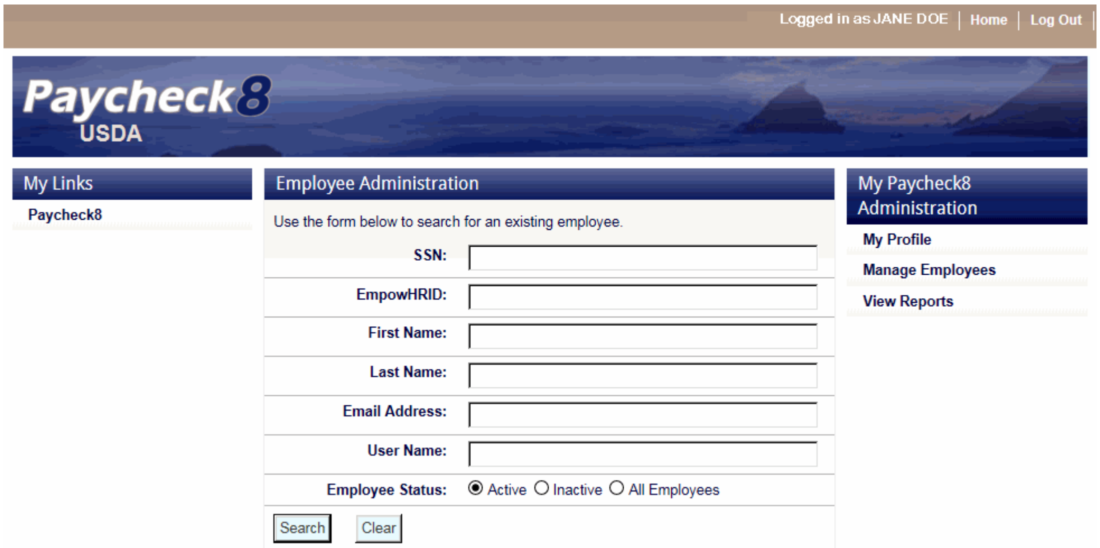


Figure 324: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	*Optional* Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

3. Click **Search**. The Employee Administration page is displayed with the search results.

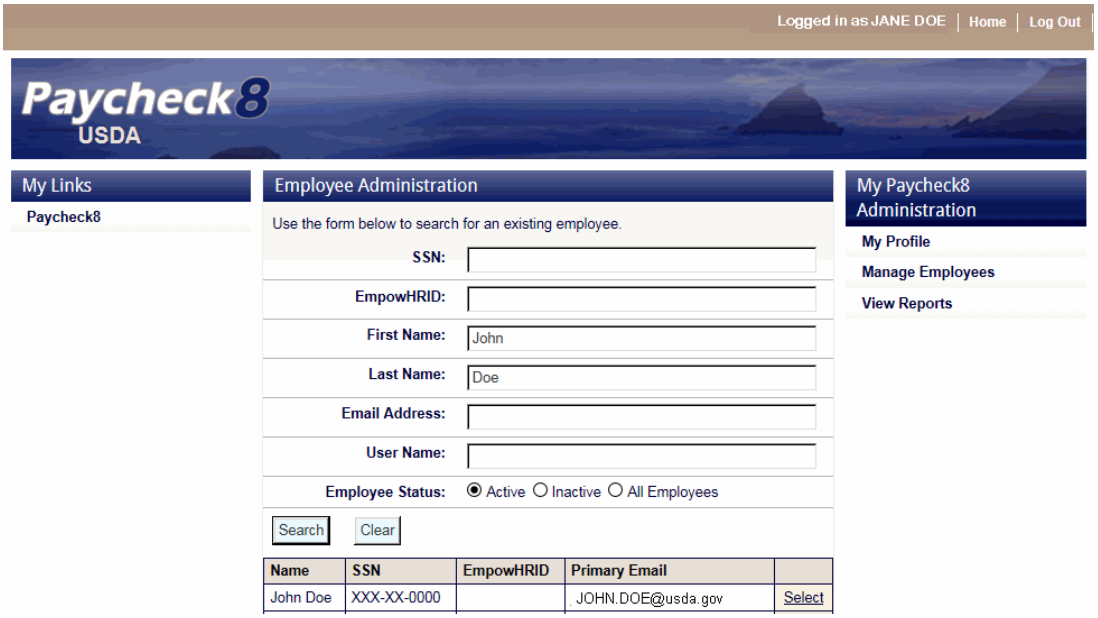


Figure 325: Employee Administration Page - Search Results

4. Click **Select** next to the employee to be edited. The Employee Data tab is displayed with the Profile Administration menu.

Figure 326: Employee Data Tab

5. Select ***Reset Security Questions*** from the Profile Administration menu. The Reset Security Questions option is displayed.

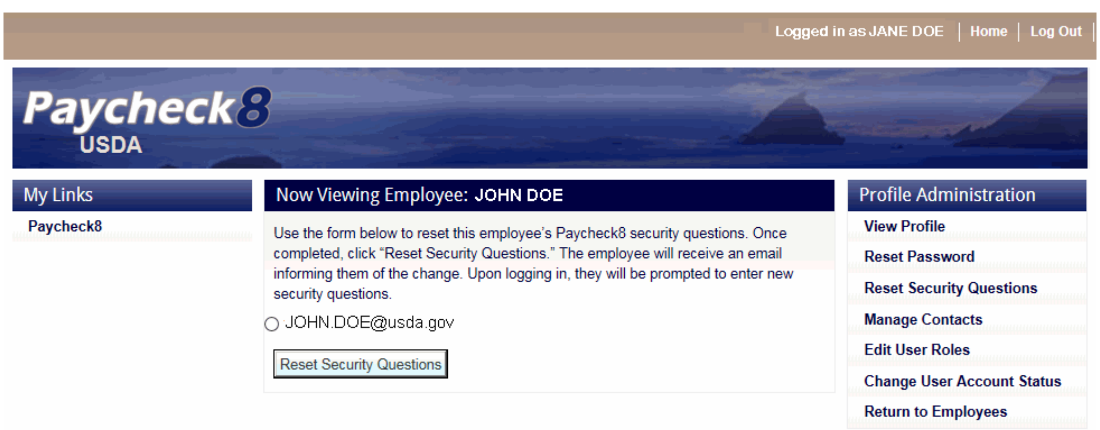


Figure 327: Reset Security Questions Option

6. Select the employee's email address.

7. Click **Reset Security Questions**. The *Security questions reset* success message is displayed, and the employee will receive an email of the change. Upon logging in, the employee will be prompted to enter new security questions.

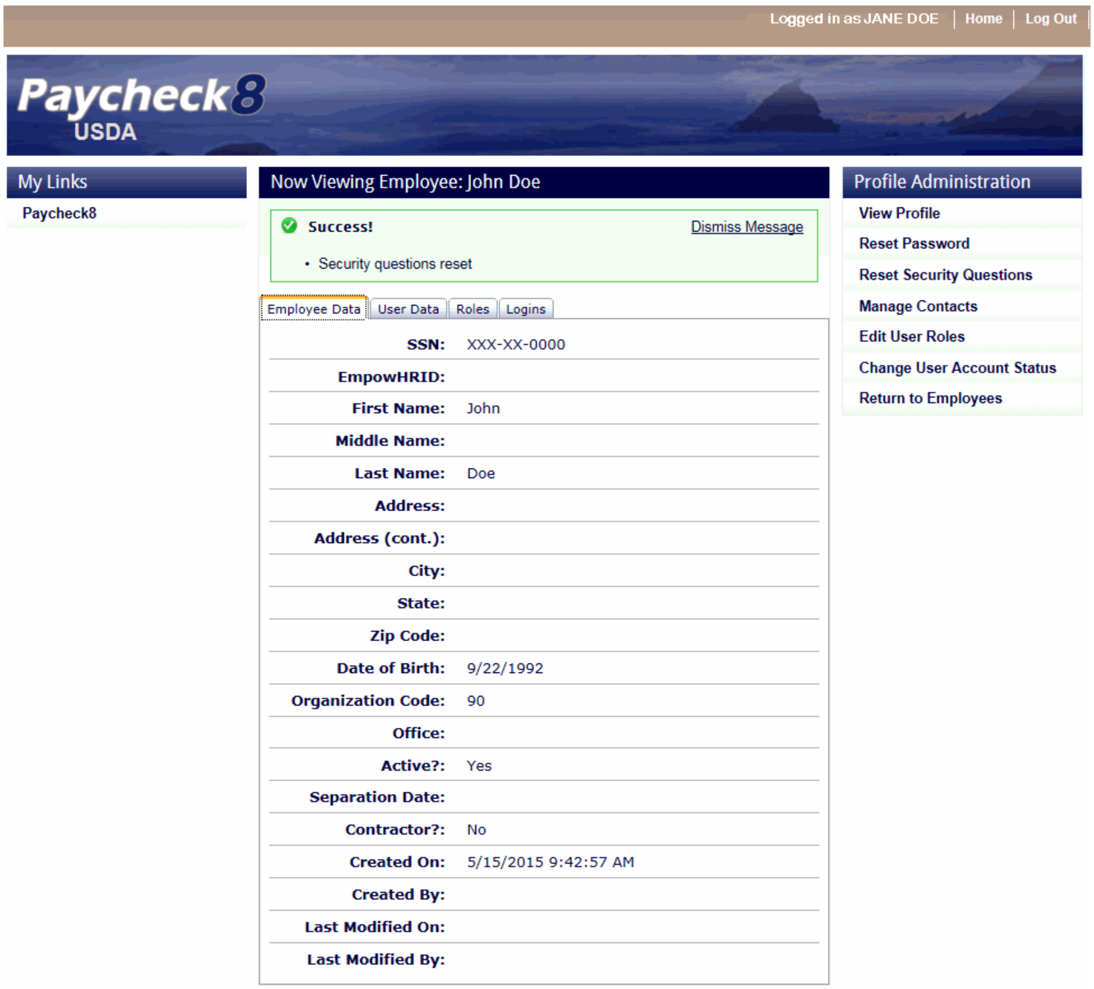


Figure 328: Security Questions Reset Success Message

Viewing Employee Contact Information

Manage Contacts allows Agency Administrators to view employee contact information. This information is read only.

Note: Updates to an employee's email address must be made by the Paycheck8 HR Administrator. For more information, see ***Employee Management*** (on page 185).

To View Employee Contact Information:

1. Select ***Manage Employees*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

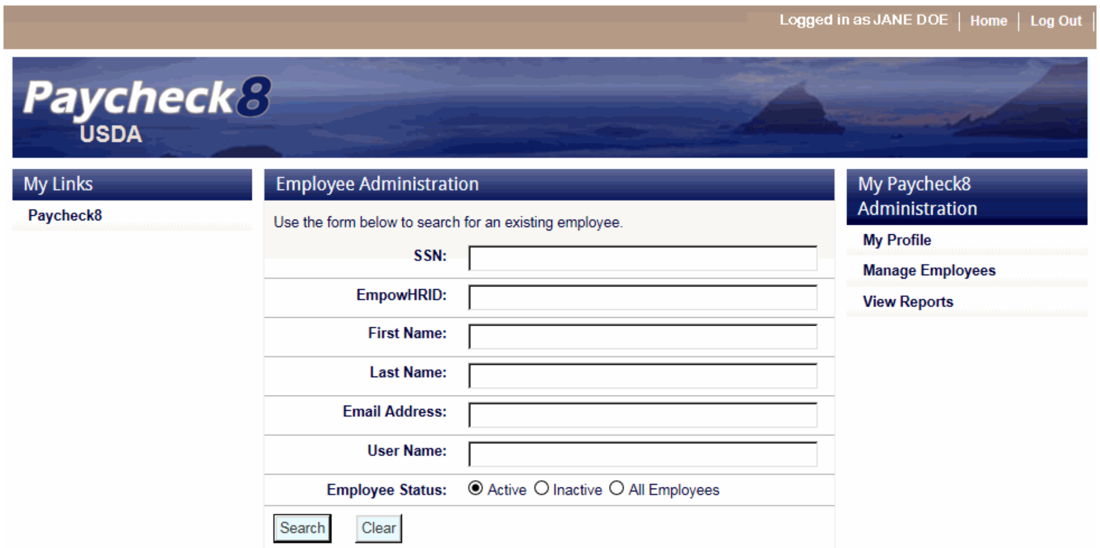


Figure 329: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	*Optional* Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

3. Click **Search**. The Employee Administration page is displayed with the search results.

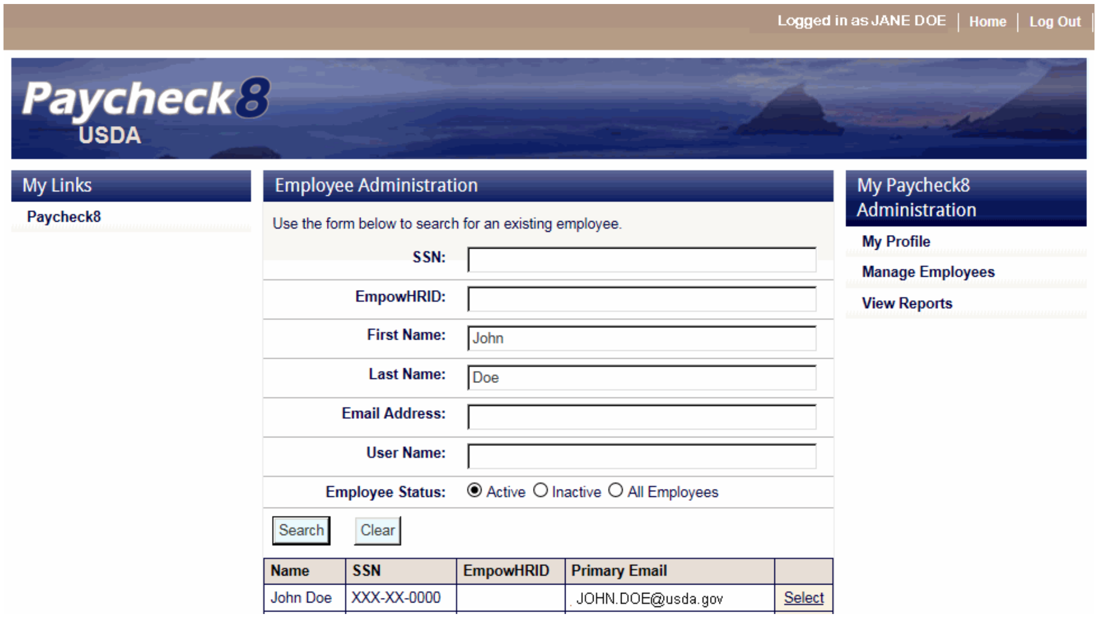


Figure 330: Employee Administration Page - Search Results

4. Click **Select** next to the employee to be edited. The Employee Data tab is displayed with the Profile Administration menu.

Figure 331: Employee Data Tab

5. Select **Manage Contacts**. The Email Address information is displayed.

Figure 332: Email Address Information

Editing User Roles

Edit User Roles allows Agency Administrators to edit employee user roles.

To Edit User Roles:

1. Select ***Manage Employees*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

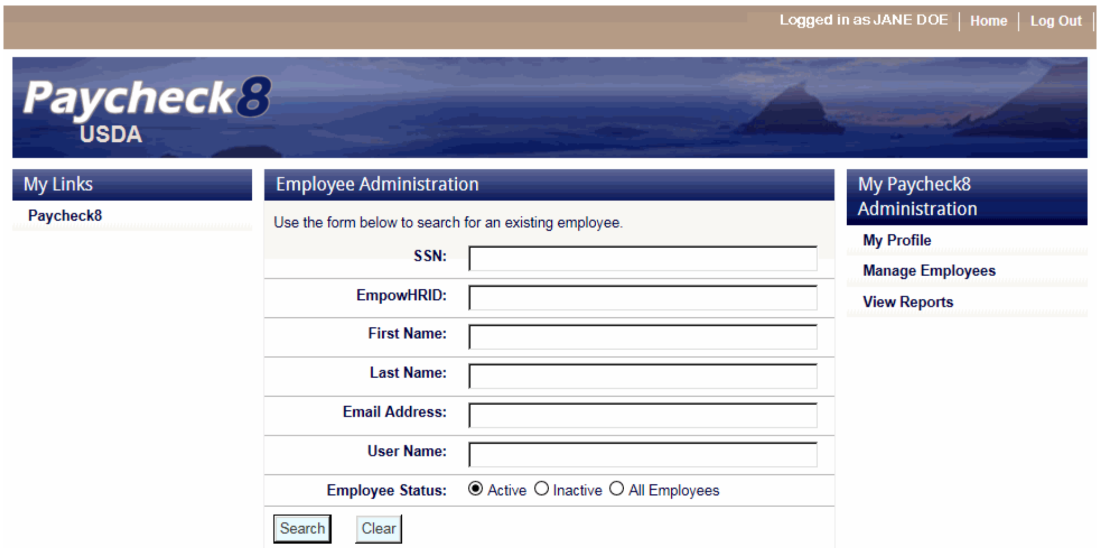


Figure 333: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	*Optional* Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

3. Click **Search**. The Employee Administration page is displayed with the search results.

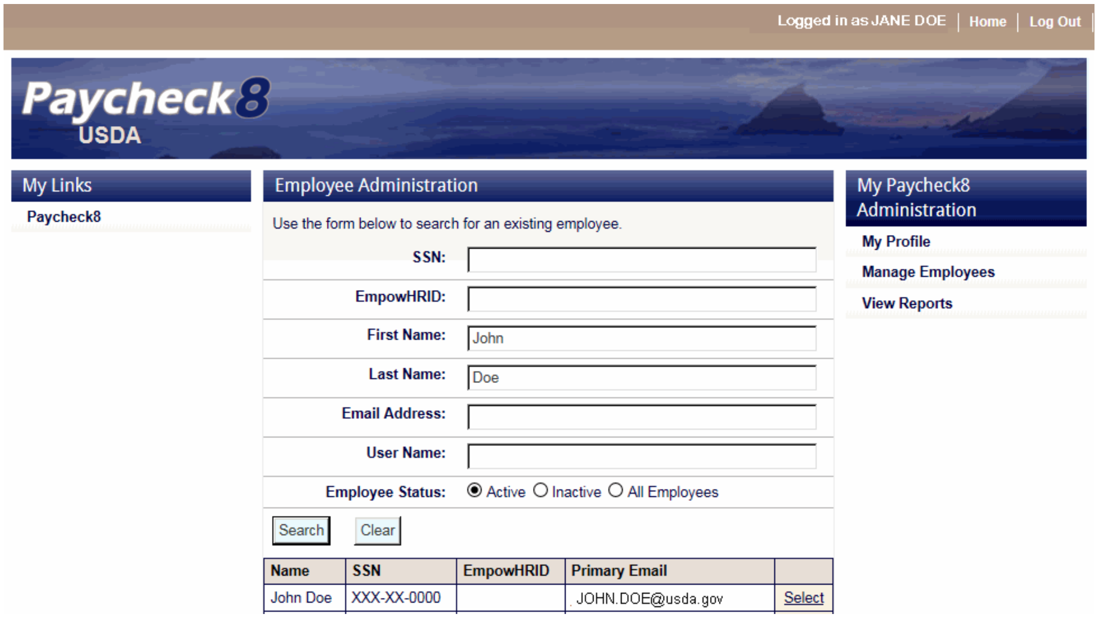


Figure 334: Employee Administration Page - Search Results

4. Click **Select** next to the employee to be edited. The Employee Data tab is displayed with the Profile Administration menu.

Figure 335: Employee Data Tab

5. Click ***Edit User Roles***. The Edit User Roles page is displayed.

Note: The only Role Type available is **`Standard`**.

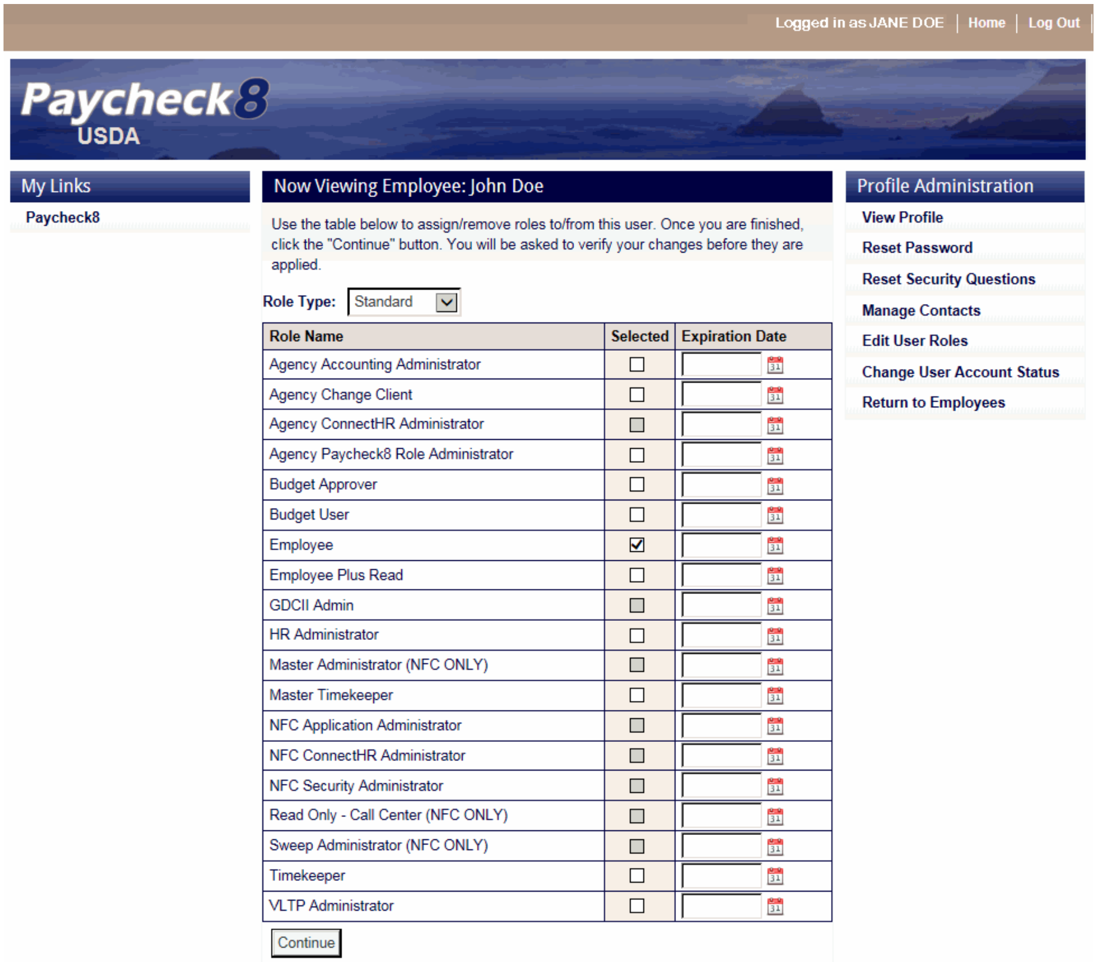


Figure 336: Edit User Roles Page

6. Select applicable roles to add or remove from the user's profile.
7. Enter expiration date of role or select date from calendar, if applicable.

Note: Expiration dates are not required.

8. Click **Continue**. The *Role assigned* confirmation message is displayed.

Figure 337: Role Assigned Confirmation Message

9. Click **Confirm**. The *User Roles updated* success message is displayed.

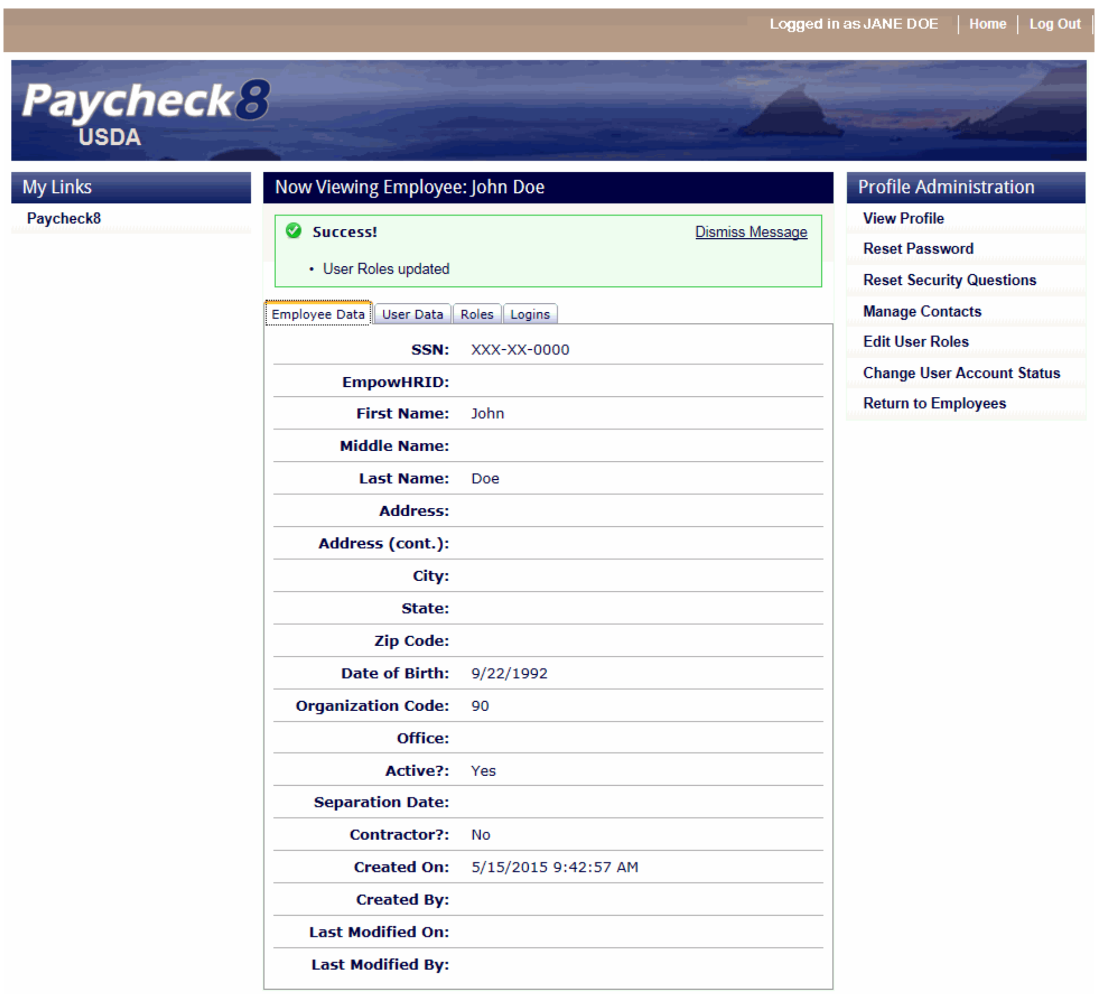


Figure 338: User Roles Updated Success Message

10. Click ***Roles*** to verify the updated role list.

Figure 339: Roles Tab

Changing User Account Status

Change User Account Status allows Agency ConnectHR Administrators to disable or enable an employee account status.

To Change User Account Status:

1. Select ***Manage Employees*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Employee Administration page is displayed.

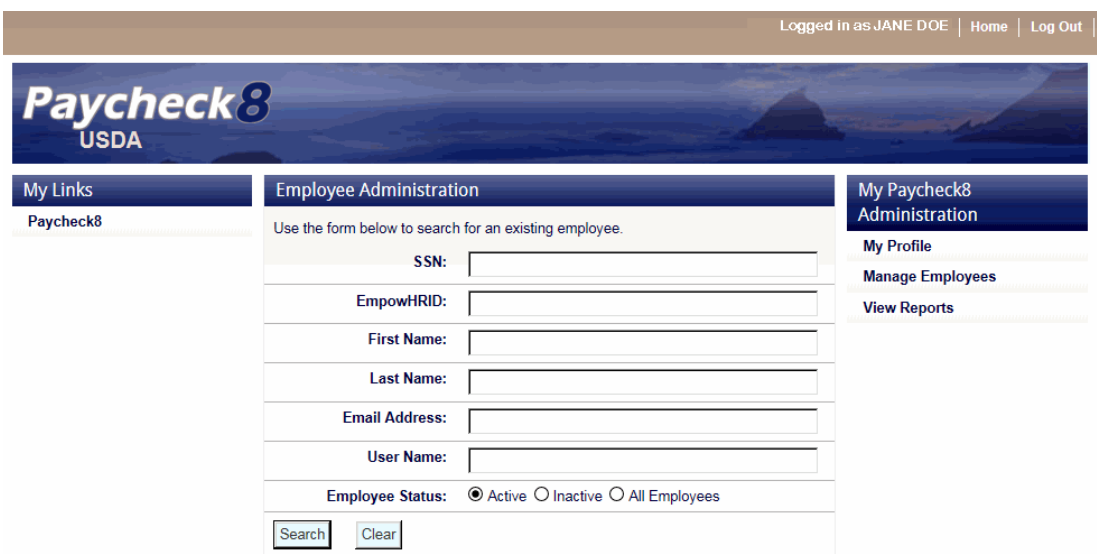


Figure 340: Employee Administration Page

2. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	*Optional* Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

3. Click **Search**. The Employee Administration page is displayed with the search results.

Figure 341: Employee Administration Page - Search Results

4. Click **Select** next to the employee to be edited. The Employee Data tab is displayed with the Profile Administration menu.

Figure 342: Employee Data Tab

5. Select ***Change User Account Status***. The Disable User Account option is displayed.

Note: If the employee's account is disabled, the Enable User Account option is displayed.

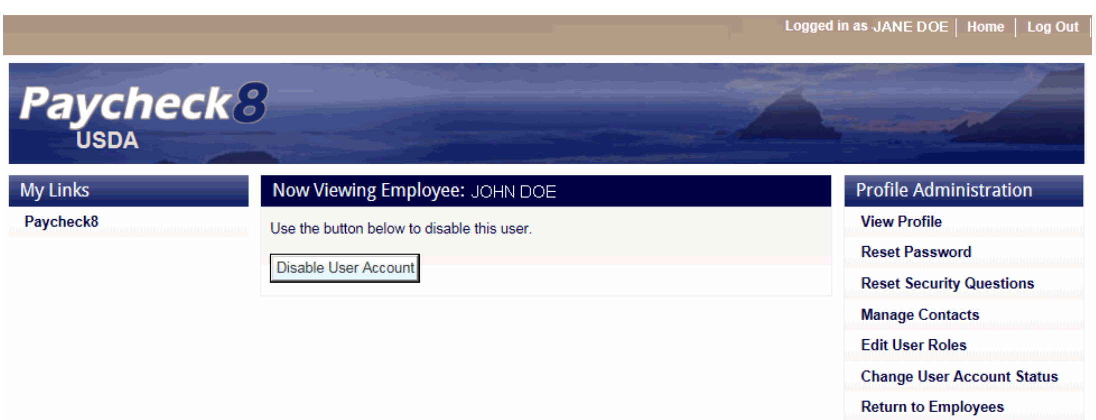


Figure 343: Disable User Account Page Option

6. Click **Disable User Account**. The *User account disabled* success message is displayed.

   OR

   Click **Enable User Account**. The *User account enabled* success message is displayed.

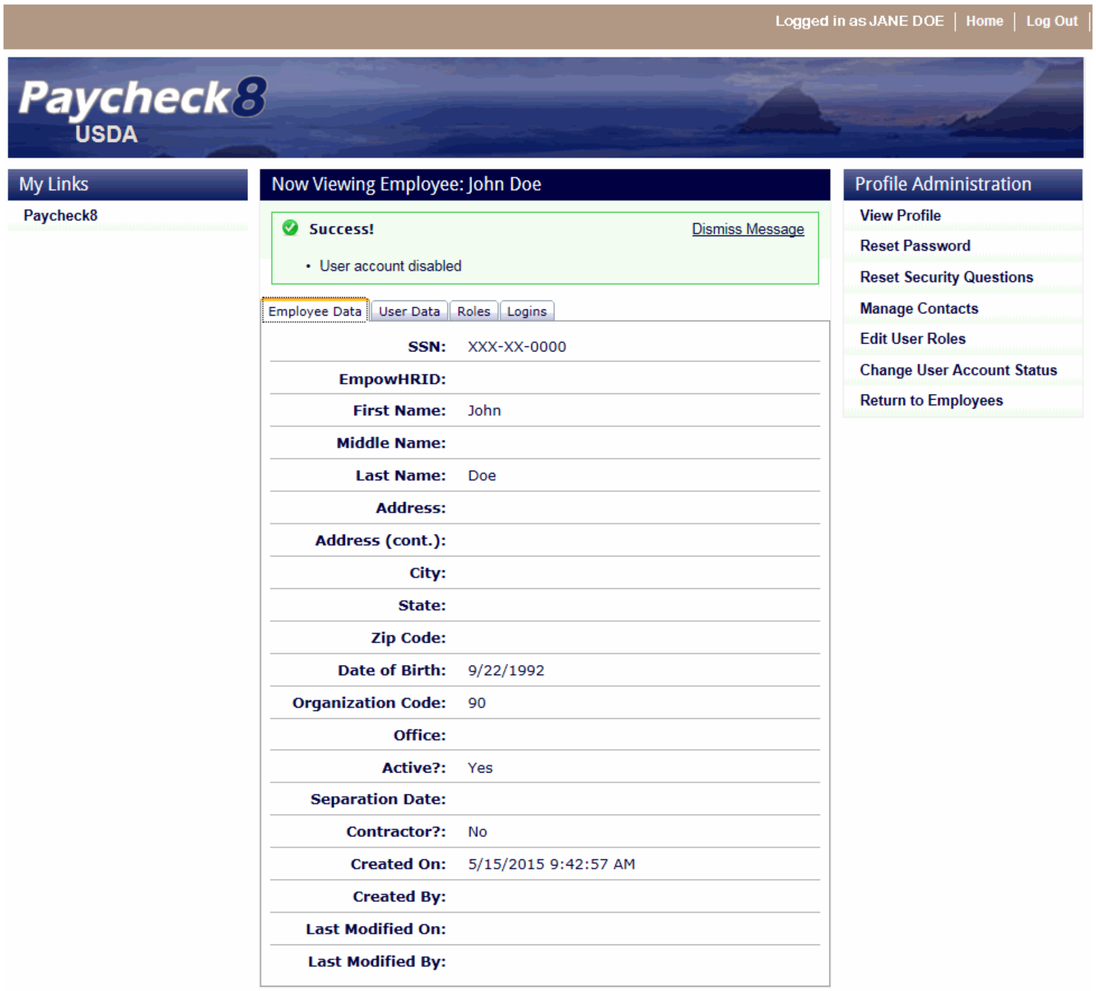


Figure 344: Change User Account Status Success Message

Viewing Reports

View Reports on the My Paycheck8 Administration menu displays the Paycheck8 Reports menu. The reports are separated into four categories. The reports are displayed below the search criteria and Agency ConnectHR Administrators are able to view the report online, export the report to an export format, or print the report.

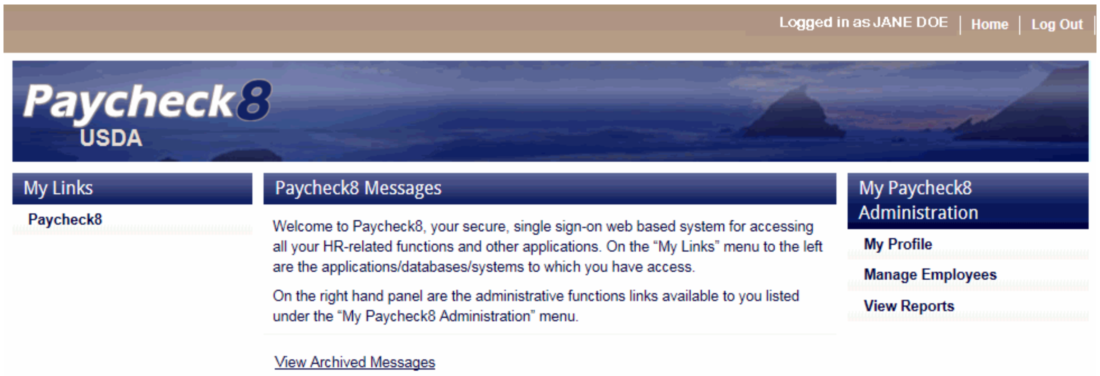


Figure 345: My Paycheck8 Administration Menu Page

For more information see:

User Reports

The User Reports category contains reports related to specific user functions. There are seven reports in this category.

For more information see:

Contractor Report

Contractor Report is used to identify Contractors and upcoming expiration dates.

To Run the Contractor Report:

1. Select ***View Reports*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 346: Paycheck8 Reports Page

2. Click **Contractor Report** from the Paycheck8 User Reports menu. The Contractor Report page is displayed.

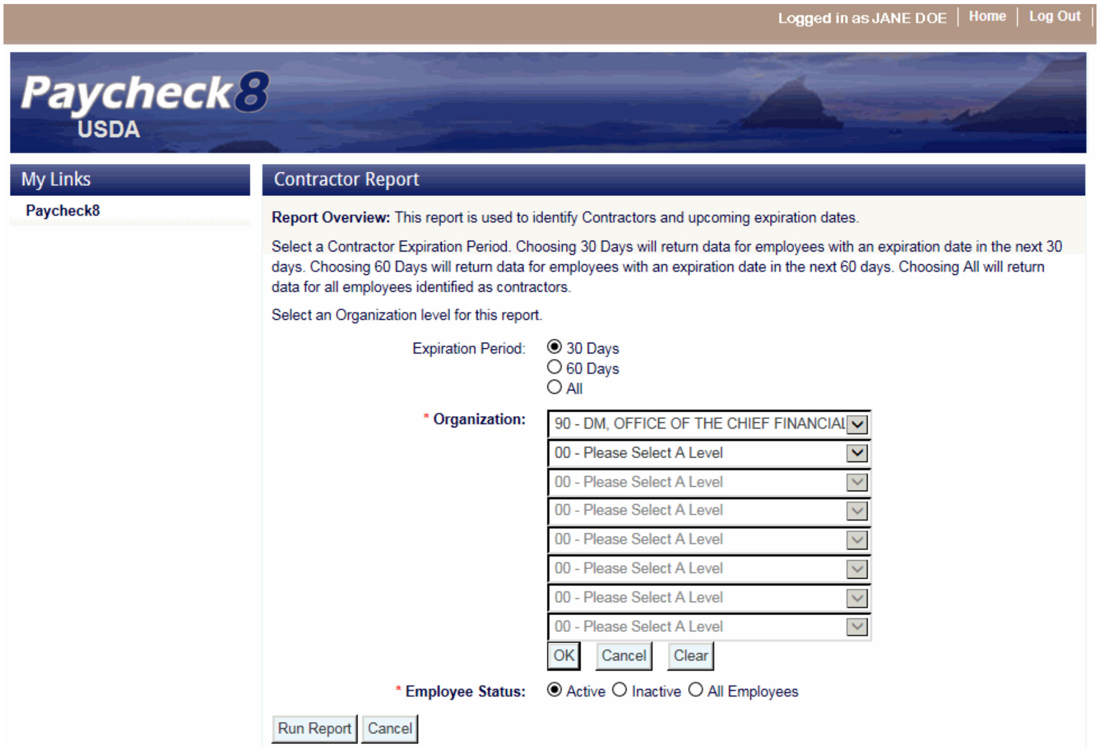


Figure 347: Contractor Report Page

3. Complete the fields are follows:

Field	Instruction
Expiration Period	Select the Expiration Period for the report. Valid values are **`30 Days`**, **`60 Days`**, and **`All`**.
***Organization**	*Required* Select the Organizational Structure from the drop-down lists.
***Employee Status**	*Required* Select the applicable employee status. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

4. Click **OK**. The selected report parameters are displayed.

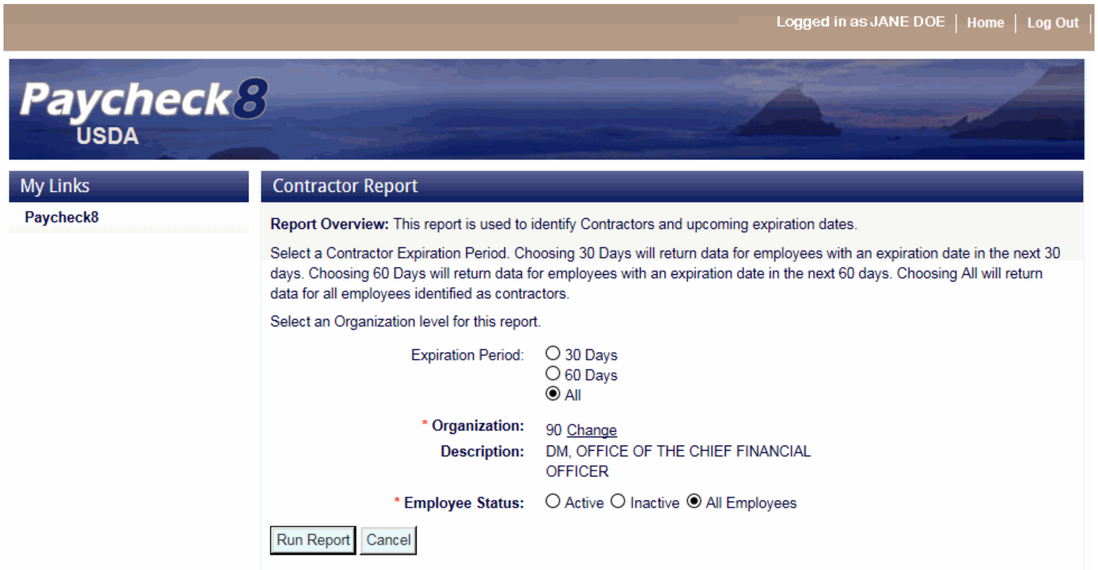


Figure 348: Contractor Report Parameters

5. Click **Run Report**. The Contractor Report is displayed with a report toolbar.

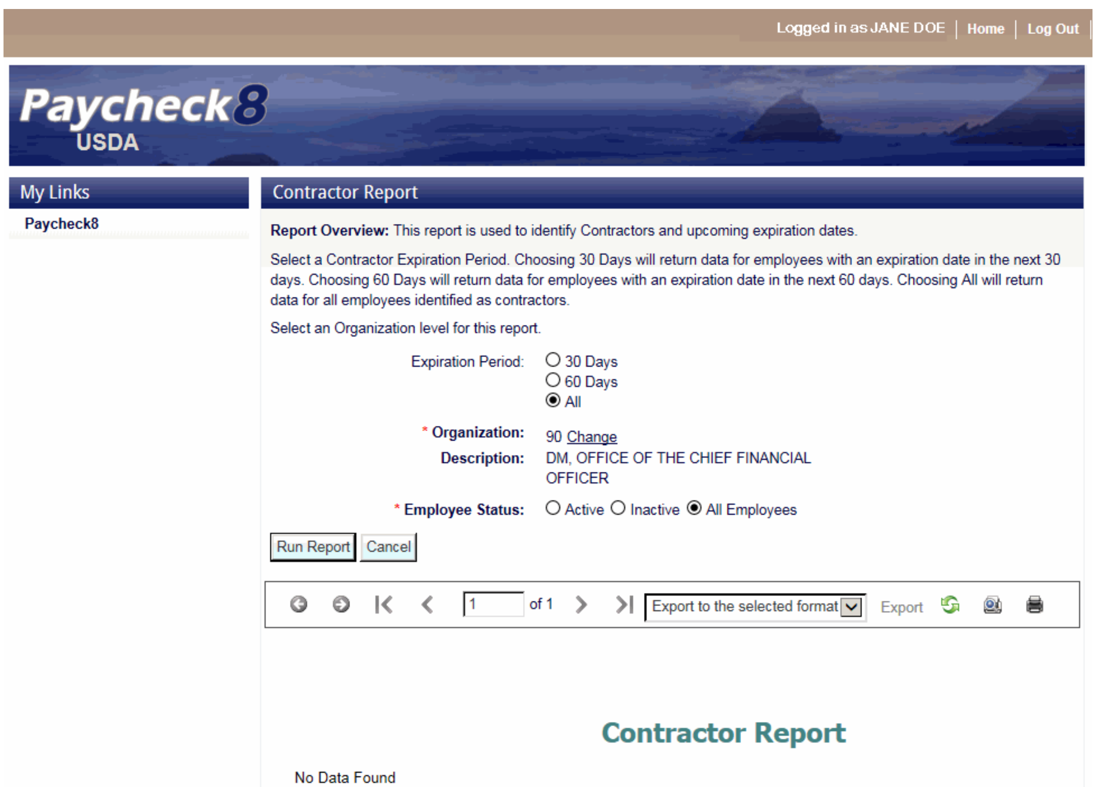


Figure 349: Contractor Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Disabled User Report

Disabled User Report is used to identify employees whose accounts are disabled.

To Run the Disabled User Report:

1. Select ***View Reports*** from the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 350: Paycheck8 Reports Page

2. Click **Disabled User Report** from the Paycheck8 User Reports menu. The Disabled User Report page is displayed.

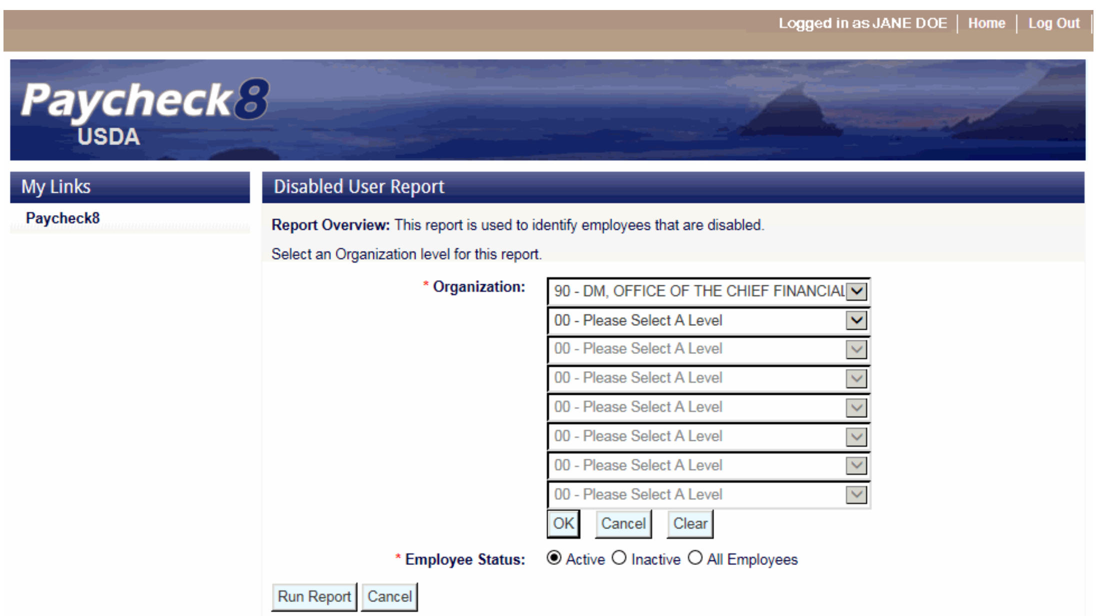


Figure 351: Disabled User Report Page

3. Complete the fields as follows:

Field	Instruction
***Organization**	*Required* Select the Organizational Structure from the drop-down lists.
***Employee Status**	*Required* Select the applicable employee status. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

4. Click **OK**. The selected report parameters are displayed.

Figure 352: Disabled User Report Parameters

5. Click **Run Report**. The Disabled User Report is displayed with a report toolbar.

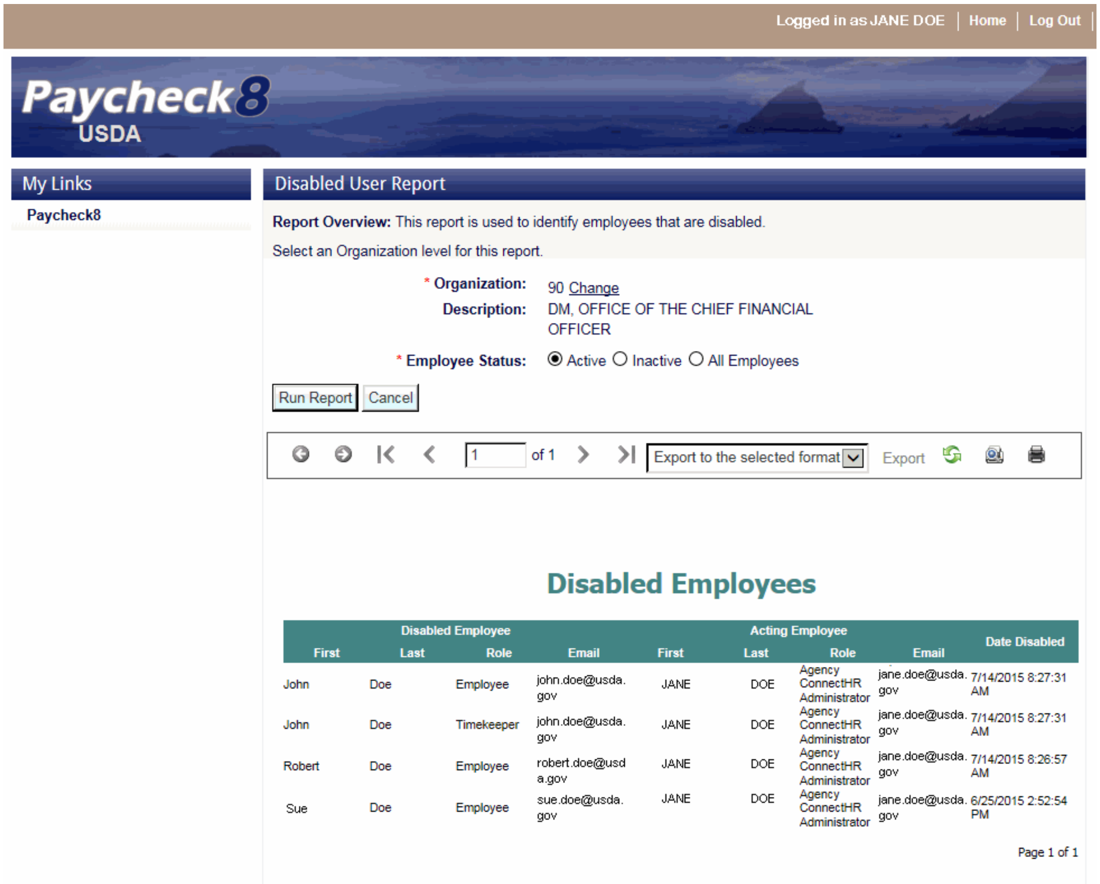


Figure 353: Disabled User Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.

Option	Description
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Inactivity Report

Inactivity Report displays the employee information for the period of inactivity for the period based on the selected parameters. This report is only available to privileged users.

To Run the Inactivity Report:

1. Select ***View Reports*** from the Paycheck8 main menu page on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 354: Paycheck8 Reports Page

2. Click **Inactivity Report** from the Paycheck8 Reports User Reports menu. The Inactivity Report page is displayed.

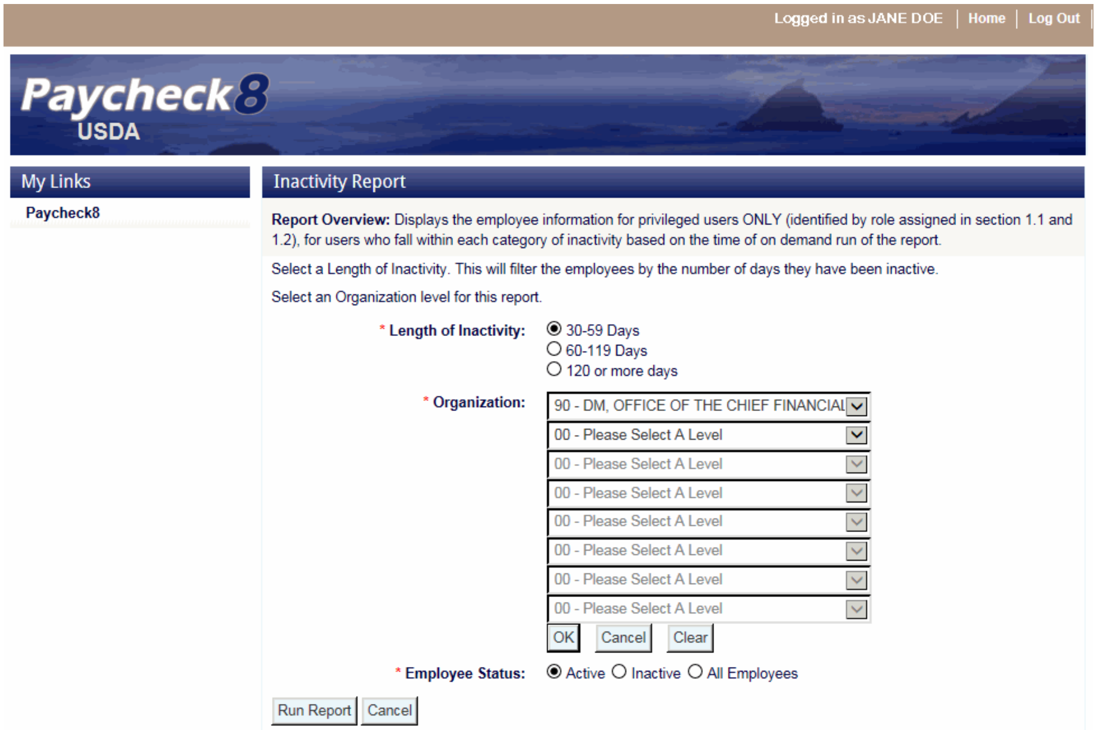


Figure 355: Inactivity Report Page

3. Complete the fields as follows:

Field	Instruction
***Length of Inactivity**	*Required* Select the Length of Inactivity for the report. Valid values are **`30-59 Days`**, **`60-119 Days`**, and **`120 or more days`**.
***Organization**	*Required* Select the Organizational Structure for the report from the drop-down lists.
***Employee Status**	*Required* Select the applicable employee status. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

4. Click **OK**. The selected report parameters are displayed.

Figure 356: Inactivity Report Page Parameters

5. Click **Run Report**. The Inactivity Report is displayed with a report toolbar.

Figure 357: Inactivity Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.

Option	Description
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

System Login Report

System Login Report is used to investigate the logins of a specific employee or on a specific employee by others.

To Run the System Login Report:

1. Select ***View Reports*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 358: Paycheck8 Reports Page

2. Click **System Login Report** from the Paycheck8 User Reports menu. The System Login Report page is displayed.

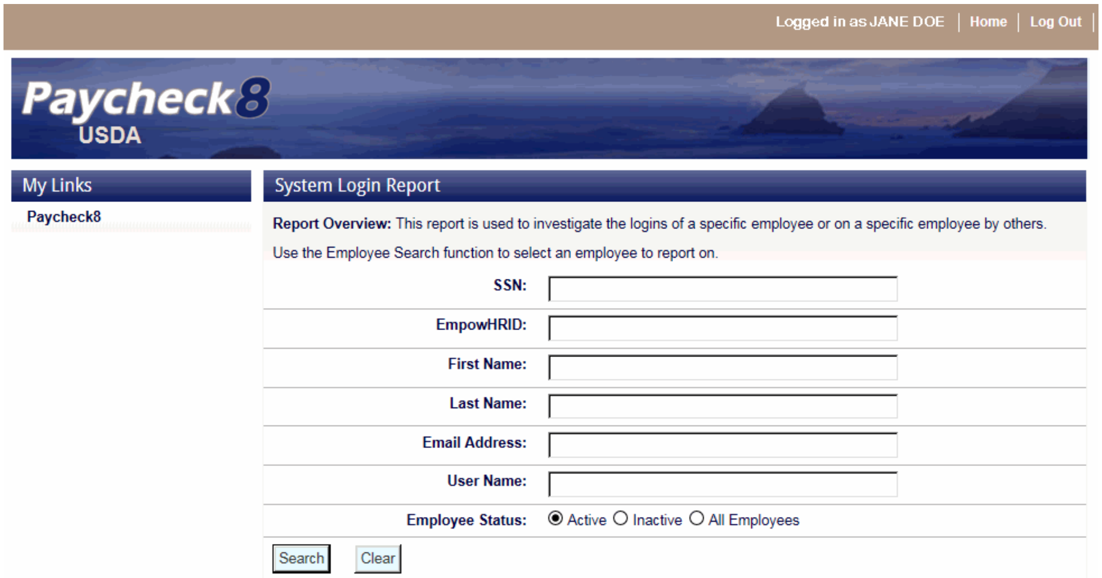


Figure 359: System Login Report Page

3. Complete the fields as instructed below to view a report on a selected employee. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	*Optional* Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are **Active**, **Inactive**, and **All Employees**.

4. Click **Search**. The search results are displayed on the System Login Report page.

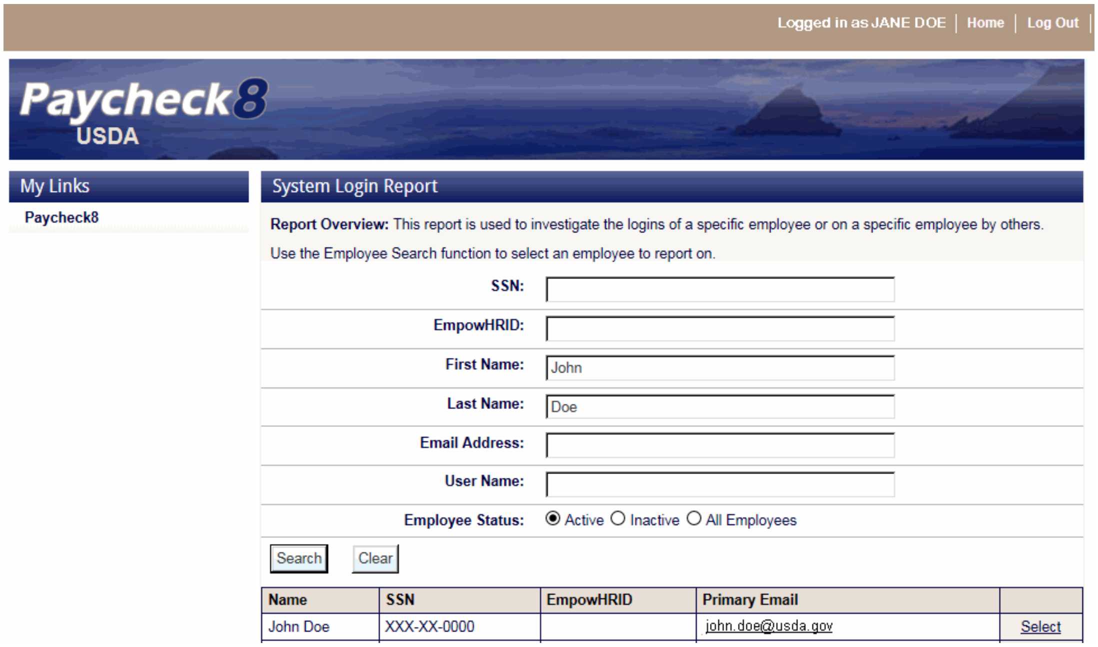


Figure 360: System Login Report Page - Search Results

5. Click **Select** next to the applicable employee. The System Login Report page for the selected employee is displayed.

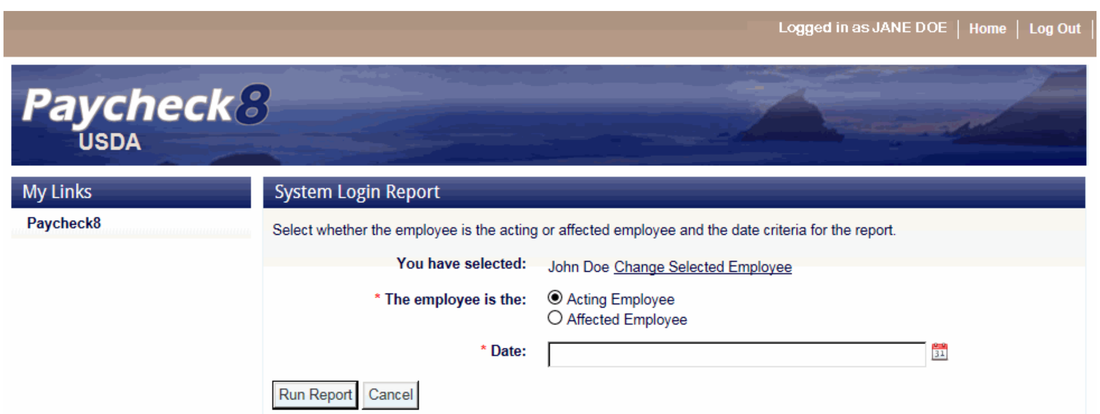


Figure 361: System Login Report Page - Selected Employee

6. Complete the fields as follows:

Field	Description/Instruction
You have selected	*System Generated* Displays the selected employee's name.

Field	Description/Instruction
***The employee is the**	*Required* Select whether the selected employee is the Acting Employee or the Affected employee.
***Date**	*Required* Select the date from the calendar for the System Login data.

7. Click **Run Report**. The System Login Report is displayed with a report toolbar.

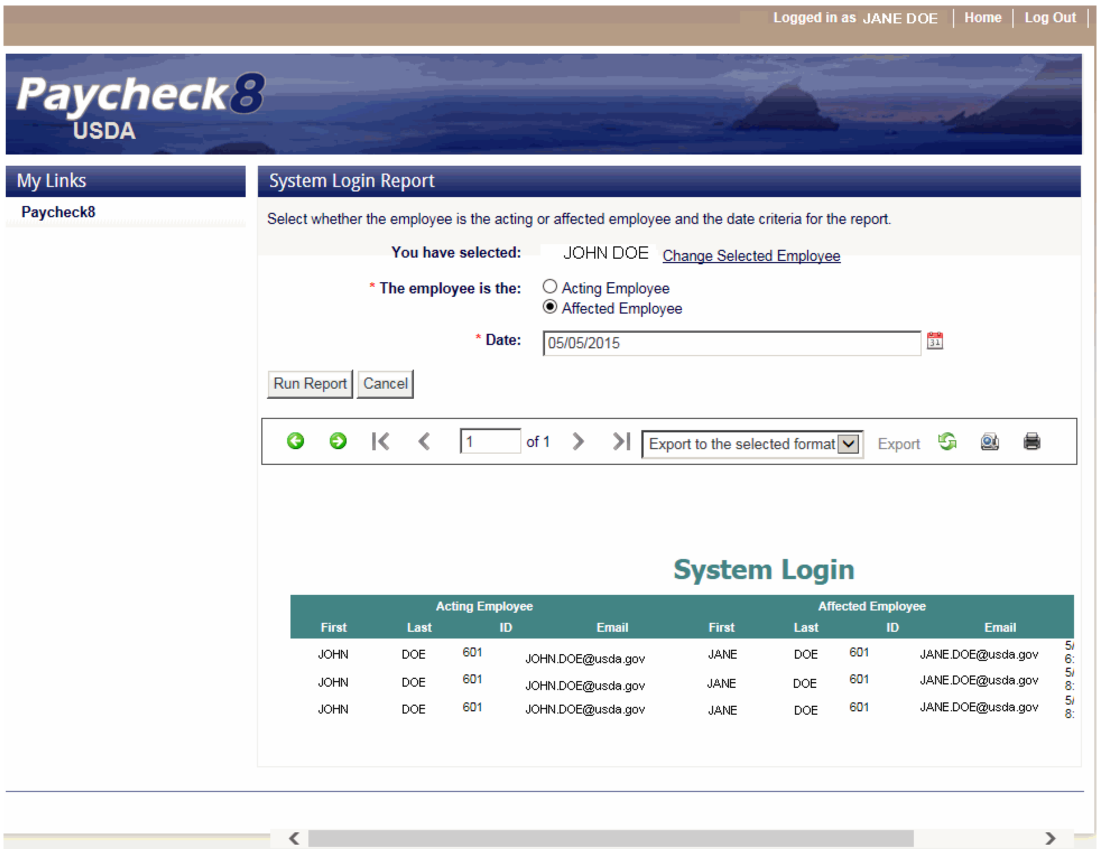


Figure 362: System Login Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.

Option	Description
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

User Activity Report

User Activity Report is used to investigate the activity of a specific employee or on a specific employee by others.

To Run the User Activity Report:

1. Select ***View Reports*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 363: Paycheck8 Reports Page

2. Click **User Activity Report** from the Paycheck8 User Reports menu. The User Activity Report page is displayed.

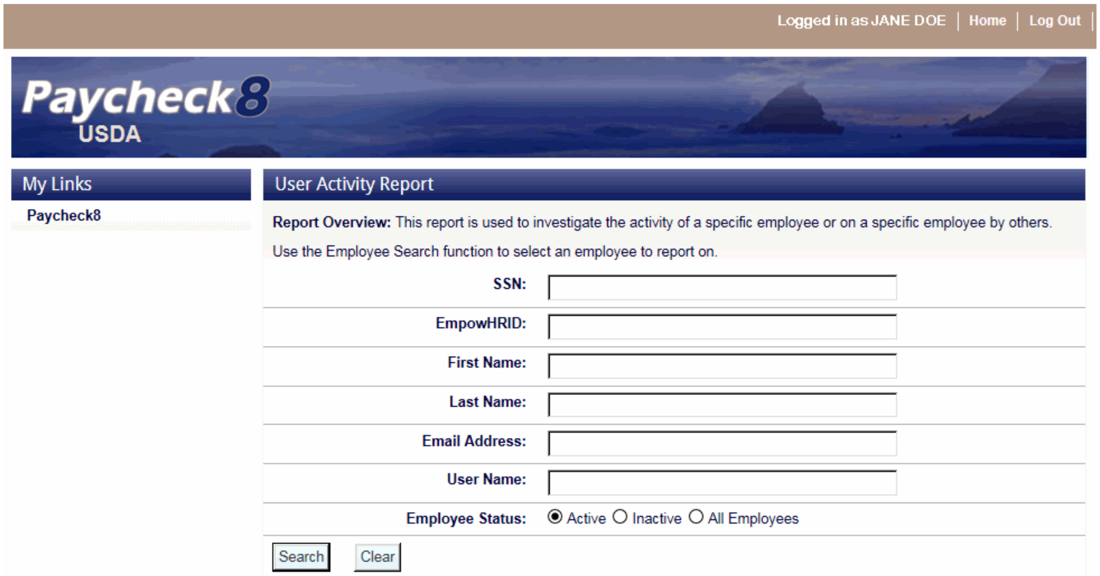


Figure 364: User Activity Report Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	**Instruction**
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	*Optional* Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are **`Active`**, **`Inactive`** and **`All Employees`**.

4. Click **Search**. The search results are displayed on the User Activity Report page.

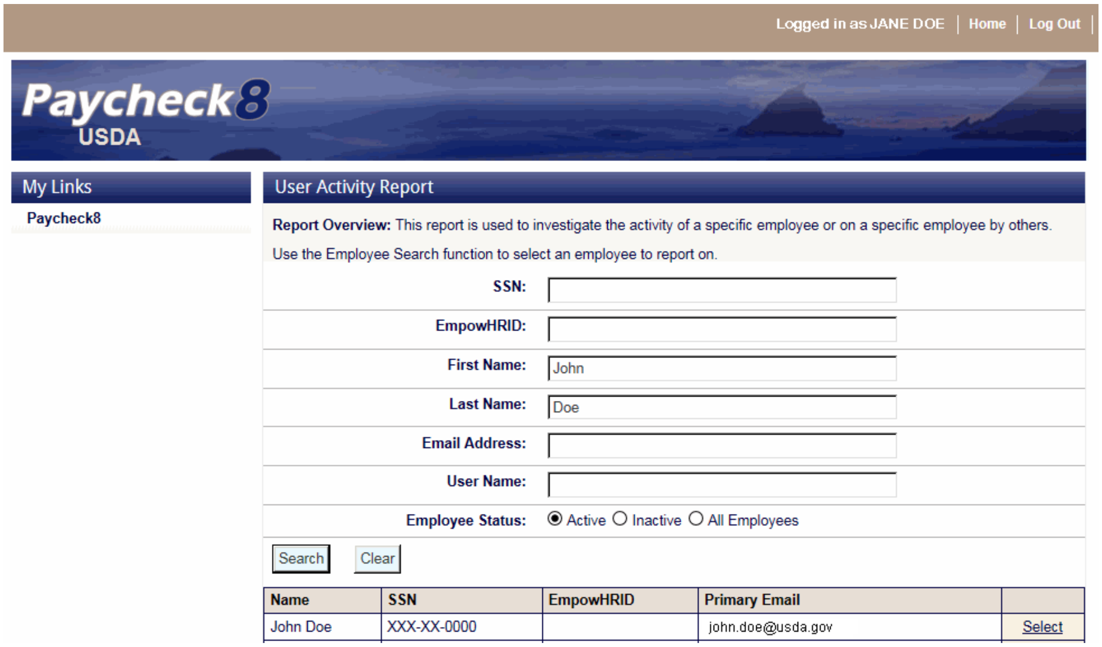


Figure 365: User Activity Report Page - Search Results

5. Click **Select**. The User Activity Report Page for the selected employee is displayed.

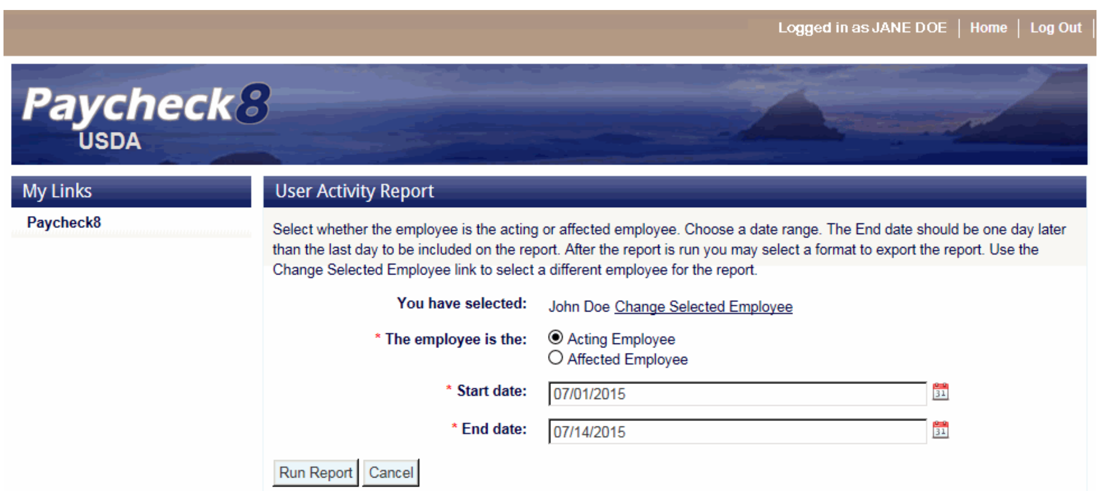


Figure 366: User Activity Report Page - Selected Employee

6. Complete the fields as follows:

Field	Description/Instruction
You have selected	*System Generated* Displays the selected employee's name.

Field	Description/Instruction
***The employee is the**	*Required* Select whether the selected employee is the Acting Employee or the Affected employee.
***Start Date**	*Required* Select the start date from the calendar.
***End Date**	*Required* Select the end date from the calendar.

7. Click **Run Report**. The User Activity Report is displayed with a report toolbar.

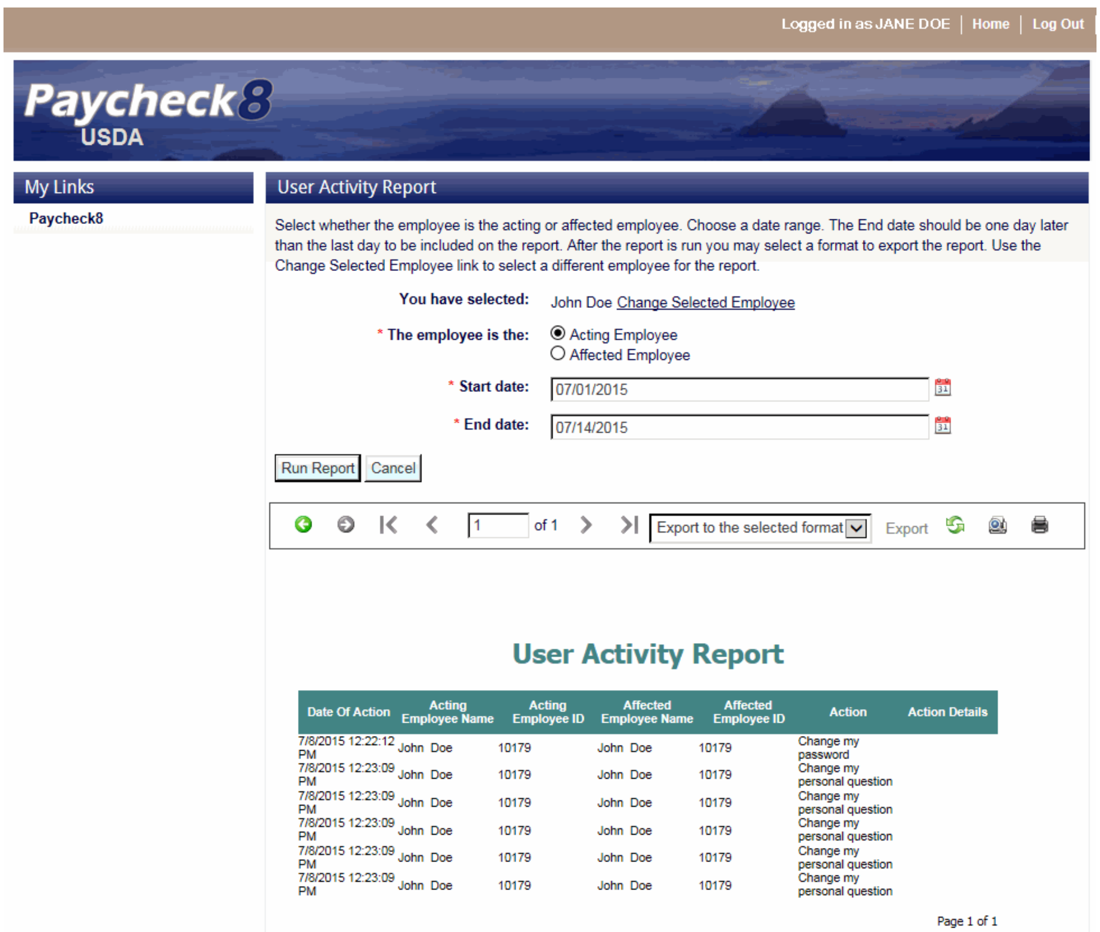


Figure 367: User Activity Report

The following options are available on the report toolbar:

Option	Description

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

User Link Activity Report

User Link Activity Report is used to review an employee's logins (with the corresponding times) to Paycheck8 within the established parameters.

To Run the User Link Activity Report:

1. Select ***View Reports*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 368: Paycheck8 Reports Page

2. Click **User Link Activity Report** from the Paycheck8 User Reports menu. The User Link Activity Report page is displayed.

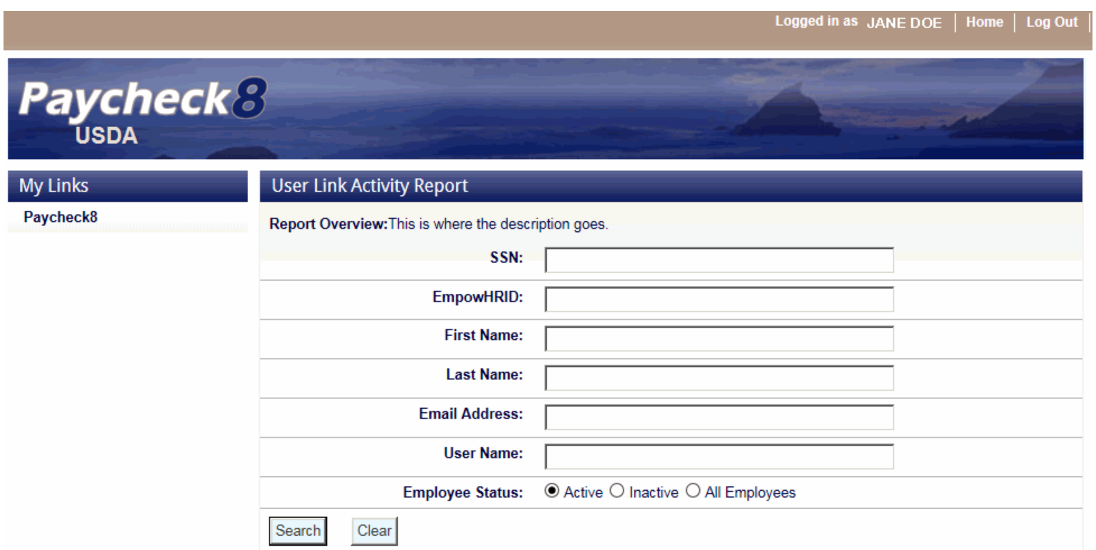


Figure 369: User Activity Report

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	*Optional* Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

4. Click **Search**. The search results are displayed on the User Link Activity Report page.

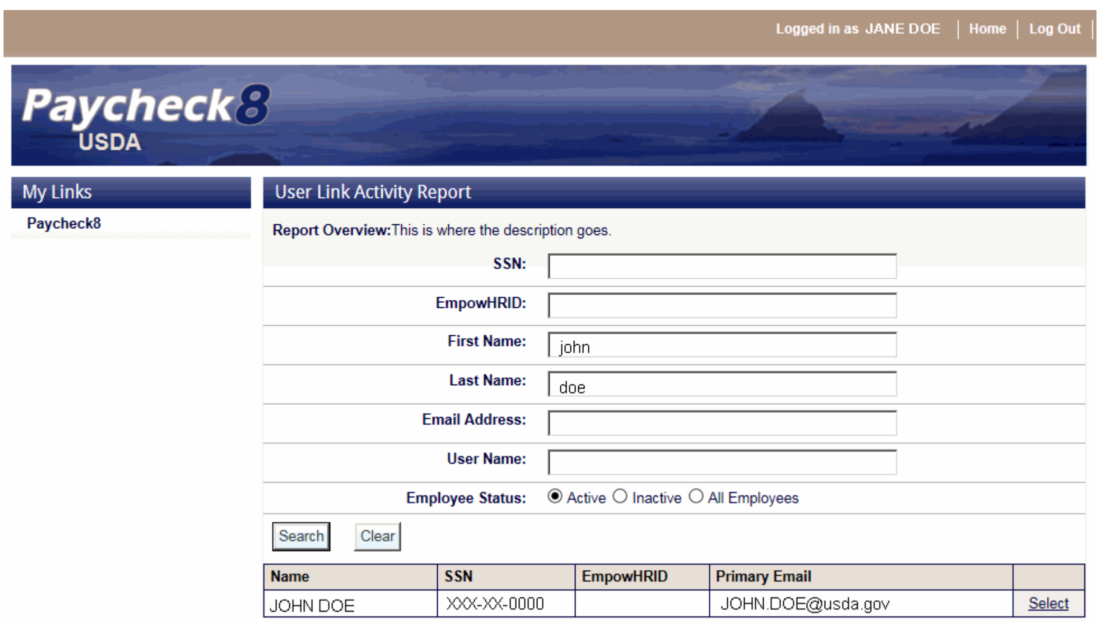


Figure 370: User Link Activity Report Page - Search Results

5. Click **Select** next to employee on which to run report. The User Link Activity Report page for the selected employee is displayed.

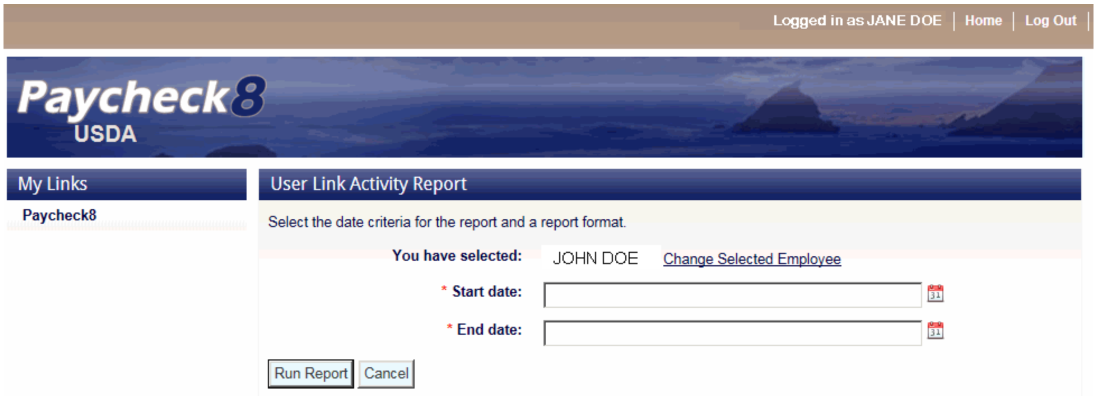


Figure 371: User Link Activity Report Page - Selected Employee

6. Complete the fields as follows:

Field	Description/Instruction
You have selected	*System Generated* Displays the selected employee's name.
***Start Date**	*Required* Select the start date from the calendar.
***End Date**	*Required* Select the end date from the calendar.

7. Click **Run Report**. The User Link Activity Report is displayed with a report toolbar.

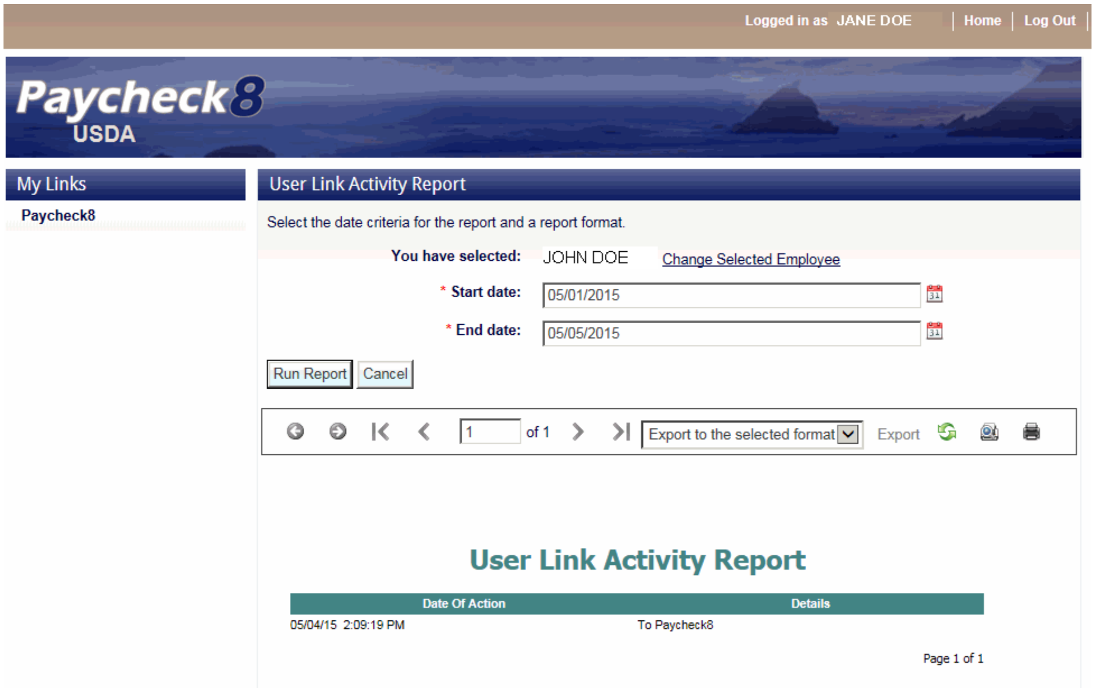


Figure 372: User Link Activity Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.

Option	Description
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

User Login Report

User Login Report displays the date and method of login for a defined employee.

To Run the User Login Report:

1. Select ***View Reports*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 373: Paycheck8 Reports Page

2. Click **User Login Report** from the Paycheck8 User Reports menu. The User Login Report page is displayed.

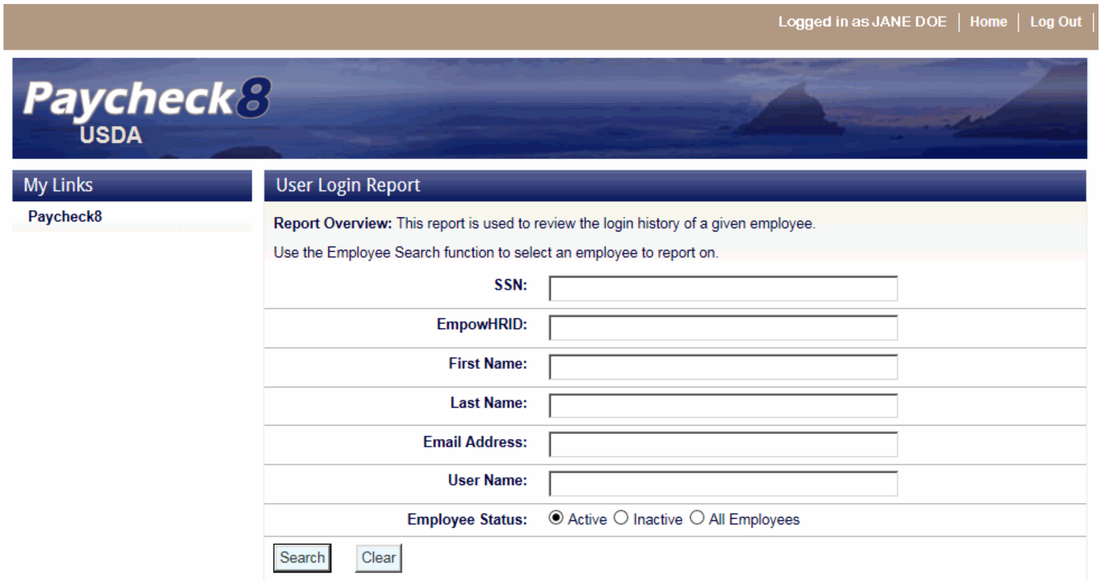


Figure 374: User Login Report Page

3. Complete the fields as instructed below. Users can search using last name, email address, or SSN.

Field	Instruction
SSN	Enter the employee's SSN.
EmpowHRID	Not applicable.
First Name	*Optional* Enter at least one letter of the employee's first name.
Last Name	Enter at least two letters of the employee's last name.
Email Address	Enter the employee's email address.
User Name	Enter the employee's user name.
Employee Status	Select the status of the employee. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

4. Click **Search**. The search results are displayed on the User Login Report page.

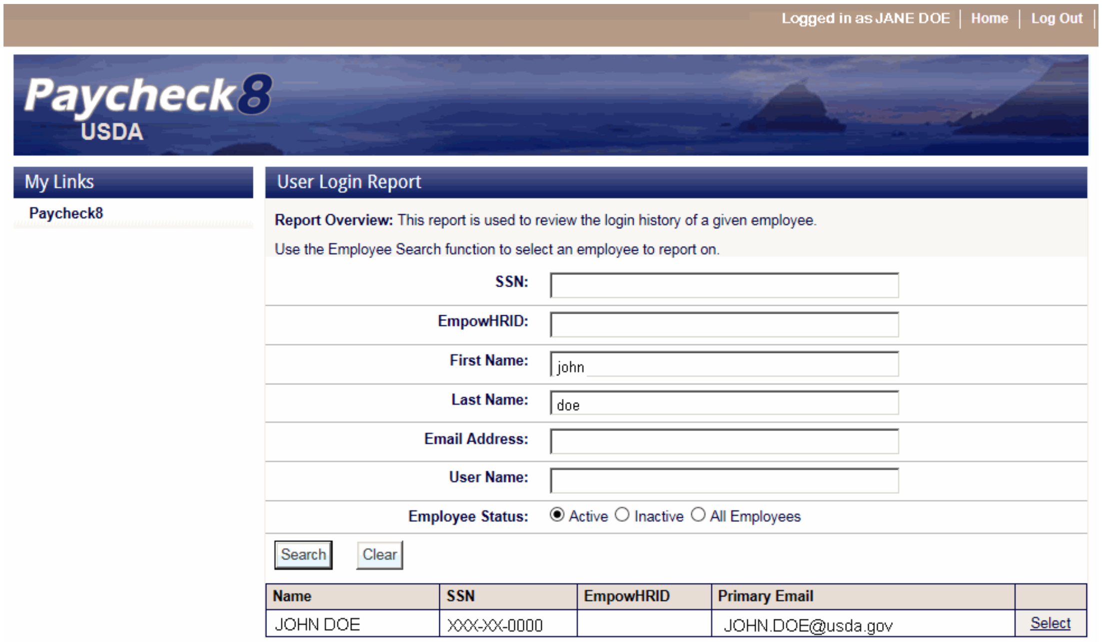


Figure 375: User Login Report Page - Search Results

5. Click **Select** next to employee on which to run report. The User Login Report page for the selected employee is displayed.

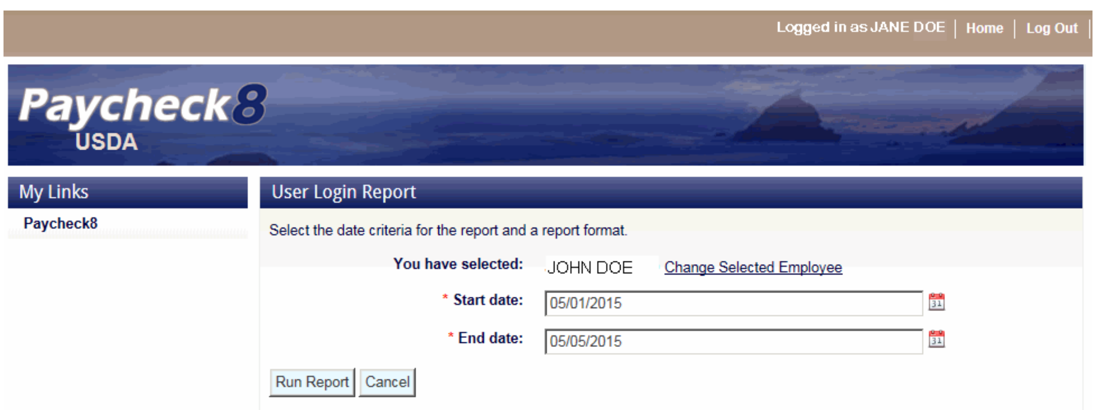


Figure 376: User Login Report Page - Selected Employee

6. Complete the fields as follows:

Field	Description/Instruction
You have selected	*System Generated* Displays the selected employee's name.
***Start Date**	*Required* Select the start date from the calendar.

Field	Description/Instruction
***End Date**	*Required* Select the end date from the calendar.

7. Click **Run Report**. The User Login Report is displayed with a report toolbar.

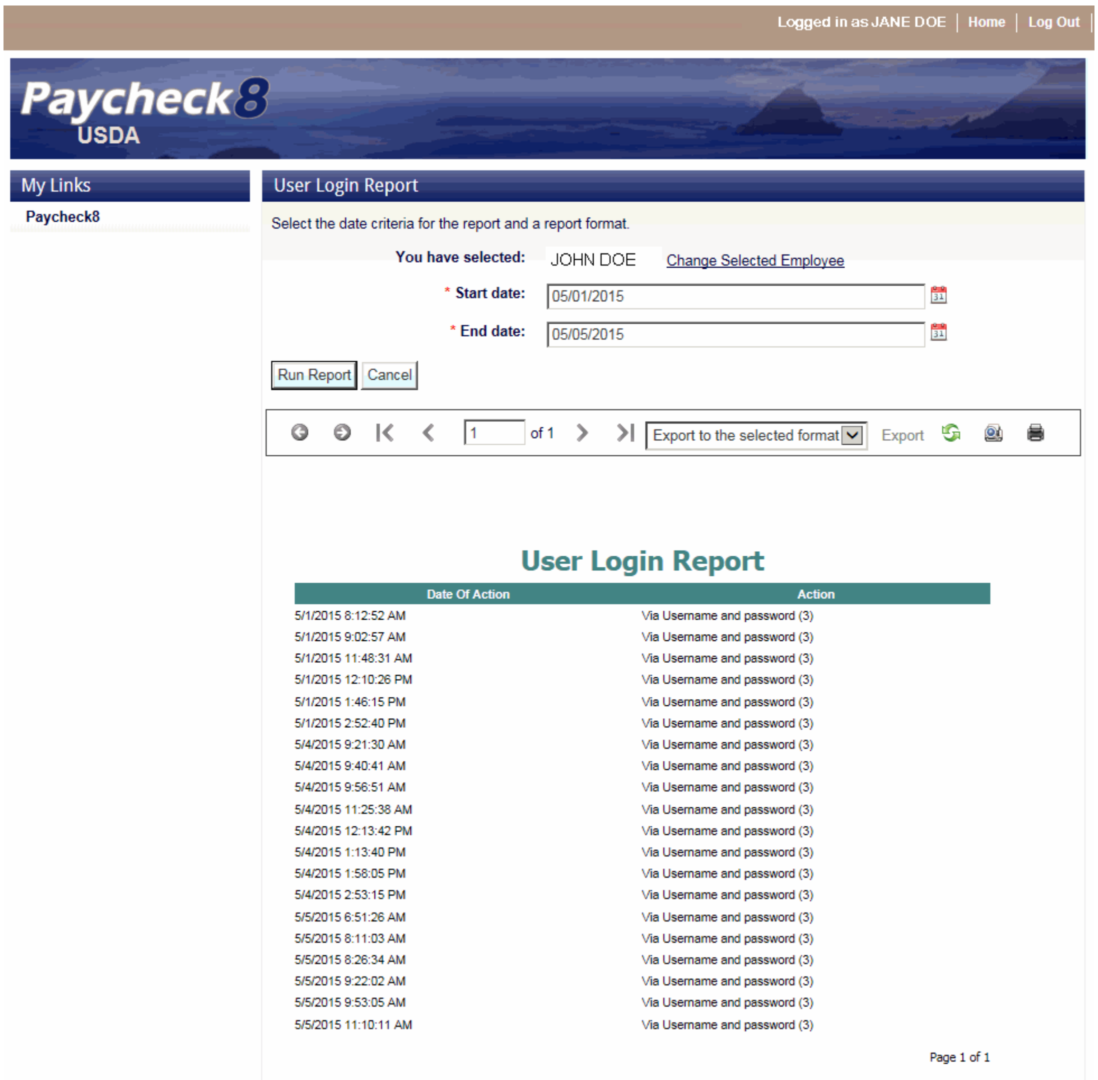


Figure 377: User Login Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.

Option	Description
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Role Reports

The Role Reports category contains reports related to specific user roles. There are two reports in this category.

For more information see:

Role Assignment Report

Role Assignment Report is used to review the assignment of a given role to employees.

To Run the Role Assignment Report:

1. Select ***View Reports*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 378: Paycheck8 Reports Page

2. Click **Role Assignment Report** from the Paycheck8 Role Reports menu. The Role Assignment Report page is displayed.

Figure 379: Role Assignment Report Page

3. Complete the fields as follows:

Field	Instruction
***Role**	*Required* Select the Role type for the report from the drop-down list.
***Employee Status**	*Required*

Field	Instruction
	Select the Employee Status for the report. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

4. Click **Run Report**. The Role Assignment Report is displayed with a report toolbar.

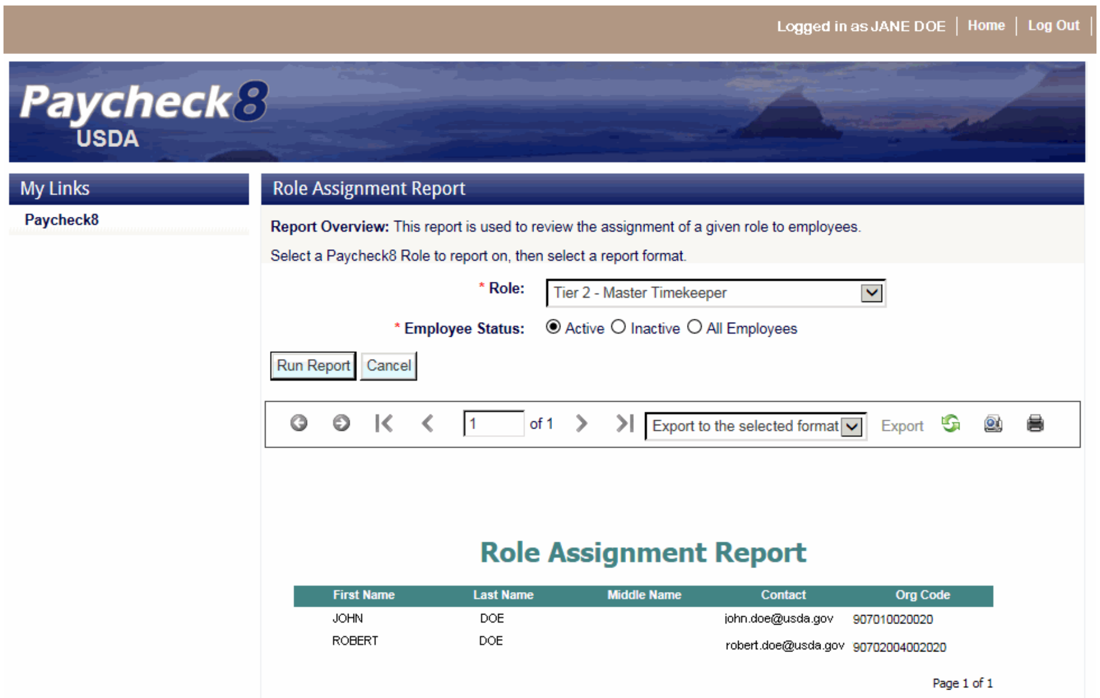


Figure 380: Role Assignment Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.

Option	Description
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Role Authorization Report

Role Authorization Report is used to review the assignment of a group of roles outside of a specific organization code. This report is typically used to review assignment of privileged roles outside of the expected organization.

To Run the Role Authorization Report:

1. Select ***View Reports*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 381: Paycheck8 Reports Page

2. Click **Role Authorization Report** from the Paycheck8 Role Reports menu. The Role Authorization Report page is displayed.

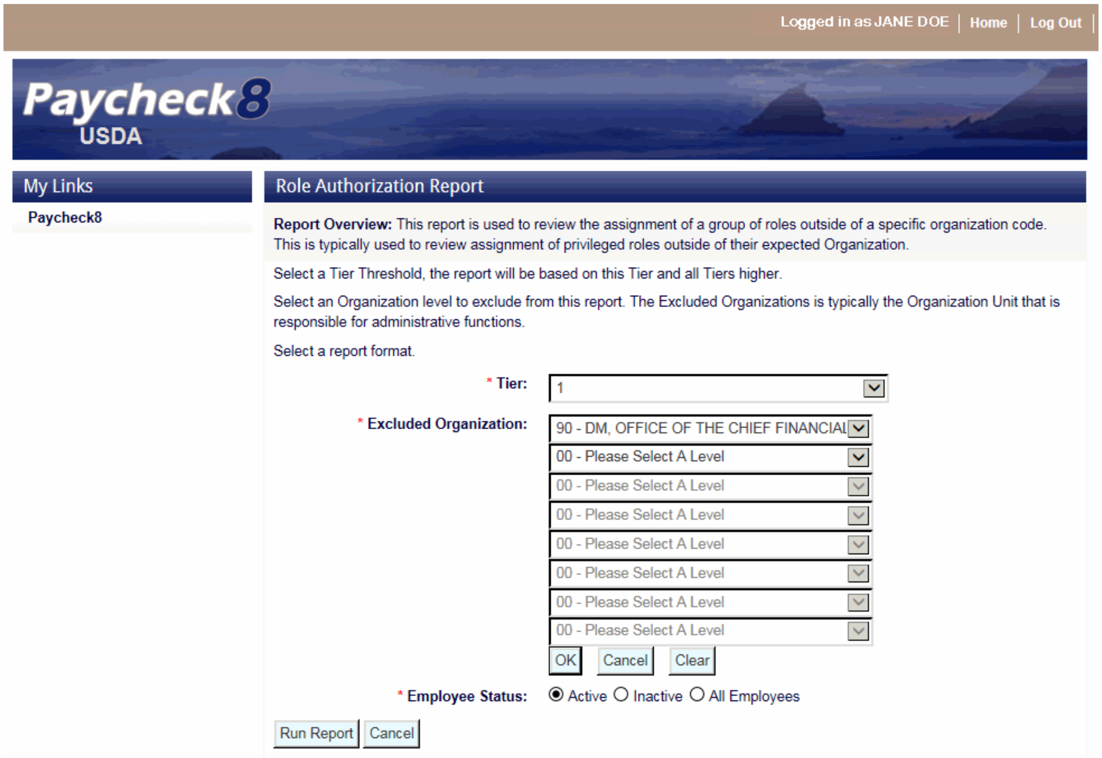


Figure 382: Role Authorization Report Page

3. Complete the fields as follows:

Field	Instruction
***Tier**	*Required* Select a tier threshold from the drop-down list. This report is based on this tier and all tiers higher.
***Excluded Organization**	*Required* Select an organization from the drop-down list to exclude from this report. The excluded organization is typically the organization that is responsible for administrative functions.
***Employee Status**	*Required* Select the Employee Status for the report. Valid values are **`Active`**, **`Inactive`**, and All **`Employees`**.

4. Click **OK**. The selected report parameters are displayed.

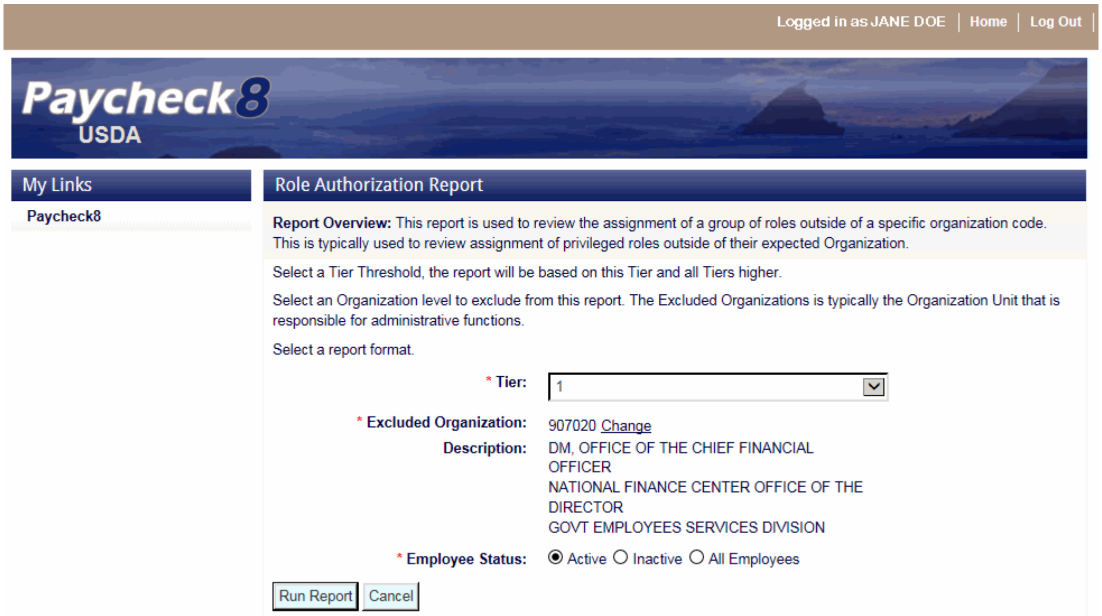


Figure 383: Role Authorization Report Parameters

5. Click **Run Report**. The Role Authorization Report is displayed with a report toolbar.

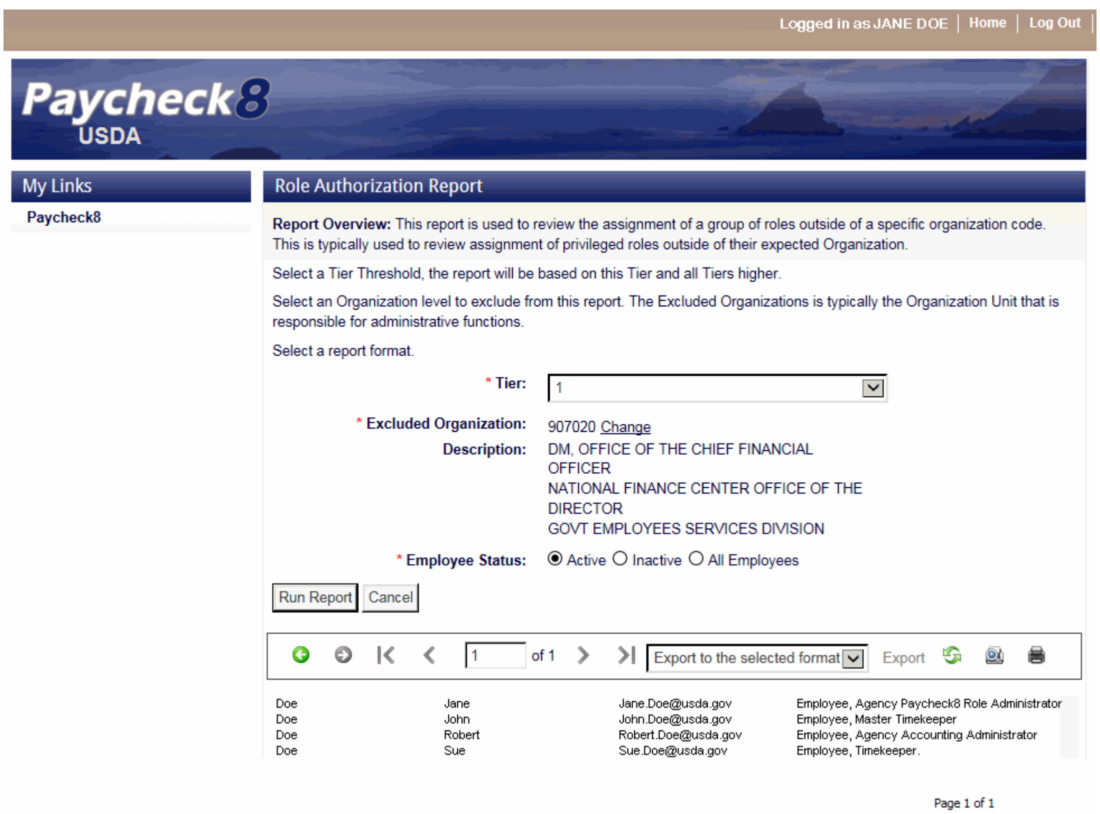


Figure 384: Role Authorization Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Link Reports

The Link Reports category contains reports related to specific links and access to those links. There are two reports in this category.

For more information see:

Link Access Report

Link Access Report is used to review access to a given Link/Application, regardless of Paycheck8 role.

To Run the Link Access Report:

1. Select ***View Reports*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

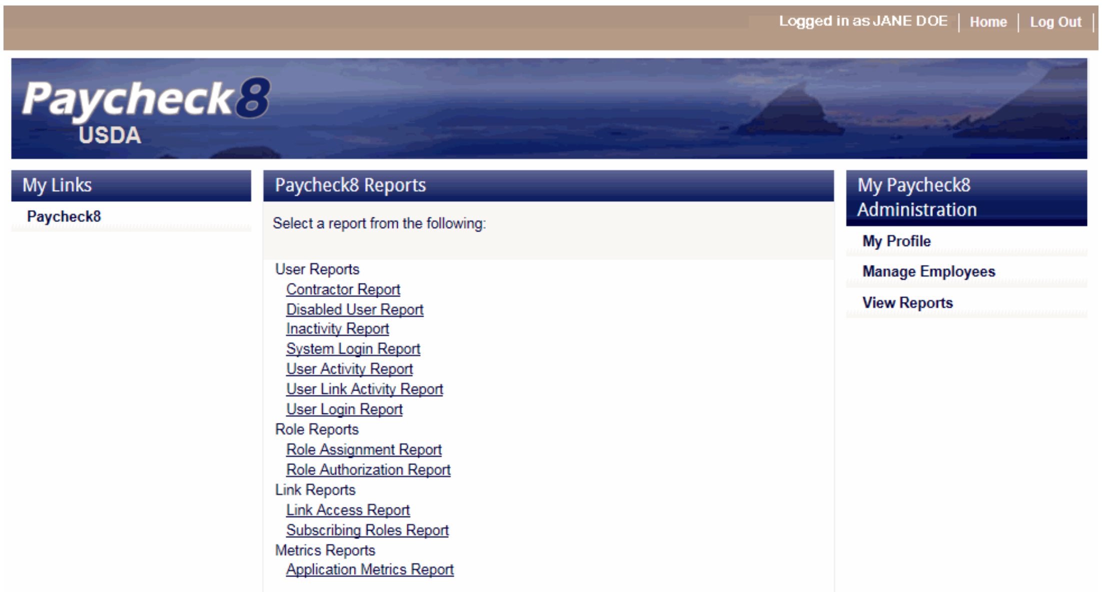


Figure 385: Paycheck8 Reports Page

2. Click **Link Access Report** from the Paycheck8 Link Reports menu. The Link Access Report page is displayed.

Figure 386: Link Access Report Page

3. Complete the fields as follows:

Field	Instruction
***Link**	*Required* Select the Link from the drop-down list.

Field	Instruction
***Link Role**	*Required* Select the Link Role from the drop-down list.
***Employee Status**	*Required* Select the employee status for this report. Valid values are **`Active`**, **`Inactive`**, and **`All Employees`**.

4. Click **Run Report**. The Link Access Report is displayed with a report toolbar.

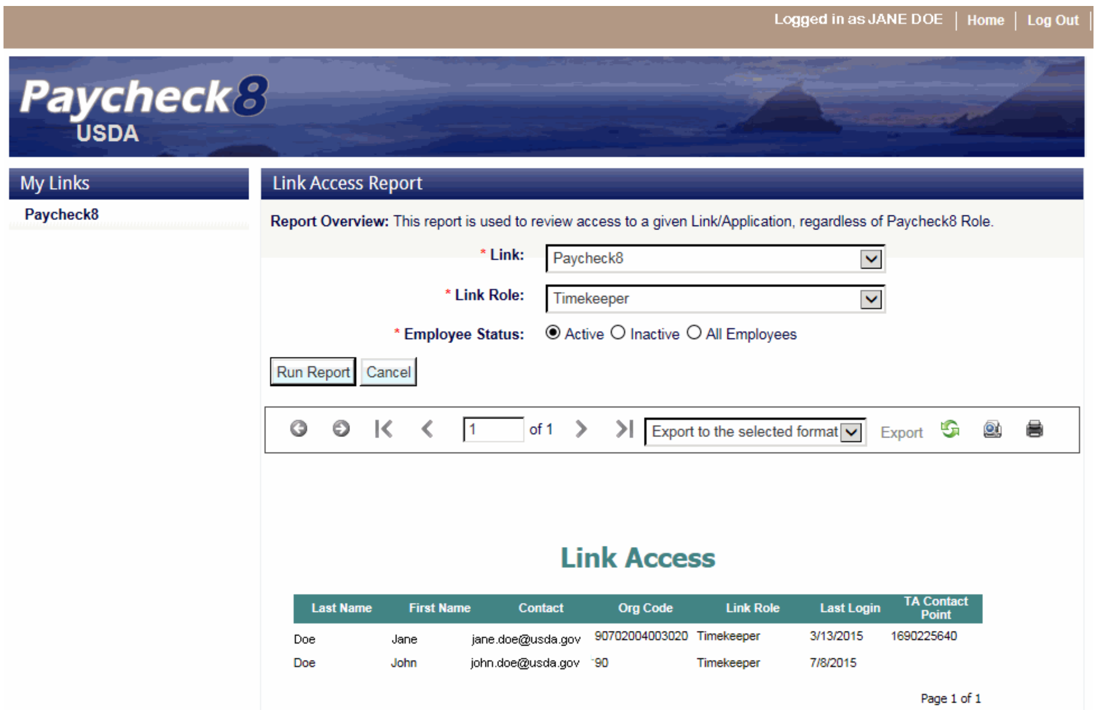


Figure 387: Link Access Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.

Option	Description
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Subscribing Roles Report

Subscribing Roles Report is used to review roles that subscribe to a given link.

To Run the Subscribing Roles Report:

1. Select ***View Reports*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 388: Paycheck8 Reports Page

2. Click **Subscribing Roles Report** from the Paycheck8 Link Reports menu. The Subscribing Roles Report page is displayed.

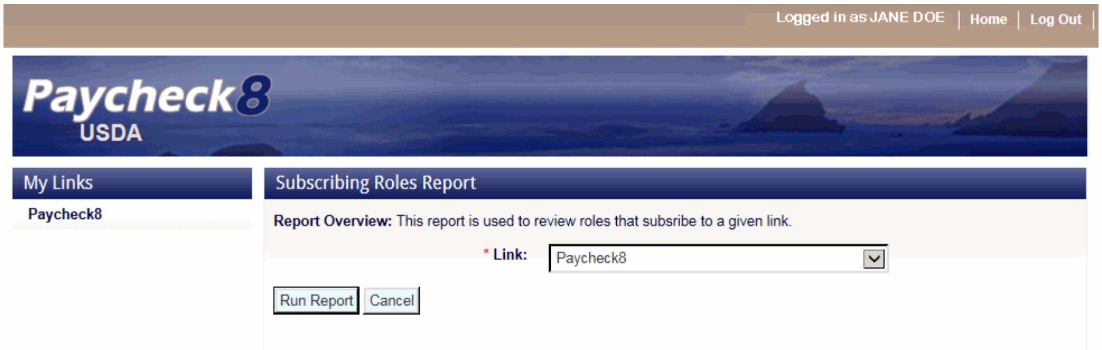


Figure 389: Subscribing Roles Report Page

3. Complete the field as follows:

Field	Instruction
***Link**	*Required* Select the Link from the drop-down list.

4. Click **Run Report**. The Subscribing Roles Report is displayed with a report toolbar.

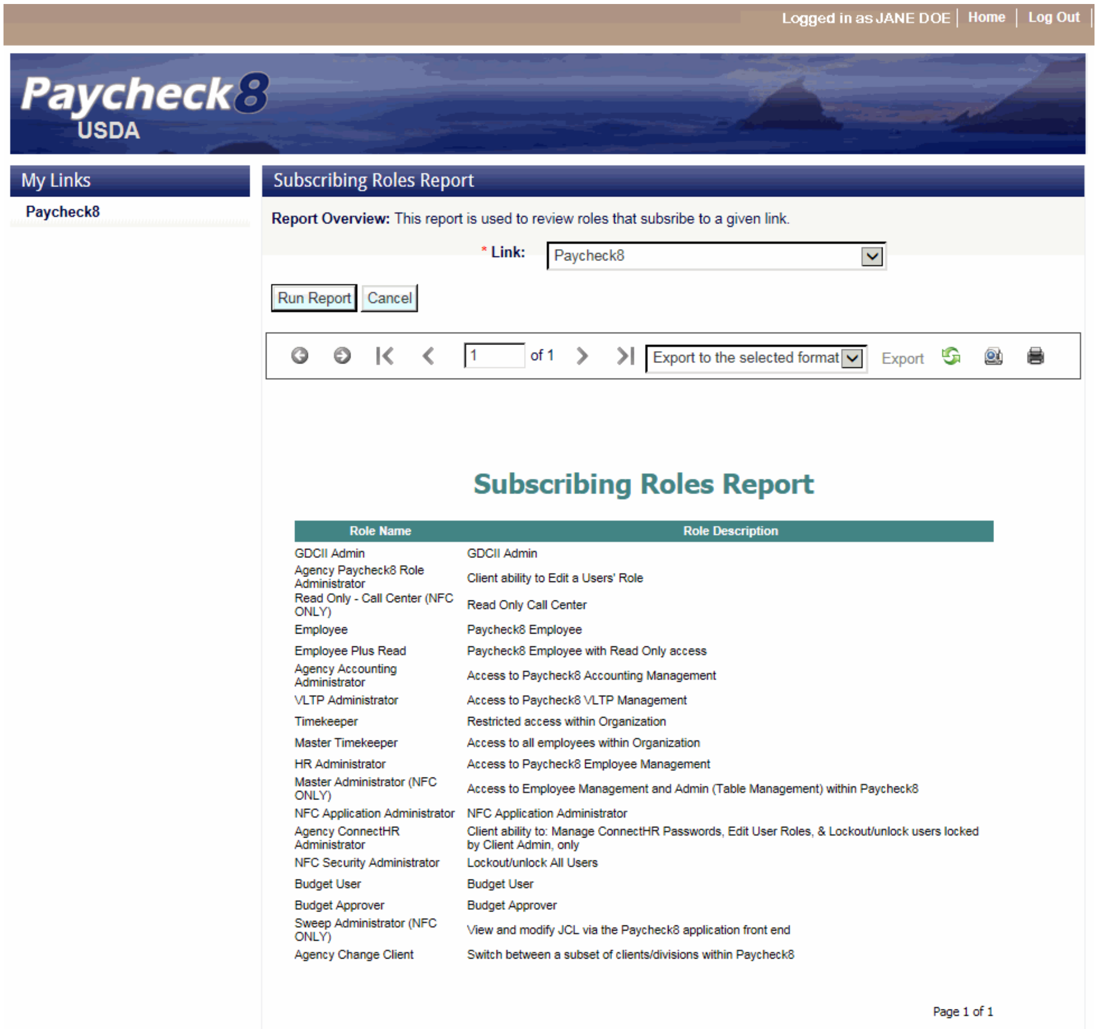


Figure 390: Subscribing Roles Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.

Option	Description
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Metric Reports

The Metric Reports category contains only one report.

For more information see:

Application Metrics Report

Application Metrics Report is used to review usage and other relevant metrics regarding this instance of Paycheck8.

To Run the Application Metrics Report:

1. Select ***View Reports*** from the My Paycheck8 Administration menu on the Paycheck8 main menu page. The Paycheck8 Reports page is displayed.

Figure 391: Paycheck8 Reports Page

2. Click **Application Metrics Report** from the Paycheck8 Metrics Reports menu. The Application Metrics Report page is displayed.

Note: There are no parameters available for this report.

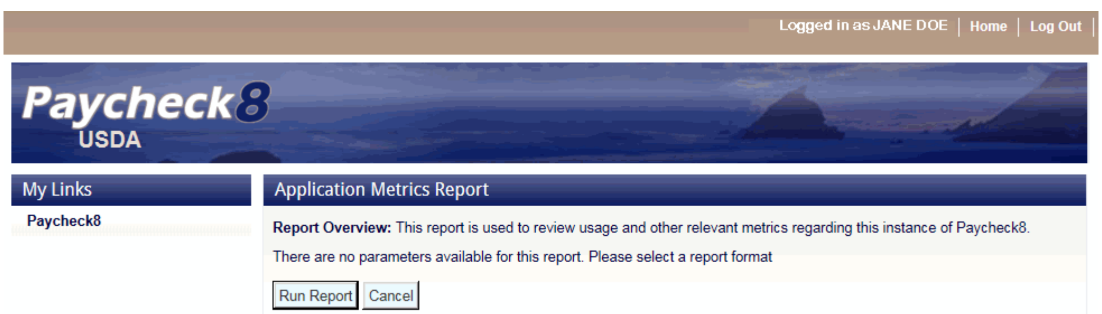


Figure 392: Application Metrics Report Page

3. Click **Run Report**. The Application Metrics Report is displayed with a report toolbar.

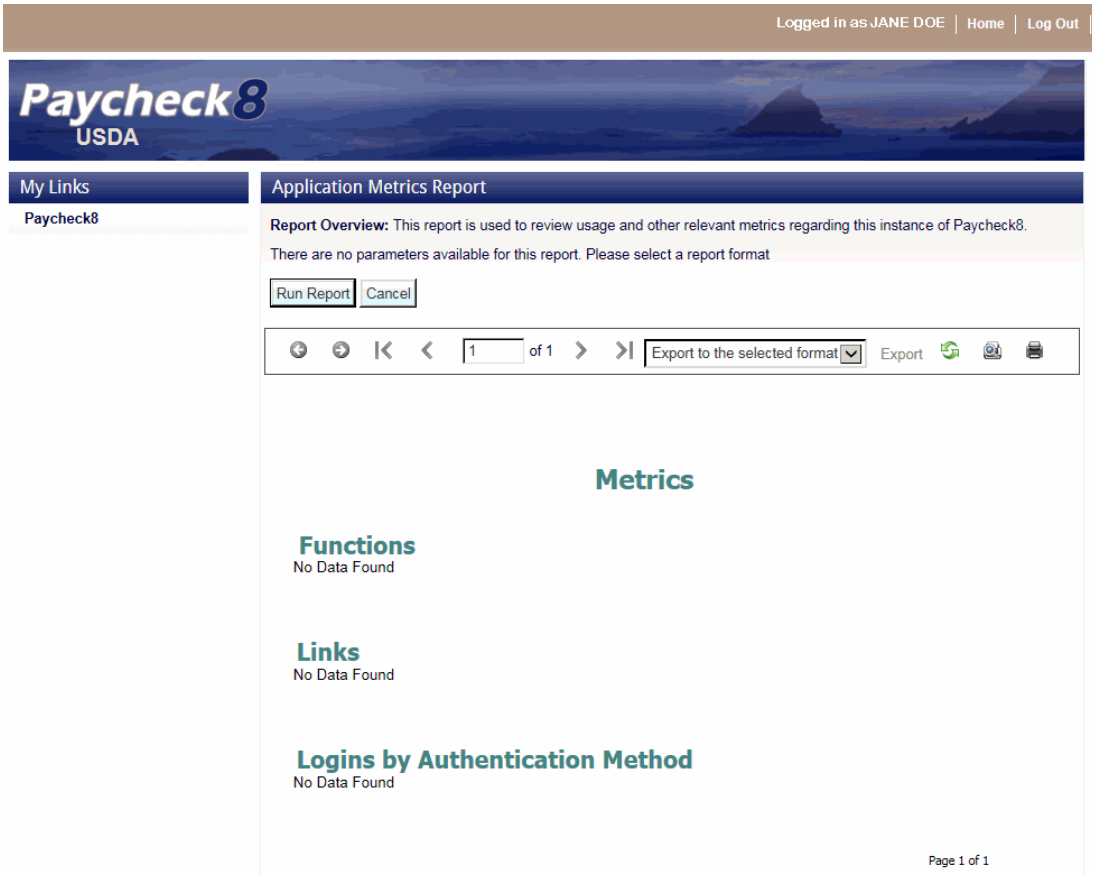


Figure 393: Application Metrics Report

The following options are available on the report toolbar:

Option	Description
Navigate back	Toggles to the previous report.
Navigate forward	Toggles to the next report.
First page	Navigates to the first page of the report.
Previous page	Navigates to the previous page of the report.
Current page	Displays the current page number.
Total pages	Displays the total number of pages.
Next page	Navigates to the next page of the report.
Last page	Navigates to the last page of the report.

Option	Description
Export format type	Lists the available export formats.
Export	Exports the report to the selected format.
Refresh	Navigates back to the first page of the report.
Switch to print preview	Displays a print version of the report.
Print	Generates the report to the selected printer.

Index

A

C

D

E

F

G

S

T

U

V