

Time and Labor UPK Training

this course	goes with this role
Managing Time Reporter Data	
Enrolling Time Reporters	Dept T & L Reviewer, Dept T & L Approver
Maintaining Time Reporter Data	Dept T & L Reviewer, Dept T & L Approver
Viewing Time Reporter Status	Dept T & L Reviewer, Dept T & L Approver
Assigning Work Schedules	Dept T & L Reviewer, Dept T & L Approver
Establishing Static Groups	
Creating Static Groups	Dept T & L Reviewer, Dept T & L Approver
Setting Up An Equipment Group	Dept T & L Reviewer, Dept T & L Approver
Updating/Maintaining Static Groups	Dept T & L Reviewer, Dept T & L Approver
Approving And Managing Time	
Using The Time And Labor Launch Pad	Dept Timekeeping Processor, Dept T & L Reviewer, Dept T & L Approver
Viewing Reported Time	Dept T & L Reviewer, Dept T & L Approver
Prior Period Adjustments	Dept T & L Reviewer, Dept T & L Approver
Approving Payable Time	Dept T & L Approver
Managing Exceptions	Dept Timekeeping Processor, Dept T & L Reviewer, Dept T & L Approver
Using Self-Service Components	
ESS View Paycheck Stub	All Riverside County Employees
Reporting Time	
Reporting Time, No Default Time	Dept Timekeeping Processor, Dept T & L Reviewer, Dept T & L Approver
Reporting Time, Employee With A Schedule	Dept Timekeeping Processor, Dept T & L Reviewer, Dept T & L Approver
Reporting Self-Entry Time	Dept Self-Entry Timekeeper
Reporting Time As A Sub-Processor	Dept Timekeeping Processor – Sub, Dept T & L Reviewer, Dept T & L Approver
Reporting Equipment Time	Dept Timekeeping Processor, Dept T & L Reviewer, Dept T & L Approver
Running Reports	
Printing Your Employee Timesheet	Dept Self-Entry Timekeeper
Printing Timesheets	Dept Timekeeping Processor, Dept Timekeeping Processor – Sub, Dept T & L Reviewer, Dept T & L Approver
Running Time And Labor Reports	Dept Timekeeping Processor, Dept T & L Reviewer, Dept T & L Approver
Using Dazel	Dept Self-Entry Timekeeper, Dept Timekeeping Processor, Dept T & L Reviewer, Dept T & L Approver
Running A Public Query	Dept Self-Entry Timekeeper, Dept Timekeeping Processor, Dept T & L Reviewer, Dept T & L Approver