

Tufts Support Services

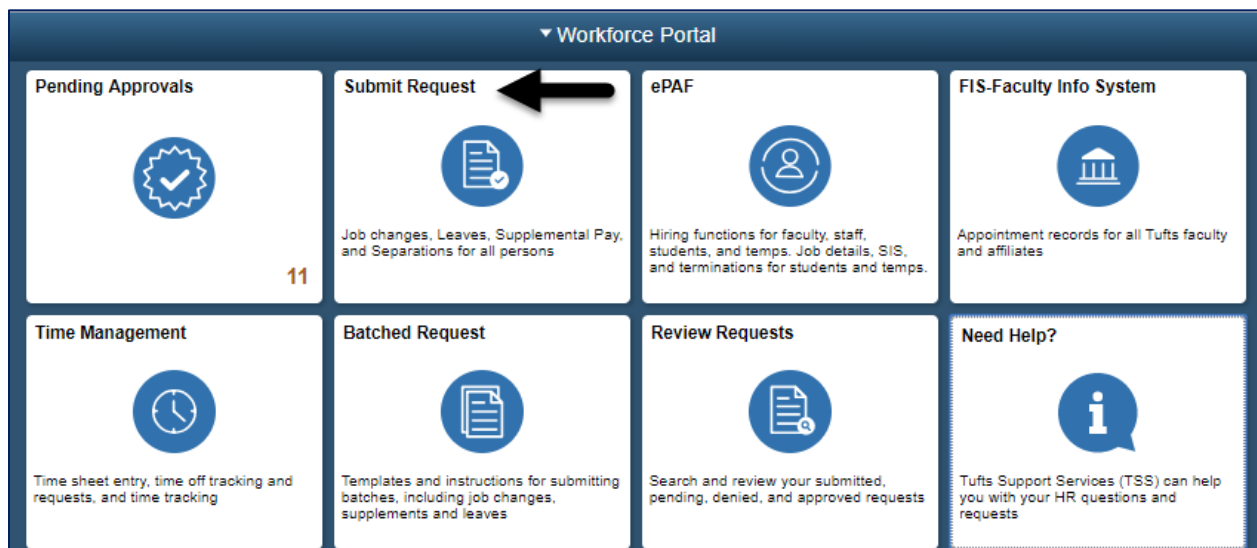
Job Aid for Make Timekeeper

Description

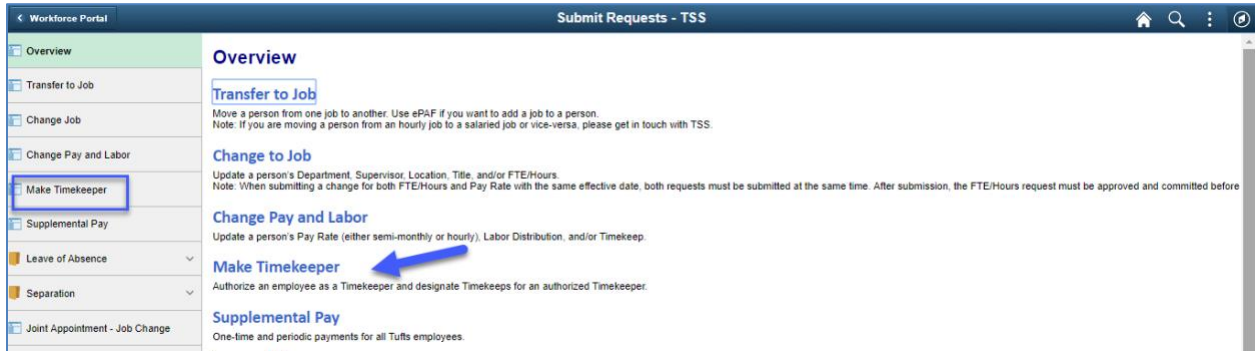
- This job aid is intended to guide you through the online process for a Make Timekeeper transaction that is initiated by an approved submitter.
- Timekeeper Change adds or removes the employee as an authorized timesheet approver / submitter for the selected Timekeep as long as the initial application and access are already complete.
- The PDF form for initial access to the system is handled outside of the system and can be found on the AccessTufts Forms page or by contacting tss@tufts.edu.

Key Steps/Activities to be performed

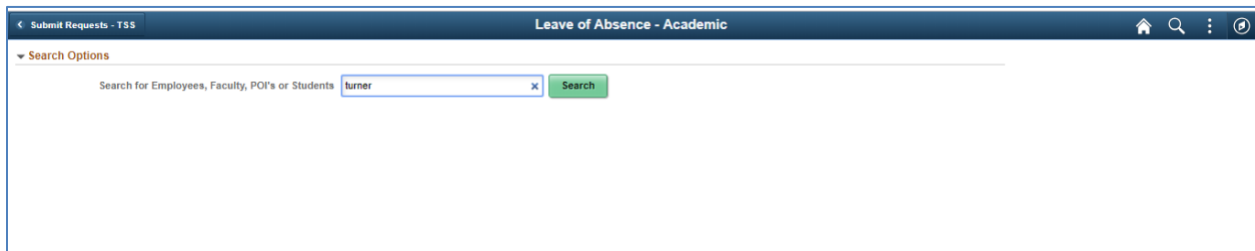
1. The Approved Submitter Logs into PeopleSoft and clicks on the submit request tile from their landing page.



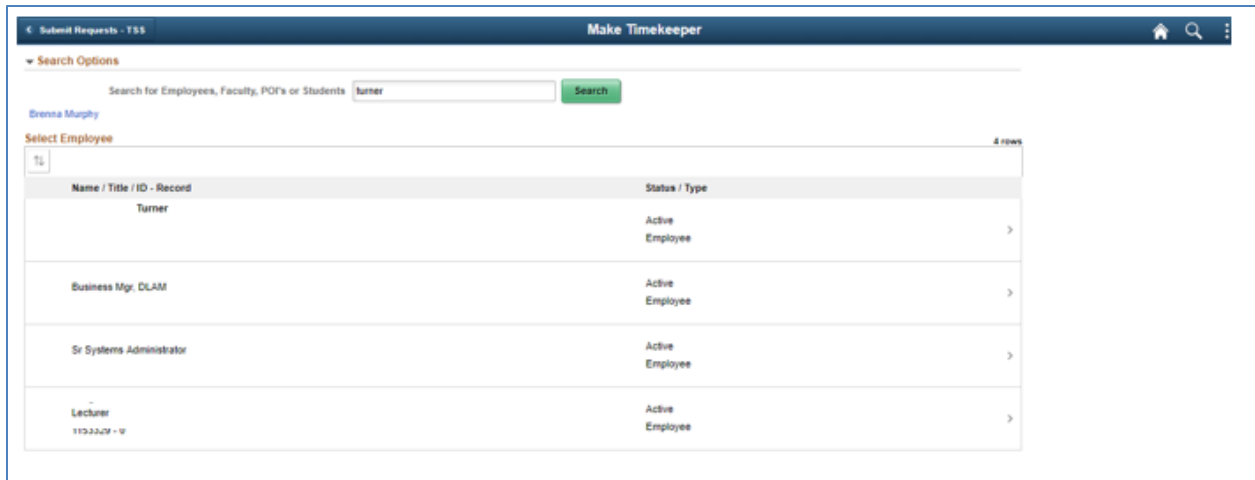
- The Submitter selects the Make Timekeeper from the left-hand side navigation, which will begin the transaction and opens a window to allow the administrator to search for an employee for timekeeper changes.



- You can search for the employee by name, employee id, position number or department.



- Based on the search criteria, a list of employees will appear that the submitter has security access to. In the example below, the search was for “Turner” and returned 4 rows.



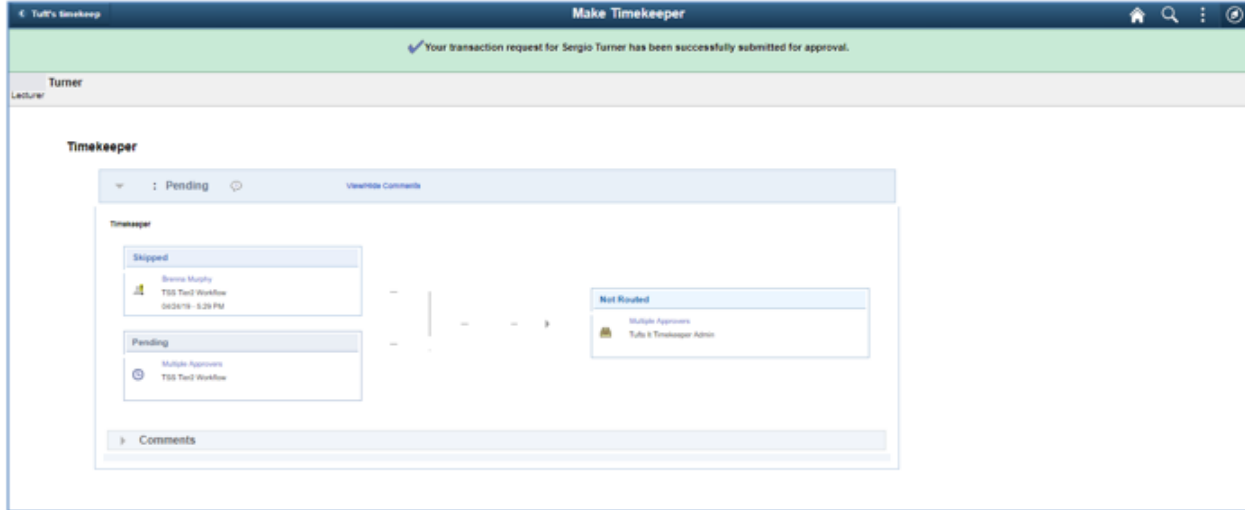
- After selecting Sergio from the list, the submitter will fill in the information below.
 - Transaction Date – This is the first day the timekeeper will become effective.

- b. Time Keep/CheckDistribution – The administrator will be provided with a drop-down list of action reason to choose from. In our example we have chosen “132”
- c. Time Off Tracking – The administrator will be provided with a drop-down list of action reason to choose from. In our example we have chosen “020”
- d. If the person is not a current approved Timekeeper, they must submit a signed copy of the Application for PeopleSoft HRMS Account and submit it to tss@tufts.edu for approval before they will get timekeeping approval. TSS will not approve the request to add more Timekeeps through the online system until this signed form is received.

When completed the user will click on the NEXT button.

- 6. The submitter will have a chance to review the changes that were made and add comments that they can reference in the future and will be included in the workflow transaction. After reviewing the transaction, the submitter will click on the submit button.

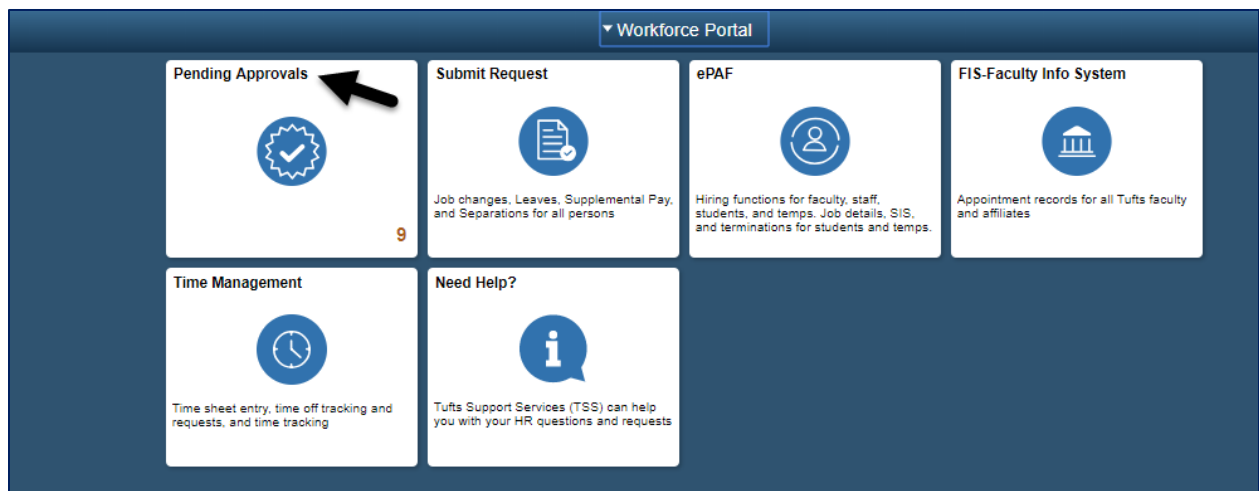
- After the transaction is submitted, the submitter will receive a message that the transaction was submitted for approval. They can also view the approval workflow chain with a pending status.



All required approvals will appear in the Approval Chain. Upon completion of the Approval Chain, certain roles will be notified. The required approvals and the notified roles will vary based on the type of employee as shown below.

Employee Type	Faculty	Staff	Student	Temp
Approvers	TSS Tier 2	TSS Tier 2	TSS Tier 2	TSS Tier 2
	Peoplesoft HCM Security Admin	Peoplesoft HCM Security Admin	Peoplesoft HCM Security Admin	Peoplesoft HCM Security Admin
Notified	Finance Office	Finance Office	Finance Office	Finance Office

- The approver will receive an email that a transaction is waiting to be approved and they will also see the transaction in the pending approvals tile.



- The approver should then select the transaction from the list. They can review the changes and comments before denying or approving the transaction.



10. Once the final approver has approved the transaction, the timekeeper who was approved should be able to review and update timekeeping.

