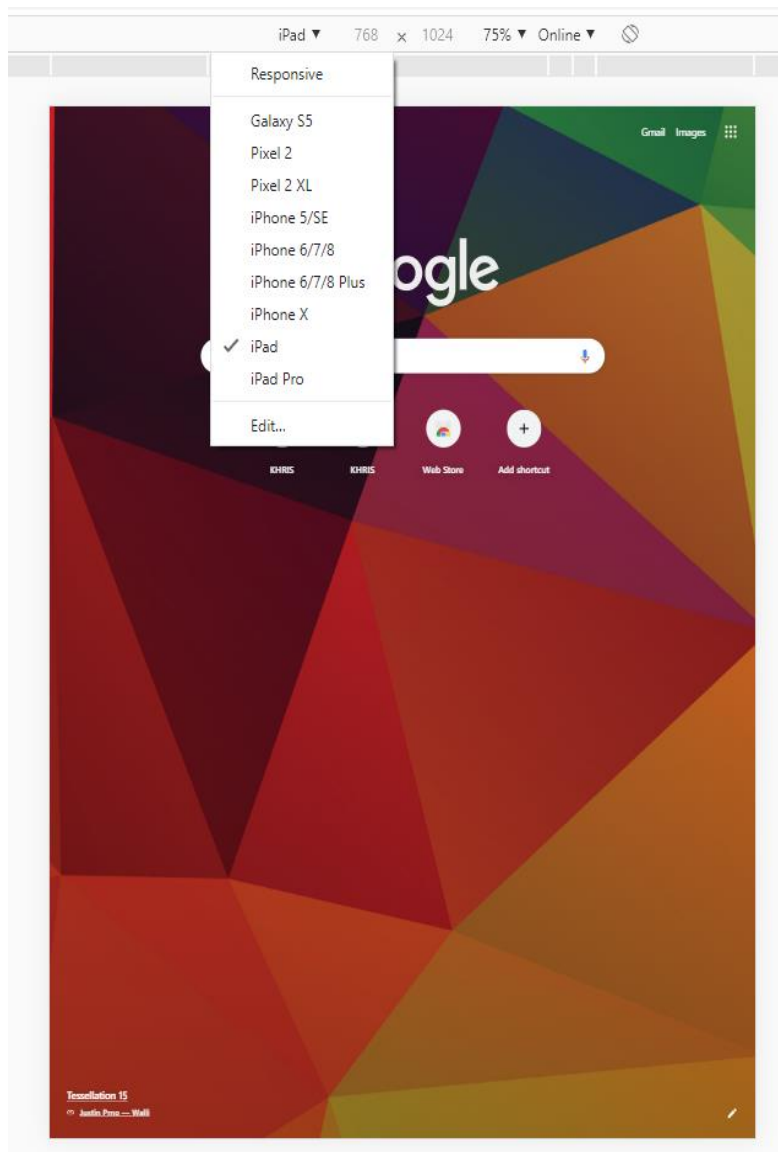
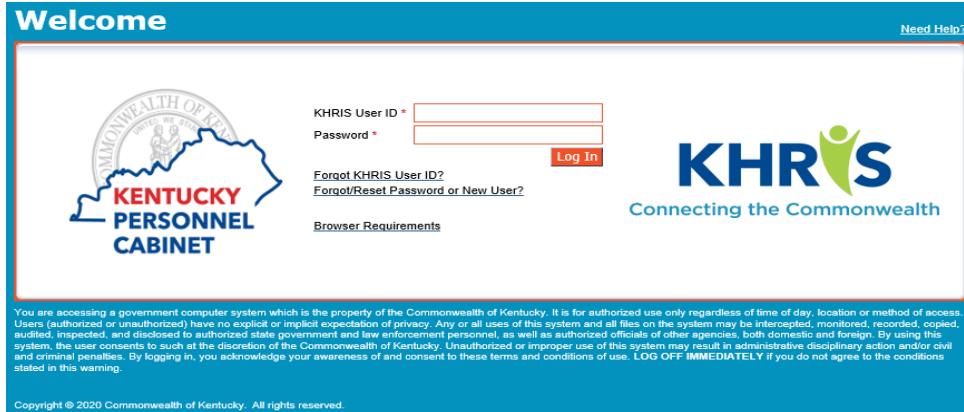


Mobile Self Time Entry w/Cost Allocation

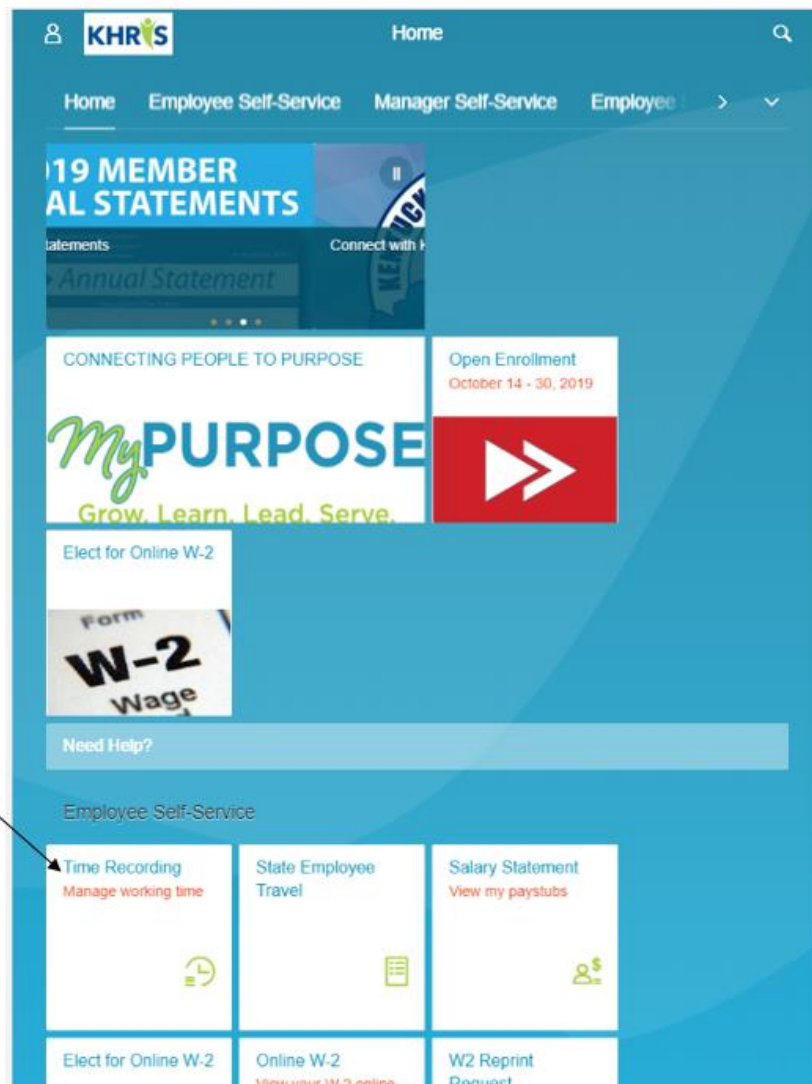
Self-time entry with cost allocation through Employee Self-Service is now available in several mobile formats. If you are using one of these devices, the correct version will automatically load on your mobile device in the suitable format; therefore, no selection is needed. We have listed all available formats below for your information. For the purpose of this training document, all views will be in the iPad view.



To access the Employee Self-Service Portal use <https://khris.ky.gov> Log in using your KHRIS User ID and Password.



The image shows the KHRIS login page. At the top left is the 'Welcome' text and a 'Need Help?' link. In the center, there is a login form with fields for 'KHRIS User ID' and 'Password', and a 'Log In' button. Below the form are links for 'Forgot KHRIS User ID?', 'Forgot/Reset Password or New User?', and 'Browser Requirements'. On the left is the 'KENTUCKY PERSONNEL CABINET' logo, and on the right is the 'KHRIS Connecting the Commonwealth' logo. At the bottom, there is a privacy notice and a copyright notice for 2020 Commonwealth of Kentucky.



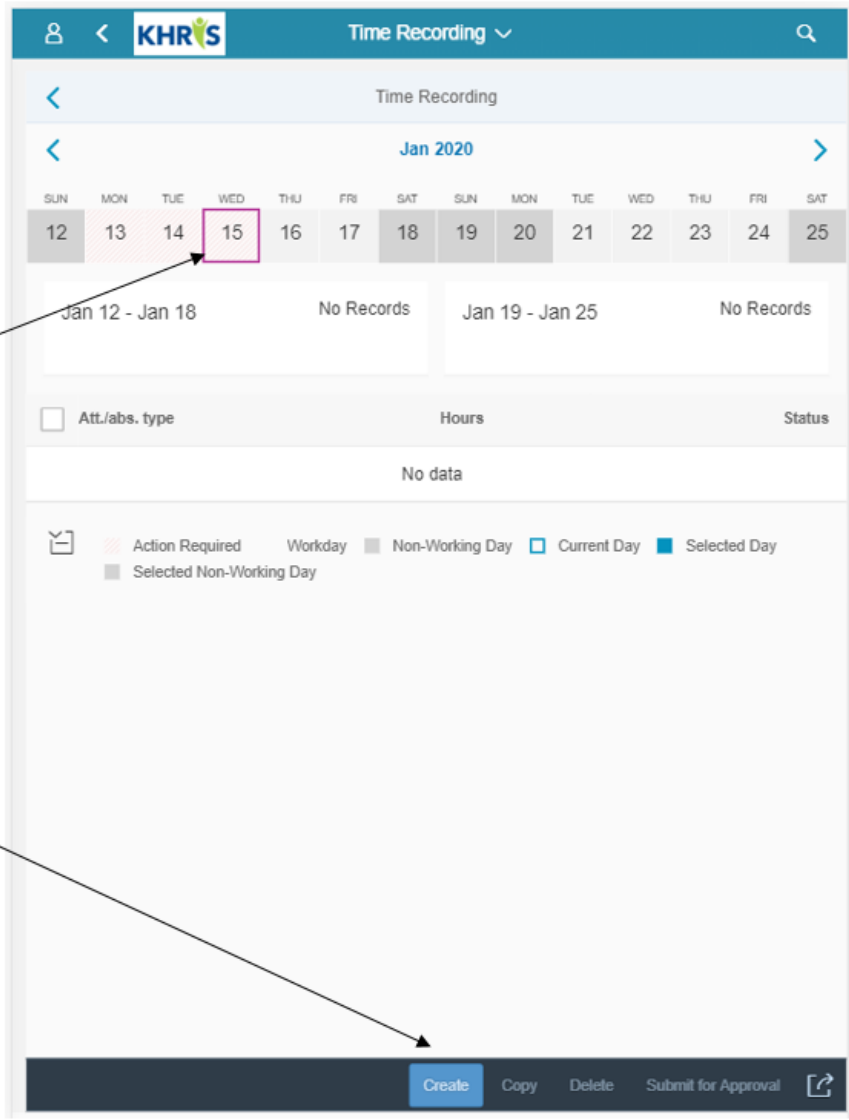
The image shows the KHRIS Employee Self-Service dashboard. At the top, there is a navigation bar with 'Home', 'Employee Self-Service', 'Manager Self-Service', and 'Employee'. Below the navigation bar, there is a '19 MEMBER ANNUAL STATEMENTS' banner. Underneath, there is a 'CONNECTING PEOPLE TO PURPOSE' section with a 'My PURPOSE' logo and a red arrow button. Below that, there is a 'Need Help?' button. The 'Employee Self-Service' section contains several tiles: 'Time Recording' (Manage working time), 'State Employee Travel', 'Salary Statement' (View my paystubs), 'Elect for Online W-2', 'Online W-2' (View your W-2 online), and 'W2 Reprint Request'.

Timesheet is located under the Time Recording Tile

The mobile view allows employees to view/enter time for one day at-a-time.

First: Select the date you wish to enter time for

Next: Select the "Create" button to open up the screen for time entry



Type in the number of hours to be recorded and select the Absence/Attendance code from the drop-down box. There is also a Note field. Employee can enter notes related to the time entry in this box.

The image displays two screenshots from the KHRIS Time Recording system. On the left is a list of 'Att./Absence type' options, including (None), Regular Hours (1REG), Additional Hours (6ADL), Annual Leave (ANLL), Sick Leave (SICK), Comp Leave Used (COMP), Certification (CERT), Personal Leave (PERL), Emergency Leave (EMLV), Call-In Hours (7CLL), On-Call Comp (8ONC), and Servers "Other" (9SRV). On the right is the 'Create Time Entry' form for January 15, 2020. The form includes fields for 'Hours' (set to 7.5), 'Note' (with a red arrow pointing to it and a callout box saying 'Add any notes here'), and a dropdown for 'Att./abs. type' (set to Regular Hours (1REG)). Other fields include 'Accounting Template' (Provisional Licensures for Health Facilities (HAAAEA)), 'Unit' (DIVISION OF ACCOUNTING AND PROCUREMENT SEF), and 'Activity' (CHFS ENERGY MANAGEMENT ANALYSIS EQUIPMENT). A 'Cancel' button is visible at the bottom of the list, and 'Save', 'Cancel', 'Reset', and 'Favorites' buttons are at the bottom of the form.

There are also drop-down boxes for Accounting Template, Unit, and Activity if needed. If these are not fields that the employee needs to enter, these may be left blank. Each employee will only see the template,

unit, and activity list available to them in the drop-down. Search fields are available at the top of each drop-down.

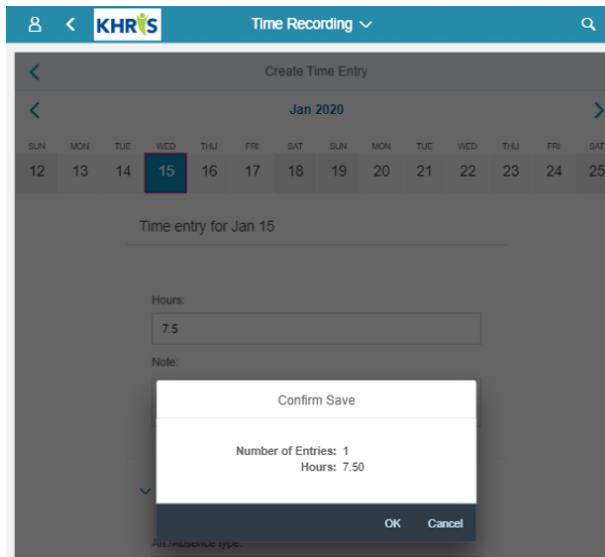
The screenshot displays the 'Time Recording' application interface. At the top, the user is logged in as 'KHR'S' and is in the 'Time Recording' section. The main screen is titled 'Create Time Entry' and shows a calendar for 'Jan 2020' with the date '15' selected. Below the calendar, the 'Entry Details' section includes a 'Hours' field with the value '7.5' and a 'Note' field with the placeholder text 'Notes may be typed in here'. The 'Att./abs. type' dropdown is set to 'Regular Hours (IREG)'. The 'Accounting Template' dropdown is set to 'Provisional Licensures for Health Facilities (HAAAEA)'. The 'Unit' dropdown is set to 'DIVISION OF ACCOUNTING AND PROCUREMENT SER'. The 'Activity' dropdown is set to 'CHFS ENERGY MANAGEMENT ANALYSIS EQUIPMENT'. Three external panels are shown to the left and right, each with a search bar and a list of options. The left panel is titled 'Accounting Template' and lists various templates such as 'OIG CMP Program Administration (HAAA4CL)', 'LTC INVOL. DISCHARGE MEDICAID (HAAAAB)', and 'LTC INVOL. DISCHARGE NON-MEDICAID (HAAAAC)'. The right panel is titled 'Unit' and lists units such as 'OFFICE OF ADMIN & TECHNOLOGY SERVICES (000A)', 'OFFICE OF THE OMBUDSMAN (000B)', and 'OFFICE OF ELECTRONIC HEALTH INFORMATION (000C)'. The bottom panel is titled 'Activity' and lists activities such as 'CHFS ENERGY MANAGEMENT ANALYSIS EQUIPMENT (0549)', 'BENEFIND (BENE)', and 'CHFS CONSTRUCT OATS & OIG OFFICES (CH01)'. Arrows point from the external panels to their respective dropdowns in the main application screen.

Once the hours, notes, attendance/absence code and any template, unit, or activity codes have been entered, the time data must be saved.

The screenshot displays the 'Time Recording' application interface. At the top, the KHRIS logo and 'Time Recording' title are visible. Below is a navigation bar with a back arrow and 'Create Time Entry'. A calendar for 'Jan 2020' shows the date '15' selected. The main form area is titled 'Entry Details' and contains several input fields: 'Hours' with the value '7.5', a 'Note' field with the placeholder text 'Notes may be typed in here', and a section for 'Att./abs. type'. This section includes dropdown menus for 'Att./Absence type' (set to 'Regular Hours (1REG)'), 'Accounting Template' (set to 'Provisional Licensures for Health Facilities (HAAA EA)'), 'Unit' (set to 'DIVISION OF ACCOUNTING AND PROCUREMENT/SEF'), and 'Activity' (set to 'CHFS ENERGY MANAGEMENT ANALYSIS EQUIPMENT'). At the bottom of the form, a dark blue bar contains buttons for 'Save', 'Cancel', 'Reset', and 'Favorites'. The 'Save' button is circled in black, and a line points from a 'SAVE' label box to it.

SAVE

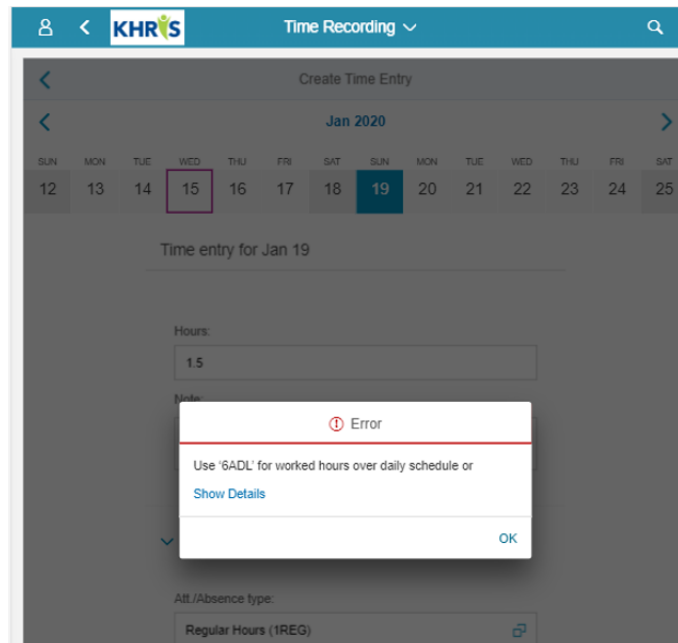
When the save button is selected, the employee must confirm the save by selecting “OK”.



If no errors are found, the employee will see this message displayed in the mobile view:



If there is an error in the time entry, the employee will see the same type of errors they have been accustomed to seeing in the desktop version and a correction will be needed.



See below an example of the mobile view an employee will see once several days have been saved.

The screenshot displays the KHRIS mobile application interface for Time Recording. At the top, there is a header with the KHRIS logo, a back arrow, the text 'Time Recording', and a search icon. Below the header is a secondary header with a back arrow, the text 'Time Recording', and a right arrow. The main content area shows a calendar for 'Jan 2020'. The days of the week are listed at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are listed below: 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25. Days 15, 16, and 17 are highlighted in blue, indicating they are selected. Below the calendar, there are two summary boxes: 'Jan 12 - Jan 18' with '22.50 hours' and 'Jan 19 - Jan 25' with 'No Records'. Below these boxes is a table with columns for 'Att./abs. type', 'Hours', and 'Status'. The table contains three rows of data for January 15, 16, and 17, each showing 'Regular Hours' with '7.50' hours and a 'Saved' status. At the bottom of the screen, there is a dark blue bar with buttons for 'Create', 'Copy', 'Delete(3)', 'Submit for Approval(3)', and a share icon.

Att./abs. type	Hours	Status
Jan 15 (7.50 hours / 7.50 hours)		
<input checked="" type="checkbox"/> Regular Hours	7.50	Saved >
Jan 16 (7.50 hours / 7.50 hours)		
<input checked="" type="checkbox"/> Regular Hours	7.50	Saved >
Jan 17 (7.50 hours / 7.50 hours)		
<input checked="" type="checkbox"/> Regular Hours	7.50	Saved >

Legend:
 Action Required Workday Non-Working Day Current Day Selected Day
 Selected Non-Working Day

The employee can view the status of the time that has been entered on the right side of the screen. They can also click on the status for each day to edit that time data. There are also options to delete, submit, or copy the saved time.

The screenshot shows the KHRIS Time Recording app interface for January 2020. The calendar highlights the days from Jan 15 to Jan 17. Below the calendar, there are summary cards for Jan 12 - Jan 18 (22.50 hours) and Jan 19 - Jan 25 (No Records). The main list shows time entries for Jan 15, 16, and 17, each with 7.50 hours of Regular Hours and a 'Saved' status. At the bottom, there are buttons for 'Create', 'Copy', 'Delete(3)', and 'Submit for Approval(3)'. A legend at the bottom identifies various day types: Action Required, Workday, Non-Working Day, Current Day, Selected Day, and Selected Non-Working Day.

Callout boxes provide the following information:

- Att./abs. type must be selected to delete or submit for approval. Selecting here is a "Select All". Individual dates can also be selected one-at-a-time** (points to the 'Att./abs. type' checkbox).
- Status of time entry can be viewed in this column.** (points to the 'Status' column header).
- Edits can be made by clicking on the status for any record.** (points to the 'Saved' status in a record).
- All time selected may be deleted using this option.** (points to the 'Delete(3)' button).
- All time selected may be submitted using this option.** (points to the 'Submit for Approval(3)' button).
- Selected time may be copied to other days.** (points to the 'Copy' button).

Messages will display to either confirm the submission or confirm the deletion:

Two confirmation dialog boxes are shown side-by-side. Both display the following information:

- Confirm Submission:** Number of Entries: 3, Total Hours: 22.5
- Confirm Deletion:** Number of Entries: 3, Total Hours: 22.5

Both dialogs have 'OK' and 'Cancel' buttons at the bottom.

See below the messages that will display in the status column once the time has either been sent for approval or approved.

< **KHRIS** Time Recording

< Time Recording

< Jan 2020 >

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
12	13	14	15	16	17	18	19	20	21	22	23	24	25

Jan 12 - Jan 18 22.50 hours
7.50 hours approved

Jan 19 - Jan 25 No Records

<input type="checkbox"/>	Att./abs. type	Hours	Status
Jan 13 (7.50 hours / 7.50 hours)			
<input type="checkbox"/>	Regular Hours DHRA	7.50	Approved >
Jan 14 (7.50 hours / 7.50 hours)			
<input type="checkbox"/>	Regular Hours	7.50	Sent for approval >
Jan 15 (7.50 hours / 7.50 hours)			
<input type="checkbox"/>	Regular Hours	7.50	Sent for approval >

Done Workday Non-Working Day Current Day Selected Day
 Selected Non-Working Day Approver Action Needed

Create Copy Delete Submit for Approval

See below the message the employee will see if the manager has rejected time entry. Also, note the rejection reasons the employee may see.

Rejection Reason
Search <input type="text"/>
Incorrect cost overrides
Unapproved OT recorded
Absence missing approval
Need documentation
Insufficient staffing for Absence
Insufficient Leave Balance
Other
Less than daily schedule reported
Wrong Abs/Att code used
Leave taken but not reflected
Hours worked but not reflected
<input type="button" value="Cancel"/>

Time Recording

Jan 2020

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
12	13	14	15	16	17	18	19	20	21	22	23	24	25

Jan 12 - Jan 18 22.50 hours
15.00 hours approved

Jan 19 - Jan 25 No Records

Att./abs. type	Hours	Status
Jan 13 (7.50 hours / 7.50 hours)		
<input type="checkbox"/> Regular Hours DHRA	7.50	Approved >
Jan 14 (7.50 hours / 7.50 hours)		
<input checked="" type="checkbox"/> Regular Hours Incorrect cost overrides	7.50	Rejected >
Jan 15 (7.50 hours / 7.50 hours)		
<input type="checkbox"/> Regular Hours	7.50	Approved >

Done Rejected Workday Non-Working Day Current Day Selected Day Selected Non-Working Day

Create Copy Delete(1) Submit for Approval

The manager rejected this time due to incorrect cost overrides.

When time is rejected back, the employee must make any necessary corrections then select “save”, and select “submit for approval” again. This process is complete when all time has been saved, submitted, and approved by the manager.