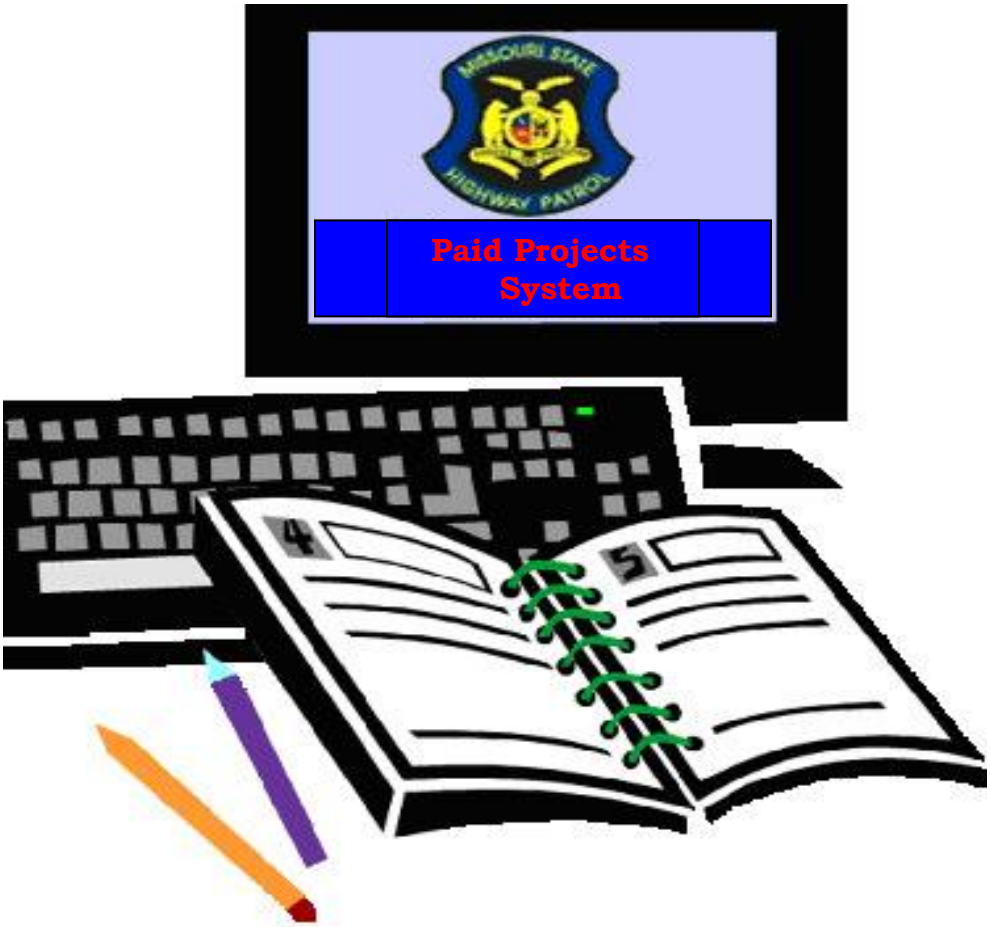
Missouri State Highway Patrol

Paid Projects System



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BUDGET AND PROCRUMENT DIVISION Activities

BPD Activities		Paid Project Maintenance Activities	Viewable Reports
		Manage Paid Projects	Reports
		Manage Fringe Rates	
		Manage Funding Sources	

MANAGER PAID PROJECT Activities

Manager Paid Proj Activities		Activity Status		Paid Project Management	Viewable Reports
	0	Pay Requests Awaiting Approval		Manage Paid Projects	Pay Request Times
	0	Pay Request Corrections	0	Pay Requests Awaiting Mgr Approval	
	0	Disapproved Pay Requests	0	Pay Requests Requiring Funds Manager Approval	

USER PAID PROJECT Activities

User Paid Proj Activities		Activity Status			Paid Proj Activities
	1	Suprvsr Unapproved Pay Requests	0	Manager Unapproved Pay Requests	Request Special Project Pay
	0	Suprvsr Disapproved Pay Requests	0	Manager Disapproved Pay Requests	Pay Request Times
		Saved Paid Proj Record Summary			

User Access

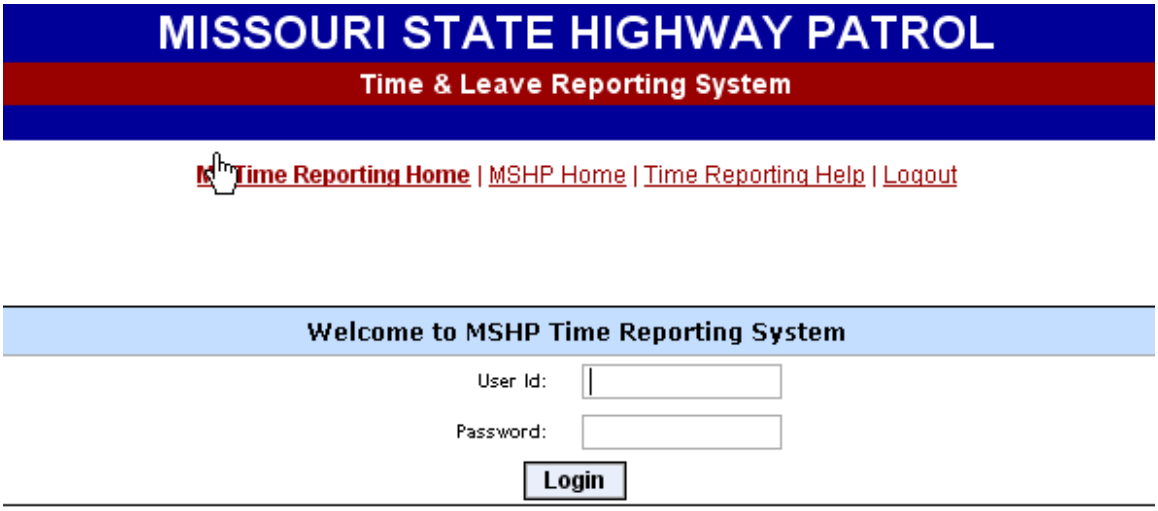
In this section you will learn how to:

- Access to the Time & Leave Reporting System
- Login to the Time & Leave Reporting System
- Access to the Paid Projects System
- Logout of the time & Leave Reporting System

ACCESS THE TIME AND LEAVE REPORTING SYSTEM

1. From the MSHP homepage, single click the **Time and Leave Reporting** link.

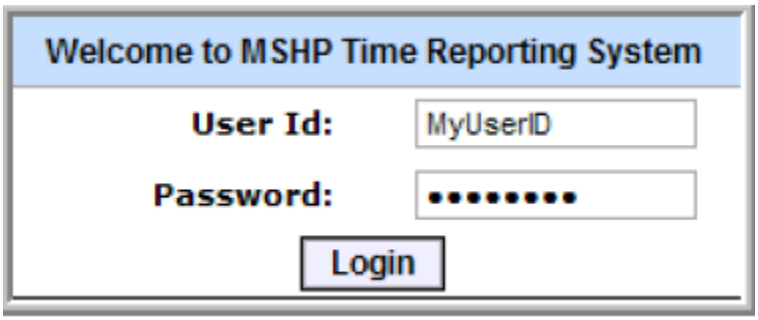
The screen will look similar to this:



LOGIN

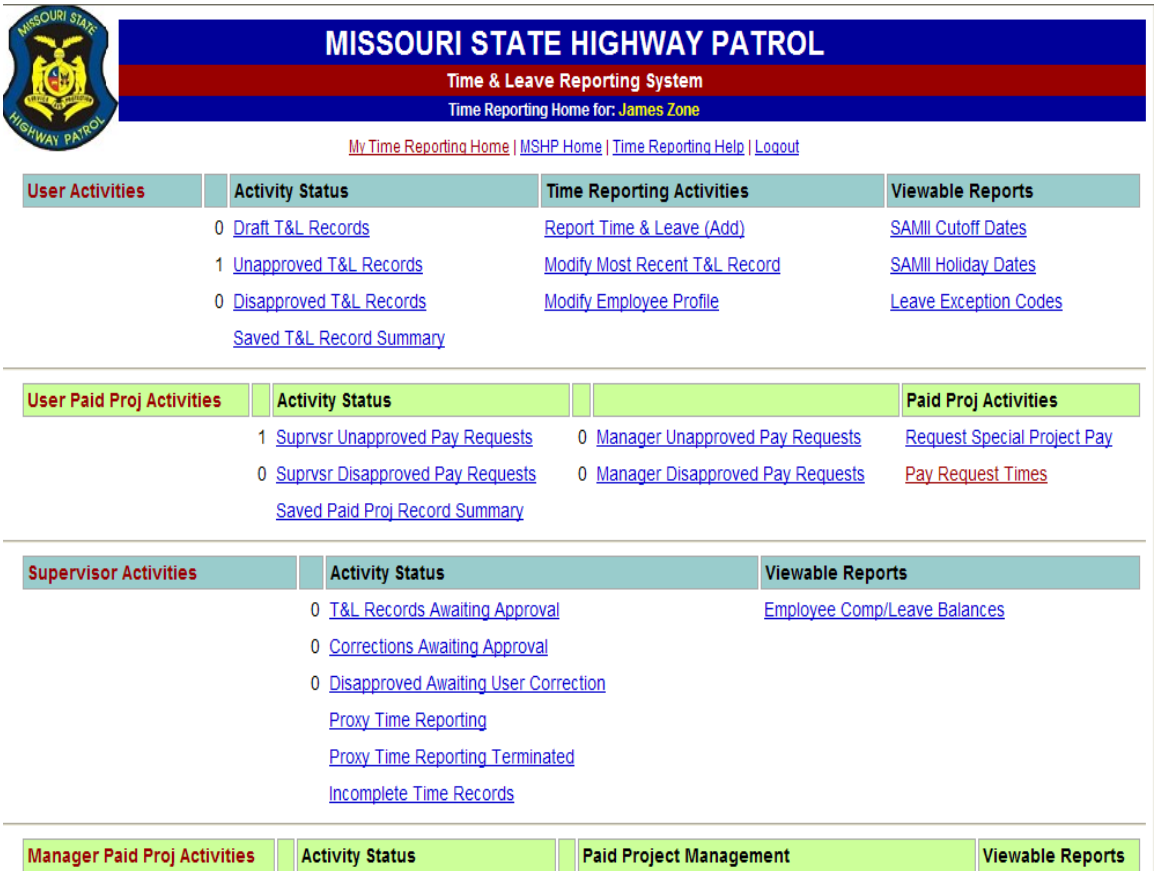
1. Enter LAN **User ID** and **Password**.

The screen will look similar to this:



2. Single click the Login button.

The screen will look similar to this:



ACCESS TO THE PAID PROJECT SYSTEM

1. One of the following options may be chosen at this time. All banners in green relate to Paid Projects.

BPD Activities		Paid Project Maintenance Activities	Viewable Reports
		Manage Paid Projects	Reports
		Manage Fringe Rates	
		Manage Funding Sources	

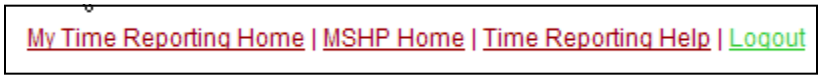
Manager Paid Proj Activities		Activity Status		Paid Project Management	Viewable Reports
	0	Pay Requests Awaiting Approval		Manage Paid Projects	Pay Request Times
	0	Pay Request Corrections	0	Pay Requests Awaiting Mgr Approval	
	0	Disapproved Pay Requests	0	Pay Requests Requiring Funds Manager Approval	

User Paid Proj Activities		Activity Status			Paid Proj Activities
	1	Suprvsr Unapproved Pay Requests	0	Manager Unapproved Pay Requests	Request Special Project Pay
	0	Suprvsr Disapproved Pay Requests	0	Manager Disapproved Pay Requests	Pay Request Times
		Saved Paid Proj Record Summary			

LOGOUT

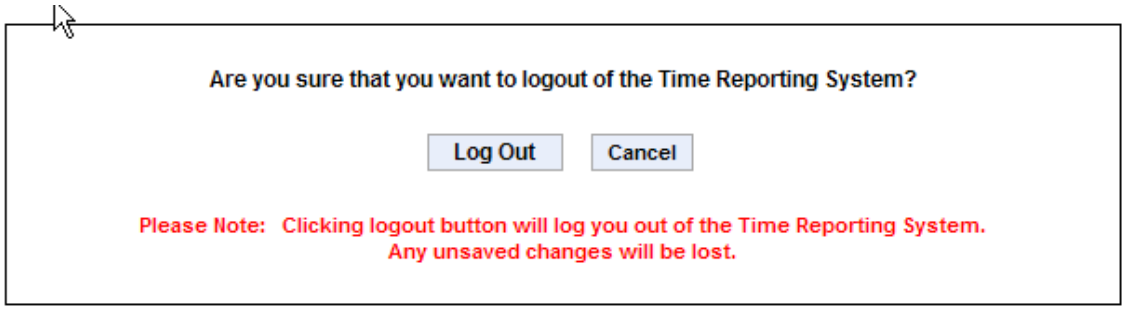
1. From the Time and Leave homepage, single click the **Logout** link.

The screen will look similar to this:



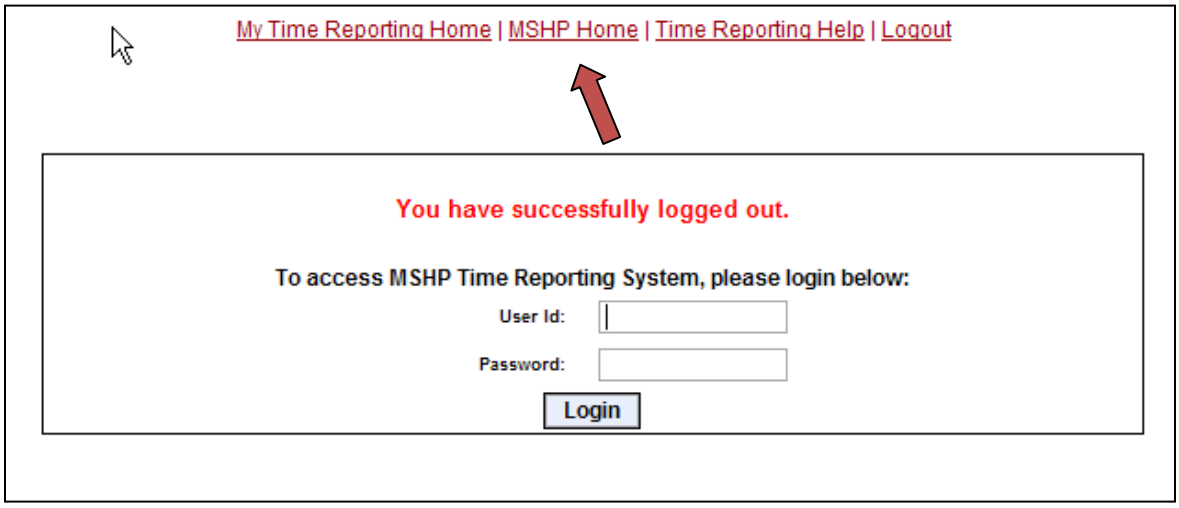
2. Single click the **Log Out** button to exit the Time and Leave Reporting System.

The screen will look similar to this:



3. Single click the **MSHP Home** link to exit the Time and Leave Reporting System.

The screen will look similar to this:



Manage Paid Projects

In this section you will learn how to:

- Add a Paid Project
  - Budget and Procurement Division

- Edit a Paid Project
  - Budget and Procurement Division
  - Director(s)
  - Funds Manager

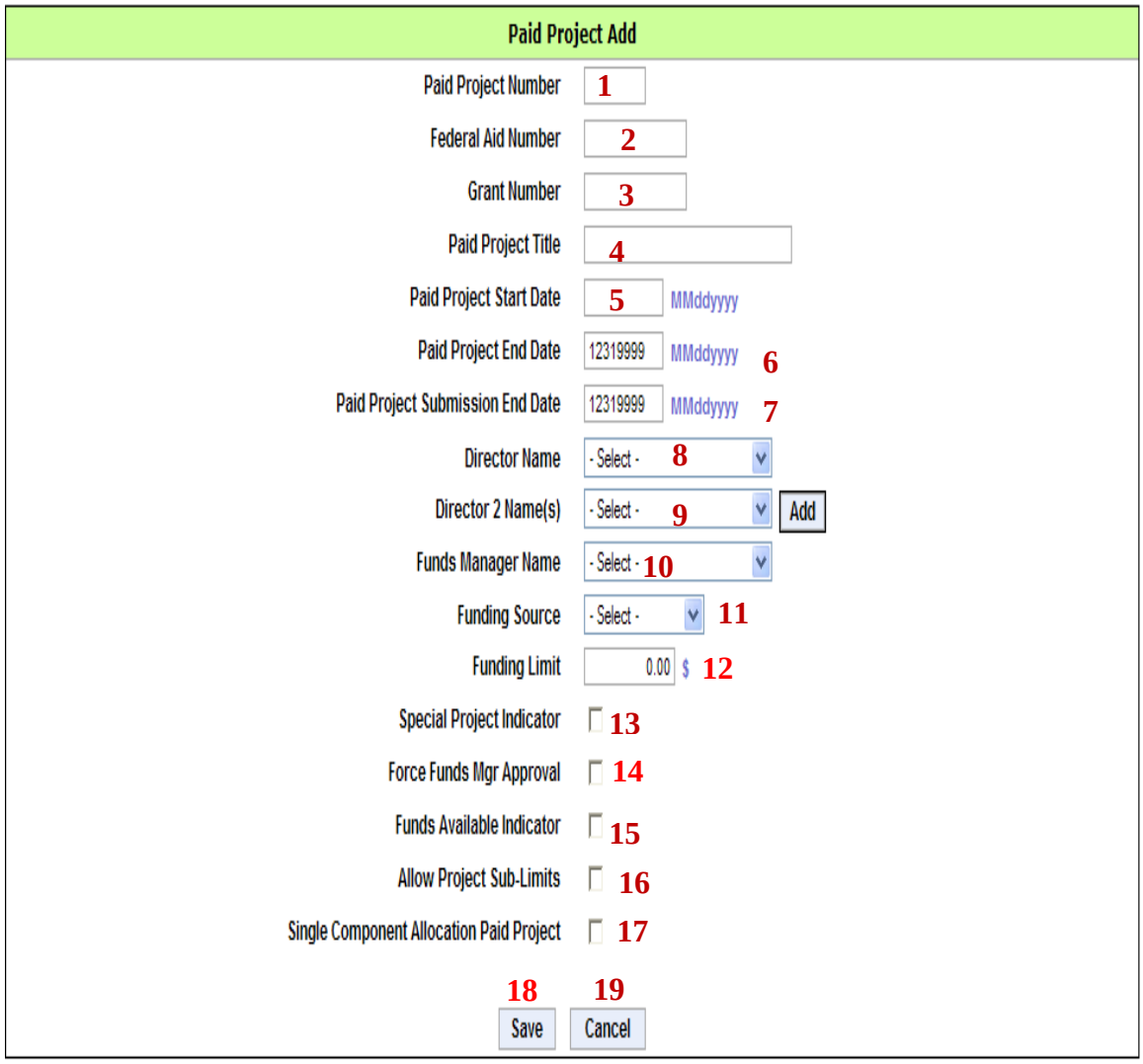
- Add Component Definition
- Add Employee to Project

ADD PAID PROJECTS

The Budget and Procurement Division of the Missouri State Highway Patrol has the sole responsibility of adding Paid Project to the Paid Projects System.

Single left click the **Manage Paid Project** link from the Time and Leave Reporting System homepage.

The screen will look similar to this.



1. Enter the Paid Projects Number in this field.
   Number assigned by the Budget and Procurement Division to identify individual projects in the system. Every Paid Project number must be unique. The field is required and cannot be longer than five characters.

2. Enter Federal Aid Number in this field.
   Number assigned by the Budget and Procurement Division to identify the Federal Tracking number of a grant.

3. Enter Grant Number in this field.
   Number assigned by the Budget and procurement Division to identify the Patrol's Tracking Number of a grant.

4. Enter Title of the Paid Project in this field.
   This field fully identifies the Paid Project. This field is required.

5. Enter Paid Project Start Date as illustrated.
   Date the project begins. This field is required.

6. Enter Paid Project End Date as illustrated.
   Date the project ends if known.

7. Enter Paid Project Submission End Date as illustrated.
   The last date a timesheet could be submitted for a pay request.

8. Single click the drop down arrow to select the Paid Project Director.
   This individual has management for paid project funds. The director is ultimately responsible for the appropriate use and distribution of the paid project funds. This field is required. There may be more than one Paid Project Director.

9. Single click the drop down arrow to select the Director 2.
   Individual who serves as a backup to the Director. There may more than one.

10. Single click the drop down arrow to select the Funds Manager.
    Individual that is responsible for administering the fund allocation to individual sub-projects.

11. Single click the drop down arrow to select the Funding Source.
    This field indicates the type of money (Highway, General Revenue, Federal, etc). This field is required.

12. Enter the Funding Limit as illustrated.
    This is the maximum dollar amount that can be expended to pay employees for the time worked on the paid project. Dollar amount must be Greater than Zero.

13. Single click in the **Check Box** if the Paid Project is a Special Project.
    This field is checked if this is a onetime payout for a project usually performed at the end of the year.

14. Single click in the ☐ **Check Box** to set the Force Funds Mgr Approval.
This field if checked requires the Funds Manager to approve Pay Requests before the employee can be paid for overtime accumulated in a Paid Project.

15. Single click in the ☐ **Check Box** if Funds are Available at the time the Paid Project is entered in the Paid Projects System.
Check designates that money is available for immediate payment of Project hours.

16. Single click in the ☐ **Check Box** to set the Allow Project Sub-Limits.
Two additional fields Deposit Amount [ ] $ and
Deposit Comment [ ] display if this box is checked.
Incremental amounts are deposited at different times throughout the lifecycle of the project. Total funds deposited cannot exceed the project funding limit.

17. Single click in the ☐ Check Box if the project is a Single Component Allocation Paid Project.
If this field is checked two additional fields is displayed, Troop and Zone.

- **a.** Troop - Single click the drop down arrow to select the Troop
- b. Zone – Single click the drop down arrow to select the Zone

The Check designates that only one component is involved in the Paid Project. In this case the Director is the Component Manager.

18. Single click the Save button to save the Paid Project.

The following caption will appear on the screen.

.

Paid Project has been added successfully

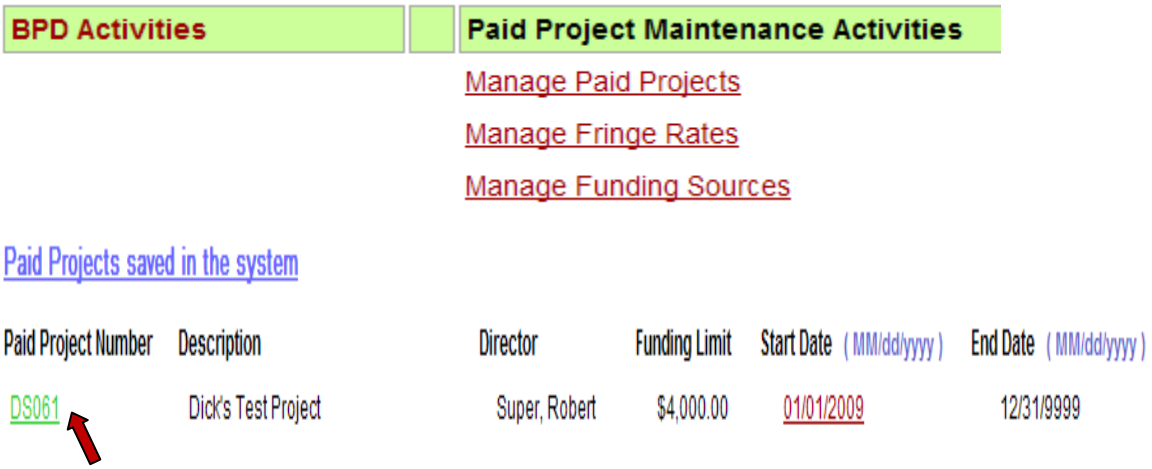
19. Cancel Deletes all data entry on the Paid Project Add and returns to the homepage.

EDIT PAID PROJECTS

Budget and Procurement Division

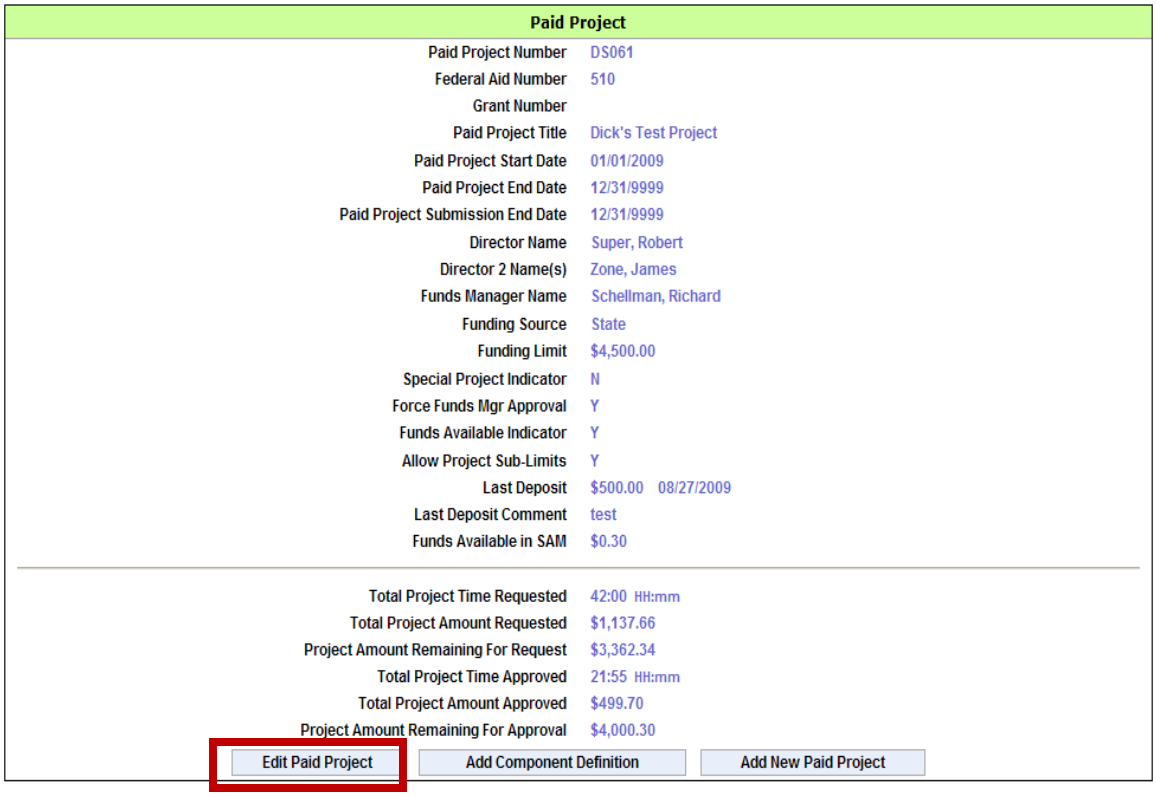
The Budget and Procurement Division has the authority to edit all fields of a Paid Project in the Paid Projects System.

Single left click the **Manage Paid Project** link from the Time and Leave Reporting System homepage.



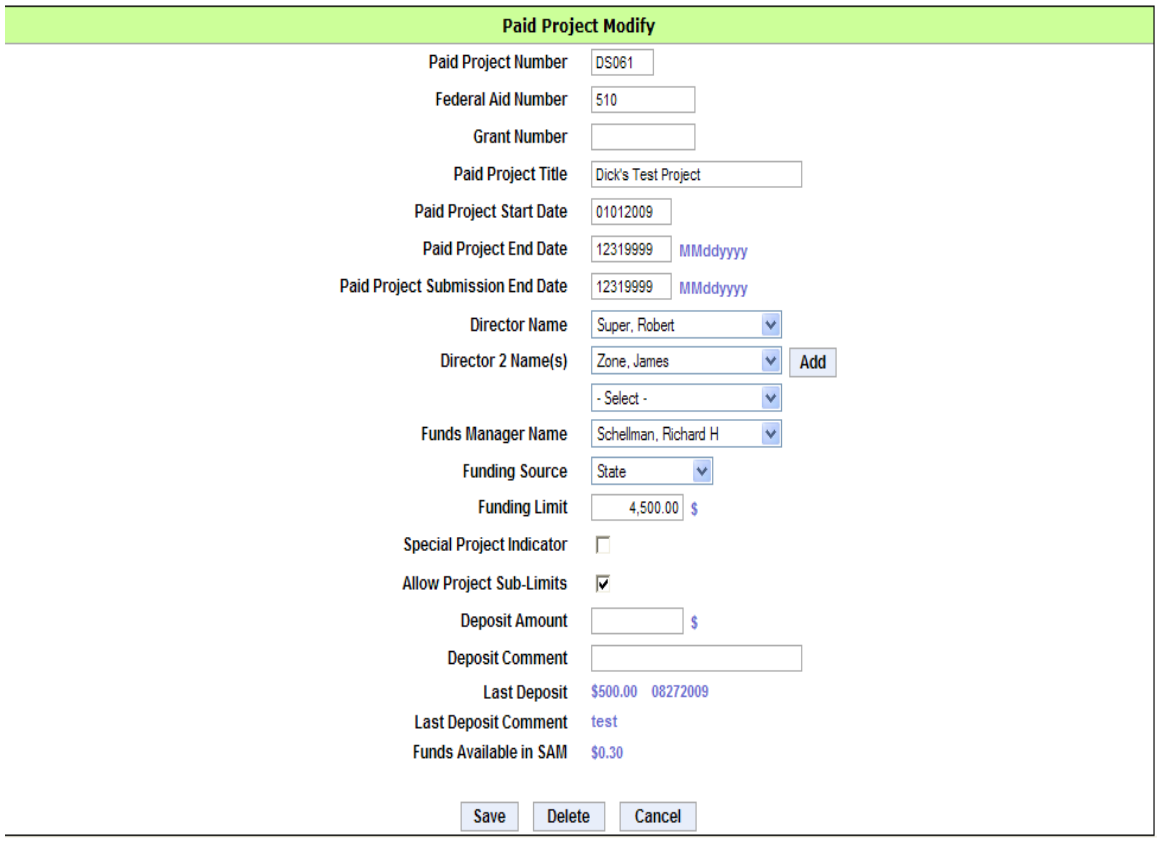
1. Single click on the Paid Project Number.

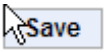
The screen will look similar to this.



2. Click on the Edit Paid Project button.

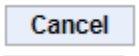
The screen will look similar to this.



3. Complete all necessary modifications and single click the 

button.

The following caption will appear on the screen.

4. Single click the 

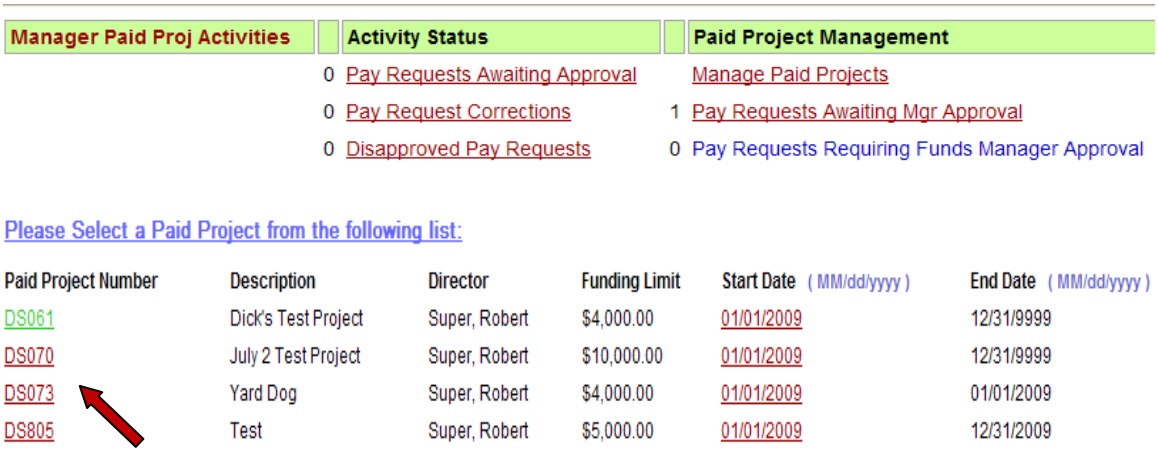
button to return to the homepage without making updates.
5. Single click the

button to delete the Paid Project from the system.

Paid Project Director, Paid Project Director 2

The Paid Project Director and Director 2 have the authority to edit only the Director 2, Funds Manager, Force Funds Mgr Approval and Funds Available Indicator fields of a Paid Project in the Paid Projects System.

Single left click the **Manage Paid Project** link from the Manage Paid Projects Activities section of Time and Leave Reporting System homepage.



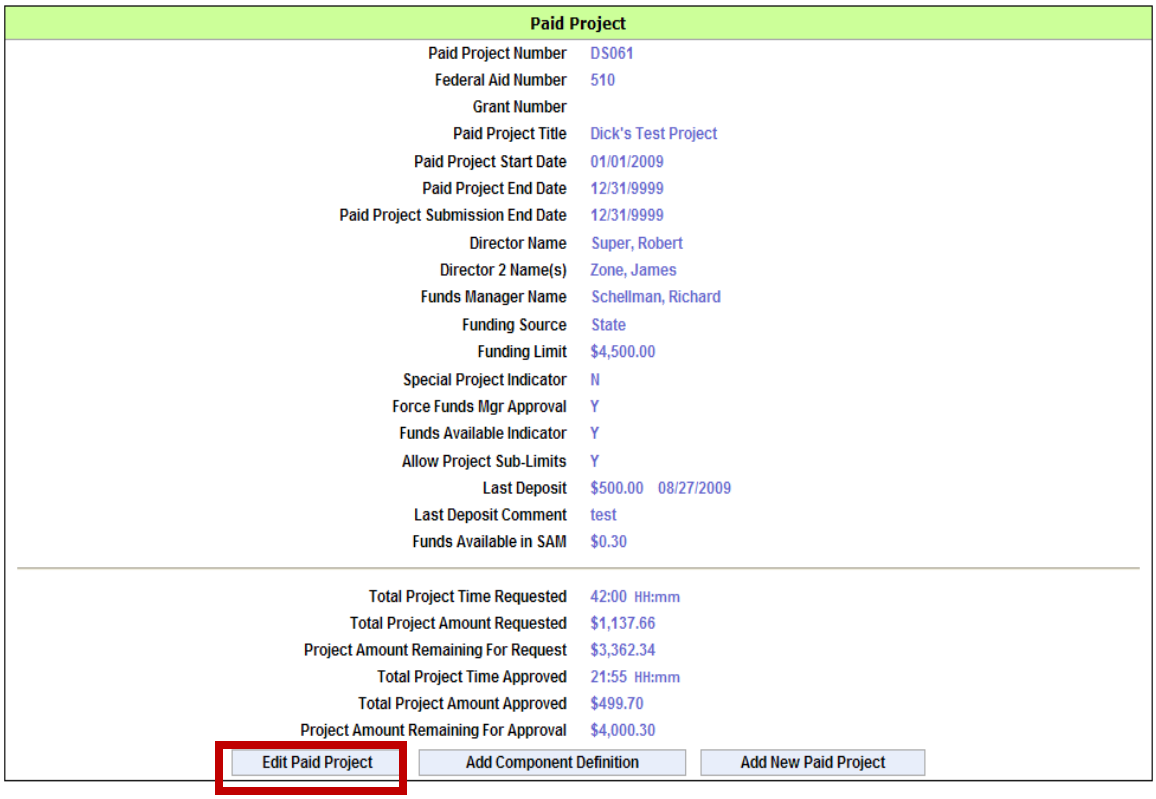
Manager Paid Proj Activities	Activity Status	Paid Project Management
	0 Pay Requests Awaiting Approval	Manage Paid Projects
	0 Pay Request Corrections	1 Pay Requests Awaiting Mgr Approval
	0 Disapproved Pay Requests	0 Pay Requests Requiring Funds Manager Approval

Please Select a Paid Project from the following list:

Paid Project Number	Description	Director	Funding Limit	Start Date (MM/dd/yyyy)	End Date (MM/dd/yyyy)
DS061	Dick's Test Project	Super, Robert	$4,000.00	01/01/2009	12/31/9999
DS070	July 2 Test Project	Super, Robert	$10,000.00	01/01/2009	12/31/9999
DS073	Yard Dog	Super, Robert	$4,000.00	01/01/2009	01/01/2009
DS805	Test	Super, Robert	$5,000.00	01/01/2009	12/31/2009

1. Single click on the Paid Project Number.

The screen will look similar to this.



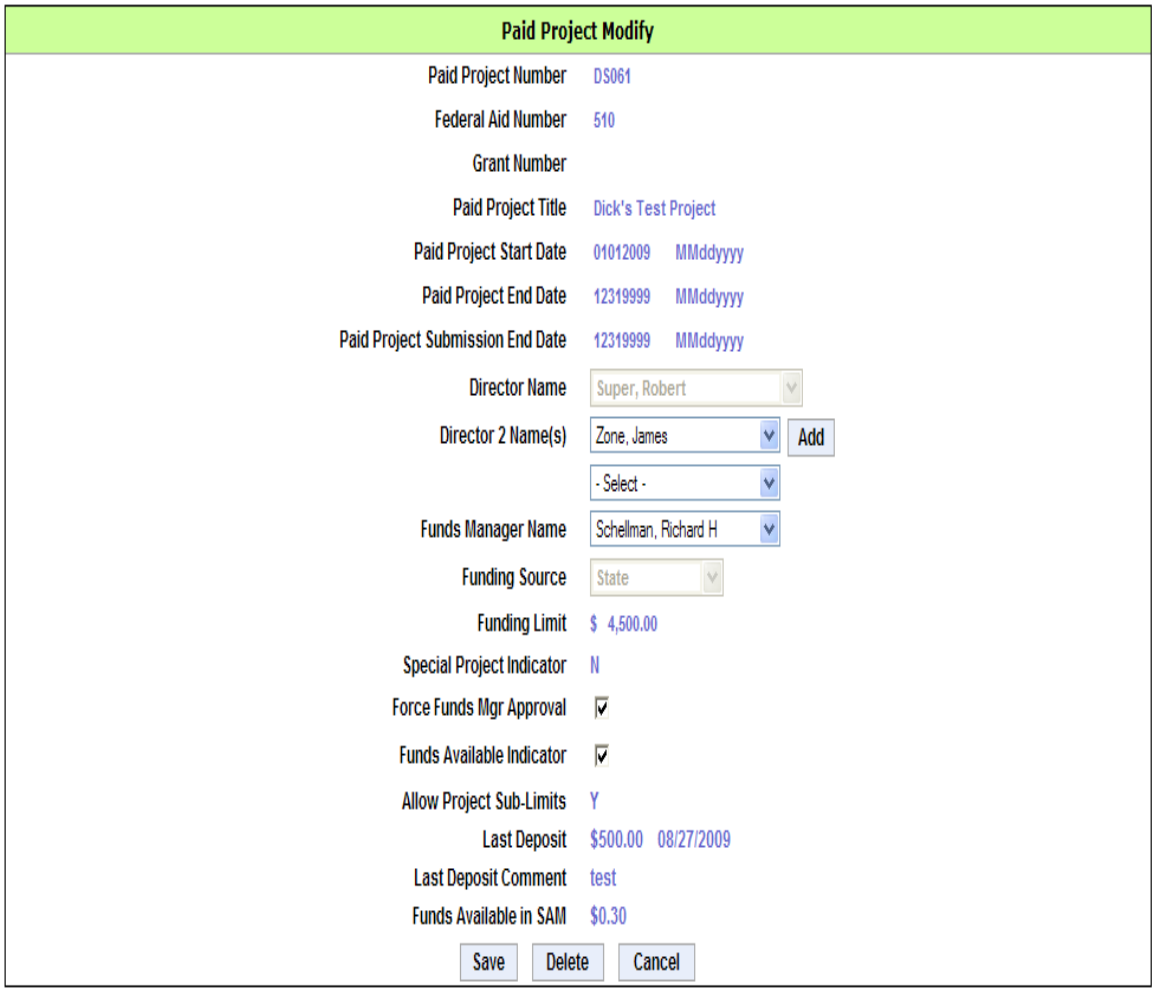
Paid Project

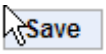
Paid Project Number	DS061
Federal Aid Number	510
Grant Number	
Paid Project Title	Dick's Test Project
Paid Project Start Date	01/01/2009
Paid Project End Date	12/31/9999
Paid Project Submission End Date	12/31/9999
Director Name	Super, Robert
Director 2 Name(s)	Zone, James
Funds Manager Name	Schellman, Richard
Funding Source	State
Funding Limit	$4,500.00
Special Project Indicator	N
Force Funds Mgr Approval	Y
Funds Available Indicator	Y
Allow Project Sub-Limits	Y
Last Deposit	$500.00 08/27/2009
Last Deposit Comment	test
Funds Available in SAM	$0.30
Total Project Time Requested	42:00 HH:mm
Total Project Amount Requested	$1,137.66
Project Amount Remaining For Request	$3,362.34
Total Project Time Approved	21:55 HH:mm
Total Project Amount Approved	$499.70
Project Amount Remaining For Approval	$4,000.30

Edit Paid Project | Add Component Definition | Add New Paid Project

2. Click on the Edit Paid Project button.

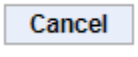
The screen will look similar to this.



3. Complete all necessary modifications and single click the 

button.

The following caption will appear on the screen.

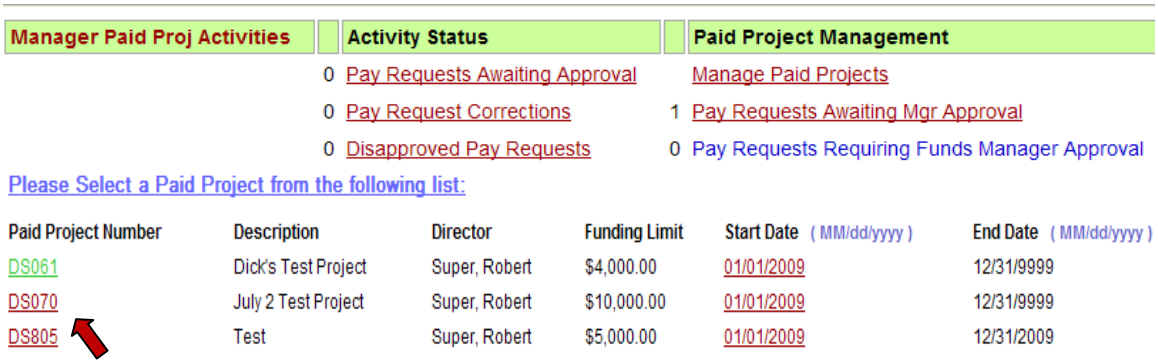
4. Single click the 

button to return to the homepage without making updates.

Paid Project Funds Manager

The Paid Project Funds Manager has the authority to edit only the Force Funds Mgr Approval, and Funds Available Indicator fields of a Paid Project in the Paid Projects System.

Single left click the **Manage Paid Project** link from Manage Paid Projects Activities section of the Time and Leave Reporting System homepage.



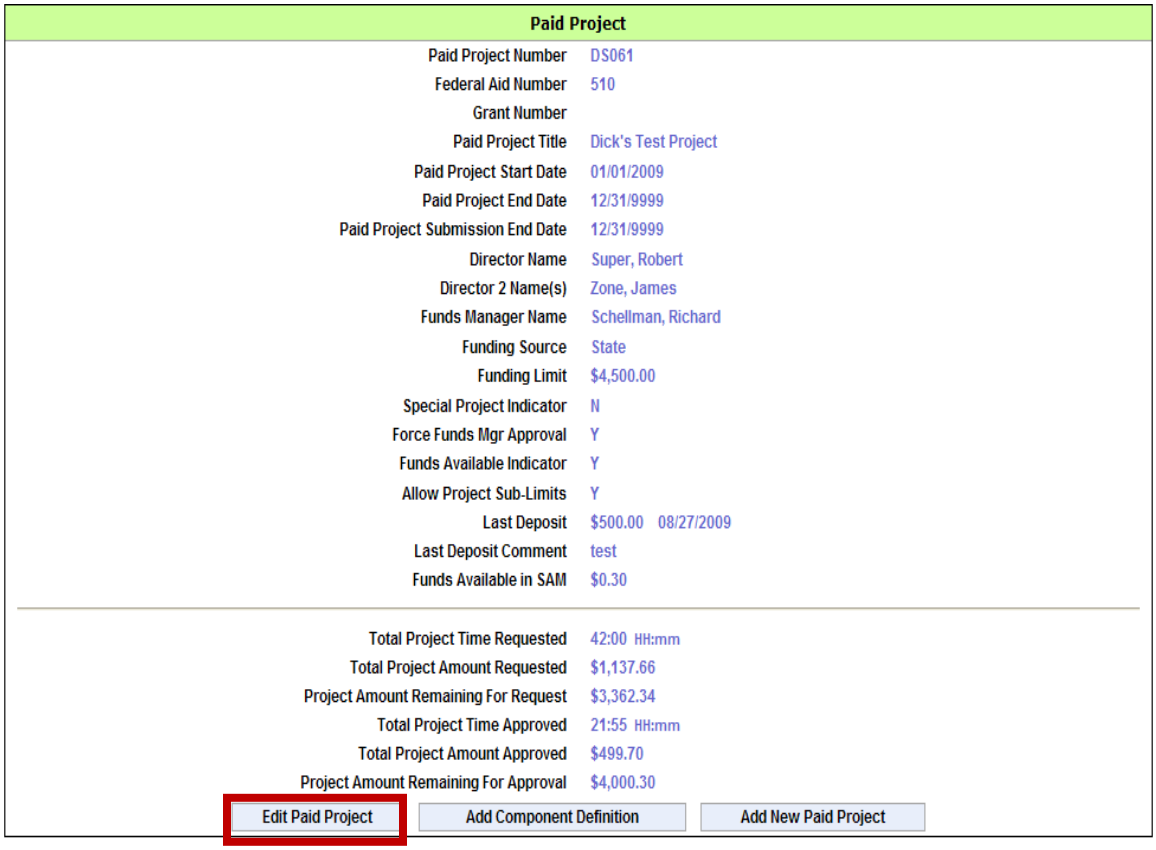
Manager Paid Proj Activities		Activity Status		Paid Project Management
	0	Pay Requests Awaiting Approval		Manage Paid Projects
	0	Pay Request Corrections	1	Pay Requests Awaiting Mgr Approval
	0	Disapproved Pay Requests	0	Pay Requests Requiring Funds Manager Approval

Please Select a Paid Project from the following list:

Paid Project Number	Description	Director	Funding Limit	Start Date (MM/dd/yyyy)	End Date (MM/dd/yyyy)
DS061	Dick's Test Project	Super, Robert	$4,000.00	01/01/2009	12/31/9999
DS070	July 2 Test Project	Super, Robert	$10,000.00	01/01/2009	12/31/9999
DS805	Test	Super, Robert	$5,000.00	01/01/2009	12/31/2009

1. Single click on the Paid Project Number.

The screen will look similar to this.



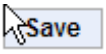
Paid Project

Paid Project Number	DS061
Federal Aid Number	510
Grant Number	
Paid Project Title	Dick's Test Project
Paid Project Start Date	01/01/2009
Paid Project End Date	12/31/9999
Paid Project Submission End Date	12/31/9999
Director Name	Super, Robert
Director 2 Name(s)	Zone, James
Funds Manager Name	Schellman, Richard
Funding Source	State
Funding Limit	$4,500.00
Special Project Indicator	N
Force Funds Mgr Approval	Y
Funds Available Indicator	Y
Allow Project Sub-Limits	Y
Last Deposit	$500.00 08/27/2009
Last Deposit Comment	test
Funds Available in SAM	$0.30
Total Project Time Requested	42:00 HH:mm
Total Project Amount Requested	$1,137.66
Project Amount Remaining For Request	$3,362.34
Total Project Time Approved	21:55 HH:mm
Total Project Amount Approved	$499.70
Project Amount Remaining For Approval	$4,000.30

Edit Paid Project | Add Component Definition | Add New Paid Project

2. Click on the Edit Paid Project button.

The screen will look similar to this.

3. Complete all necessary modifications and single click the 

button.

The following caption will appear on the screen.

Paid Project has been updated successfully

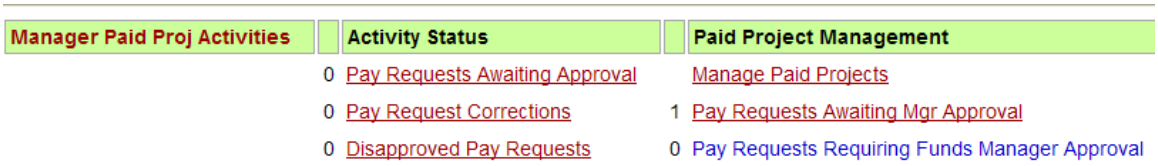
4. Single click the Cancel button to return to the homepage without making updates.

5. Single click the Delete button to delete the Paid Project from the system.

ADD COMPONENT DEFINITION

The Paid Project Director, Director 2, and Funds Manager have the authority to add Component Definition to a Paid Project in the Paid Projects System.

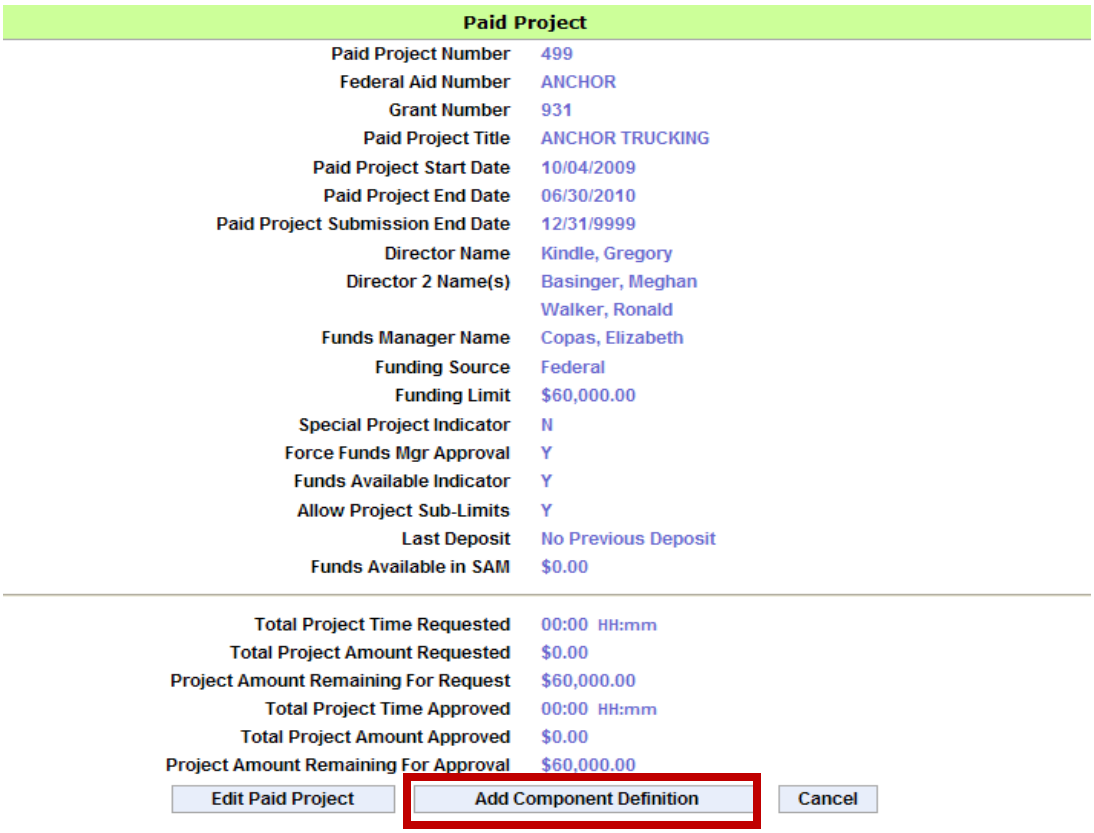
Single left click the **Manage Paid Project** link from Manage Paid Projects Activities section of the Time and Leave Reporting System homepage.



The screen will look similar to this.

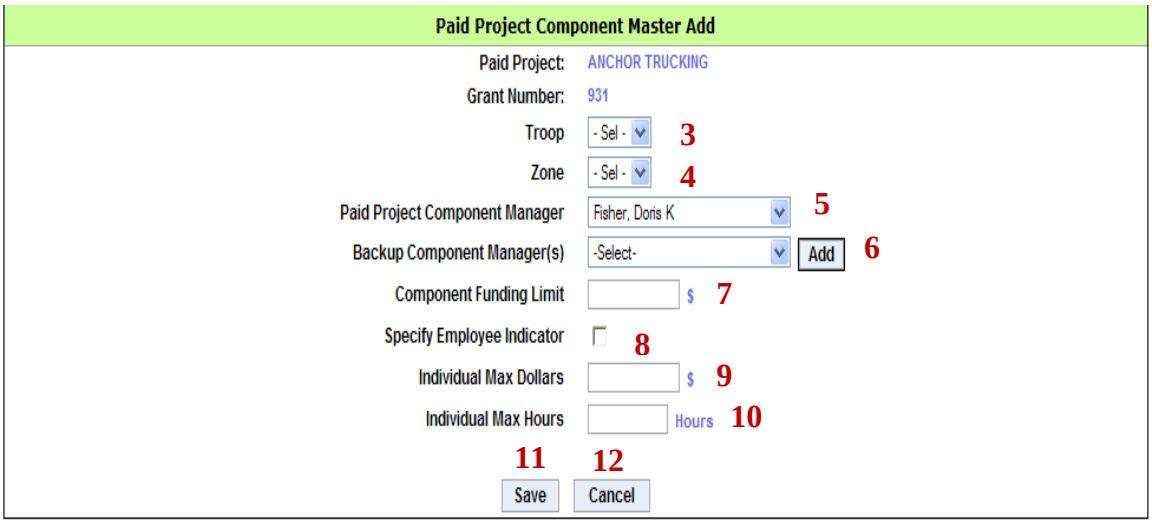
1. Single click on the Paid Project Number.

The screen will look similar to this.



2. Click on the Add Component Definition button.

The screen will look similar to this.



3. Single click the drop down arrow to select the Troop.

4. Single click the drop down arrow to select the Zone.

5. Single click the drop down arrow to select the Paid Project Component Manager.

6. Single click the drop down arrow to select the Backup Component Manager. The Add button allows for additional Backup Component Managers.

7. Enter the Component Funding Limit.
   The .Component Funding Limit (Optional, but if entered, when added with all other Component Funding Limits and Funds Expended amounts for the project must not exceed the Paid Project Funding Limit)

8. Single click in the **Check Box** to set the Specify Employee Indicator.
   Specify Employee Indicator (required, by default is 'No') allows the Component Manager to specify employees by name and limit the hours worked/dollars earned. If the Employee Allocation Indicator is not enabled, one of the following, Individual Max Hour or Individual Max Dollars must be entered. If checked, the Director is automatically the Component Manager and he/she decides who works the Paid Project.

9. Enter the Individual Max Dollars allowed for the component.
   Individual Max Dollars (Optional, but if entered, must not exceed the Paid Project Component Funding Limit)

10. Enter the Individual Max Hours allowed for the component.
    Individual Max Hours (Optional, but if entered must be greater than 0)

11. Single click the Save button to save the Component Definition.

The following caption will appear on the Paid Project screen if added successfully.

Paid project component definition has been added successfully

12. The Cancel button deletes all data entry on the Component Definition screen and returns to the Paid Project screen.

EDIT COMPONENT DEFINITION

The Paid Project Director, Director 2, Funds Manager and Component Manager may edit the Component Definition of the Paid Project in the Paid Projects System.

Single left click the **Manage Paid Project** link from Manage Paid Projects Activities section of the Time and Leave Reporting System homepage.

Manager Paid Proj Activities		Activity Status		Paid Project Management
	0	Pay Requests Awaiting Approval		Manage Paid Projects
	0	Pay Request Corrections	1	Pay Requests Awaiting Mgr Approval
	0	Disapproved Pay Requests	0	Pay Requests Requiring Funds Manager Approval

The screen will look similar to this.

Projects for which *Elizabeth Copas* is a Director and/or Funds Manager:

Paid Project Number	Title	Director	Funding Limit	Start Date (MM/dd/yyyy)	End Date (MM/dd/
506	LONESTAR TRANSPORTATION - TEXAS	Kindle, Gregory	$250,000.00	10/04/2009	06/30/2010
1003	NORTHERN STATES TRANSPORT	Kindle, Gregory	$250,000.00	10/04/2009	06/30/2010
499	ANCHOR TRUCKING	Kindle, Gregory	$60,000.00	10/04/2009	06/30/2010
1129	CDL Backlog	Moore, Gary	$56,000.00	10/04/2009	06/30/2010
1093	MIAC 08 Overtime	Hall, David	$5,000.00	10/04/2009	02/01/2010
1078	MCSAP CVIP 09 (CVE)	Jamerson, Londell	$15,000.00	10/04/2009	09/30/2010
1167	STARS 10	Jones, Bradley	$24,000.00	10/04/2009	09/30/2010
1168	MCSAP 09 (TFD)	Jones, Bradley	$5,000.00	10/04/2009	09/30/2010
430	MU Special Projects Inside (Fed)	Kindle, Gregory	$60,000.00	09/16/2009	12/31/9999
1001	MU Traffic Detail/Drive Time (Hwy)	Kindle, Gregory	$180,000.00	09/16/2009	12/31/9999
1000	MU Outside to Inside Stadium (GR)	Kindle, Gregory	$120,000.00	09/16/2009	12/31/9999
1119	FY10 Other Enforcement $250 Funds	Walker, Ronald	$34,000.00	09/07/2009	12/31/9999

Projects for which *Elizabeth Copas* is a Component Manager:

Troop/Zone	Paid Project Number	Title	Funding Limit	Start Date (MM/dd/yyyy)	End Date (MM/dd/yyyy)
D	826	M & M LEASING CO	$30,000.00	10/04/2009	06/30/2010

1. Single click on the Paid Project Number

The screen will look similar to this.

Paid Project

Paid Project Number	499
Federal Aid Number	ANCHOR
Grant Number	931
Paid Project Title	ANCHOR TRUCKING
Paid Project Start Date	10/04/2009
Paid Project End Date	06/30/2010
Paid Project Submission End Date	12/31/9999
Director Name	Kindle, Gregory
Director 2 Name(s)	Basinger, Meghan Walker, Ronald
Funds Manager Name	Copas, Elizabeth
Funding Source	Federal
Funding Limit	$60,000.00
Special Project Indicator	N
Force Funds Mgr Approval	Y
Funds Available Indicator	Y
Allow Project Sub-Limits	Y
Last Deposit	No Previous Deposit
Funds Available in SAM	$0.00
Total Project Time Requested	00:00 HH:mm
Total Project Amount Requested	$0.00
Project Amount Remaining For Request	$60,000.00
Total Project Time Approved	00:00 HH:mm
Total Project Amount Approved	$0.00
Project Amount Remaining For Approval	$60,000.00

Edit Paid Project | Add Component Definition | Cancel

List of Paid Project Component Definition Masters entered in the System

Troop/Zone	Component Manager	Funding Limit	Emp Allocation
A	Ripley, James	$30,000.00	Y

2. Single click on Troop Zone.

The screen will look similar to this.

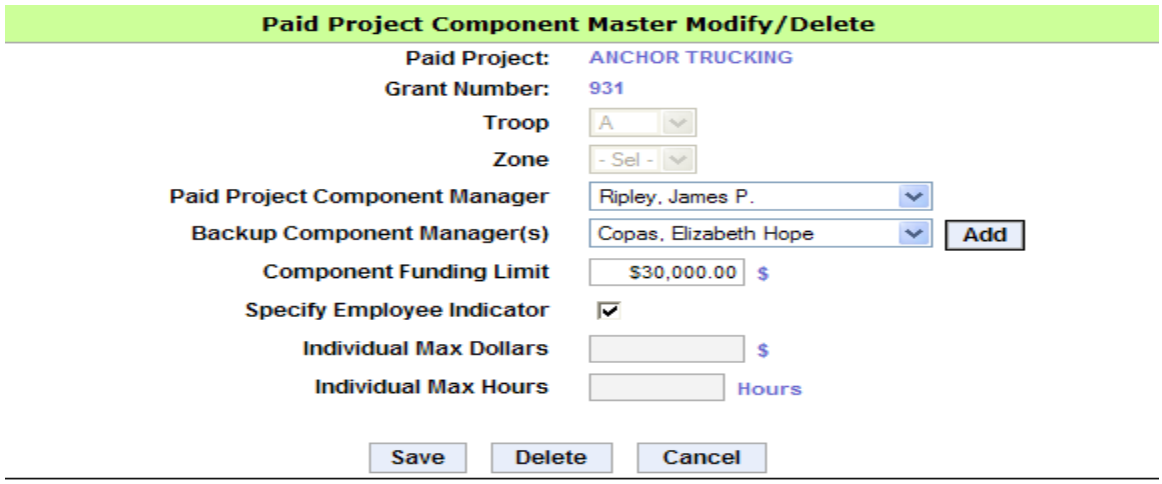
Paid Project Component Master

Paid Project:	ANCHOR TRUCKING
Grant Number:	931
Troop	A
Zone	
Paid Project Component Manager	Ripley, James
Backup Component Manager(s)	
Component Funding Limit	$30,000.00
Specify Employee Indicator	Y
Individual Max Dollars	
Individual Max Hours	
Total Project Time Requested	00:00 HH:mm
Total Project Amount Requested	$0.00
Project Amount Remaining For Request	$30,000.00
Total Project Time Approved	00:00 HH:mm
Total Project Amount Approved	$0.00
Project Amount Remaining For Approval	$30,000.00

Add Employee to Project | Edit Component Definition | Return to Paid Project

3. Click on Edit Component Definition button.

The screen will look similar to this.



4. The following fields may be modified:

- Paid Project Component Manager
- Backup Component Manager
- Component Funding Limit (Optional, but if entered, when added with all other Component Funding Limits and Funds Expended amounts for the project, must not exceed the Paid Project Funding Limit)
- Specify Employee Indicator (required, by default is 'No') If the Employee Allocation Indicator is not enabled, one of the Individual Max Hour or Individual Max Dollars must be entered.
- Individual Max Dollars (Optional, but if entered, must not exceed the Paid Project Component Funding Limit)
- Individual Max Hours (Optional, but if entered must be greater than 0)

5. Single click the Save button to save the Component Definition.

The following caption will appear on the Paid Project Component Master screen.

Paid project component definition has been updated successfully

6. The Cancel button deletes all data entry on the Component Definition screen and returns to the Paid Project Component Master screen.

7. Single click the Delete button to delete the Paid Project Component Definition.

The following caption will appear on the Paid Project screen.

Paid project component definition has been deleted successfully

ADD EMPLOYEE TO PROJECT

The Paid Project Director, Director 2, and Funds Manager and Component Manager have the authority to Add Employee to a Paid Project in the Paid Projects System. Normally the Paid Project Component Manager manages his/her sub projects allocations delineated by Component (Troop/Zone).

Single left click the **Manage Paid Project** link from Manage Paid Projects Activities section of the Time and Leave Reporting System homepage.

Manager Paid Proj Activities		Activity Status		Paid Project Management
	0	Pay Requests Awaiting Approval		Manage Paid Projects
	0	Pay Request Corrections	1	Pay Requests Awaiting Mgr Approval
	0	Disapproved Pay Requests	0	Pay Requests Requiring Funds Manager Approval

The screen will look similar to this.

Projects for which *Elizabeth Copas* is a Director and/or Funds Manager:

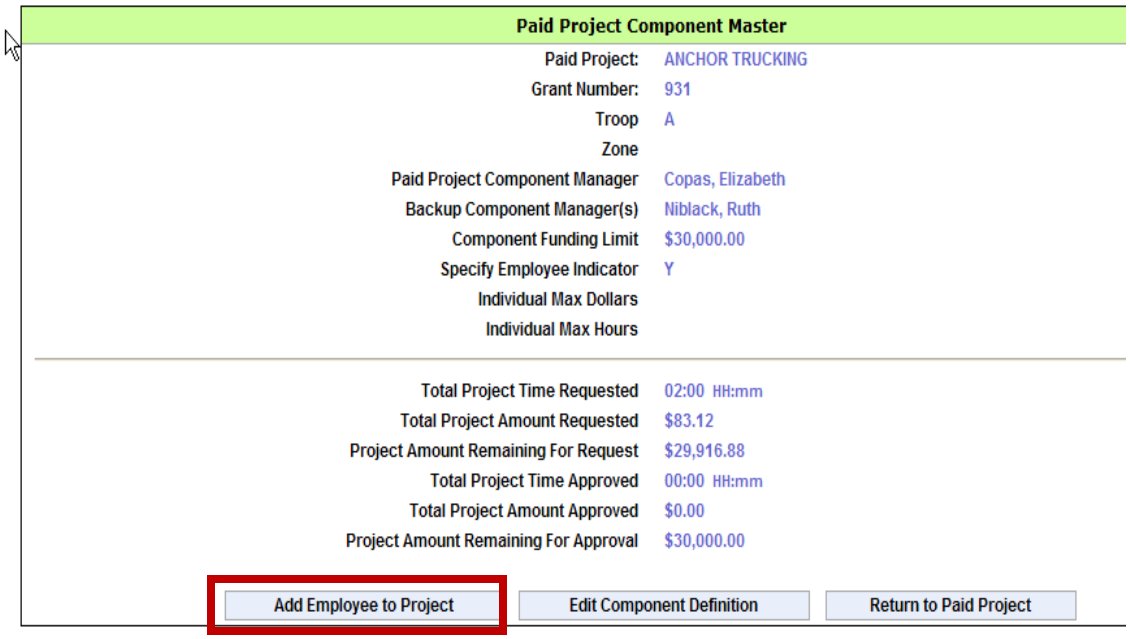
Paid Project Number	Title	Director	Funding Limit	Start Date (MM/dd/yyyy)	End Date (MM/dd/yyyy)
506	LONESTAR TRANSPORTATION - TEXAS	Kindle, Gregory	$250,000.00	10/04/2009	06/30/2010
1003	NORTHERN STATES TRANSPORT	Kindle, Gregory	$250,000.00	10/04/2009	06/30/2010
1129	CDL Backlog	Moore, Gary	$56,000.00	10/04/2009	06/30/2010
1093	MIAC 08 Overtime	Hall, David	$5,000.00	10/04/2009	02/01/2010
1078	MCSAP CVIP 09 (CVE)	Jamerson, Londell	$15,000.00	10/04/2009	09/30/2010
1167	STARS 10	Jones, Bradley	$24,000.00	10/04/2009	09/30/2010
1168	MCSAP 09 (TFD)	Jones, Bradley	$5,000.00	10/04/2009	09/30/2010
430	MU Special Projects Inside (Fed)	Kindle, Gregory	$60,000.00	09/16/2009	12/31/9999
1001	MU Traffic Detail/Drive Time (Hwy)	Kindle, Gregory	$180,000.00	09/16/2009	12/31/9999
1000	MU Outside to Inside Stadium (GR)	Kindle, Gregory	$120,000.00	09/16/2009	11/21/2009
1119	FY10 Other Enforcement $250 Funds	Walker, Ronald	$34,000.00	09/07/2009	12/31/9999
10010	Dev Test One	Fisher, Doris	$64,000.00	09/01/2009	12/31/9999

Projects for which *Elizabeth Copas* is a Component Manager:

Troop/Zone	Paid Project Number	Title	Funding Limit	Start Date (MM/dd/yyyy)	End Date (MM/dd/yyyy)
A	499	ANCHOR TRUCKING	$30,000.00	09/01/2009	06/30/2010

1. Single click on the Troop/Zone or Paid Project Number.

The screen will look similar to this.

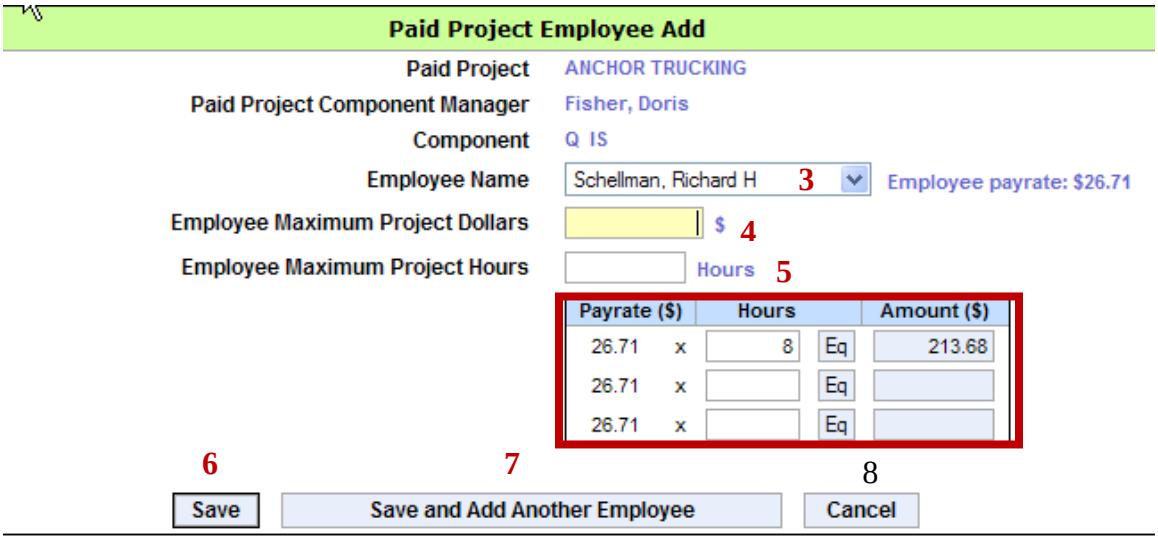


List of Paid Project Component Employees Specified to Work the Project

Employee Name	Project Hours	Hours Req	Hours Approved	Project Dollars	Dollars Req	Dollars Approved
Schellman, Richard	00:00	02:00	00:00	$332.48	$83.12	$0.00

2. Click on Add Employee Allocation button.

The screen will look similar to this.



3. Single click the drop down arrow to select the Employee Name.

The employee pay rate is displayed adjacent to the employee name. If the project is federal funded the employee's fringe pay rate displays. The pay rate calculator is used to calculate hourly pay rate by any number of hours to determine the Maximum Project Dollars.

4. Enter the Employee Maximum Project Dollars. (Optional is Hours are entered)

5. Enter the Employee Maximum Project Hours. (Optional if Dollars are entered)

6. Single click the Save button to save the Component Definition.

The following caption will appear on the Paid Project Component Master screen.

Paid project employee allocation has been saved successfully

7. The Save and Add Another Employee button allows the current employee to be added to the Paid Project and provides an additional Paid Project Employee Add screen.

8. The Cancel button deletes all data entry on the Component Definition screen and returns to the Paid Project Component Master screen.

Changes to Time Reporting Activities

In this section you will see examples of changes to the Time and Leave Record:

- Paid Project Balances
- Paid Project Time Allocation Section

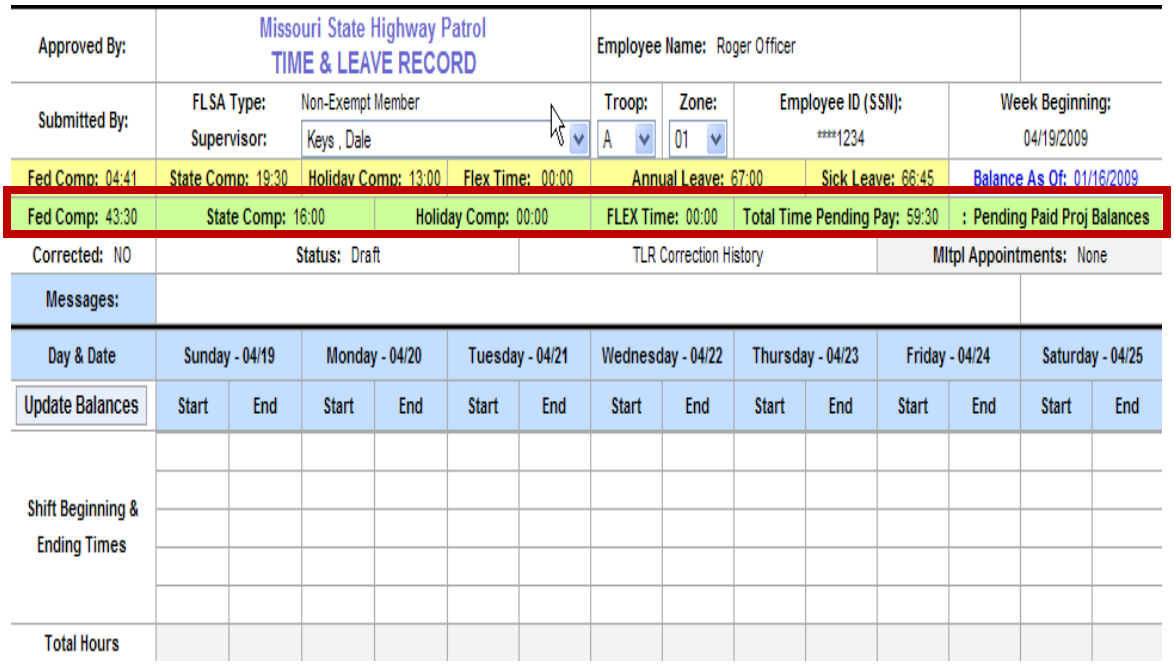
Note:

Exempt employees when working on a Paid Project must use the Leave Code of **PPWK.** Exempt Employees can work a Paid Project only on days that are designated as either Annual Leave (AL) or Holiday (HOL) or Regular Day Off (RDO).

Non-Exempt employees must record regular hours when working on Paid Projects.

PAID PROJECT BALANCES

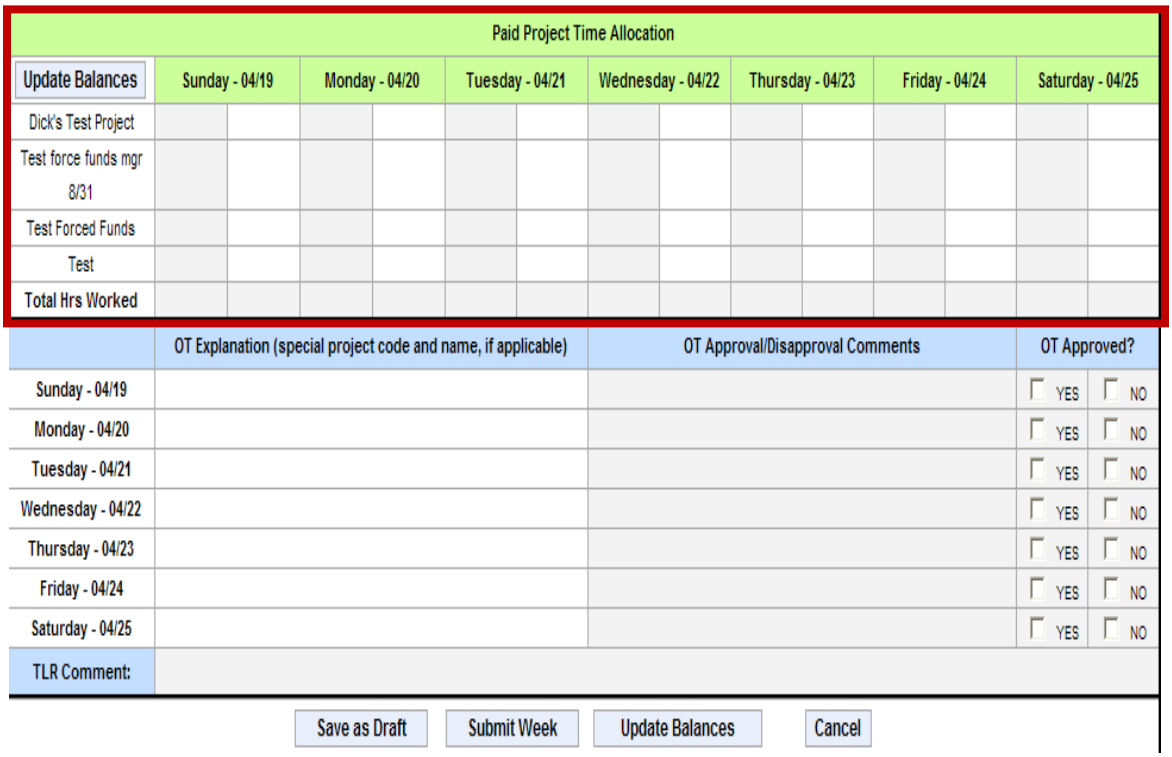
Paid Project Balances appear at the top of the Time and Leave Record when an employee has been assigned to a Paid Project. The balances are in a green banner with the following information: Federal Comp, State Comp, Holiday Comp, Flex Time, Total and Time Pending Pay as illustrated below.



Approved By:	Missouri State Highway Patrol TIME & LEAVE RECORD						Employee Name: Roger Officer							
Submitted By:	FLSA Type: Non-Exempt Member Supervisor: Keys , Dale						Troop: A	Zone: 01	Employee ID (SSN): ****1234				Week Beginning: 04/19/2009	
Fed Comp: 04:41	State Comp: 19:30		Holiday Comp: 13:00		Flex Time: 00:00		Annual Leave: 67:00			Sick Leave: 66:45			Balance As Of: 01/16/2009	
Fed Comp: 43:30	State Comp: 16:00			Holiday Comp: 00:00			FLEX Time: 00:00		Total Time Pending Pay: 59:30				: Pending Paid Proj Balances	
Corrected: NO	Status: Draft					TLR Correction History						Mltpl Appointments: None		
Messages:														
Day & Date	Sunday - 04/19		Monday - 04/20		Tuesday - 04/21		Wednesday - 04/22		Thursday - 04/23		Friday - 04/24		Saturday - 04/25	
Update Balances	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Shift Beginning & Ending Times														
Total Hours														

PAID PROJECT TIME ALLOCATION SECTION

Paid Project Time Allocation section appears on the Time and Leave Record just above the Overtime section. In this section the employee chooses the Paid Project and enters overtime worked on a Paid Project. Time must be entered as HHMM in actual military time with a value between 0001and 2400. Time can only be entered in the Green section when an employee already has 40 hours accounted for in the top portion of the Timesheet (AL, RDO, HOL) or comp time is equal to 8 hours before Paid Project time can be entered. The Paid Project Time Allocation section displays a green banner as illustrated below.



Paid Project Time Allocation

Update Balances	Sunday - 04/19		Monday - 04/20		Tuesday - 04/21		Wednesday - 04/22		Thursday - 04/23		Friday - 04/24		Saturday - 04/25	
Dick's Test Project														
Test force funds mgr 8/31														
Test Forced Funds														
Test														
Total Hrs Worked														

	OT Explanation (special project code and name, if applicable)	OT Approval/Disapproval Comments	OT Approved?	
Sunday - 04/19			YES	NO
Monday - 04/20			YES	NO
Tuesday - 04/21			YES	NO
Wednesday - 04/22			YES	NO
Thursday - 04/23			YES	NO
Friday - 04/24			YES	NO
Saturday - 04/25			YES	NO
TLR Comment:				

Save as Draft | Submit Week | Update Balances | Cancel

Manager Paid Project Activities Status

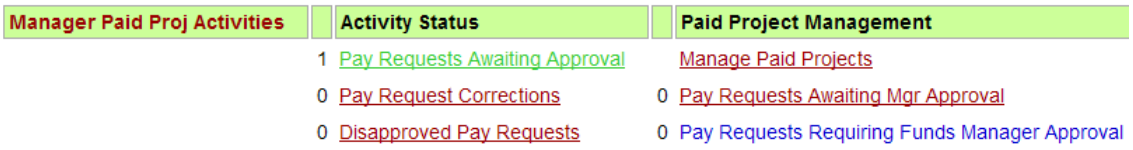
In this section you will learn about:

- Paid Project Pay Request Awaiting Approval
- Paid Project Pay Request Corrections
- Paid Project Disapproved Pay Requests

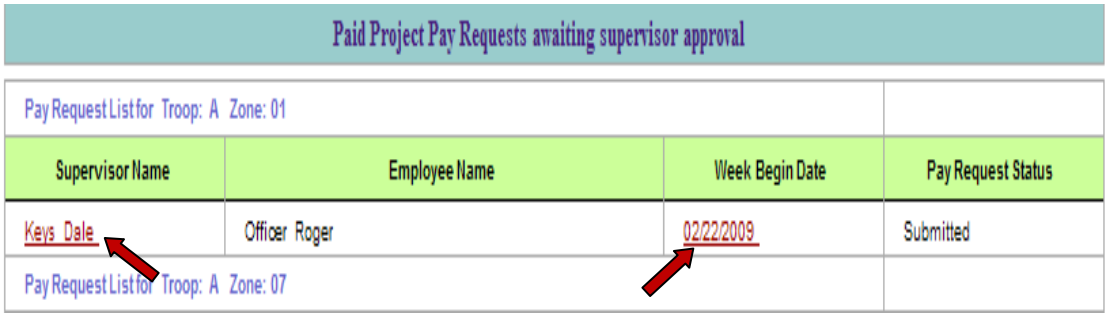
PAY REQUEST AWAITING APPROVAL

The primary purpose of the Pay Request Awaiting Approval view is to inform the Component Manager that a time sheet has been submitted for supervisor approval. The time sheet contains hours worked on a Paid Project, therefore the employee is requesting pay for the time worked on the project. The Director(s) and Funds Manager of the Paid Project may also view the Pay Request Awaiting Approval.

Single left click the **Pay Requests Awaiting Approval** link from Manage Paid Projects Activities section of the Time and Leave Reporting System homepage.



The screen will look similar to this.



1. Single click on the Supervisor Name or Week Begin Date.

The screen will look similar to this.

Approved By: Keys, Dale	Missouri State Highway Patrol Paid Project Pay Request	Employee Name: Officer, Roger	Approved By Manager: Keys, Dale
Submitted By: Officer, Roger	FLSA Type: Non-Exempt Member Supervisor: Keys, Dale	Troop: A / Zone: 01 / Employee ID (SSN): ****1234	Week Beginning: 02/22/2009
Project Id: DS805	Title: Test	Manager: Keys, Dale	Special Project: No
Emp Hrs Max: 48:00	Emp Hrs Bal: 40:00	Emp Funds Max: $1,000.00 / Emp Funds Bal: $817.60	2
Corrected: NO	Status: Project Manager Approved 3		
Messages:			

Employee Pay Request				Paid Project Manager Approval			
Project Work Hours	0200	HHMM		Hours Approved	0200	HHMM	
Pay Request Hours	0300	HHMM	4	Hrs Approval Comment			
Pay Request Amount	68.40	$		Amount Approved	45.60	$	
Suprvsr Disapprvl Comment				Disapproval Comment			

Day & Date	Sunday - 02/22		Monday - 02/23		Tuesday - 02/24		Wednesday - 02/25		Thursday - 02/26		Friday - 02/27		Saturday - 02/28	
Employee Pay Request Daily Detail	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
							0300							

Daily Detail Description / Comments			
Sunday		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday	Special OT Project		

Cancel 5

2. The area outlined in **RED** indicates Employee Hours Maximum, Hours Balance, Funds Maximum and Funds Balance for the employee for the Paid Project".

3. The Status of the Pay Request is "Submitted".

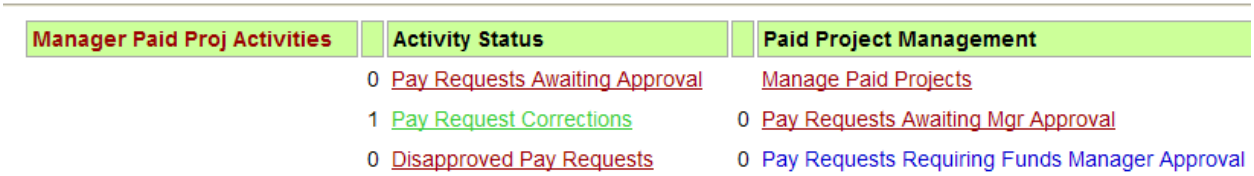
4. The Employee Pay Request indicates Project Work Hours Pay Request hours and Pay Request Amount.

5. Single click the Cancel button to return to the homepage.

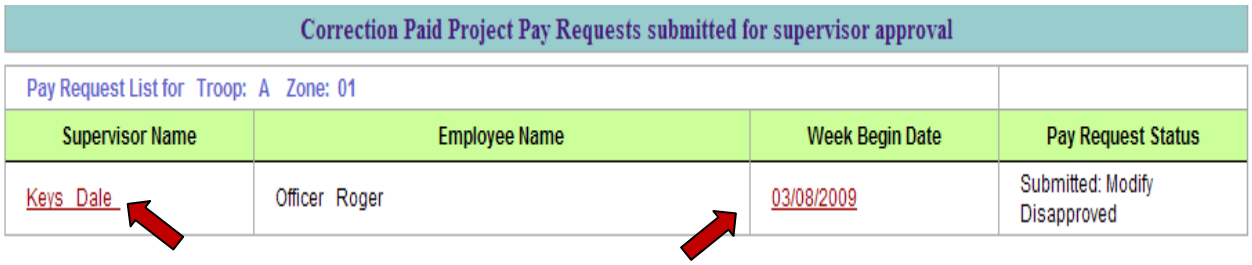
PAY REQUEST CORRECTIONS

The primary purpose of the Pay Request Corrections view is to inform the Component Manager that a time sheet has been submitted for supervisor approval; corrections have been made and are awaiting approval of supervisor. The Director(s) and Funds Manager of the Paid Project may also view the Pay Request Corrections.

Single left click the **Pay Requests Corrections** link from Manage Paid Projects Activities section of the Time and Leave Reporting System homepage.



The screen will look similar to this.



1. Single click on the Supervisor Name or Week Begin Date.

The screen will look similar to this.

Approved By: Keys, Dale	Missouri State Highway Patrol Paid Project Pay Request						Employee Name: Officer, Roger							Approved By Manager:
Submitted By: Officer, Roger	FLSA Type: Non-Exempt Member Supervisor: Keys, Dale						Troop: A	Zone: 01	Employee ID (SSN): ****1234					Week Beginning: 03/08/2009
Project Id: DS805	Description: Test						Manager: Keys, Dale							Special Project: No
Emp Hrs Max: 48:00	Emp Hrs Bal: 35:30		Emp Funds Max: $1,000.00				Emp Funds Bal: $715.00							
Corrected: YES 2	Status: Submitted: Modify Disapproved 3													
Messages:														
Employee Pay Request							Paid Project Manager Approval							
Project Work Hours	0300	HHMM					Hours Approved		0000	HHMM				
Pay Request Hours	0430	HHMM	4				Hrs Approval Comment							
Pay Request Amount	102.60	$					Amount Approved		0.00	$				
Suprvsr Disapprvl Comment							Disapproval Comment							
Day & Date	Sunday - 03/08		Monday - 03/09		Tuesday - 03/10		Wednesday - 03/11		Thursday - 03/12		Friday - 03/13		Saturday - 03/14	
Employee Pay Request Daily Detail	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
							0430							
Daily Detail Description / Comments														
Sunday							Thursday							
Monday							Friday							
Tuesday							Saturday							
Wednesday	Worked on Paid Project													
Cancel 5														

2. The time sheet has been corrected is awaiting approval as indicated by "YES".

3. The Status of the Pay Request is "Submitted Modify Disapproved".

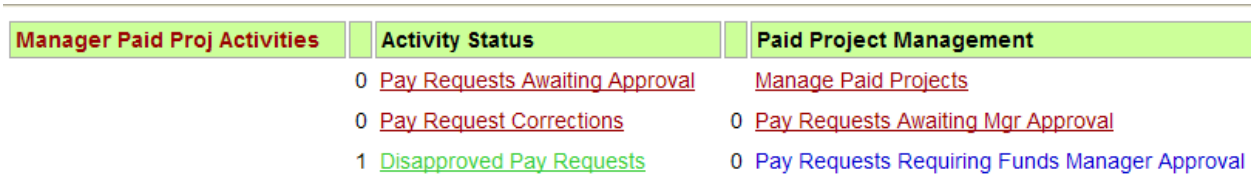
4. The Employee Pay Request indicates the Project Work Hours, Pay Request Hours, and Pay Request Amount.

5. Single click the Cancel button to return to the homepage.

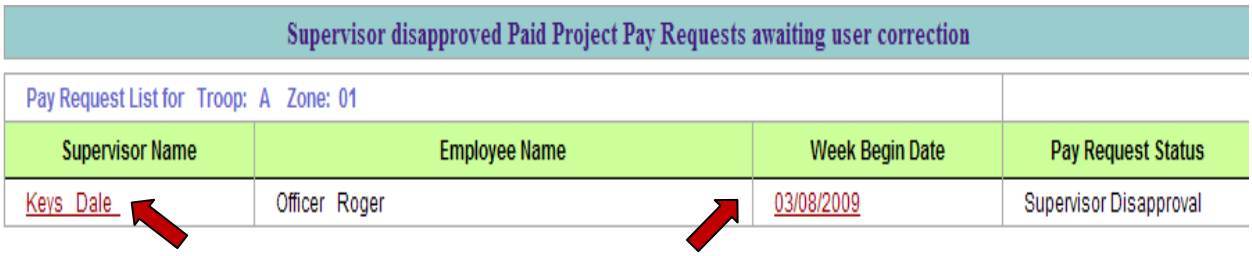
DISAPPROVED PAY REQUESTS

The primary purpose of the Disapproved Pay Requests view is to inform the Component Manager that a time sheet has been submitted for supervisor approval and the supervisor has disapproved pay request. The Director(s) and Funds Manager of the Paid Project may also view the Pay Request Corrections.

Single left click the **Disapproved Pay Requests** link from Manage Paid Projects Activities section of the Time and Leave Reporting System homepage.



The screen will look similar to this.



1. Single click on the Supervisor Name or Week Begin Date.

The screen will look similar to this.

Approved By: Keys, Dale	Missouri State Highway Patrol Paid Project Pay Request		Employee Name: Officer, Roger			Approved By Manager:
Submitted By: Officer, Roger	FLSA Type: Non-Exempt Member Supervisor: Keys, Dale		Troop: A	Zone: 01	Employee ID (SSN): ****1234	Week Beginning: 03/08/2009
Project Id: DS805	Description: Test		Manager: Keys, Dale			Special Project: No
Emp Hrs Max: 48:00	Emp Hrs Bal: 35:30	Emp Funds Max: $1,000.00	Emp Funds Bal: $715.00			
Corrected: NO	Status: Supervisor Disapproval 2					
Messages:						

Employee Pay Request				Paid Project Manager Approval			
Project Work Hours	0400	HHMM		Hours Approved	0000	HHMM	
Pay Request Hours	0600	HHMM	3	Hrs Approval Comment			
Pay Request Amount	136.80	$		Amount Approved	0.00	$	
Suprvsr Disapprvl Comment				Disapproval Comment			

Day & Date	Sunday - 03/08		Monday - 03/09		Tuesday - 03/10		Wednesday - 03/11		Thursday - 03/12		Friday - 03/13		Saturday - 03/14	
Employee Pay Request	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
Daily Detail							0600							

Daily Detail Description / Comments			
Sunday		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday	Worked on Paid Project		

Cancel 4

2. The Status of the Pay Request is "Supervisor Disapproved".

3. The Employee Pay Request indicates the Project Work Hours, Pay Reuquest Hours, and Pay Request Amount.

4. Single click the Cancel button to return to the homepage.

Paid Project Management

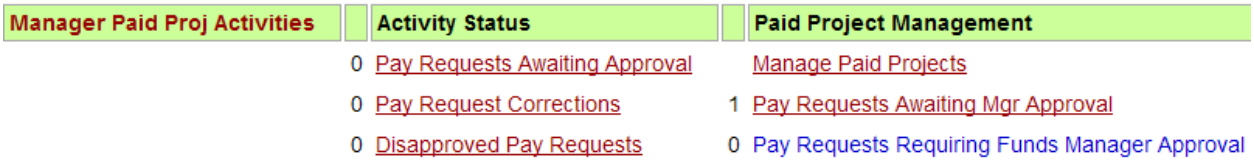
In this section you will learn how to:

- Manage Pay Requests Awaiting Mgr Approval
- Manage Pay Requests Requiring Funds manager Approval

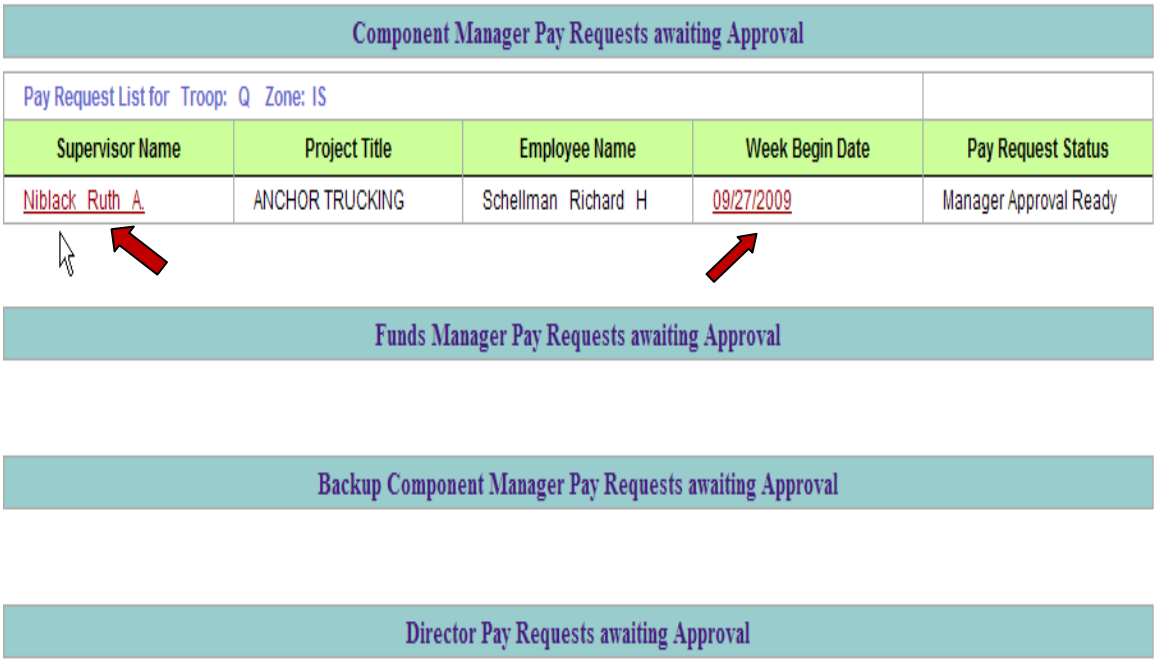
MANAGE PAY REQUESTS AWAITING MGR APPROVAL

If funds are available for a paid project, pay requests flow to the Paid Project Component Manager for approval or disapproval. The Director(s) and Funds Manager also have access to the pay request and can approve or disapprove the pay request but typically the Component Manager performs the approval/disapproval request.

Single left click the Pay Request Awaiting Manager Approval link from Manage Paid Projects Activities section of the Time and Leave Reporting System homepage.



The screen will look similar to this.



1. Single click on the Supervisor Name or Week Begin Date.

The screen will look similar to this.

Approved By: Niblack, Ruth	Missouri State Highway Patrol Paid Project Pay Request			Employee Name: Schellman, Richard		Approved By Manager:
Submitted By: Schellman, Richard	FLSA Type: Civilian Exempt Supervisor: Niblack, Ruth			Troop: Q	Zone: IS Employee ID (SSN): ****3119	Week Beginning: 09/27/2009
Project Id: 499	Title: ANCHOR TRUCKING			Manager: Copas, Elizabeth		Special Project: No
Emp Hrs Max: N/A	Emp Hrs Bal: N/A	Emp Funds Max: $332.48		Emp Funds Bal: $332.48		Project Funds Bal: $30,000.00
Corrected: NO	Status: Manager Approval Ready 2					
Messages:						

Employee Pay Request				Paid Project Manager Approval			
Project Work Hours	0200	HHMM		Hours Approved	0200	HHMM	
Pay Request Hours	0200	HHMM		Hrs Approval Comment			
Gross Pay Request Amount	53.42	$	3	Gross Amount Approved	53.42	$	
Pay Request Amt Incl Frng	83.12	$		Approved Amount Incl Frng	$83.12	$	
Suprvsr Disapprvl Comment				Disapproval Comment			

Day & Date	Sunday - 09/27		Monday - 09/28		Tuesday - 09/29		Wednesday - 09/30		Thursday - 10/01		Friday - 10/02		Saturday - 10/03	
Employee Pay Request Daily Detail	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
	0200													

Daily Detail Description / Comments			
Sunday	Paid Project	Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday	4 5	6	

Approve Disapprove Cancel

2. The Status of the Pay Request is "Manager Approval Ready".

3. The Employee Pay Request indicates Project Work Hours, Pay Requests Hours, and Pay Request Amount.

4. Single click the Approve button to approve pay request. Once a pay request is approved by the Component Manager, the pay request is available for viewing and the pay request interfaces to SAM II.

The following caption will appear on the Time and Leave Reporting homepage.

Pay request has been approved successfully

5. Single click the Disapprove button to disapprove pay request. Once a pay request is disapproved by the Component Manager, the pay request is available for viewing and normal Comp time is credited to the employee.

The following caption will appear on the Time and Leave Reporting homepage.

Pay request has been disapproved successfully

6. Single click the Cancel button to return to the homepage.

PAY REQUESTS REQUIRING FUNDS MANAGER APPROVAL

All funds may not be immediately available when Paid Projects are initiated. The Funds Manager must determine if funds are available and the amount of funds available to be paid to employees working on the Paid Projects. The Component Manager may approve the Pay Request but the Funds Manager must verify the Pay Request. The Director of the Paid Project may also verify the Pay Request.

Single left click the Pay Request Awaiting Funds Manager Approval link from Manage Paid Projects Activities section of the Time and Leave Reporting System homepage.

The screen will look similar to this.

Funds Manager Pay Requests awaiting Verification

Pay Request List for Troop: A Zone: 01

Supervisor Name	Project Title	Employee Name	Week Begin Date	Pay Request Status
Anderson Brian N.	Test Forced Funds	Keys Dale	02/15/2009	Project Manager Approved
Keys Dale	Test	Officer Roger	02/22/2009	Project Manager Approved
Keys Dale	Test	Officer Roger	03/01/2009	Project Manager Approved
Keys Dale	Test	Officer Roger	03/08/2009	Project Manager Approved
Keys Dale	Test	Officer Roger	03/22/2009	Project Manager Approved
Keys Dale	Test Forced Funds	Officer Roger	04/05/2009	Project Manager Approved

Director Pay Requests awaiting Verification

Pay Request List for Troop: A Zone: 01

Supervisor Name	Project Title	Employee Name	Week Begin Date	Pay Request Status
Keys Dale	Dick's Test Project	Officer Roger	01/25/2009	Project Manager Approved
Keys Dale	Dick's Test Project	Officer Roger	02/01/2009	Project Manager Approved
Keys Dale	Dick's Test Project	Officer Roger	02/08/2009	Project Manager Approved
Anderson Brian N.	Dick's Test Project	Keys Dale	02/08/2009	Project Manager Approved
Anderson Brian N.	Dick's Test Project	Keys Dale	02/15/2009	Project Manager Approved

1. Single click on the Supervisor Name or Week Begin Date. (Notice there may be two sections on this screen: one for Funds Manager and one for Director)

The screen will look similar to this.

Approved By: Keys, Dale	Missouri State Highway Patrol Paid Project Pay Request		Employee Name: Officer, Roger	Approved By Manager: Keys, Dale
Submitted By: Officer, Roger	FLSA Type: Non-Exempt Member Supervisor: Keys, Dale	Troop: A	Zone: 01	Employee ID (SSN): ****1234	Week Beginning: 04/05/2009
Project Id: DS039	Title: Test Forced Funds		Manager: Keys, Dale	Special Project: No
Emp Hrs Max: N/A	Emp Hrs Bal: N/A	Emp Funds Max: $300.00	Emp Funds Bal: $300.00	Project Funds Bal: $24,844.63
Corrected: NO	Status: Project Manager Approved 2			
Messages:	Maximum time that can be approved for the pay request: 01:30			

Employee Pay Request				Paid Project Manager Approval			
Project Work Hours	0100	HHMM		Hours Approved	0130	HHMM	
Pay Request Hours	0130	HHMM	3	Hrs Approval Comment			
Gross Pay Request Amount	34.20	$		Gross Amount Approved	34.20	$	
Pay Request Amt Incl Frng	55.65	$		Approved Amount Incl Frng	55.65	$	4
Suprvsr Disapprvl Comment				Disapproval Comment			

Day & Date	Sunday - 04/05		Monday - 04/06		Tuesday - 04/07		Wednesday - 04/08		Thursday - 04/09		Friday - 04/10		Saturday - 04/11	
Employee Pay Request Daily Detail	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
							0130	0130						

Daily Detail Description / Comments			
Sunday		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday	Paid Project Force Funds 5	6	

Verify Cancel

2. The status of the pay request is "Project Manager Approved".

3. The Employee Pay Request indicates Project Work Hours, Pay Requests Hours, and Pay Request Amount.

4. The Paid Project Manager Approval indicates the Gross Amount Approved and Approved Amount Including Fringe by the Component Manager.

5. Single click the **Verify** button to approve pay request. Once a pay request is verified by the Funds Manager, the pay request is available for viewing and the pay request interfaces to SAM II.

The following caption will appear on the Funds Manager Pay Request Awaiting Verification.

Pay request has been verified successfully

6. Single click the **Cancel** button to return to the homepage.

Manager Paid Project Viewable Reports

In this section you will learn about:

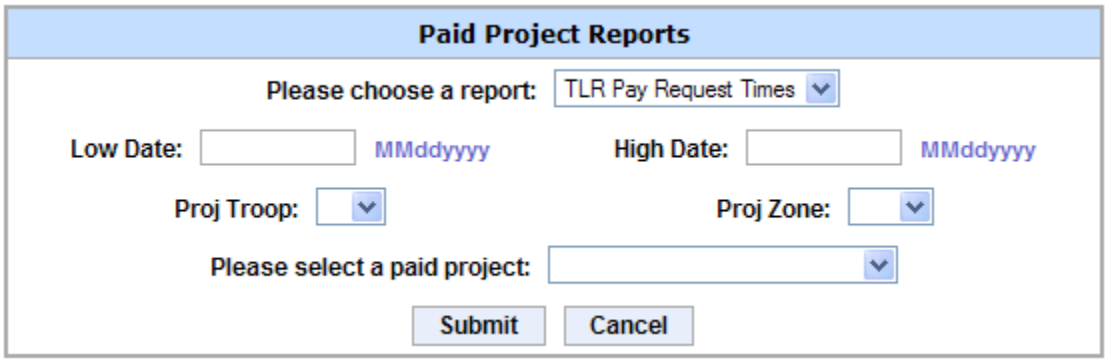
- Paid Project Pay Request Times

PAY REQUEST TIMES

Director(s), Funds Manager, and Component Managers can access Pay Requests Times Reports. The reports assist managers in monitoring personnel, time and money expended on Paid Projects.

Single left click the Pay Request Times link from Manage Paid Projects Activities Viewable Reports section of the Time and Leave Reporting System homepage.

The screen will look similar to this.



1. Select preferred criteria for the report
    a. Low Date and High Date
    b. Troop and Zone
    c. Paid Project (always required)

The screen will look similar to this.

Pay Request Times Report

Pay Requests For Project Test From 02/01/2009 To 12/31/2009 — Page: 1

Troop/Zone	Employee Name	Date	Status	Time Worked	Time Req	Amount Req	Time Approved	Amount Approved
A / 01	Officer , Roger	2009-02-18	Project Manager Approved	08:00	08:00	$.00	00:00	$.00
		2009-02-25	Project Manager Approved	02:00	03:00	$.00	00:00	$.00
		2009-03-04	Project Manager Approved	01:00	01:30	$.00	00:00	$.00
		2009-03-11	Project Manager Approved	03:00	04:30	$.00	00:00	$.00
		2009-03-19	Project Manager Disapproval	02:00	03:00	$.00	00:00	$.00
		2009-03-25	Submitted	02:00	03:00	$.00	00:00	$.00
	Employee *Officer , Roger* Total:			18:00	23:00	$.00	00:00	$.00
Component *A / 01* Total:				18:00	23:00	$.00	00:00	$.00
Troop *A* Total:				18:00	23:00	$.00	00:00	$.00
Grand Total for Project:				18:00	23:00	$.00	00:00	$.00

2. Single click on the Pay Request Date to view the Paid Project Pay Request.

The screen will look similar to this.

Approved By: Keys, Dale	Missouri State Highway Patrol Paid Project Pay Request	Employee Name: Officer, Roger	Approved By Manager: Keys, Dale
Submitted By: Officer, Roger	FLSA Type: Non-Exempt Member Supervisor: Keys, Dale	Troop: A / Zone: 01 / Employee ID (SSN): ****1234	Week Beginning: 03/08/2009
Project Id: DS805	Title: Test	Manager: Keys, Dale	Special Project: No
Emp Hrs Max: 48:00	Emp Hrs Bal: 35:30	Emp Funds Max: $1,000.00	Emp Funds Bal: $715.00
Corrected: YES	Status: Project Manager Approved		
Messages:			

Employee Pay Request			Paid Project Manager Approval		
Project Work Hours	0300	HHMM	Hours Approved	0430	HHMM
Pay Request Hours	0430	HHMM	Hrs Approval Comment		
Pay Request Amount	102.60	$	Amount Approved	102.60	$
Suprvsr Disapprvl Comment			Disapproval Comment		

Day & Date	Sunday - 03/08		Monday - 03/09		Tuesday - 03/10		Wednesday - 03/11		Thursday - 03/12		Friday - 03/13		Saturday - 03/14	
Employee Pay Request	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
Daily Detail							0430							

Daily Detail Description / Comments			
Sunday		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday	Worked on Paid Project		

Cancel

2. The Pay Request displays numerous fields but most importantly the Employee Hours Maximum, Employee Hours Balance, Employee Funds Maximum, and Employee Funds Balance

User Paid Project Activities Status

In this section you will learn about:

- Supervisor Unapproved Pay Requests
- Manager Unapproved Pay Requests
- Supervisor Disapproved Pay Requests
- Manager Disapproved Pay
- Saved Paid Project Record Summary

SUPERVISOR UNAPPROVED PAY REQUEST

The Supervisor Unapproved Pay Request option allows the Paid Project Employee (user) to view Pay Requests awaiting the Supervisor Time Sheet approval process. The employee's Time Sheet containing Paid Project time must be approved by the employee's supervisor before the Pay Request can be approved by the Component Manager.

Single left click the Supvsr Unapproved Pay Request link from User Paid Proj Activities Status section of the Time and Leave Reporting System homepage.

User Paid Proj Activities	Activity Status		Paid Proj Activities
	1 Suprvsr Unapproved Pay Requests	0 Manager Unapproved Pay Requests	Request Special Project Pay
	0 Suprvsr Disapproved Pay Requests	0 Manager Disapproved Pay Requests	Pay Request Times
	Saved Paid Proj Record Summary		

The screen will look similar to this.

Paid Project Pay Requests awaiting supervisor approval

Week Begin Date	Project Id	Project Title	Pay Request Status
02/22/2009	DS061	Dick's Test Project	Submitted

1. Single click on the Week Begin Date.

The screen will look similar to this.

Approved By:	Missouri State Highway Patrol Paid Project Pay Request			Employee Name: Keys, Dale			Approved By Manager:
Submitted By: Keys, Dale	FLSA Type: Non-Exempt Member Supervisor: Anderson, Brian			Troop: A	Zone: 01	Employee ID (SSN): ****0101	Week Beginning: 02/22/2009
Project Id: DS061	Title: Dick's Test Project			Manager: Keys, Dale			Special Project: No
Emp Hrs Max: N/A	Emp Hrs Bal: N/A	Emp Funds Max: $1,000.00	Emp Funds Bal: $1,000.00				
Corrected: NO	Status: Submitted 2						
Messages:							

Employee Pay Request			Paid Project Manager Approval		
Project Work Hours	0600	HHMM	Hours Approved	0000	HHMM
Pay Request Hours	0900	HHMM 3	Hrs Approval Comment		
Pay Request Amount	315.18	$	Amount Approved	0.00	$
Suprvsr Disapprvl Comment			Disapproval Comment		

Day & Date	Sunday - 02/22		Monday - 02/23		Tuesday - 02/24		Wednesday - 02/25		Thursday - 02/26		Friday - 02/27		Saturday - 02/28	
Employee Pay Request	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
Daily Detail					0900									

Daily Detail Description / Comments			
Sunday		Thursday	
Monday		Friday	
Tuesday	Dick's project	Saturday	
Wednesday			

Cancel 4

2. The Status of the Pay Request is “Submitted”.

3. The Employee Pay Request indicates Project Work Hours Pay Request hours and Pay Request Amount.

4. Single click the Cancel button to return to the homepage.

MANAGER UNAPPROVED PAY REQUEST

The Manager Unapproved Pay Request option allows the Paid Project Employee (user) to view Pay Requests awaiting the Manager's approval process. The employee's Time Sheet containing Paid Project time is approved by the employee's supervisor and is awaiting approval by the Component Manager.

Single left click the Manager Unapproved Pay Request link from User Paid Proj Activities Status section of the Time and Leave Reporting System homepage.

User Paid Proj Activities	Activity Status		Paid Proj Activities
	0 Suprvsr Unapproved Pay Requests	1 Manager Unapproved Pay Requests	Request Special Project Pay
	0 Suprvsr Disapproved Pay Requests	1 Manager Disapproved Pay Requests	Pay Request Times
	Saved Paid Proj Record Summary		

The screen will look similar to this.

Paid Project Pay Requests awaiting manager approval

Week Begin Date	Project Id	Project Title	Pay Request Status
03/22/2009	DS805	Test	Manager Approval Ready

1. Single click on the Week Begin Date.

The screen will look similar to this.

Approved By: Keys, Dale	Missouri State Highway Patrol Paid Project Pay Request	Employee Name: Officer, Roger	Approved By Manager: Keys, Dale
Submitted By: Officer, Roger	FLSA Type: Non-Exempt Member Supervisor: Keys, Dale	Troop: A / Zone: 01 / Employee ID (SSN): ****1234	Week Beginning: 03/22/2009
Project Id: DS805	Title: Test	Manager: Keys, Dale	Special Project: No
Emp Hrs Max: 48:00	Emp Hrs Bal: 28:00	Emp Funds Max: $1,000.00 / Emp Funds Bal: $544.00	
Corrected: YES	Status: Manager Approval Ready		
Messages:	2		

Employee Pay Request				Paid Project Manager Approval			
Project Work Hours	0100	HHMM		Hours Approved	0000	HHMM	
Pay Request Hours	0130	HHMM	3	Hrs Approval Comment			
Pay Request Amount	34.20	$		Amount Approved	0.00	$	
Suprvsr Disapprvl Comment				Disapproval Comment	Only Worked 1 Hr on Paid Project		

Day & Date	Sunday - 03/22		Monday - 03/23		Tuesday - 03/24		Wednesday - 03/25		Thursday - 03/26		Friday - 03/27		Saturday - 03/28	
Employee Pay Request Daily Detail	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
							0130							

Daily Detail Description / Comments			
Sunday		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday	Worked on Test Paid Project		

Cancel 4

2. The Status of the Pay Request is “Manager Approval/Ready”.

3. The Employee Pay Request indicates Project Work Hours Pay Request hours and Pay Request Amount.

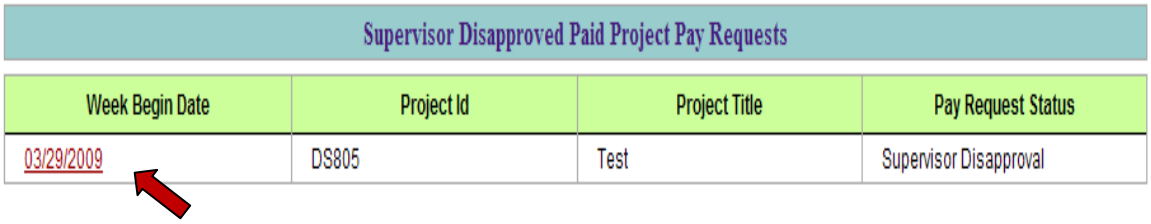
4. Single click the Cancel button to return to the homepage.

SUPERVISOR DISAPPROVED PAY REQUEST

The Supervisor Disapproved Pay Request option allows the Paid Project Employee (user) to view Pay Requests that are disapproved through the Supervisor Time Sheet approval process. The employee's Time Sheet containing Paid Project time is disapproved by the employee's supervisor should be corrected by the employee so that the Pay Request can be approved by the Component Manager.

Single left click the Supvsr Disapproved Pay Request link from User Paid Proj Activities Status section of the Time and Leave Reporting System homepage.

The screen will look similar to this.

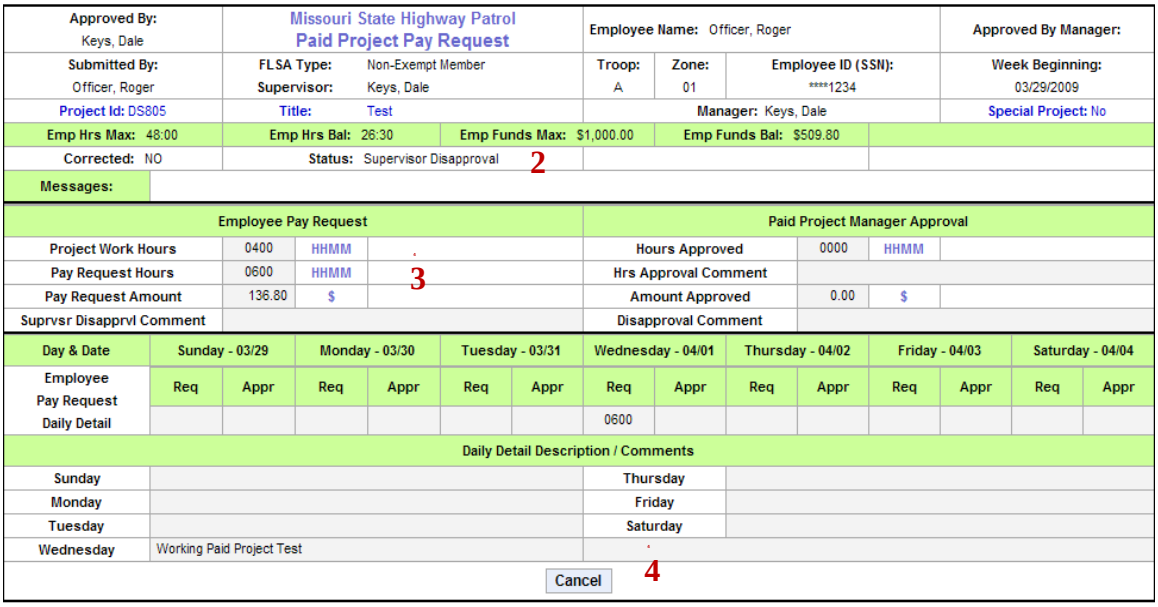


Supervisor Disapproved Paid Project Pay Requests

Week Begin Date	Project Id	Project Title	Pay Request Status
03/29/2009	DS805	Test	Supervisor Disapproval

1. Single click on the Week Begin Date.

The screen will look similar to this.



Approved By: Keys, Dale	Missouri State Highway Patrol Paid Project Pay Request			Employee Name: Officer, Roger			Approved By Manager:
Submitted By: Officer, Roger	FLSA Type: Non-Exempt Member Supervisor: Keys, Dale			Troop: A	Zone: 01	Employee ID (SSN): ****1234	Week Beginning: 03/29/2009
Project Id: DS805	Title: Test			Manager: Keys, Dale			Special Project: No
Emp Hrs Max: 48:00	Emp Hrs Bal: 26:30	Emp Funds Max: $1,000.00		Emp Funds Bal: $509.80			
Corrected: NO	Status: Supervisor Disapproval 2						
Messages:							

Employee Pay Request				Paid Project Manager Approval			
Project Work Hours	0400	HHMM		Hours Approved	0000	HHMM	
Pay Request Hours	0600	HHMM	3	Hrs Approval Comment			
Pay Request Amount	136.80	$		Amount Approved	0.00	$	
Suprvsr Disapprvl Comment				Disapproval Comment			

Day & Date	Sunday - 03/29		Monday - 03/30		Tuesday - 03/31		Wednesday - 04/01		Thursday - 04/02		Friday - 04/03		Saturday - 04/04	
Employee Pay Request Daily Detail	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
							0600							

Daily Detail Description / Comments			
Sunday		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday	Working Paid Project Test		

Cancel 4

2. The Status of the Pay Request is “Supervisor Disapproved”.

3. The Employee Pay Request indicates Project Work Hours Pay Request hours and Pay Request Amount.

4. Single click the Cancel button to return to the homepage.

MANAGER DISAPPROVED PAY REQUEST

The Manager Disapproved Pay Request option allows the Paid Project Employee (user) to view Pay Requests that are disapproved by the Component Manager. The Disapproval Comment area indicated the reason for disapproval.

Single left click the Manager Disapproved Pay Request link from User Paid Proj Activities Status section of the Time and Leave Reporting System homepage.

User Paid Proj Activities	Activity Status		Paid Proj Activities
	0 Suprvsr Unapproved Pay Requests	0 Manager Unapproved Pay Requests	Request Special Project Pay
	1 Suprvsr Disapproved Pay Requests	1 Manager Disapproved Pay Requests	Pay Request Times
	Saved Paid Proj Record Summary		

The screen will look similar to this.

Manager Disapproved Paid Project Pay Requests

Week Begin Date	Project Id	Project Title	Pay Request Status
03/15/2009	DS805	Test	Project Manager Disapproval

1. Single click on the Week Begin Date.

The screen will look similar to this.

Approved By: Keys, Dale	Missouri State Highway Patrol Paid Project Pay Request	Employee Name: Officer, Roger	Approved By Manager: Keys, Dale
Submitted By: Officer, Roger	FLSA Type: Non-Exempt Member Supervisor: Keys, Dale	Troop: A / Zone: 01 / Employee ID (SSN): ****1234	Week Beginning: 03/15/2009
Project Id: DS805	Title: Test	Manager: Keys, Dale	Special Project: No
Emp Hrs Max: 48:00	Emp Hrs Bal: 31:00 / Emp Funds Max: $1,000.00	Emp Funds Bal: $612.40	
Corrected: NO	Status: Project Manager Disapproval 2		
Messages:			

Employee Pay Request			Paid Project Manager Approval		
Project Work Hours	0200	HHMM	Hours Approved	0000	HHMM
Pay Request Hours	0300	HHMM 3	Hrs Approval Comment		
Pay Request Amount	68.40	$	Amount Approved	0.00	$ 4
Suprvsr Disapprvl Comment			Disapproval Comment	OT Worked was not a Paid Project	

Day & Date	Sunday - 03/15		Monday - 03/16		Tuesday - 03/17		Wednesday - 03/18		Thursday - 03/19		Friday - 03/20		Saturday - 03/21	
Employee Pay Request Daily Detail	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
									0300					

Daily Detail Description / Comments			
Sunday		Thursday	OT for Paid Project Test
Monday		Friday	
Tuesday		Saturday	
Wednesday			

Cancel 5

2. The Status of the Pay Request is “Project Manager Disapproved”.

3. The Employee Pay Request indicates Project Work Hours Pay Request hours and Pay Request Amount.

4. The Disapproval Comment indicates the reason the Pay Request is disapproved.

5. Single click the Cancel button to return to the homepage.

SAVED PAID PROJECT RECORD SUMMARY

The Saved Paid Project Record Summary option allows the Paid Project Employee (user) to view all Pay Requests submitted by him/her for all Paid Projects.

Single left click the Saved Paid Project Record Summary link from User Paid Proj Activities Status section of the Time and Leave Reporting System homepage.

User Paid Proj Activities	Activity Status		Paid Proj Activities
	0 Suprvsr Unapproved Pay Requests	0 Manager Unapproved Pay Requests	Request Special Project Pay
	1 Suprvsr Disapproved Pay Requests	1 Manager Disapproved Pay Requests	Pay Request Times
	Saved Paid Proj Record Summary		

The screen will look similar to this.

Saved Paid Project Pay Requests

Week Begin Date	Project Id	Project Title	Pay Request Status
12/28/2008	7777	Fy09 Year End Hwy Comp Time Payoff	Draft
01/25/2009	DS061	Dick's Test Project	Project Manager Approved
02/01/2009	DS061	Dick's Test Project	Project Manager Approved
02/08/2009	DS061	Dick's Test Project	Project Manager Approved
02/15/2009	DS805	Test	Project Manager Approved
02/22/2009	DS805	Test	Project Manager Approved
03/01/2009	DS805	Test	Project Manager Approved
03/08/2009	DS805	Test	Project Manager Approved
03/15/2009	DS805	Test	Project Manager Disapproval
03/22/2009	DS805	Test	Project Manager Approved
03/29/2009	DS805	Test	Supervisor Disapproval

1. Single click on the Week Begin Date.

The screen will look similar to this.

Approved By: Keys, Dale	Missouri State Highway Patrol Paid Project Pay Request		Employee Name: Officer, Roger		Approved By Manager:
Submitted By: Officer, Roger	FLSA Type: Non-Exempt Member Supervisor: Keys, Dale		Troop: A	Zone: 01	Employee ID (SSN): ****1234	Week Beginning: 03/29/2009
Project Id: DS805	Title: Test		Manager: Keys, Dale		Special Project: No
Emp Hrs Max: 48:00	Emp Hrs Bal: 26:30	Emp Funds Max: $1,000.00	Emp Funds Bal: $509.80		
Corrected: NO	Status: Supervisor Disapproval				
Messages:					

Employee Pay Request			Paid Project Manager Approval		
Project Work Hours	0400	HHMM	Hours Approved	0000	HHMM
Pay Request Hours	0600	HHMM	Hrs Approval Comment		
Pay Request Amount	136.80	$	Amount Approved	0.00	$
Suprvsr Disapprvl Comment			Disapproval Comment		

Day & Date	Sunday - 03/29		Monday - 03/30		Tuesday - 03/31		Wednesday - 04/01		Thursday - 04/02		Friday - 04/03		Saturday - 04/04	
Employee Pay Request	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
Daily Detail							0600							

Daily Detail Description / Comments			
Sunday		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday	Working Paid Project Test		

Cancel

User Paid Project Activities

In this section you will learn about:

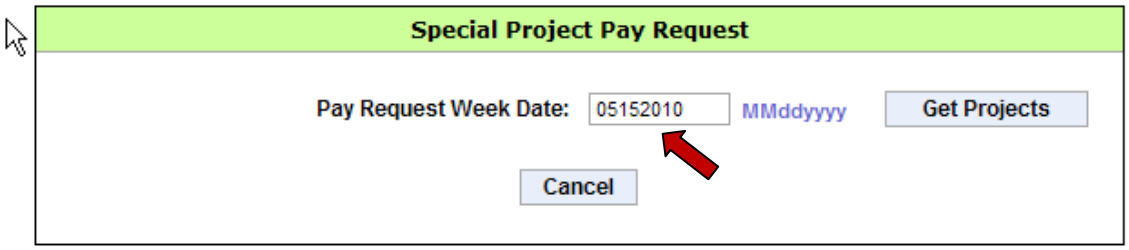
- Request Special Project Pay (Year End Payout)
- Pay Requests Times Report

REQUEST SPECIAL PROJECT PAY (YEAR END PAYOUT)

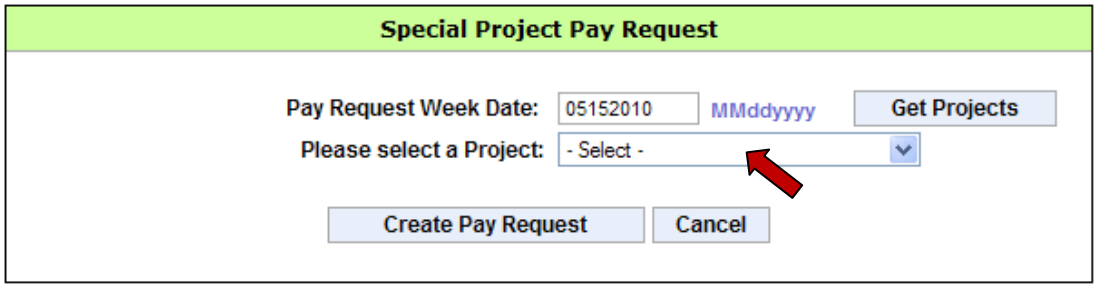
Periodically, there will be funds available for a special Year End Payout through the Time Reporting System. Below are the instructions to receive an overtime payout.

1. Single left click the Request Special Project Pay link from "User Paid Proj Activities" section of the Time and Leave Reporting System homepage.

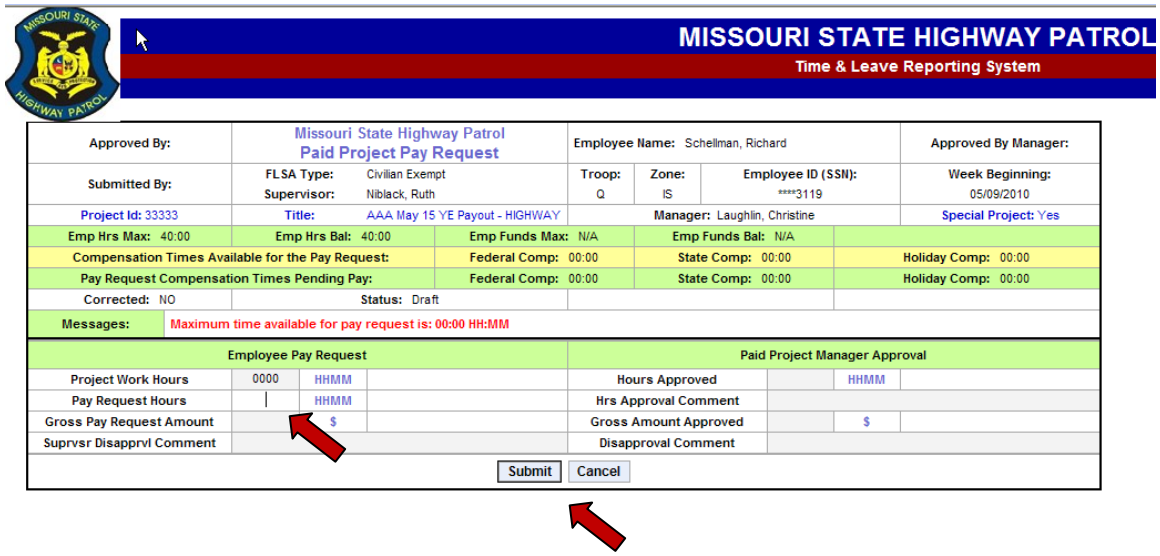
2. On the "Special Project Pay Request" screen, in the field "Pay Request Week Date: ", enter a Pay Request Week Date of **mmddyyyy** (with no dashes or slashes), and click on "Get Projects". (**mmddyyyy** will be supplied by your supervisor or Budget and Procurement)



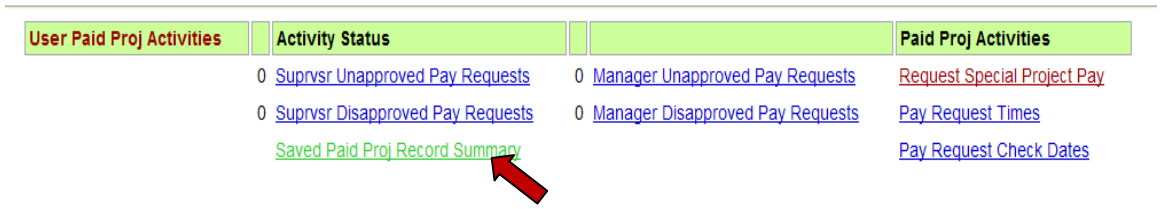
3. On the "Special Project Pay Request" screen, select the Project that you have been assigned by your supervisor or Budget and Procurement and click on "Create Pay Request".



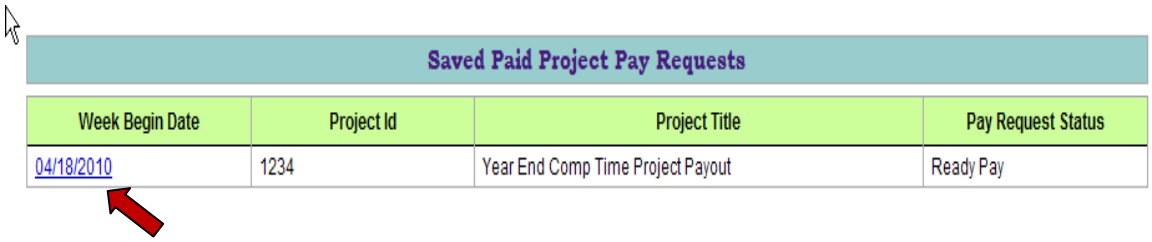
4. On the ”Paid Project Pay Request” screen, the cursor will come up in the ”PAY REQUEST HOURS” field. Enter the number of hours and minutes (with no colon) in this field as HHMM that you wish to get paid for. The red Message will alert you of the limit of hours and minutes you can request for payment. Click on Submit.



5. After submitting the pay request, if you wish to see the Gross Pay Amount that will be added to your paycheck for this request, go to the green “User Paid Proj Activities” section of the dashboard. Click on “Saved Paid Proj Record Summary” (bottom of the left hand column).



6. Click on the “Week Begin Date” in the left column and this brings up the Paid Project Pay Request. Verify the amount called “Gross Pay Request Amount” in the bottom left of the Pay Request.



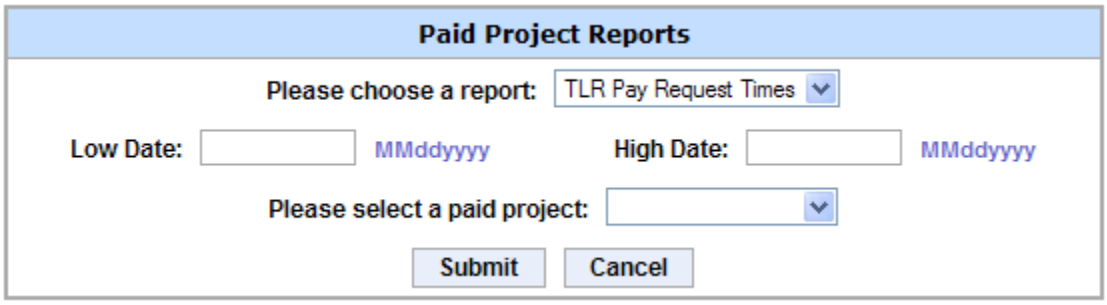
7. Single click the Cancel button to return to the homepage.

PAY REQUEST TIMES REPORT

The Pay Request Times Report option allows the Paid Project Employee (user) to view all Pay Requests submitted by him/her for all Paid Projects.

Single left click the Pay Request Times link from User Paid Project Activities section of the Time and Leave Reporting System homepage.

The screen will look similar to this.



1. Enter Low Date and High Date as illustrated.

2. Single click the drop down arrow to select a Paid Project.
This field is required

3. Single click the Submit button.

The screen will look similar to this.

Pay Request Times Report

Pay Requests For Project Test From 01/01/2009 To 02/28/2009 — Page: 1

Date	Status	Time Worked	Time Req	Amount Req	Time Approved	Amount Approved
Total for Project:		10:00	11:00	$.00	00:00	$.00
2009-02-25	Project Manager Approved	02:00	03:00	$.00	00:00	$.00
2009-02-18	Project Manager Approved	08:00	08:00	$.00	00:00	$.00

4. Single click on the Date field.

The screen will look similar to this.

Approved By: Keys, Dale	Missouri State Highway Patrol Paid Project Pay Request		Employee Name: Officer, Roger	Approved By Manager: Keys, Dale
Submitted By: Officer, Roger	FLSA Type: Non-Exempt Member Supervisor: Keys, Dale		Troop: A / Zone: 01	Employee ID (SSN): ****1234	Week Beginning: 02/15/2009
Project Id: DS805	Title: Test		Manager: Keys, Dale	Special Project: No
Emp Hrs Max: 48:00	Emp Hrs Bal: 48:00	Emp Funds Max: $1,000.00	Emp Funds Bal: $1,000.00	
Corrected: YES	Status: Project Manager Approved			
Messages:				

Employee Pay Request			Paid Project Manager Approval		
Project Work Hours	0800	HHMM	Hours Approved	0800	HHMM
Pay Request Hours	0800	HHMM	Hrs Approval Comment		
Pay Request Amount	182.40	$	Amount Approved	182.40	$
Suprvsr Disapprvl Comment			Disapproval Comment	funds not yet available	

Day & Date	Sunday - 02/15		Monday - 02/16		Tuesday - 02/17		Wednesday - 02/18		Thursday - 02/19		Friday - 02/20		Saturday - 02/21	
Employee Pay Request Daily Detail	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr	Req	Appr
							0800							

Daily Detail Description / Comments			
Sunday		Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday	DWI Saturation		

Cancel

5. Single click the Cancel button to return to the homepage.

APPENDIX A - Error Messages

Note: In the following messages any message with {0}/{1}/{2} indicates that the message will be configured just before display. {0}/{1}/{2} can be treated as place holder variables.

Paid Project Component Definition Errors:

Paid project component definition is in use and can no longer be deleted
Paid project master for the component definition is not a valid paid project
Paid project master for the component definition is required
Paid project component limit should be a valid amount greater than zero
Paid project component allocation cannot exceed available funds allocation {0}
Paid project component funding limit is required
Paid project component funding limit cannot be less than the amount already approved {0}
Paid project component manager is required
Paid project manager selected is not a valid employee
Component backup manager selected is not a valid employee
Backup manager {0} selected is same as the backup manager{1}
Backup manager {0} is same as the component manager
Project definition for the component {0}{1} or troop {0} has already been defined
Project definition for the troop {0} has already been defined
Component cannot be changed for a saved project component master
Individual employee maximum hours should be a valid value greater than zero specified in Hours
Individual employee maximum hours cannot be less than the maximum individual hours already approved {0}
Individual employee maximum amount should be a valid amount greater than zero
Individual employee maximum amount cannot be greater than component limit
Individual maximum amount cannot be less than the maximum individual amount already approved {0}
Specify Employee Indicator cannot be marked if individual employee maximum amount or maximum hours is specified
Specify Employee Indicator or individual employee maximum amount or maximum hours should be specified
Employee allocations have already been defined for the project. Employee allocation cannot be disabled

Paid Project Employee Allocation Errors:
Paid project employee allocation is in use and can no longer be deleted
Paid project component definition master for the employee allocation is not valid

Paid project component definition master for the employee allocation is required
Paid project allocation employee cannot be changed
Paid project allocation employee is not a valid employee
Paid Project allocation employee is required
Maximum employee hours should be a valid value greater than zero specified in Hours
Maximum employee allocation amount should be a valid amount greater than zero
Maximum employee hours or maximum employee amount should be specified
Project allocation for the employee {0} has already been defined
Employee allocation cannot exceed the available component funds allocation {0}
Maximum project amount cannot be less than the amount already approved {0} for the employee
Maximum project hours cannot be less than the time already approved {0} for the employee

Employee Pay Request Projects Messages:
Pay request date is required
Pay request date should be a valid date in MMddyyyy format
Pay request project should be selected

Employee Pay Request Messages:
Hours worked should be a valid number greater than or equal to zero in HHMM format
Hours worked should be in 15-minute increments only
Hours requested for pay should be a valid number greater than or equal to zero in HHMM format
{0} - Hours entered should be a valid number greater than or equal to zero in HHMM format
{0} - Hours entered should be in 15-minute increments only
Hours approved for pay should be a valid number greater than or equal to zero in HHMM format
Paid project hours worked is required
Paid project hours requested for pay is required
Paid project hours approved for pay is required
Project pay requested amount {0} should not exceed employee allocated amount remaining {1}
Project hours requested {0} should not exceed employee allocated hours remaining {1}
Project pay requested amount {0} should not exceed project funds remaining {1}
Disapproval comment is required
Pay request hours approved can be only up to a maximum of {0}
Hours approval comment is required if hours approved is less than hours requested
Hours requested can be only up to a maximum of {0}
Total project hours reported for week days {0} should be equal to hours worked {1}