Department of Administration,
Office of Human Resources

SHARP Time and Labor
Time Reporting Templates and
Workgroup Choices

10/2011

Time Reporting Template Choices	Description
SOKBASIC	TRC & Hours Fields only: Displays Time Reporting Codes (TRCs), Hours and Taskgroup. Used by employees that are not reporting time to a project. Assign Taskgroup SOKNONTASK (or similar) to these individuals
SOKTASK	TRC & Hours + Defaults taskgroup and task profile: Displays TRCs, Hours, Task Group and Task Profile. Used by employees who report time to projects
SOKTASKREQ	TRC & Hours + Defaults taskgroup and task profile. Same as SOKTASK except Task Profile is Required field
SOKDETAIL	TRC & Hours + Fields for GL and PC chartfields. Used by Interface Agencies

Workgroup Choices	Description
SS_14DAYHR	Self-Service Hourly 14 day
SS_7DAYHR	Self-Service Hourly 7 day
SS_NC_HRLY	Self-Service NonCovered Hourly
SS_NC_SAL	SelfService NonCoveredSalary
SS_POS_SAL	Self Serv Positive Time Exempt
SS_SAL_PT	Self-Service Part-time Salary
SS_SALARY	Self-Service Salaried
TK_14DAYHR	Timekeeper Hourly 14 day
TK_7DAYHR	Timekeeper Hourly 7 day
TK_7DAYPOS	TK Positive Time Hourly 7 Day
TK_NC_HRLY	Timekeeper NonCovered Hourly
TK_NC_SAL	Timekeeper NonCovered Salary
TK_SAL_PT	Time Keeper Part-time Salary
TK_SALARY	Timekeeper Salaried
IN_14DAYHR	Interface Agency Hourly 14day
IN_7DAYHR	Interface Agency Hourly 7 day
IN_NC_HRLY	Interface Non-Covered Hourly
IN_NC_SAL	Interface NonCovered Salaried
IN_SALARY	Interface Agency Salaried
KBI_14_TRC	KBI ONLY: 14 Day KBI EEs See Unique TRCs
KBI_EX_TRC	KBI ONLY: Exempt KBI EEs See Unique TRCs
PRINTERS	DofA, Printers Only (Daily Overtime)