******State of Kansas**

**Telework Time Reporter Data Setup**

***Statewide Human Resource and Payroll System***

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| **Date Created** | | 2/23/2022 |
| **Version** | | 1.0 |
| **Security** | |  |
| **Description** | | Tracking employee hours worked by the state where the hours were worked. |
| **1.** | Payroll Homepage  Employee Payroll/Benefits Data  Job Data |  |
| **2.** | Empl ID  Search |  |
| **3.** | Select the Employment Data Link |  |
| **4.** | Select Time Reporter Data |  |
| **5.** | Add a new effective dated row (+)  Effective Date: Pay Period Begin Date for the change (Must be current or future period.)  Time Reporter Type: Elapsed Time Reporter  Elapsed Time Template: DOAUSEONLY  Workgroup and Taskgroup: Use the values that were on the previous row.  OK |  |
| **6.** | Save |  |
| **EXAMPLE TIMESHEET** | | |
| Taskgroup: Agency Default Value  Country: USA  State: Populated by the Employee based on the state the hours were worked in.  Task Profile ID: Blank unless the agency uses Task Profiles.  Add a new row for each new state that needs to be added. | | |
| **END OF PROCESS** | | |