

TOPIC 11: GENERATING INDIVIDUAL TIMESHEETS

The purpose of this topic is to present the steps involved in entering and correcting time and leave using timesheet generation. In this topic you will enter time and leave using the Current Period Individual Timesheet Document Generation (CTGN) and the Current Period Individual Timesheet (CITS). You will also learn how to make corrections to time and leave that was previously entered using the Prior Period Timesheet (PPER).

At the end of this topic, you will be able to:

- Generate the Current Period Individual Timesheet (CITS) using the Current Period Individual Timesheet Document Generation (CTGN)
- Enter specific time and leave information on a Current Period Individual Timesheet (CITS)
- Understand how to correct entered hours using a Prior Period Timesheet (PPER)

CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)



Current Period Individual Timesheet Document Generation

Document Agency: [] Document Number: []

Employee ID / Appt ID: [] / []

Pay Period Start Date: [] / [] / []

Create Pay Period Lines: Yes No Leave Only

Event Type: []

Input Amount: [] Reduce Base Pay Type

Accounting Overrides

Labor Distribution Profile: [] Distribution Option: Employee Assignment

Fund: [] Agency: []

Organization / Sub: [] / [] Appt Unit: []

Activity: [] Function: []

Object / Sub: [] / [] Job Number: []

Report Category: []

CURRENT PERIOD INDIVIDUAL TIMESHEET (CITS)

ADVANTAGE Desktop - TD96001 - [Batch: Document: CITS 605 0000000015]

Name: PERRINE, KEVIN B

Employee ID / Appt ID: 555 - 00 - 0001 / []

Computed Totals:

12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23
12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31

Event View | Overrides View

Event Date	Event Type	Amount	Work Schedule
12 / 16 / 99	REGLR	8.00	8.00
12 / 17 / 99	REGLR	8.00	8.00
12 / 18 / 99	REGLR	8.00	8.00
12 / 19 / 99	REGLR	8.00	8.00
12 / 20 / 99	REGLR	8.00	8.00

Messages | Status: HELD | Ln 1/16 | 12:46 PM | 01/21/00



GENERATING INDIVIDUAL TIMESHEET DOCUMENTS

The Current Period Individual Timesheet (CITS) is created by the Current Period Individual Timesheet Document Generation (CTGN). The CTGN process will make time and attendance data entry tasks easier by automatically creating document lines. By utilizing this process, the users will not need to enter the same information multiple times in different document lines. All pay and accounting data entered on the document generation screen will be carried over to all the detail lines of the timesheet document. The system will edit the data entered to prevent any potential document errors. Once valid information is entered and the entry is updated successfully, the document will be generated and posted to the Document Listing (SUSF) in a HELD status.

The CITS will allow time entry at the employee level. If an employee has requested leave through the Employee Leave Request (LREQ) document for any day within the specified pay period, a line will be created with the Leave Type code requested in the Event Type field and the hours of leave requested in the Amount field. For partial day leave requests, two lines will be generated: one for the leave event and one for the remainder hours. For example, if an employee requested 3 hours of sick leave and the employee is scheduled to work 8 hours, two lines will be generated. One line will indicate the Leave Event code and the 3 hours requested. The second line will indicate the employee's base Event Type code and the remaining 5 hours in their scheduled work day. Users can also choose to create a timesheet with only the lines from previously approved leave requests.

The Create Pay Period Lines Flag on the CTGN will determine if a detail line will be generated for each event date within the pay period. If "Yes" is selected, all the dates in the pay period, along with the employee's standard work schedule for each day, will be generated. However, a user will be able to override the generated hours as well as add lines to the document. If "No" is selected, a CITS will be generated for only the day entered in the Pay Period Start Date field. If "Leave Only" is selected, the CITS will be created and will only generate lines from an accepted LREQ document.

Note: For situations where a partial day of leave is requested on an LREQ, two lines will be created on the CITS (see above). Because of this, if a partial day leave request has been entered for an exception-paid employee, the user will have to delete the second line generated for hours worked. Otherwise, the employee will be paid for hours not worked. CITS documents for positive-paid employees with partial day leave requests should be edited according to agency policy.

Note: Since positive-paid employees do not have a standard work schedule, using CTGN for a positive-paid employee will generate a CITS document with a line for every day in the pay period specified. Users will need to open the generated CITS document and delete those lines that the employee did not work.



CURRENT PERIOD INDIVIDUAL TIMESHEET (CITS)

ADVANTAGE Desktop - TD96001 - [Batch: Document: CITS 605 0000000015]

Name: PERRINE, KEVIN B
 Employee ID / Appt ID: 559 - 00 - 0001 /

Computed Totals		12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23
		12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31

Event Date	Event Type	Amount	Work Schedule
12 / 16 / 99	REGLR	8.00	8.00
12 / 17 / 99	REGLR	8.00	8.00
12 / 18 / 99	REGLR	8.00	8.00
12 / 19 / 99	REGLR	8.00	8.00
12 / 20 / 99	REGLR	8.00	8.00

Status: HELD Ln 1/16 12:46 PM 01/21/00

CURRENT PERIOD TIMESHEET (CPER)

Batch: Document: CPER 300 CPER3

Name: [Redacted]
 Employee ID: [Redacted] Appointment ID: [Redacted]
 Input Total: [Redacted] Computed Input Total: [Redacted]

Event Date	Event Type	Amount
/ /		

Status: NEW Ln 1/1 3:18 PM 03/02/00



GENERATING INDIVIDUAL TIMESHEET DOCUMENTS

It may be helpful to compare the functionality of the CITS with the Current Period Timesheet (CPER), which we have discussed earlier:

- Work schedule is displayed on the CITS for each day. The CPER document does not display the employee's work schedule.
- Work Schedule and Pay Event based edits are not available on the CPER document.
- Override Activity, Function, Reporting Category, and Job/Projects can be entered in conjunction with LDPR codes on timesheet documents.
- Security can be controlled at the employee/user level on the CITS document.
- CPER overrides such as Title Code, Pay Rate, etc. are not available on the CITS document.

Agencies will need to look at their business needs and choose the timesheet document that is most appropriate for them. If you need to extensively record cost accounting information, the CITS document will be the more appropriate option. If you will not be reporting any cost accounting data on the timesheet, CPER documents may be a simpler/better solution. Agencies should also consider the skill level, number and the organization structure of their timekeepers when making this choice.

Agencies can choose to use all of the timesheet documents if desired. However, it should be noted that the functionality of some of the inquiry screens is not available to CPER document users. These include the Leave Request by Employee (QLRQ), the Hours by Pay Location Inquiry (QHPL), the Hours by Employee Inquiry (QHRE), the Hour Summary by Pay Location (QHPS), and the Work Schedule by Pay Location Inquiry (QSCH).



NOTES

SCENARIO



You are a timekeeper. One of your exception-paid employees requested 3 hours of annual leave on two different days (6 hours total) on an LREQ. The employee's supervisor approved the LREQ and the employee took the 6 hours of leave. The employee was scheduled to work 8 hours on those dates. In addition, the employee took 8 hours of sick leave on one day during the period. The sick leave was not requested through an LREQ, and therefore must be manually added to the generated CITS document. Complete a CITS for this employee for the current pay period.

Hints:

- You must initially complete the Current Period Timesheet Document Generation (CTGN) window.
- Select "Leave Only" when creating pay period lines.

CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)

A screenshot of a software window titled "Current Period Individual Timesheet Document Generation" within an "ADVANTAGE Desktop - 0A134" environment. The window contains various input fields and checkboxes for generating a timesheet document. The fields are organized into sections: Document Agency (580), Document Number (302317#), Employee ID/ Appt ID (060 - 43 - 0020 /), Document Org (3023), Pay Period Start Date (09 / 01 / 00), Create Pay Period Lines (radio buttons for Yes, No, Leave Only), Event Type, Input Amount, and Reduce Base Pay Type. An "Accounting Overrides" section includes fields for Labor Distribution Profile, Fund, Organization / Sub, Activity, Object / Sub, Report Category, Distribution Option (set to Employee Assignment), Agency, Appr Unit, Function, and Job Number. The window has a menu bar (File, Edit, Display, Modify, Window, Help) and a toolbar with various icons. The taskbar at the bottom shows a "Messages" icon and the system clock (11:07 AM, 07/05/00).

NOTES

CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)



Let's begin by completing a CTGN for our employee.

Step 1 To open CTGN from the SAM II Desktop Navigator window, click on the Go To icon. Type **CTGN** in the **CODE** column header and click on the **<OPEN>** button.

Step 2 Populate the fields on the CTGN.

DOCUMENT AGENCY – Required. Enter the agency code appropriate to the employee you will be entering a timesheet for. Valid values are found on the Agency Index (AGCY) window. This document agency code will be validated against the employee's home agency code on the employee's appropriate assignment record once the user updates the CTGN. Therefore, if a user enters an employee ID that is not within the document agency, an error will be issued. **SEE STUDENT CARD.**

DOCUMENT NUMBER – Required. Enter a prefix and a '#' sign in the Document Number field and a unique document number starting with the entered prefix will be used on the generated CITS document. **SEE STUDENT CARD.**

DOCUMENT ORG – Required. Enter the organization code. **SEE STUDENT CARD.**

EMPLOYEE ID – Required. Enter the employee's ID number. **SEE STUDENT CARD.**

APPT ID – Conditional. Indicates the job for which time and/or leave events are being entered. This field will be blank for employees with only one job.

PAY PERIOD START DATE – Required. Enter the date on which the pay period starts. **SEE STUDENT CARD.**

CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)

A screenshot of a software window titled "Current Period Individual Timesheet Document Generation" within the "ADVANTAGE Desktop - 0A134" environment. The window contains various input fields and options for generating a timesheet document. The fields are organized into sections: Document Agency (580), Document Number (302317#), Employee ID/ Appt ID (060 - 43 - 0020 /), Document Org (3023), Pay Period Start Date (09 / 01 / 00), Create Pay Period Lines (radio buttons for Yes, No, and Leave Only, with Leave Only selected), Event Type (empty), Input Amount (empty), Reduce Base Pay Type (checkbox, unchecked), Accounting Overrides (Labor Distribution Profile, Fund, Organization / Sub, Activity, Object / Sub, Report Category), Distribution Option (Employee Assignment dropdown), Agency, Appr Unit, Function, and Job Number. The status bar at the bottom shows "Messages", "11:07 AM", and "07/05/00".

NOTES



CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)

Step 2 Continue to populate the fields on the CTGN.

CREATE PAY PERIOD LINES – Required. Select “Yes” if the generated document needs to be created with a line for every workday that corresponds to the employee’s work cycle. Select “No” if the generated document needs to be created with only one line for the pay period—a line will be created for the day entered in the Pay Period Start Date field. Select “Leave Only” if the generated document needs to be created with lines depending upon the nature of leave submitted through the Leave Request (LREQ) document. Select **LEAVE ONLY**.

EVENT TYPE – Conditional. Enter the appropriate default pay or leave event code. The event entered here will default to every line generated for the employee. Once the Individual Timesheet has been generated, this event can be changed in any of the document detail lines.

INPUT AMOUNT – Conditional. Enter the appropriate default daily input amount for the Event Type code entered above. The amount entered here is an individual amount (not a total for the whole timesheet) that will appear on each line generated for the employee. Once the Individual Timesheet has been generated, this amount can be changed in any of the document detail lines. Enter the number of hours and minutes of the time or leave event. This is entered as hours and minutes (i.e., 4.25 = 4 hours and 25 minutes not 4 hours and 15 minutes). If an amount is negative, enter a minus (-) sign in the first character of the field.

Note: If the “Leave Only” radio button is selected for the *Create Pay Period Lines* field, both the *Event Type* and *Input Amount* fields must be blank.



CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)

A screenshot of a software window titled 'Current Period Individual Timesheet Document Generation' running on an 'ADVANTAGE Desktop - 0A134'. The window contains various input fields and options for generating a timesheet document. The fields are organized into sections: Document Agency (580), Employee ID/ Appt ID (060 - 43 - 0020 /), Pay Period Start Date (09 / 01 / 00), Document Number (302317#), Document Org (3023), Event Type (), Input Amount (), Create Pay Period Lines (radio buttons for Yes, No, and Leave Only, with Leave Only selected), Reduce Base Pay Type (checkbox), Accounting Overrides (Labor Distribution Profile, Fund, Organization / Sub, Activity, Object / Sub, Report Category), and Distribution Option (Employee Assignment dropdown menu). The status bar at the bottom shows 'Messages', '11:07 AM', and '07/05/00'.

NOTES



CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)

Step 2 Continue to populate the fields on the CTGN.

REDUCE BASE PAY TYPE – Conditional. For exception-paid employees, this box must be selected when the Event Type is “REGLR” so that the pay from hours charged to this event is counted against the system-generated base pay amount. Otherwise, this pay will be considered in addition to the base pay. For positive-paid employees, this box should never be selected.

ACCOUNTING OVERRIDES

If fields on the Accounting Overrides Panel are left blank, the accounting information will default from where it is defined in the system for the particular employee. Generally it will come from the employee’s position on the Position Status Maintenance (PSMT) window. However, the default could also be generated from the Agency Specific and Accounting Data (AGYS) window. If the default accounting information from one of these sources should not be used, enter the accounting information that should appear as the default on the generated document for the pay period.

If accounting overrides are necessary, enter the following fields:

DISTRIBUTION OPTION – Optional. Select “Employee Assignment” to use the employee’s default labor distribution attributes. Any information entered in the accounting fields when this option is selected will result in an error when the user tries to update the CTGN. Select “Entered Profile” to use an override labor distribution profile. Select “Entered Acctg Values” to override the default accounting attributes. If “Entered Acctg Values” is used, slashes (/) will default into all of the accounting fields except Activity, Function, Job Number, and Reporting Category on both the CTGN and the generated CITS document. Fields with slashes will use the employee’s default accounting values. This allows users to change only certain accounting fields, without entering information in all accounting fields. Select “Position Assignment” to use the accounting attributes assigned to the employee’s position.

CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)

A screenshot of a software window titled "Current Period Individual Timesheet Document Generation" within an "ADVANTAGE Desktop - DA134" environment. The window contains various input fields and options for generating a timesheet document. The fields are organized into sections: Document Agency (580), Employee ID / Appt ID (060 - 43 - 0020), Pay Period Start Date (09 / 01 / 00), Document Number (302317#), Document Org (3023), Event Type, Input Amount, Accounting Overrides (Labor Distribution Profile, Fund, Organization / Sub, Activity, Object / Sub, Report Category), Distribution Option (Employee Assignment), Agency, Appr Unit, Function, Job Number, and Create Pay Period Lines (Yes, No, Leave Only). The "Leave Only" option is selected. The window also shows a "Messages" tray and a system clock displaying "11:07 AM 07/05/00".

NOTES

CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)

Step 2 Continue to populate the fields on the CTGN.

LABOR DISTRIBUTION PROFILE – Conditional. If “Entered Profile” is selected as the Distribution Option, enter the appropriate profile. If a Labor Distribution Profile code is entered and any of the following fields are populated: Activity, Function, Job/Project or Reporting Category, then the corresponding code for the Labor Distribution Profile code on the Labor Distribution Profile table (LDPR) will be overwritten for this document entry. If this field on the LDPR window is not blank, a warning message will be issued but the field will still be overwritten. Valid codes are found on the Labor Distribution Profile (LDPR) window.

For example, if an Activity code is entered on the document and the corresponding field on the LDPR window is not blank, the Activity field for the specific Labor Distribution Profile code on the LDPR will be overwritten and a warning message will be issued when the user updates the CITS entry. If the Activity field for the specific Labor Distribution Profile code on the LDPR is blank, no warning message will be issued.

If Entered Accounting values has been chosen in the Distribution Option field, then an appropriate combination of the following fields must be populated.

FUND - Conditional. This is required if Entered Accounting Values is selected in the Distribution Option field. Enter the fund to which the specified percentage is to be charged, or leave the default slash (/) in the field. Valid values are located on the Fund (FUND) window.

AGENCY - Conditional. This is required if Entered Accounting Values is selected in the Distribution Option field. Enter the agency to which the specified percentage is to be charged, or leave the default slash (/) in the field. Agency must be valid with the entered fund. See Fund Agency Index (FAGY) for valid fund and agency combinations.

ORGANIZATION - Conditional. This is required if Entered Accounting Values is selected in the Distribution Option field. Enter the organization to which the specified percentage is to be charged, or leave the default slash (/) in the field. Valid values are located on the Organization Index (ORGN) window.



CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)

A screenshot of a software window titled "Current Period Individual Timesheet Document Generation" running on an "ADVANTAGE Desktop - 0A134". The window contains a form with the following fields and values:

Document Agency	580	Document Number	302317#
Employee ID/ Appt ID	060 - 43 - 0020 /	Document Org	3023
Pay Period Start Date	09 / 01 / 00	Create Pay Period Lines	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Leave Only
Event Type		Reduce Base Pay Type	<input type="checkbox"/>
Input Amount			
Accounting Overrides			
Labor Distribution Profile		Distribution Option	Employee Assignment
Fund		Agency	
Organization / Sub	/	Appr Unit	
Activity		Function	
Object / Sub	/	Job Number	
Report Category			

The window also shows a "Messages" icon and a system tray with the time "11:07 AM" and date "07/05/00".

NOTES

CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)



Step 2 Continue to populate the fields on the CTGN.

SUB-ORG - Conditional. This may be required if Entered Accounting Values is selected in the Distribution Option field. Enter a sub-organization, or leave the default slash (/) in the field. Valid values are located on the Sub-Organization (SORG) window.

APPR UNIT - Conditional. This is required if Entered Accounting Values is selected in the Distribution Option field. Enter the appropriation unit code to which the employee reports, or leave the default slash (/) in the field. Valid values are located on the Appropriation Index (APPR) window.

ACTIVITY - Conditional. This may be required if Entered Accounting Values is selected in the Distribution Option field. Enter the activity code to which the specified percentage is to be charged. Valid values are located on the Activity Index (ACTV) window.

FUNCTION - Conditional. This may be required if Entered Accounting Values is selected in the Distribution Option field. Enter the function code representing the budget for the group-related activity. Valid values are located on the Function (FUNC) window.

OBJECT - Conditional. This is required if Entered Accounting Values is selected in the Distribution Option field. Enter the object to which the specified percentage is to be charged, or leave the default slash (/) in the field. Valid values are located on the Object (OBJT) window.

SUB-OBJECT - Conditional. This may be required if Entered Accounting Values is selected in the Distribution Option field. Enter the sub-object if a further breakdown of object is employed, or leave the default slash (/) in the field. Valid values are located on the Sub-Object (SOBJ) window.

JOB NUMBER- Conditional. This may be required if Entered Accounting Values is selected in the Distribution Option field. Enter the job code used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.

REPORT CATEGORY - Conditional. This may be required if Entered Accounting Values is selected in the Distribution Option field. Enter the report category. Valid values are located on the Reporting Category (RPTG) window.

CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)



ADVANTAGE Desk

File Edit Display Modify Window Help

Current Period Individual Timesheet Document Generation

Document Agency	580	Document Number	30231700322
Employee ID/ Appt ID	060 - 43 - 0020 /	Document Org	3023
Pay Period Start Date	09 / 01 / 00	Create Pay Period Lines	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Leave Only
Event Type		<input type="checkbox"/> Reduce Base Pay Type	
Input Amount			
Accounting Overrides			
Labor Distribution Profile		Distribution Option	Employee Assignment
Fund		Agency	
Organization / Sub	/	Appr Unit	
Activity		Function	
Object / Sub	/	Job Number	
Report Category			

ALL LINES ADDED

Messages

9:10 AM 07/24/00



CURRENT PERIOD INDIVIDUAL TIMESHEET DOCUMENT GENERATION (CTGN)

You have completed entering the field information for the CTGN and it is time to update and approve it. Here, we will be using the Modify: Update step to check the CTGN for errors.

Now, let's complete the updating process for the CTGN.

Step 1 Select **Modify: Update**.

You should receive the message "ALL LINES ADDED." This indicates that the CITS document has been generated in a HELD status.

The Current Period Individual Timesheet Document Generation (CTGN) screen supports automatic document numbering. The document generation screen will work with Workflow. The Modify: Update action will cause the table entries you have added to be edited to ensure the information is valid. If the entries pass the edits, the CTGN table will be updated with the information.

The CITS document will be generated and sent to the appropriate user's worklist, as well as being posted to the Document Listing (SUSF) in a Held status. Users will then be able to access the generated Current Period Individual Timesheet (CITS) from their worklist or SUSF and make any necessary changes.

Step 2 Close the CTGN window.



ACCESSING A CURRENT PERIOD INDIVIDUAL TIMESHEET (CITS)

Worklist

The screenshot shows the ADVANTAGE Desktop application window. The main area displays a 'Worklist' window with a tree view on the left and a table on the right. The tree view shows a hierarchy starting with 'ADVANTAGE Desktop', followed by 'Worklist', 'ADVANTAGE HR', and 'Documents'. The table on the right contains the following data:

Date	Last User	Work ID	Approvals	Stat
07/24/2000	QA134 <M...	CIT5580 30231700322	00000	HEL

At the bottom of the Worklist window, there is a status bar that reads: "1 work unit(s) in 'Documents'" and "Double click on work unit to open". The ADVANTAGE Desktop window also has a menu bar (File, Actions, Window, Help) and a toolbar with various icons. The system tray at the bottom right shows the time as 9:12 AM on 07/24/00.



ACCESSING A CURRENT PERIOD INDIVIDUAL TIMESHEET (CITS)

You may access the generated CITS document using one of the two methods described earlier for accessing a generated CREW document: from the Document Listing (SUSF) or using your personal worklist.

Let's access the CITS document using the worklist

Step 1 Click on the Worklist icon in the Navigator window.

Step 2 Click on the plus signs next to the Worklist icons to drill down into the Documents folder of the ADVANTAGE HR Worklist.

Step 3 If necessary, refresh your worklist by right-clicking on the worklist icon and selecting "Refresh Worklist" from the menu that appears.

Step 4 Double-click on the correct CITS document to open it.

Step 5 (If necessary) enter your organization code and click <OK> in the window that appears.

CURRENT PERIOD INDIVIDUAL TIMESHEET (CITS)



ADVANTAGE Desk

File Edit Display Process Window Help

Batch: Document: CITS 580 30231700322

Name: YOUNGBLOOD, DAN

Employee ID / Appt ID: 060 - 43 - 0020 /

Computed Totals:

09/01	09/02	09/03	09/04	09/05	09/06	09/07	09/08
09/09	09/10	09/11	09/12	09/13	09/14	09/15	

Event View Overrides View

Event Date	Event Type	Amount	Work Schedule
09 / 01 / 00	AL	3.00	LEAVE
09 / 11 / 00	AL	3.00	LEAVE
09 / 01 / 00	REGLR	5.00	8.00
09 / 11 / 00	REGLR	5.00	8.00

Messages Status: HELD Ln 1/4 9:15 AM 07/24/00



NOTES

CURRENT PERIOD INDIVIDUAL TIMESHEET (CITS)

The Current Period Individual Timesheet Document (CITS) is generated by the Current Period Individual Timesheet Document Generation (CTGN) and allows time entry at the employee level.

Remember, you chose “Leave Only” as the choice for Create Pay Period Lines. For that reason you will see the 3 hours of annual leave and five regular hours on two different days. Remember, since you chose “Leave Only” on CTGN, you will need to delete the two lines for the 5 regular hours. You also need to enter another line for the 8 hours of sick leave that wasn’t requested on the LREQ.

Step 1 Verify information in the header of the CITS.

NAME – Inferred. The employee’s full name is displayed.

EMPLOYEE ID – Inferred. The employee’s social security number is generated from the CTGN entry.

APPOINTMENT ID – Inferred. The Appointment ID is generated from the CTGN window, as applicable.

COMPUTED TOTALS – Inferred. The system-generated total is displayed for each workday within the pay period. These totals display hours only. The totals are generated from this document only and do not take into account any other documents for the same pay period. The value of each field will equal the sum of the input values from all of the document lines for each corresponding day.

Note: The **COMPUTED TOTALS** fields will only be populated if the amount used for the event is time-based (i.e., hours). If the amount is based on units or dollars, these fields will be blank.

[Current Period Individual Timesheet \(CITS\)](#)