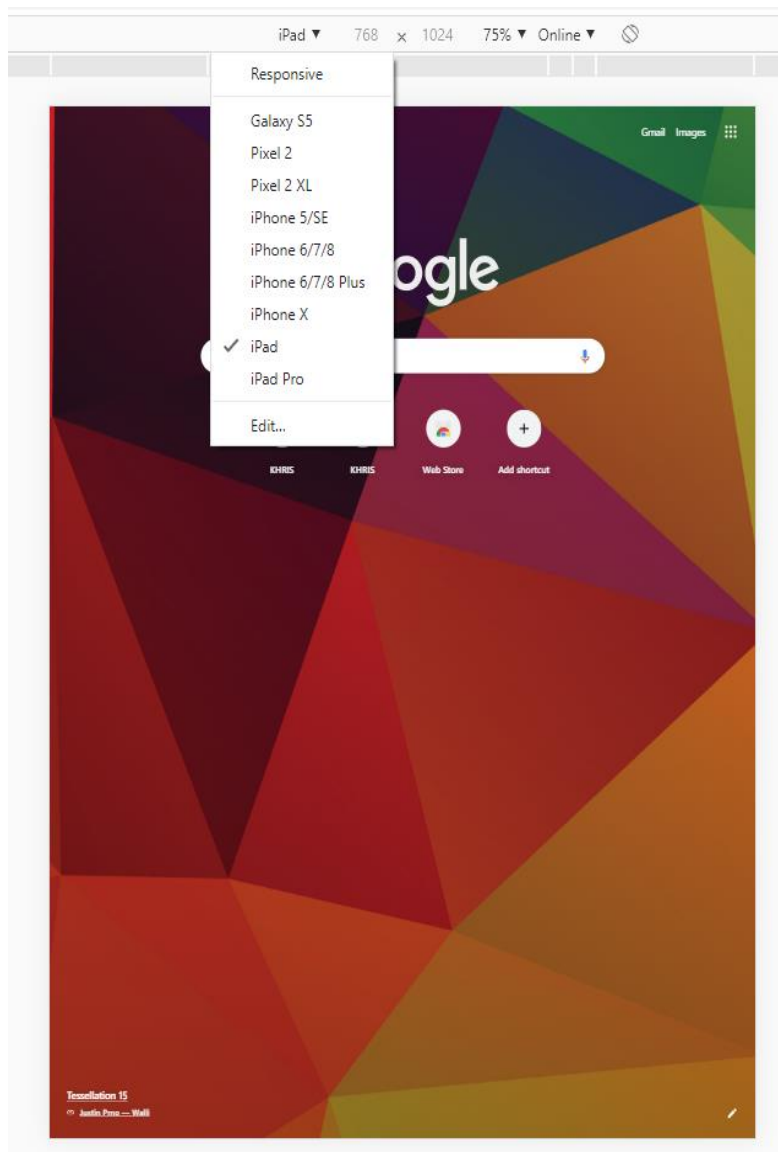




Mobile Self Time Entry w/Cost Allocation




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



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


Welcome [Need Help?](#)



KHRIS User ID *
Password * [Log In](#)

[Forgot KHRIS User ID?](#)
[Forgot/Reset Password or New User?](#)

[Browser Requirements](#)



KHRIS
Connecting the Commonwealth

You are accessing a government computer system which is the property of the Commonwealth of Kentucky. It is for authorized use only regardless of time of day, location or method of access. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on the system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized state government and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such at the discretion of the Commonwealth of Kentucky. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By logging in, you acknowledge your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Copyright © 2020 Commonwealth of Kentucky. All rights reserved.

Timesheet is located under the Time Recording Tile

KHRIS Home

Home Employee Self-Service Manager Self-Service Employee > v

2019 MEMBER ANNUAL STATEMENTS

Annual Statement

CONNECTING PEOPLE TO PURPOSE

Open Enrollment
October 14 - 30, 2019

My PURPOSE
Grow. Learn. Lead. Serve.

Elect for Online W-2

Form **W-2** Wage

Need Help?

Employee Self-Service

Time Recording Manage working time	State Employee Travel	Salary Statement View my paystubs
Elect for Online W-2	Online W-2 View your W-2 online	W2 Reprint Request

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

First: Select the date you wish to enter time for

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

The screenshot displays the KHRIS Time Recording mobile application. At the top, the header includes the KHRIS logo and the title 'Time Recording'. Below this is a calendar for January 2020. The date January 15th is highlighted with a pink box. Below the calendar, there are two summary boxes for 'Jan 12 - Jan 18' and 'Jan 19 - Jan 25', both showing 'No Records'. A legend at the bottom explains the color coding for days: Action Required (pink), Workday (light blue), Non-Working Day (grey), Current Day (light blue), Selected Day (dark blue), and Selected Non-Working Day (dark grey). At the bottom of the screen, there is a dark blue bar with buttons for 'Create', 'Copy', 'Delete', 'Submit for Approval', and a share icon.

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

The screenshot displays the KHRIS Time Recording interface. On the left, a list of 'Att./Absence type' options is shown, including (None), Regular Hours (1REG), Additional Hours (6ADL), Annual Leave (ANLL), Sick Leave (SICK), Comp Leave Used (COMP), Certification (CERT), Personal Leave (PERL), Emergency Leave (EMLV), Call-In Hours (7CLL), On-Call Comp (8ONC), and Servers "Other" (9SRV). A 'Cancel' button is at the bottom of this list. The main interface shows the 'Create Time Entry' form for January 15, 2020. The 'Hours' field is set to 7.5. The 'Note' field contains the text 'Notes may be typed in here'. A red arrow points to this field with the text 'Add any notes here'. The 'Att./abs. type' dropdown is set to 'Regular Hours (1REG)'. Below this, there are dropdowns for 'Accounting Template' (Provisional Licensures for Health Facilities (HAAAEA)), 'Unit' (DIVISION OF ACCOUNTING AND PROCUREMENT SER), and 'Activity' (CHFS ENERGY MANAGEMENT ANALYSIS EQUIPMENT). A 'Save' button is at the bottom right of the form.

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

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

Accounting Template

Search

(None)

OIG CMP Program Administration (HAA4CL)

LTC INVOL. DISCHARGE MEDICAID (HAAAAB)

LTC INVOL. DISCHARGE NON-MEDICAID (HAAAAC)

NURSING HOME COMPLAINTS (HAAAAD)

DAY CARE INVESTIGATIONS (HAAAAE)

COMPLAINT INVEST TITLE 19 (HAAAAG)

NURSING HOME REFORM LAW (HAAAACA)

LIC ACTIV FOR HLTH FAC SERV (HAAAADA)

Provisional Licensures for Health Facilities (HAAAEEA)

NURSE AID REGISTRATION (HAAAAGA)

GENERAL OIG SUPPORT (HAAAHA)

Cancel

Time Recording

Create Time Entry

Jan 2020

SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT

12 13 14 15 16 17 18 19 20 21 22 23 24 25

Entry Details

Hours:

7.5

Note:

Notes may be typed in here

Att./abs. type

Att./Absence type:

Regular Hours (1REG)

Accounting Template:

Provisional Licensures for Health Facilities (HAAAEEA)

Unit:

DIVISION OF ACCOUNTING AND PROCUREMENT SER

Activity:

CHFS ENERGY MANAGEMENT ANALYSIS EQUIPMENT1

Save Cancel Reset Favorites

Unit

Search

(None)

OFFICE OF ADMIN & TECHNOLOGY SERVICES (000A)

OFFICE OF THE OMBUDSMAN (000B)

OFFICE OF ELECTRONIC HEALTH INFORMATION (000C)

OFFICE OF PUBLIC AFFAIRS (000D)

Activity

Search

(None)

CHFS ENERGY MANAGEMENT ANALYSIS EQUIPMENT (0549)

BENEFOUND (BENE)

CHFS CONSTRUCT OATS & OIG OFFICES (CH01)

CONSTRUCT SECURE FILE ROOMS AND OFFICES FOR DHR (CH03)

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

The screenshot displays the 'Time Recording' interface in the KHRIS system. At the top, there's a header with the KHRIS logo and a 'Time Recording' dropdown. Below this is a 'Create Time Entry' section with a calendar for January 2020. The date '15' is selected and highlighted with a purple border. The 'Entry Details' section contains several input fields: 'Hours' with the value '7.5', a 'Note' field with the placeholder text 'Notes may be typed in here', and a section for 'Att./abs. type' which is expanded. This section includes dropdowns for 'Att./Absence type' (selected: Regular Hours (1REG)), 'Accounting Template' (selected: Provisional Licensures for Health Facilities (HAAAEA)), 'Unit' (selected: DIVISION OF ACCOUNTING AND PROCUREMENT/SEF), and 'Activity' (selected: CHFS ENERGY MANAGEMENT ANALYSIS EQUIPMENT). At the bottom of the form, there is a dark blue bar with buttons for 'Save', 'Cancel', 'Reset', and 'Favorites'. The 'Save' button is circled in black, and an arrow points from a 'SAVE' label to it.

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

Entry Details

Hours:
7.5

Note:
Notes may be typed in here

Att./abs. type

Att./Absence type:
Regular Hours (1REG)

Accounting Template:
Provisional Licensures for Health Facilities (HAAAEA)

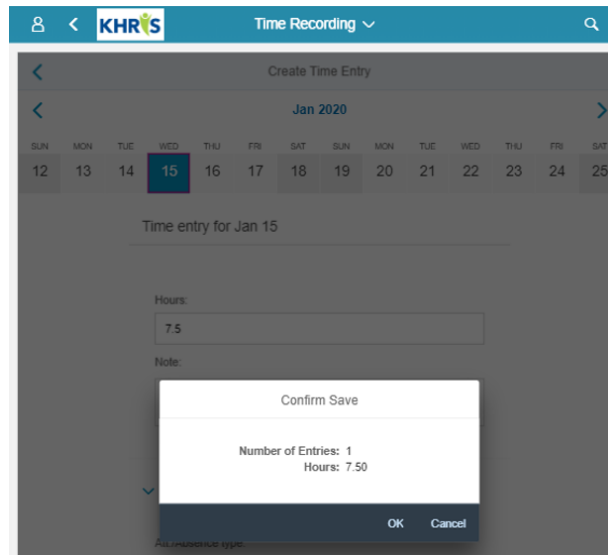
Unit:
DIVISION OF ACCOUNTING AND PROCUREMENT/SEF

Activity:
CHFS ENERGY MANAGEMENT ANALYSIS EQUIPMENT

Save Cancel Reset Favorites

SAVE

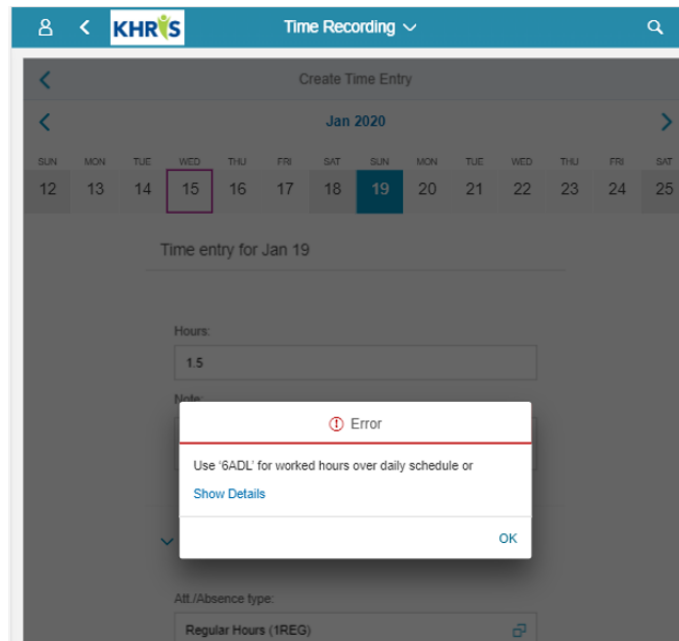
When the save button is selected, the employee must confirm the save by selecting “OK”.






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





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




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





Time Recording 






Time Recording





Jan 2020



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

Jan 12 - Jan 18

22.50 hours

Jan 19 - Jan 25

No Records

☒ Att./abs. type

Hours

Status


Jan 15

(7.50 hours / 7.50 hours)

☒ Regular Hours

7.50

Saved




Jan 16

(7.50 hours / 7.50 hours)

☒ Regular Hours

7.50

Saved




Jan 17


(7.50 hours / 7.50 hours)


☒ Regular Hours

7.50


Saved








 Action Required

Workday

 Non-Working Day

 Current Day

 Selected Day


 Selected Non-Working Day

Create

Copy

Delete(3)

Submit for Approval(3)



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

The screenshot shows the KHRIS Time Recording interface. At the top, there's a header with the KHRIS logo and a 'Time Recording' dropdown. Below this is a calendar for January 2020. The calendar shows dates from 12 to 25. The 15th, 16th, and 17th are highlighted in blue, indicating they are selected days. Below the calendar, there's a summary section showing 'Jan 12 - Jan 18' with '22.50 hours' and 'Jan 19 - Jan 25' with 'No Records'. The main table lists time entries for Jan 15, Jan 16, and Jan 17. Each entry shows 'Regular Hours' of 7.50 and a status of 'Saved'. At the bottom, there are buttons for 'Create', 'Copy', 'Delete(3)', 'Submit for Approval(3)', and a share icon. A legend at the bottom left explains the calendar symbols: Action Required (pink), Workday (grey), Non-Working Day (light grey), Current Day (blue outline), Selected Day (blue fill), and Selected Non-Working Day (grey fill).

Callouts from the image:

- Att./abs. type must be selected to delete or submit for approval. Selecting here is a "Select All". Individual dates can also be selected one-at-a-time
- Status of time entry can be viewed in this column.
- Edits can be made by clicking on the status for any record.
- All time selected may be submitted using this option.
- Selected time may be copied to other days.
- All time selected may be deleted using this option.

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

Confirm Submission

Number of Entries: 3
Total Hours: 22.5

OK Cancel

Confirm Deletion

Number of Entries: 3
Total Hours: 22.5

OK Cancel

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

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

Rejection Reason

Search

- Incorrect cost overrides
- Unapproved OT recorded
- Absence missing approval
- Need documentation
- Insufficient staffing for Absence
- Insufficient Leave Balance
- Other
- Less than daily schedule reported
- Wrong Abs/Att code used
- Leave taken but not reflected
- Hours worked but not reflected

Cancel

KHR'S Time Recording

Time Recording

Jan 2020

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

Jan 12 - Jan 18 22.50 hours
15.00 hours approved

Jan 19 - Jan 25 No Records

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

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

Create Copy Delete(1) Submit for Approval

The manager rejected this time due to incorrect cost overrides.

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