SIGMA
Timesheet Review
For Timekeepers

April 21, 2020

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SIGMA Help Desk (Hours: Monday – Friday, 7:00 a.m. – 6:00 p.m.)

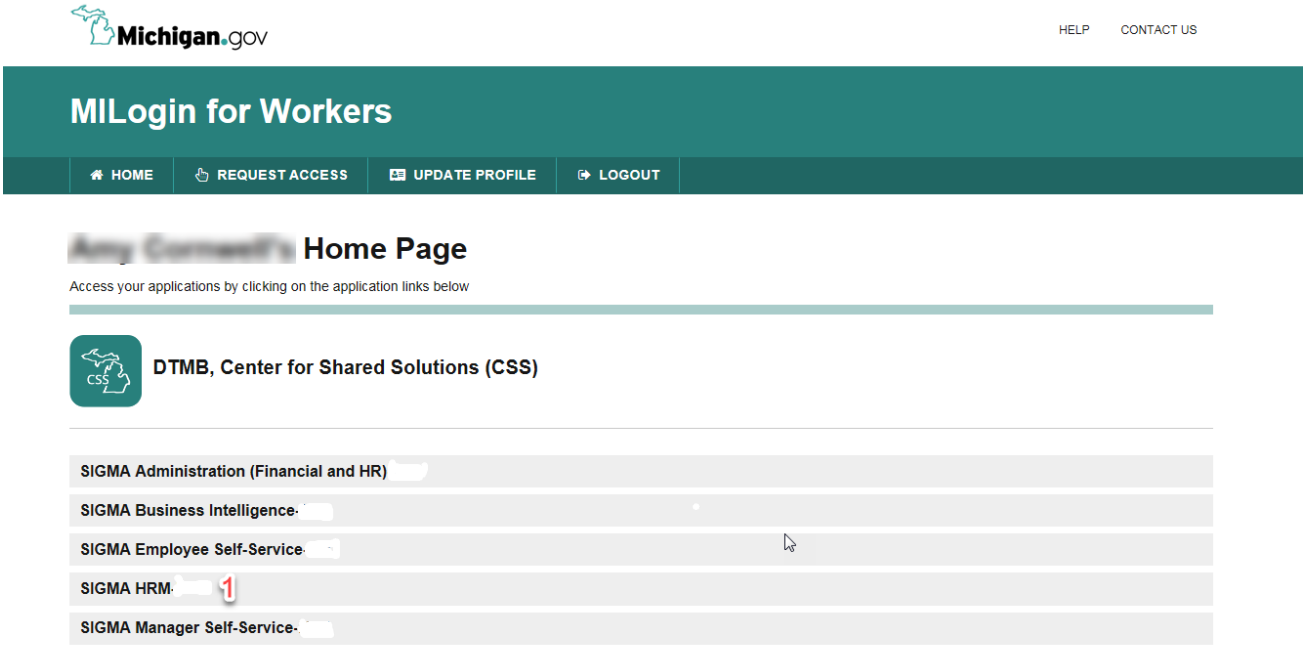
TELL Help Desk:	Phone: (517) 284-5500 Email: SIGMA-ESS-MSS-Helpdesk@michigan.gov
General Support:	Phone: (517) 284-0550; Toll free: (800) 856-6246 Email: SIGMA-Financial-Helpdesk@michigan.gov
MiLogin:	Phone: 517-241-9700
SIGMA Website:	InsideSIGMA.michigan.gov

Helpful Hints

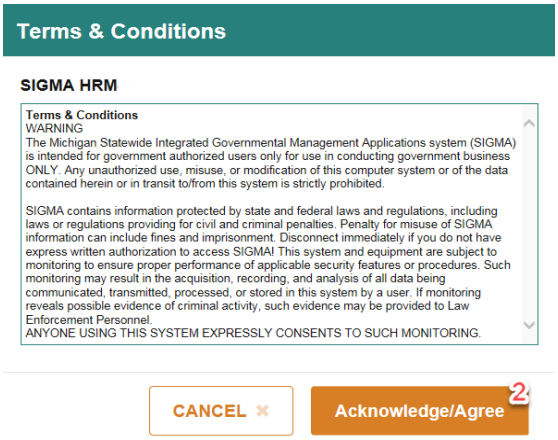
- HRMN is the system of record for employee data.
- Leave balances are updated in SIGMA immediately after final approval is applied to the timesheet by HR.
- Caution: When pay period start or end dates are used as search criteria, prior pay period timesheet adjustment records needing approval will not be included in the query results.
- If a pay period start date is used as search criteria, a 'Payroll Number' (Process Level) must also be entered.
- Pay events cannot be entered for any dates an employee is in 'C', 'L', 'N', or 'T' status.
- SIGMA does not send automated email notifications upon rejection of a timesheet. Systematic emails are generated when a timesheet is submitted by a proxy.
- When using multiple Home Units (or other data elements) in search criteria, enter a comma after each Home Unit or data element.
- Additional SIGMA job aids and reference guides are available at: InsideSIGMA.michigan.gov. Click on 'End User Support', then on 'Training'. Under the 'Functional Area' section, click on 'Time, Expense, Leave & Labor'.

Logging on to SIGMA HRM

1. Go to MiLogin web page using the following link: https://miloginworker.michigan.gov/uisecure/selfservice and select 'SIGMA HRM'. Note: System is single sign on and should be on employee's desktop.

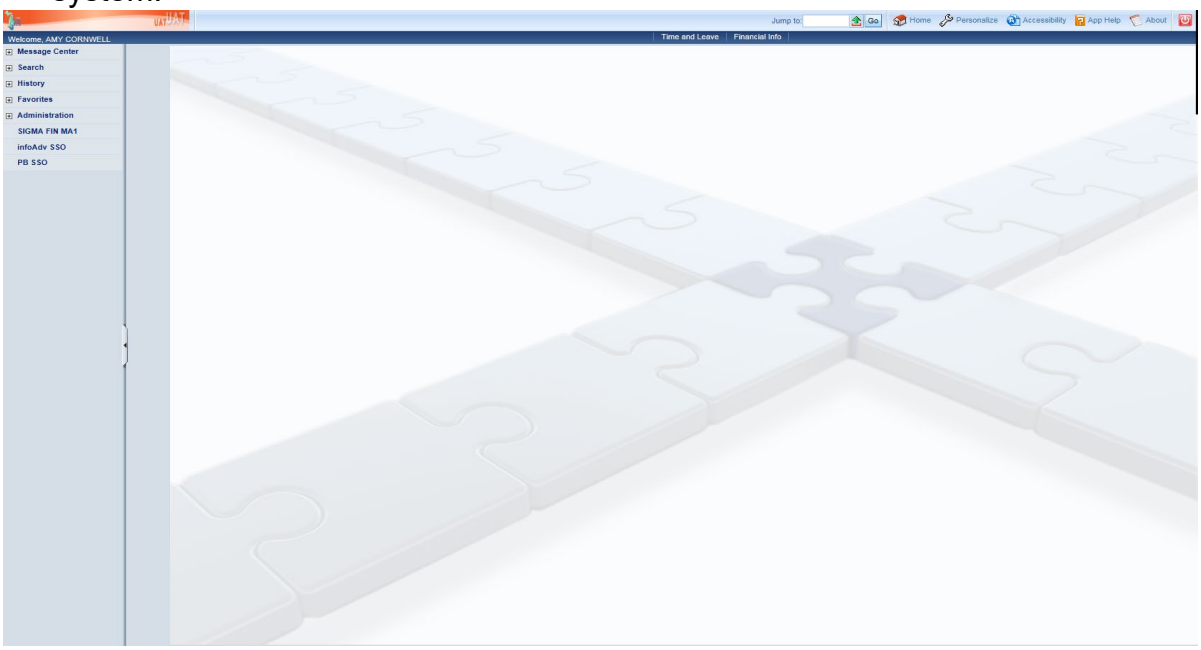


2. Read the Terms and Conditions, then click on 'Acknowledge/Agree'.

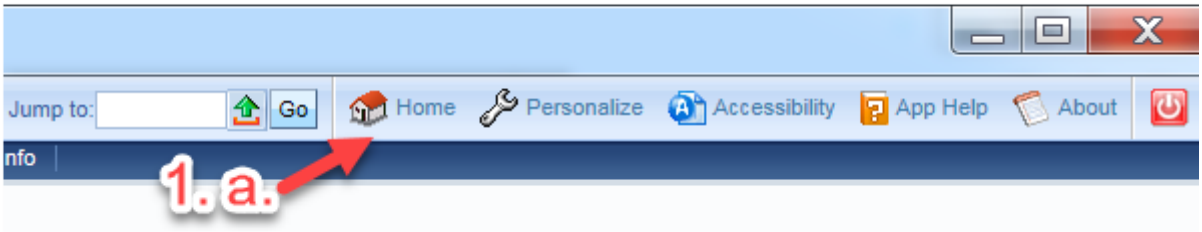


Navigation

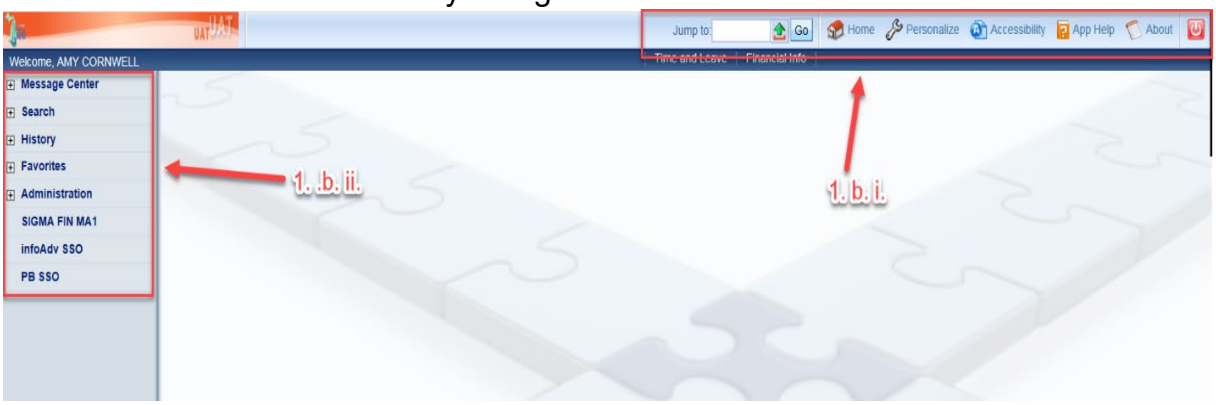
1. The SIGMA HRM 'Home Page' is the first page displayed after user logs into the system.



   a. Users can return to this page from any other page in the system by clicking the 'Home' icon at the top of the page.

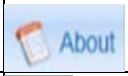


   b. The home page displays the two major navigation panels available in SIGMA HRM:
      i. The Primary Navigation Panel.
      ii. The Secondary Navigation Panel.



2. The Primary Navigation Panel runs along the top right of the home page and contains icons and links that enable access to pages and information in SIGMA HRM. These icons remain the same no matter what page is displayed in SIGMA HRM.

Primary Navigation Panel Features and Behaviors

Navigation Feature	Icon	Function
Jump To		Navigate to most pages in SIGMA HRM by entering the Page Code in this field and clicking Go. Click the green arrow icon to display a list of available pages. - Entering the Page Code for a reference or inquiry page takes users directly to that table or inquiry. - Entering the Page Code for a document takes users to the Document Catalog.
Home Page		Return to the home page.
Personalize		Open the Personalization window. From the Personalization window users can modify their Workspaces, Home Page, or Favorites.
Accessibility		Open the online help system in a format that outlines Key Accessibility Features related to ADA compliance, as outlined in the 508 and W3C requirements.
App Help		Open the online help system.
About		View version information about the application.
Logout		Log out of SIGMA HRM.

3. The Secondary Navigation Panel for the Home page is described below. The Secondary Navigation Panel menus change, depending on the page displayed.

Secondary Panel Link	Description
Message Center	Contains sub-menus to access the Worklist, Alerts, and Broadcasts.
Search	Contains sub-menus to perform page searches, report searches, and access the Document Catalog.
History	Displays the list of pages accessed during the current login session.
Favorites	Displays the list of pages selected as Favorites.
Administration	Contains sub-menus that will allow access to Alerts and Broadcast messages.

4. Wildcard and Range Characters. A Wildcard can be used to represent one or many characters when completing a search. Range Characters can be used to narrow search results.

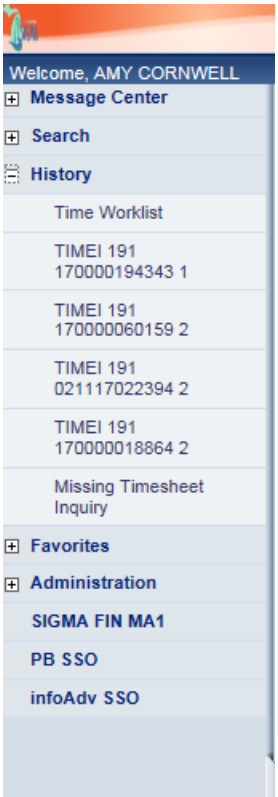
Wildcard/Range Characters	Example
Asterisk (*)	The asterisk is the wildcard that can be used to represent any or all characters. The asterisk can be entered at the beginning, middle, and/or end of the search criteria. For example, if 01* is entered, the system returns all records that begin with 01 and have any combination of letters, numbers, or symbols after 01. Or, if *01* is entered, all records that contain 01 are returned, no matter what characters are present before or after 01.
Colon (:)	If 11/3/2019:11/16/2019 is entered in the **Create Date** field on the Document Catalog, all documents created on or after 11/3/2019 and on or before 11/16/2019 are returned in the search.
Greater Than (>)	If > 11/2/2019 is entered in the **Create Date** field on the Document Catalog, all documents created after November 2, 2019 are returned in the search.
Greater Than or Equal To (>=)	Adding the equal sign after the greater than symbol (>=) results in documents created on or after November 3, 2019 being returned in the search.
Less Than Sign (<)	If < 11/3/2019 is entered in the **Create Date** field on the Document Catalog, all documents created before November 3, 2019 are returned in the search.
Less Than or Equal To (<=)	Adding the equal sign after the less than symbol (<=) results in documents created on or before November 3, 2019 being returned in the search.

5. Additional Navigation Tools:

Navigation Feature	Behavior
Action Menu	Provides users with a menu of available actions that can be performed on that page. Refer to Action Menu Functions, Appendix C, on page 54.
Auto Complete	Automatically predicts the remaining characters in a word or phrase based on what has been entered.
Calendar Tool	Available for selecting dates or date ranges from an interactive calendar.
Check Box	Used to indicate whether the condition is on (checked) or off (unchecked).
Close Window	This button is located at the top right corner of a window and closes the window when selected.
Document Menu	Provides a menu of available commands that can be performed either on the document or when using the document.
Drop-down List	Provides a list of items available for selection.
Expand All/Collapse All	Selecting the downward arrow expands all collapsed sections on the Page. Selecting the sideways arrow collapses all expanded sections on the Page.
Maximize and Restore Down Toggle	Toggle buttons are located in the top right corner of a window. When the Maximize button is selected, the window expands to fill the screen and the button toggles to the Restore Down button. When the Restore Down button is selected, the window returns to its original size.
Minimize	This button is located at the top right corner of a window. When selected, the window disappears from the desktop and an icon is placed in the Task Bar at the bottom of the desktop. To restore the minimized window, click the appropriate icon in the Task Bar at the bottom of the desktop.
Navigation Links/Buttons	Navigation links/buttons are used when a document or table has more lines than are available in the display. When the links are underlined or the buttons are enabled, there are more records on the page that are not in view. Use these navigation links to page through the additional records.
Pick List	Opens a page which displays a list of items to search and select.

History

History displays a list of pages accessed during the current login session. To return to a previous page, user can select 'History' from the Secondary Navigation Panel and select the page name they would like to return to. The pages are listed in order accessed, with the most recently accessed page listed first. To refresh the listing of pages in the History folder, click the Expand/Collapse icon twice: clicking the icon once collapses the folder; clicking the icon a second time refreshes the list and expands the History folder.



Field Level Help

When selected, this feature provides an explanation about the field. Position the cursor directly over an active field and right-click. Select 'Field Level Help' from the menu; the field definition displays in a new pop-up window. To close the field help, click the 'X' icon in the upper right corner of the window.

Page Help

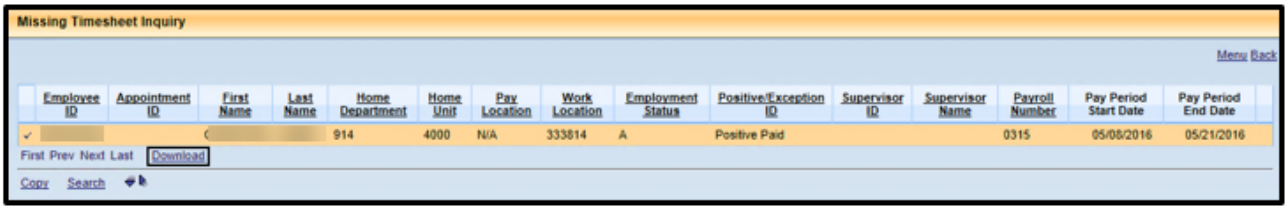
When selected, a description of the page displays. Position the cursor anywhere in an active field on the page and right-click. Select 'Page Help' from the menu and the page description displays in a new pop up window. To close the page help, click the 'X' icon in the upper right corner of the window.

Print Page

Position the cursor anywhere in an active field on the page and right-click. When selected, a Print window opens allowing users to select a printer to send the data of the current table. The detail on the entire page prints, as opposed to what is currently visible on the screen (without scrolling).

Download Inquiry to Excel

Many inquiries contain a link to download the search results to Excel as shown with a Missing Timesheet Inquiry (QMTS) example below. Click the link to launch Excel and download the search results into the spreadsheet. Some SIGMA HRM fields may be combined together into one column when they are downloaded to Excel. A function in Excel called Convert Text to Columns converts the data in one column from Text format to individual columns. Note: Currently only the first 100 records will download.



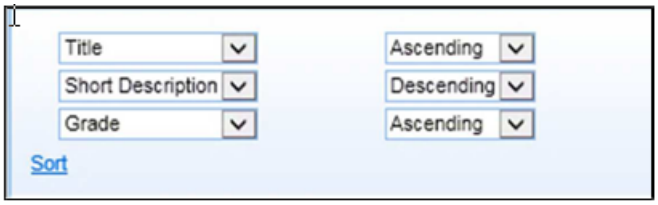
Multi Sort

Column headings that are underlined allow users to click the heading to sort the grid. Multi Sort can also be used to perform a sort on multiple columns. Multi Sort functionality is only available on some pages and only when more than one column heading is underlined.

To sort the grid by multiple column headings, perform the following steps.

Right-click on the page. A menu is displayed.

Select Multi Sort on the menu. The Multiple Column Sort window is displayed.

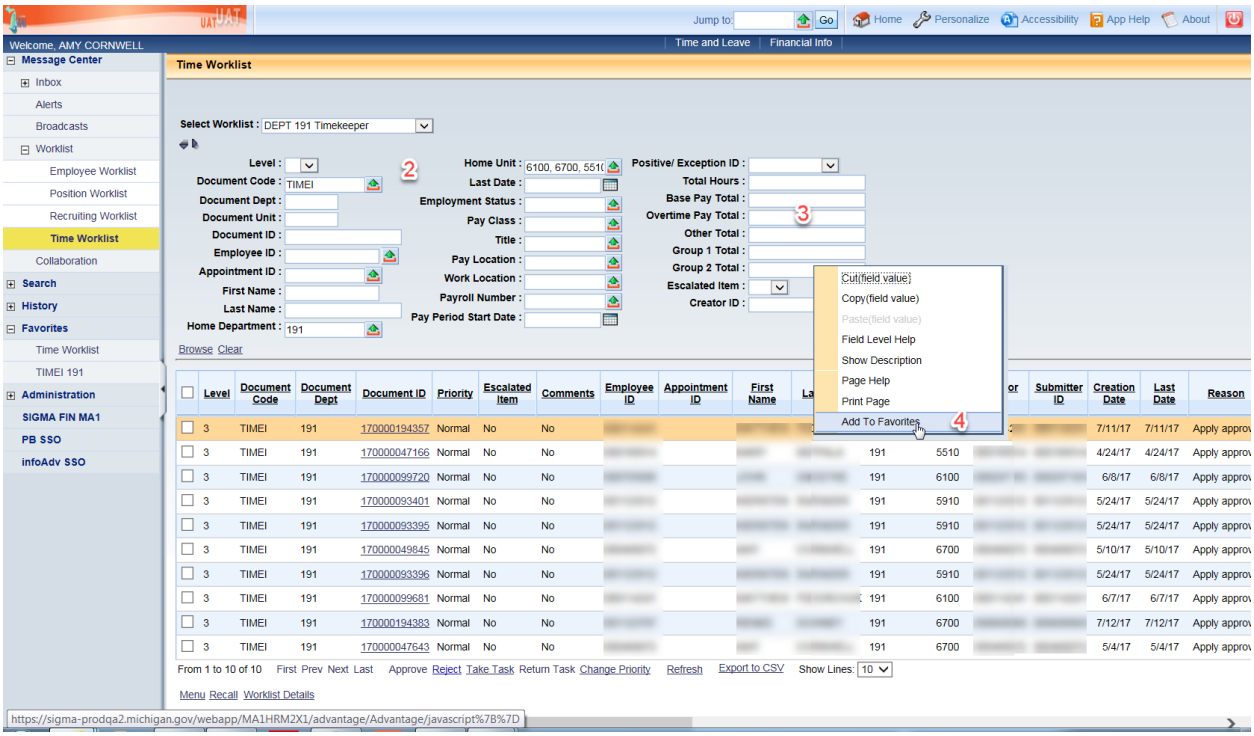


In the first three fields, click the drop-down lists to select up to three sorting criteria.

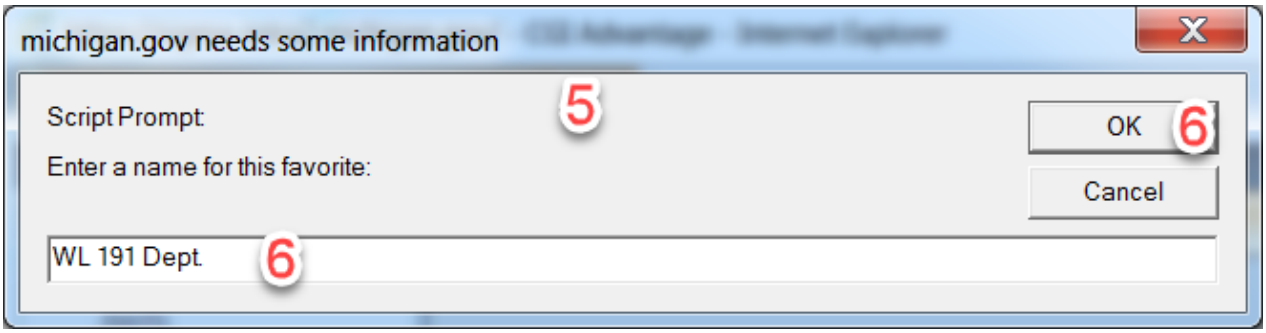
Select Ascending (default) or Descending order for each column. Click ‘Sort’.

Favorites

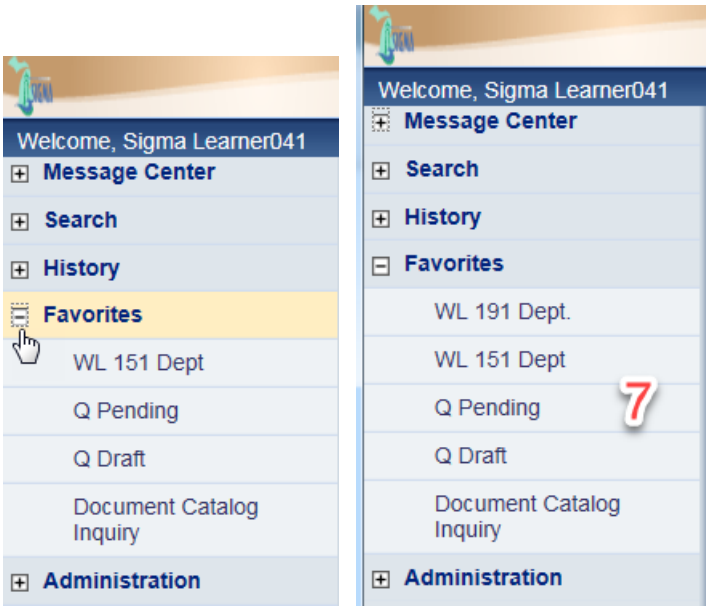
1. Save filtered worklists or queries to the 'Favorites' for easy future access. When creating a Favorite, keep filtering criteria broad and not at an employee level or pay period level. Note: User can add additional filters at the pay period or employee level once the worklist/query is accessed from the Favorites.
2. Create a worklist/query to be saved.
3. While in an active field, 'Right Click'.
4. Click on 'Add to Favorites'. Note: Be sure to add to the SIGMA favorites and not the internet favorites. If the user is not in an active SIGMA field when right clicking, the user will be adding to the internet favorites.



5. A box will appear.
6. Name Favorite and click on 'OK'.

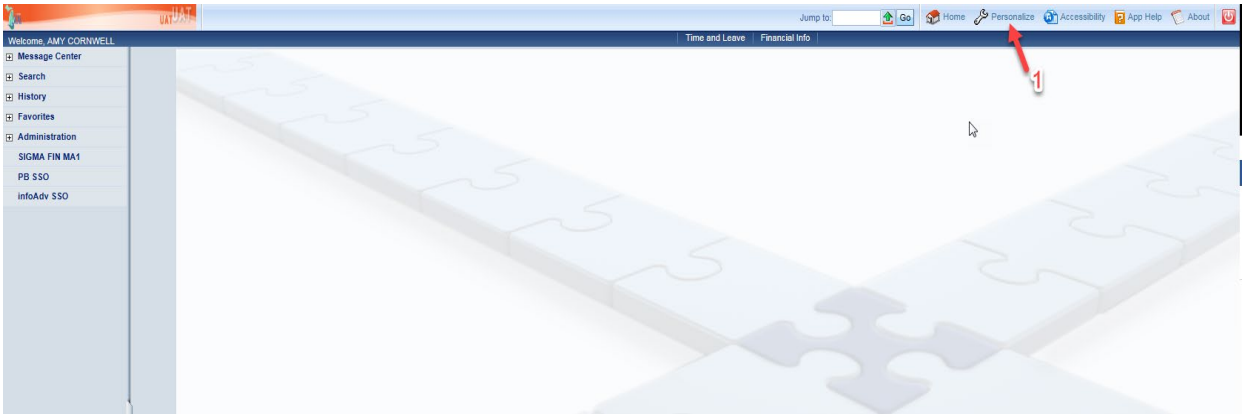


7. If the Favorites section is already expanded, close and re-expand and the newly added Favorite will appear.

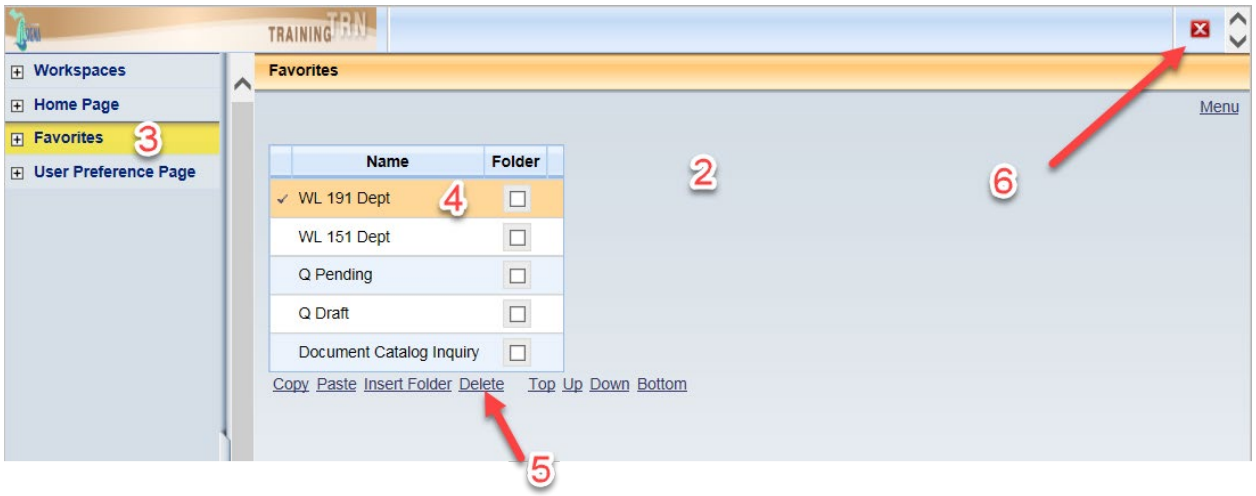


Deleting Favorites

1. On the primary navigation panel, click on ‘Personalize’.



2. A new window will appear.
3. Click on ‘Favorites’. Note: Click on the main title ‘Favorites’, not on a specific Favorite that has been created.
4. Select the Favorite to be deleted. A check mark will show on the row and the Favorite will be highlighted.
5. Click on ‘Delete’. The Favorite should now be deleted.
6. Close the window to go back to the main SIGMA Home page.



Default Timesheet

The Default Timesheet Process starts on payroll Tuesday evening at 6:00 p.m. For SIGMA Statuses that allow for default timesheet generation (SIGMA Status 'A' and 'P'), an automatic timesheet will be generated if one does not exist beyond 'Draft' phase for the employee for the pay period being processed.

Employee creates timesheet but does not submit to Manager: Timesheet moves to 'Conflict Draft' Document Phase and default timesheet is generated based on default work schedule in SIGMA; if there is no default work schedule, default timesheet is based on employee's standard hours as indicated on the 'Employee Profile Management' (EPM) page in SIGMA.

Employee creates timesheet and submits to Manager. Manager or additional level of approval has not approved: Timesheet moves to 'Submitted' Document Status, 'Final' Document Phase. Timesheet is generated based on timesheet submitted by employee.

Employee creates timesheet and submits to Manager. Manager or additional level of approval rejects timesheet back to Employee (Reject All): Timesheet is considered 'Draft' Document Phase; moves to 'Conflict Draft' Document Phase and Default Timesheet is generated based on default work schedule in SIGMA.

Only SIGMA Statuses 'A' and 'P' are included in Default Timesheet Process. Therefore, if a 'Q' Status employee has a timesheet that is 'Pending/Submitted' still on a Worklist, that timesheet will NOT proceed to 'Submitted/Final' when the Default Timesheet Process runs. Timekeepers should make sure they have addressed any 'Q' Status employee timesheets before the timesheet approval process is completed.

SIGMA Leave Plan Balances

SIGMA leave balances are decremented in SIGMA with timesheet usage of leave events only after the timesheet has been through the entire approval path (i.e., in 'Final' Status) and the pending payment exists in Pend Pay (PAYM).

Manual adjustments in HRMN interface nightly to SIGMA. Adjustments on Days 1, 2, and 3 are through the end of the previous pay period only. Adjustments sent Days 4 through 10 are through the current date.

Employees should refer to their HRMN ESS for leave plan accrual rates, plan maximums and maximum payoffs.

HRM Timesheet Workflow

The following are typical workflows for TIMEI Documents; some departments/agencies have workflow other than noted below.

Three-Level Approval

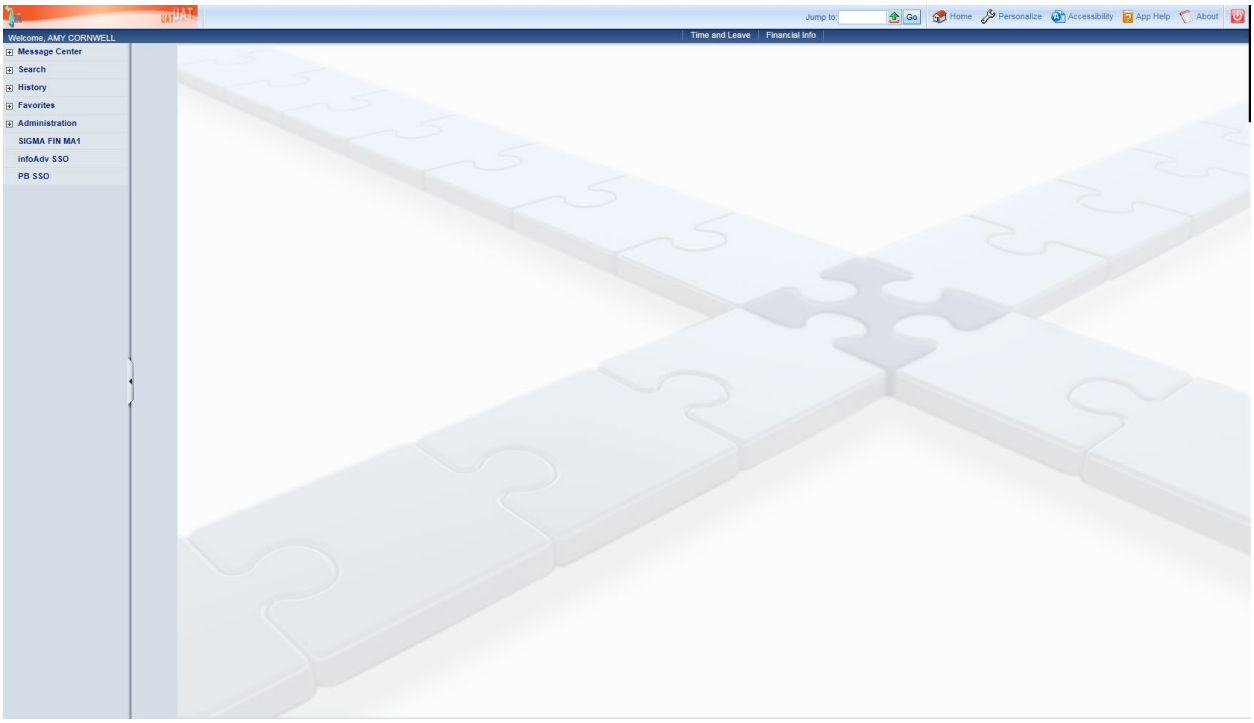
1. Employee Time Entry
2. Manager Approval
3. Timekeeper or HR Approval

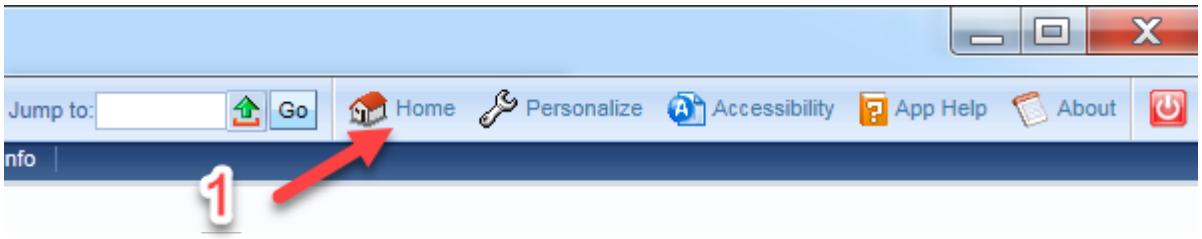
Four-Level Approval

1. Employee Time Entry
2. Manager Approval
3. Timekeeper Approval
4. HR Approval

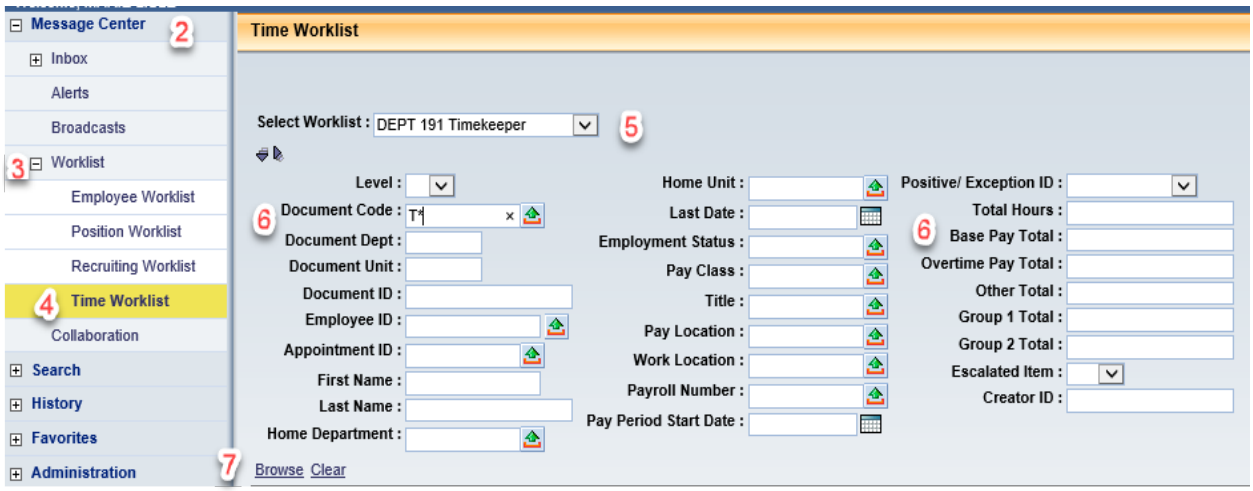
Timesheet Review Workflow using Worklist

1. Start from the Home page. If not on the Home page, click on the 'Home' icon.

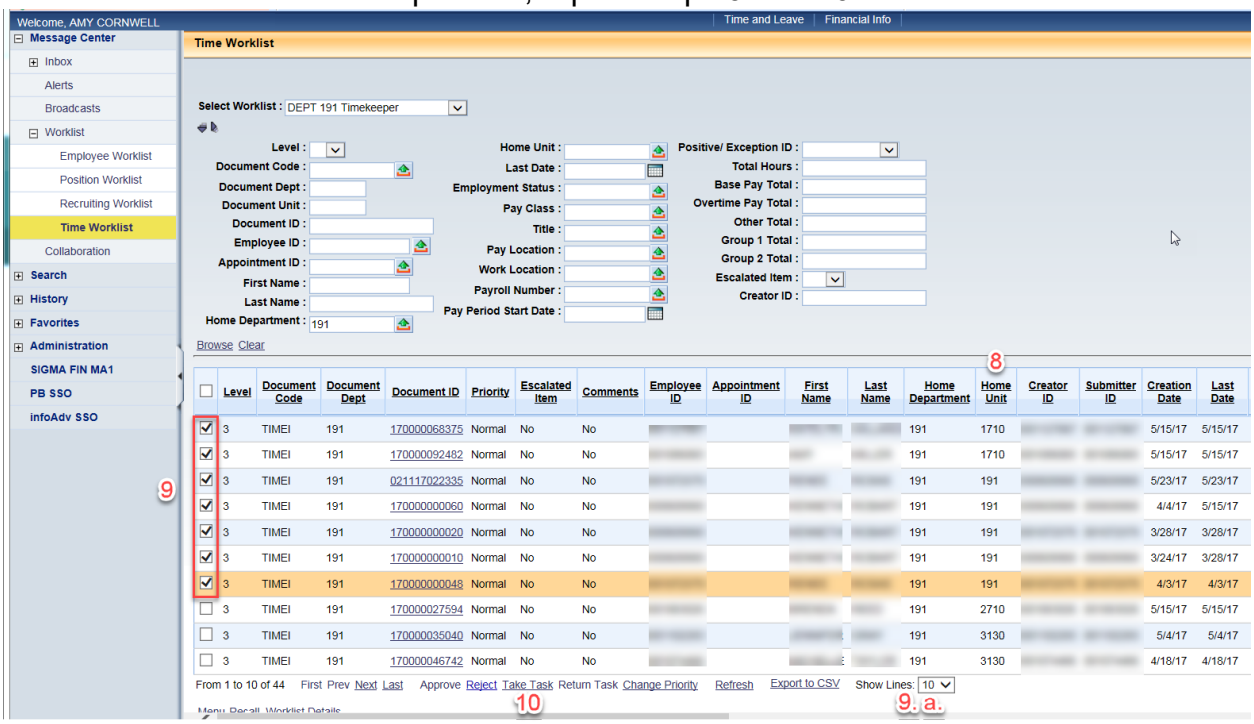




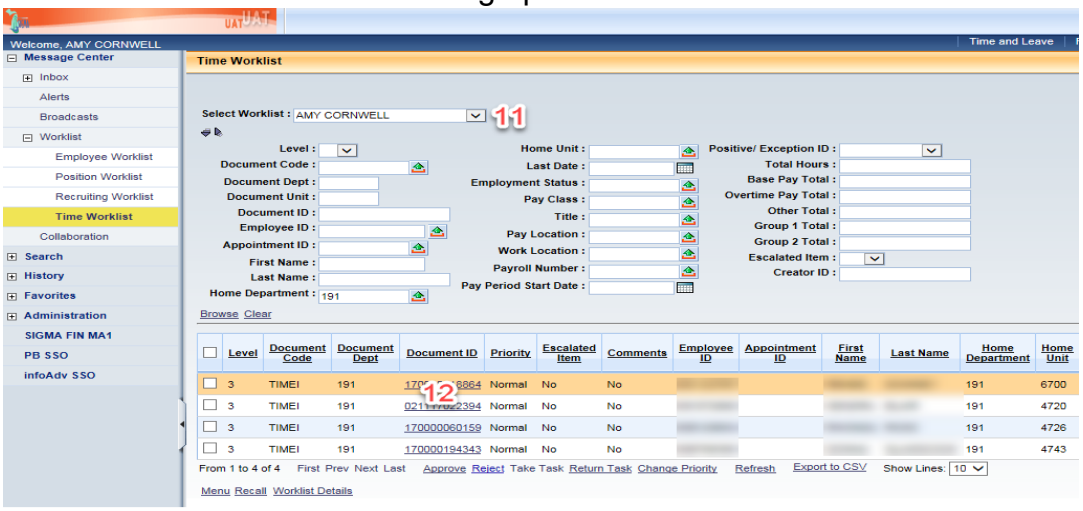
2. On the Secondary Navigation Panel, expand ‘Message Center’ (click on plus sign).
3. On the Secondary Navigation Panel, expand ‘Worklist’.
4. On the Secondary Navigation Panel, select ‘Time Worklist’.
5. Use ‘Select Worklist’ drop down to select the Timekeeper worklist.
6. In Document Code enter T* or TIMEI. In Home Department enter the Home Department code (3 digit SIGMA Department Code - example ‘191’, refer to SIGMA Department Codes, Appendix B, on page 52). User may also specify any other desired criteria such as Home Unit (enter multiple home units by entering a comma after each number), Employment Status, Pay Period Start Date, Payroll Number (Process Level), Total Hours, etc. The Payroll Number is required when using Pay Period Start Date. Note: If a pay period start is entered, the results received will not include prior pay period timesheet adjustments that need to be approved.
7. Click on ‘Browse’.



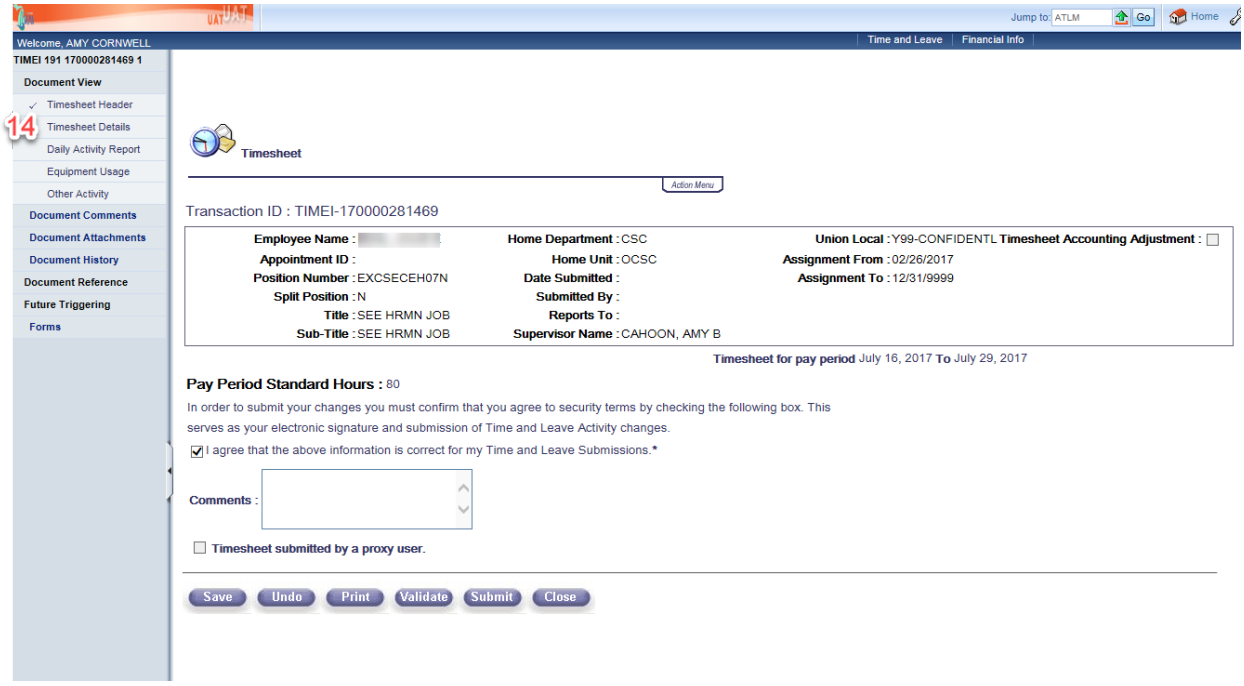
8. To sort timesheets by Home Unit click on 'Home Unit' column header. Note: Click on any underlined column title to sort by that column.
9. Select timesheets to be processed by checking the box in the far left column. Checking the box in the header row will select all timesheets displayed on the page.
    a. To see more than 10 records, click down arrow next to 'Show Lines' at bottom of page and select a higher number.
10. Click on 'Take Task'. The selected timesheets leave this worklist. If necessary to select more timesheets to process, repeat steps 9 and 10.



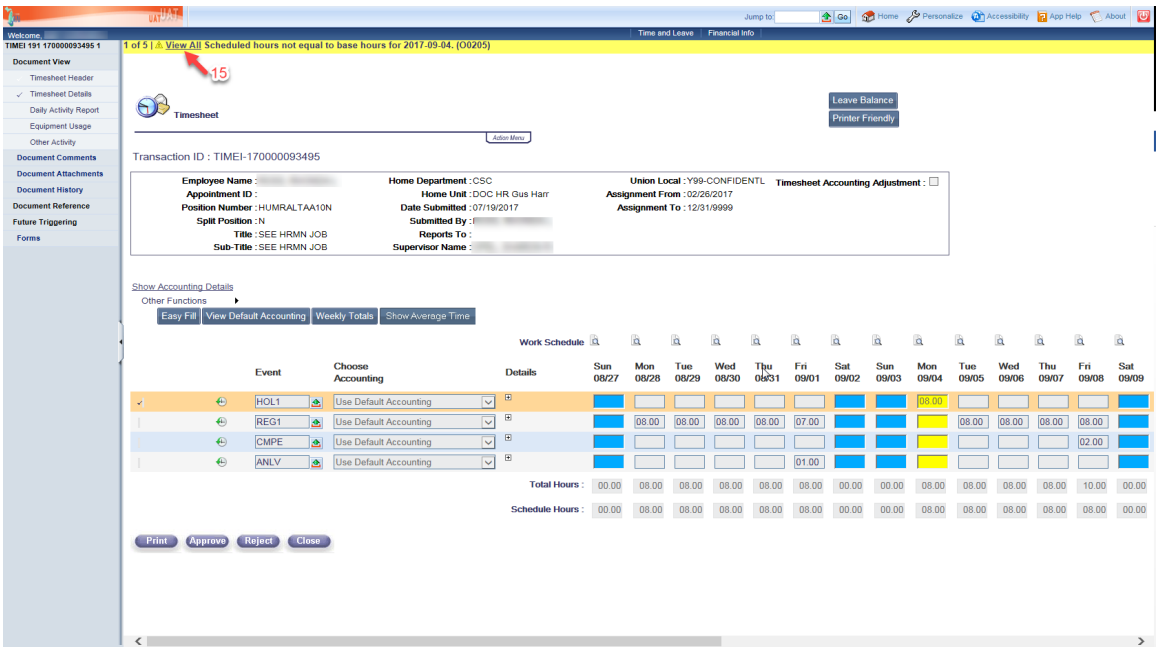
11. On the 'Select Worklist' drop down, click on your name to access your personal worklist.
12. Click on the 'Document ID' to bring up timesheet.



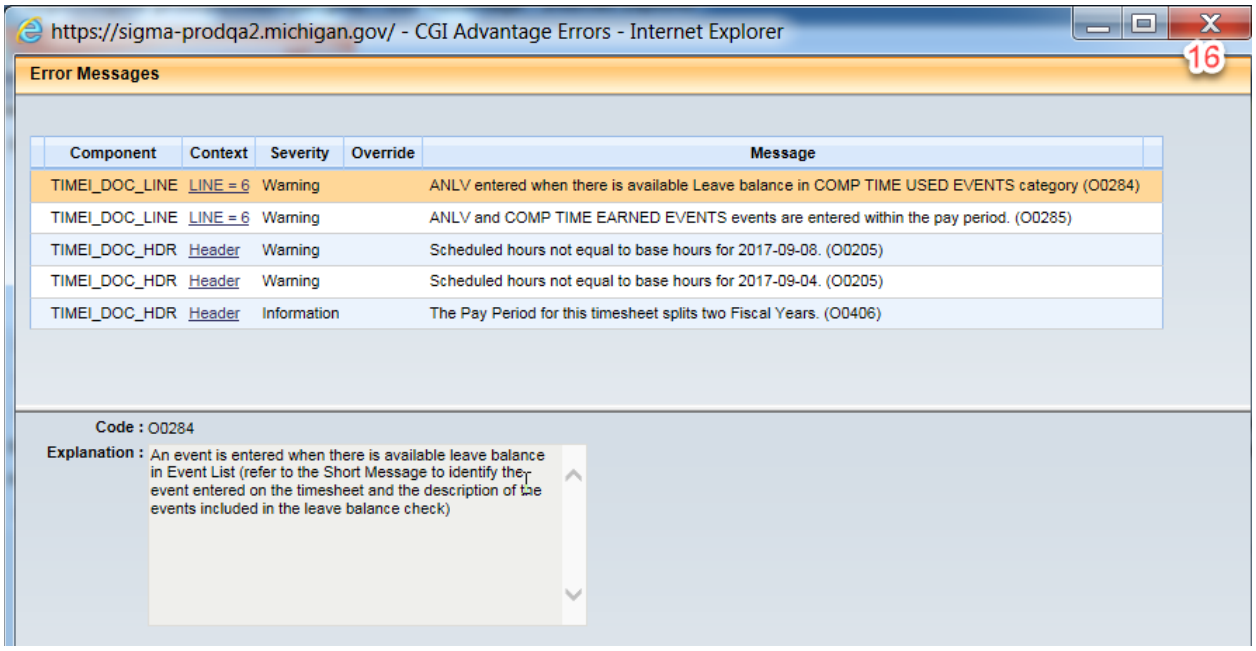
13. This will bring you to the Timesheet Header.
14. Click on ‘Timesheet Details’.



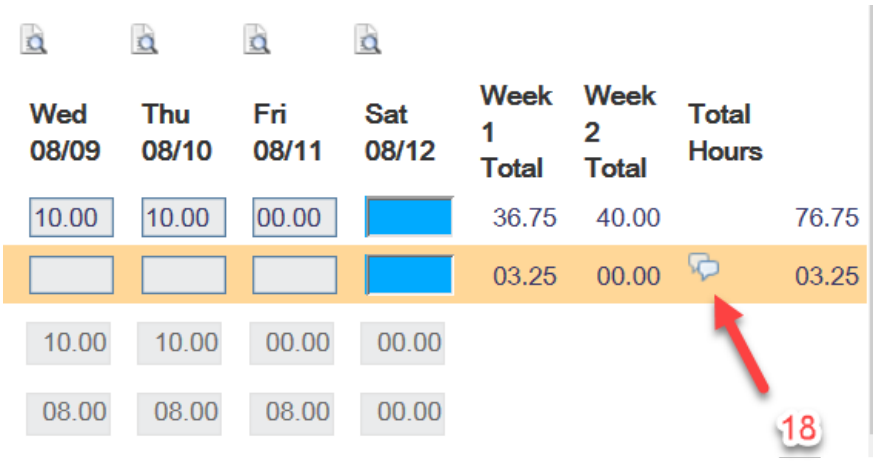
15. To view warnings (if timesheet has warnings) click on ‘View All’ at the top of the timesheet.
    a. Refer to Errors, Warnings, and Information Messages, Appendix D, on page 56 for additional information.
    b. Refer to [Timesheet Edit Text Crosswalk Reference Guide](), in the SIGMA job aids.



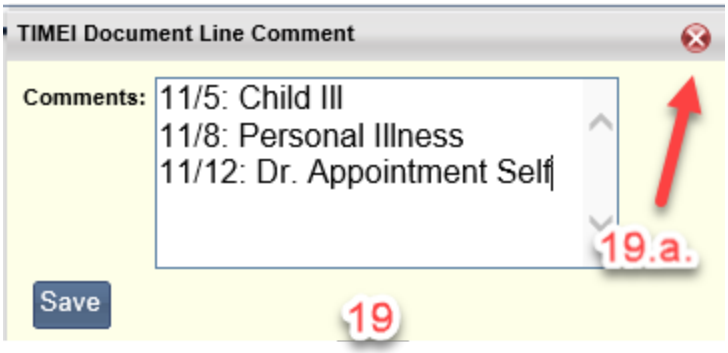
16. To close out of the Error Message screen, click on the Red ‘X’.



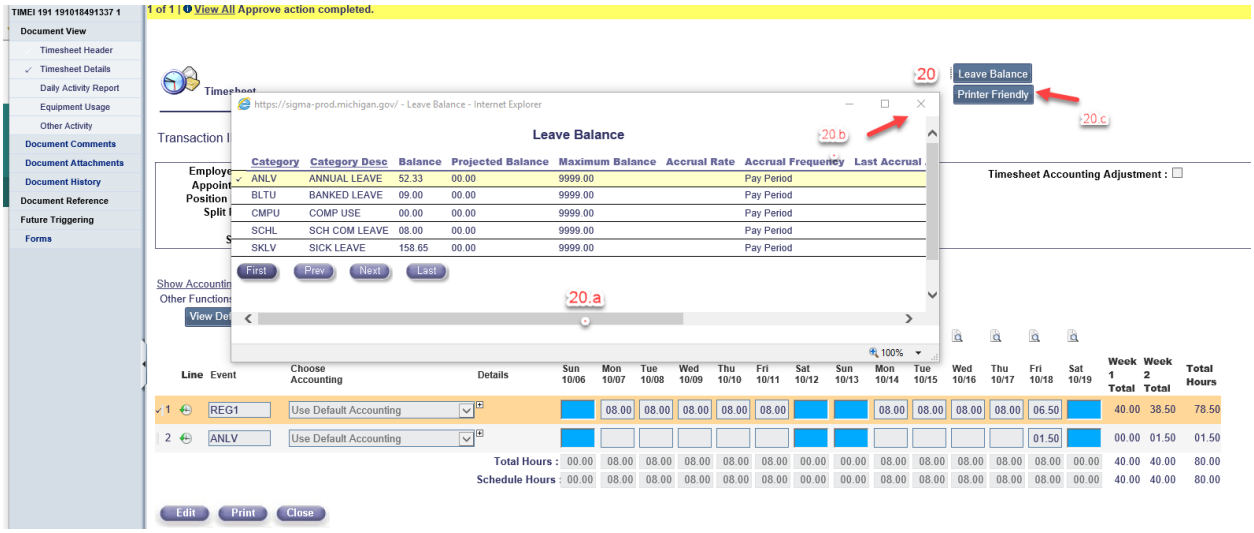
17. Review timesheet for accuracy and appropriateness.
18. If the employee has entered a comment for leave usage, a message balloon symbol will appear to the far right of the timesheet in the leave type row. Click on the balloon to view the comments.



19. A comments box will appear.
    a. Click on the Red ‘X’ to go back to the Timesheet Detail Page.



20. If necessary to view an employee's leave balance, click on 'Leave Balance'.
    a. A Leave Balance box will appear.
    b. To close out of the box, click the red 'X' in the upper right hand corner of the box.
    c. Additional employee information such as Plan A eligibility, OT eligibility, etc. is available by reviewing the Time Class code by clicking on 'Printer Friendly'. Refer to Time Class Chart, Appendix E, on page 57).



AMS Advantage

Timesheet Report for [redacted] **October 6, 2019 To October 19, 2019**

Employee ID : [redacted]	Home Department : 191	Title : SEE HRMN JOB
Appointment Id :	Home Unit : 6100	Sub-title : SEE HRMN JOB
Work Cycle : 0000000074	Dept Specific ID :	Time Class : NNNN
Reporting To :	Pay Location : N/A	Title Group :

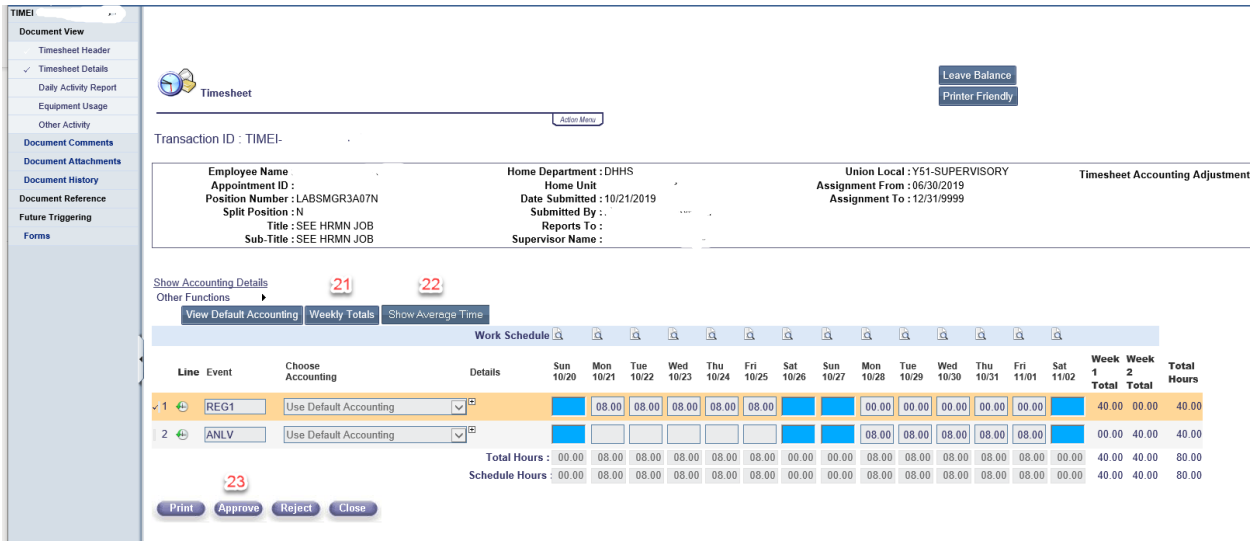
Total hours entered: 80.00

20.c.

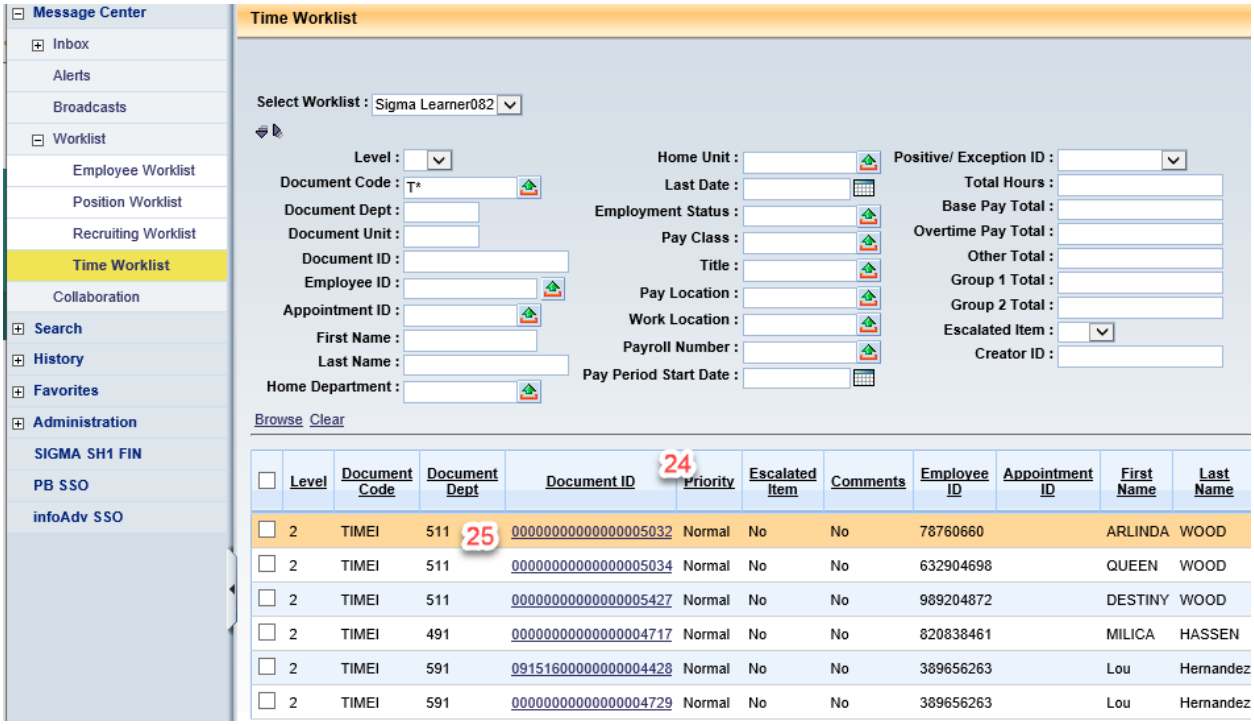
Line1: Event: REG1 Override Set: Total: 78.50

Sun 06	Mon 07	Tue 08	Wed 09	Thu 10	Fri 11	Sat 12
00:00	08.00	08.00	08.00	08.00	08.00	00:00

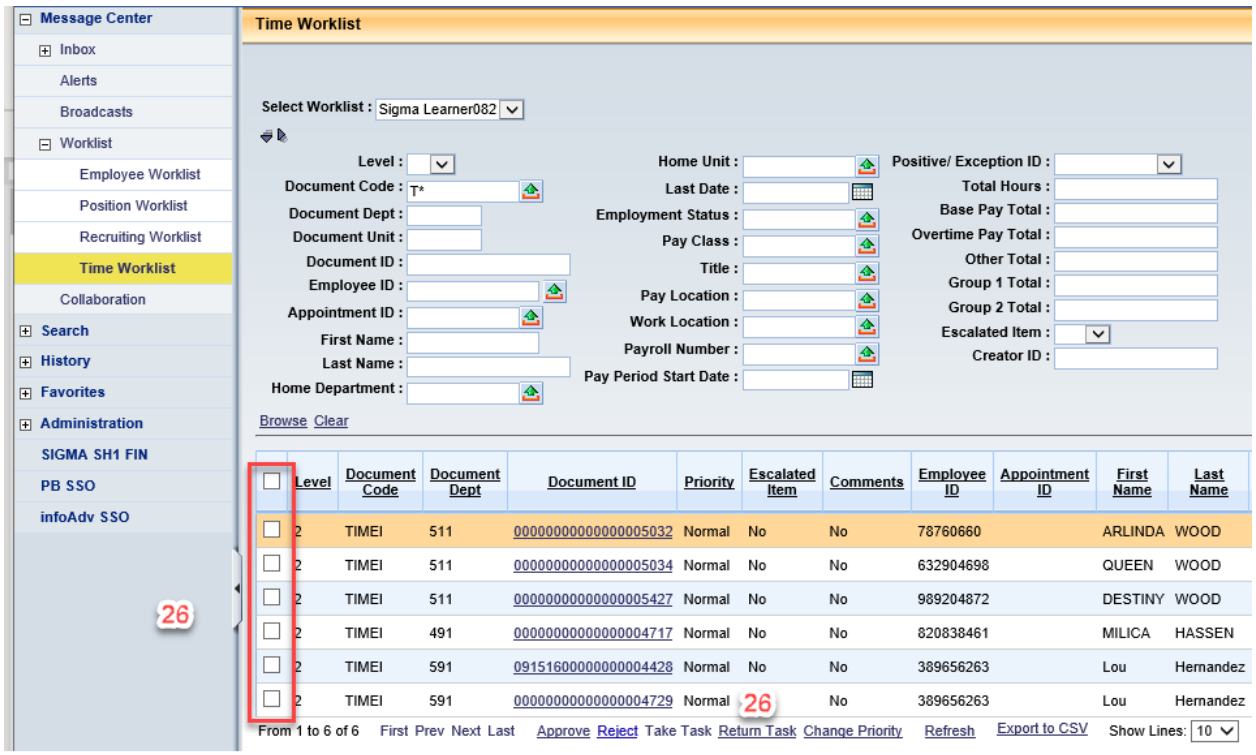
21. If necessary to view total weekly and pay period hours by Pay Event type, click on 'Weekly Totals'.
22. The 'Average Daily Reported Hours' function in SIGMA is inactive. To obtain a part-time employee's holiday credit eligibility, contact your HR Office.
23. If timesheet is ready for approval, click on 'Approve'. If modifications are necessary:
    a. If timesheet needs to be modified or corrected and time allows for the employee to make the timesheet modifications, follow modification instructions on page 25.
    b. If timesheet needs to be modified or corrected and time does not allow for the employee to make the timesheet modifications, follow modification instructions on page 27.



24. Once the timesheet is approved, user will be returned to the Time Worklist.
25. Click on the next 'Document ID' to process the next timesheet starting at step #12 on page 17.



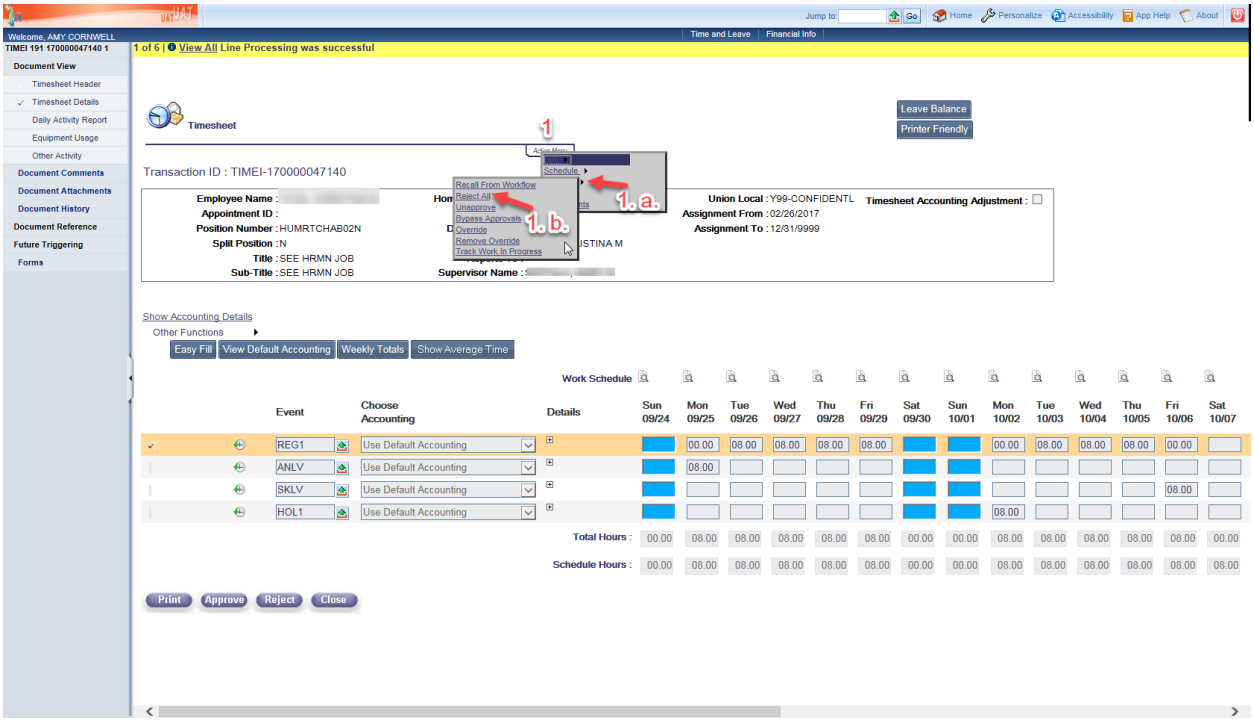
26. Timekeepers should not take tasks from the centralized worklist unless they are prepared to complete the timesheet review within a reasonable period of time. However, if unable to complete the Timekeeper process and there are still timesheets in a user's personal worklist, the user must return the timesheets to the Timekeeper Worklist so another user can access/process them. To return the timesheets check the box next to the timesheets to be returned and click on 'Return Task'.



27. **After the user believes all timesheets under their responsibility have been processed and approved, both the Timekeeper *and* Human Resource must run query 7.a. on page 40 and the Missing Timesheet Inquiry (QMTS) query on page 42 to ensure all timesheets have been submitted and processed. These queries can be run periodically throughout the payroll process, as necessary or as desired.**

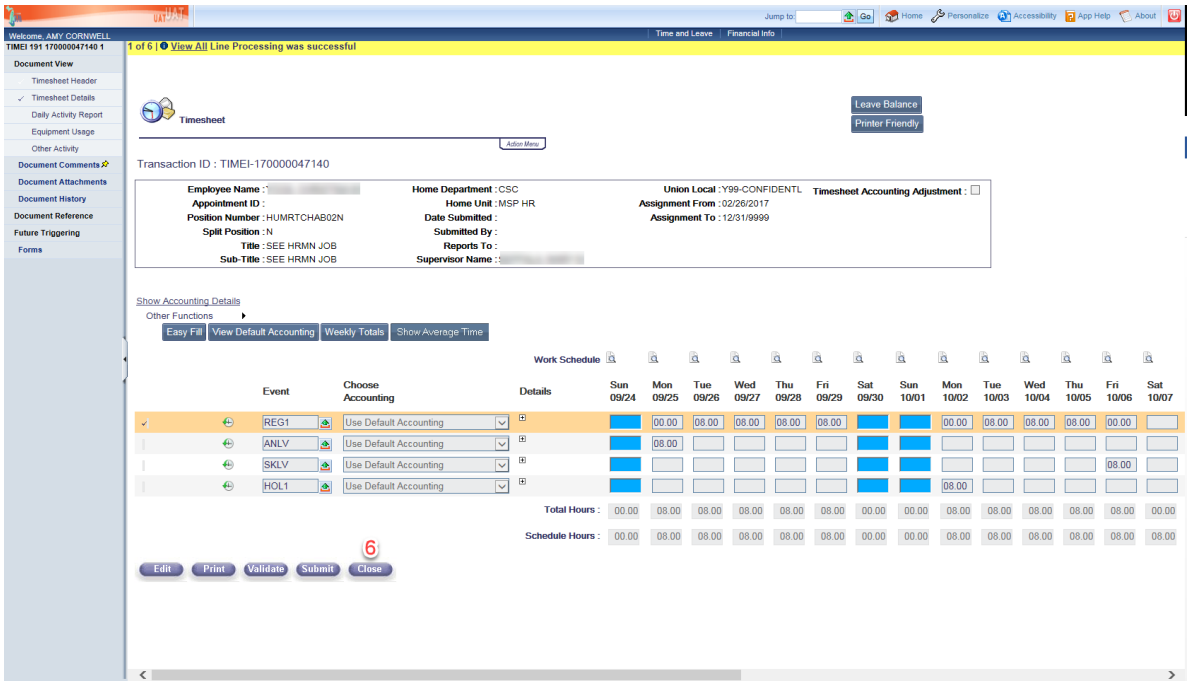
Modifying a Timesheet from Worklist (Time allowing to reject the timesheet for the employee to correct)

1. From the Timesheet Details page (or Timesheet Header), reject the timesheet by clicking on 'Action Menu',
    a. Hover over 'Approve' submenu.
    b. Click on 'Reject All'.



2. A 'Document Comments' page will appear.
3. Enter the Subject (reject).
4. Enter a Comment (reason for rejection and what changes need to be made).
5. Click on 'OK'.

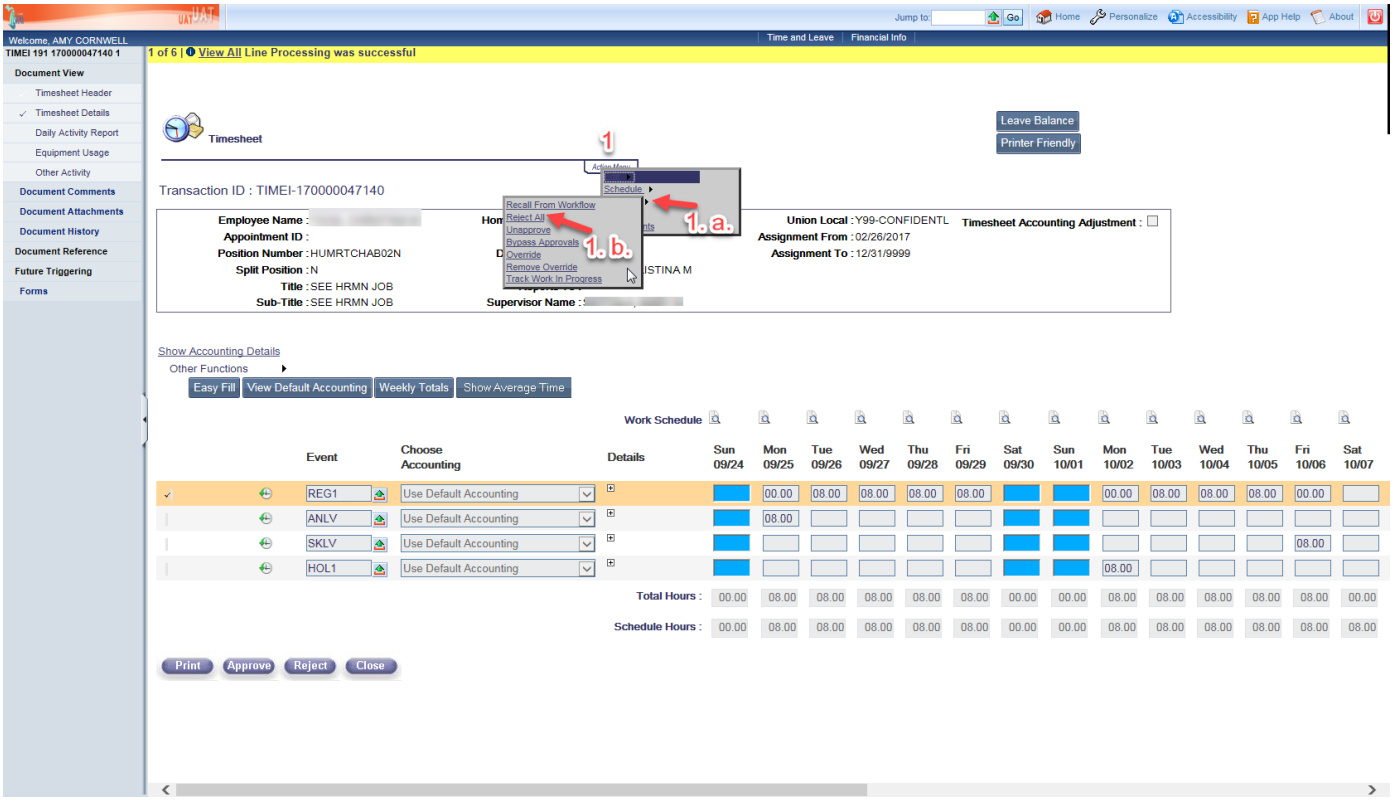
6. Click on ‘Close’ to go back to the worklist.



7. Contact employee to inform them to make the proper modifications to the timesheet and notify the manager that they will need re-approve it. They will ***not*** receive an automated email for a rejected timesheet. Timesheet will appear in employee’s Self-Service as ‘In Progress’. Employee should select the timesheet radio button, then choose ‘Modify In Progress Timesheet’.

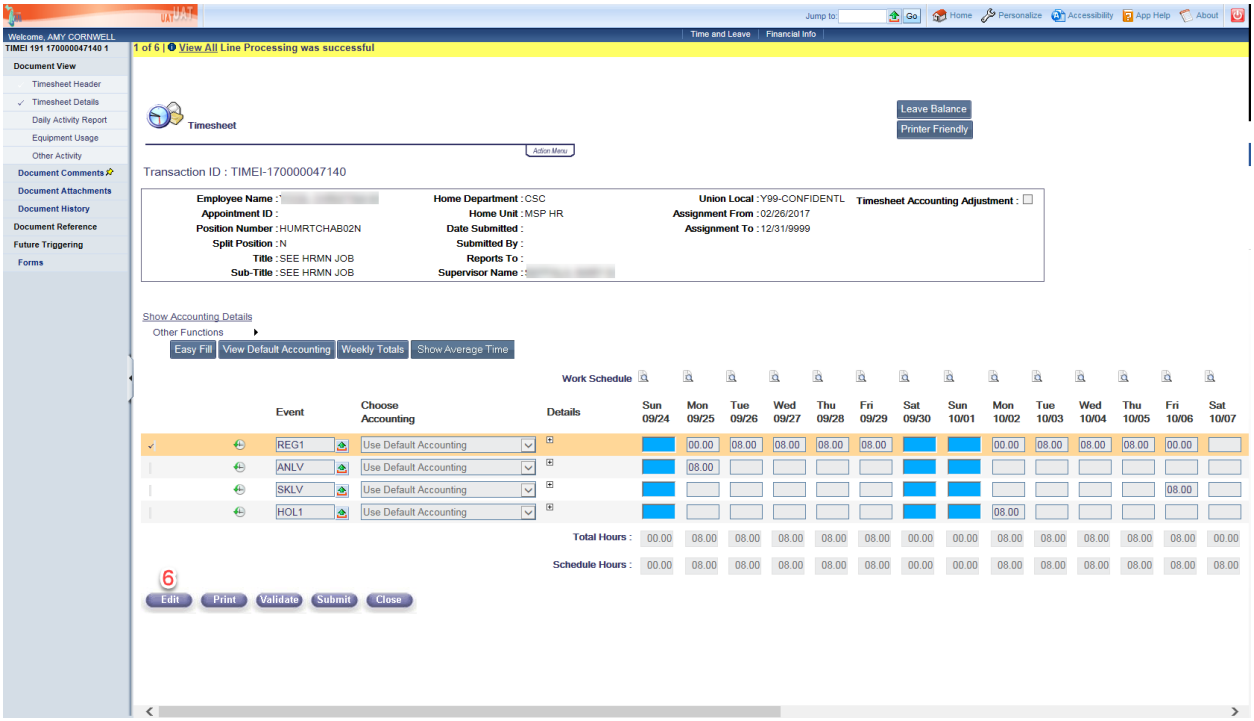
Modifying a Timesheet from Worklist (Time *not* allowing to reject the timesheet for the employee to correct)

1. From the Timesheet Details page (or Timesheet Header), reject the timesheet by clicking on 'Action Menu',
    a. Hover over 'Approve' submenu.
    b. Click on 'Reject All'.

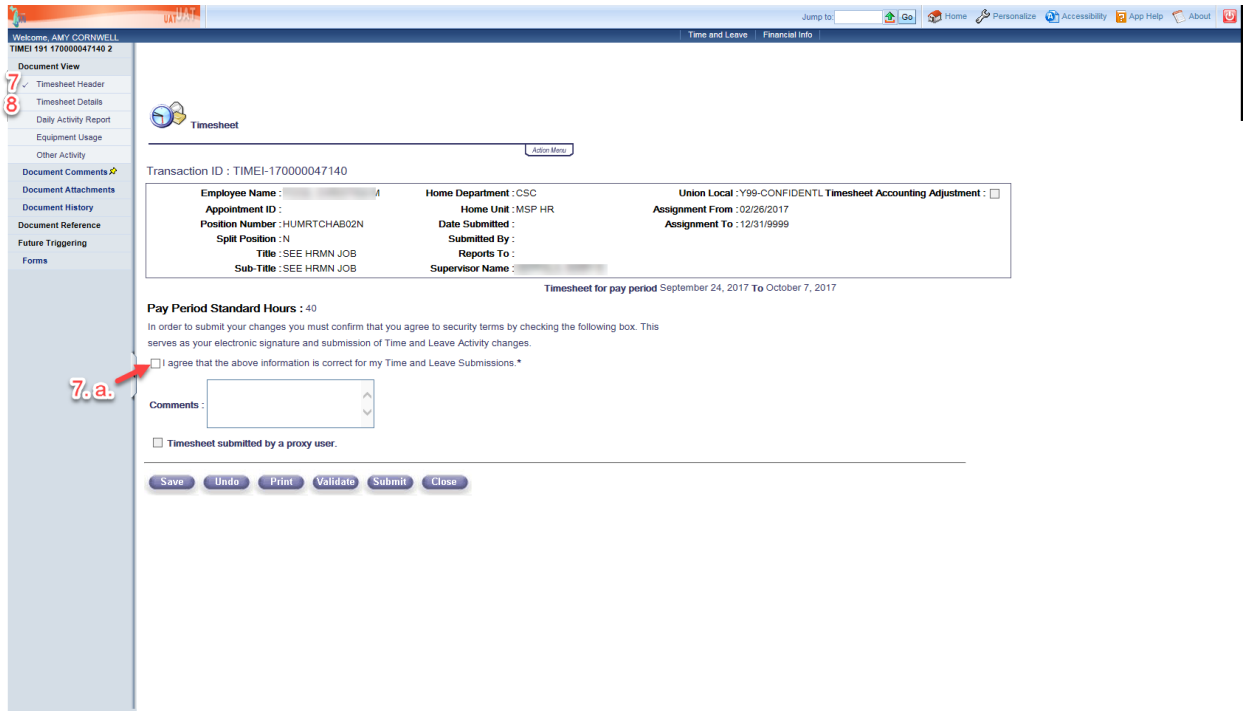


2. A ‘Document Comments’ page will appear.
3. Enter the Subject (reject).
4. Enter a Comment (reason for rejection and what changes were made) for the modification.
5. Click on ‘OK’.

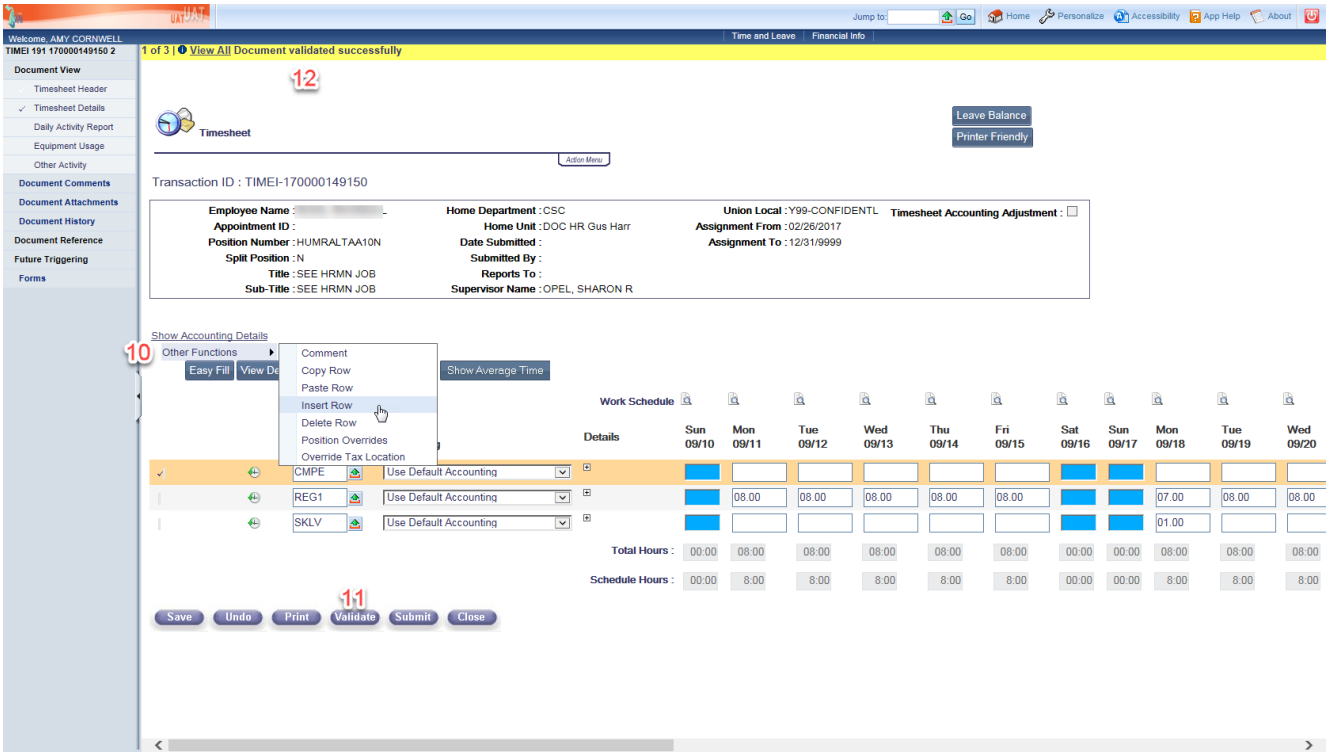
6. Click on the ‘Edit’ button.



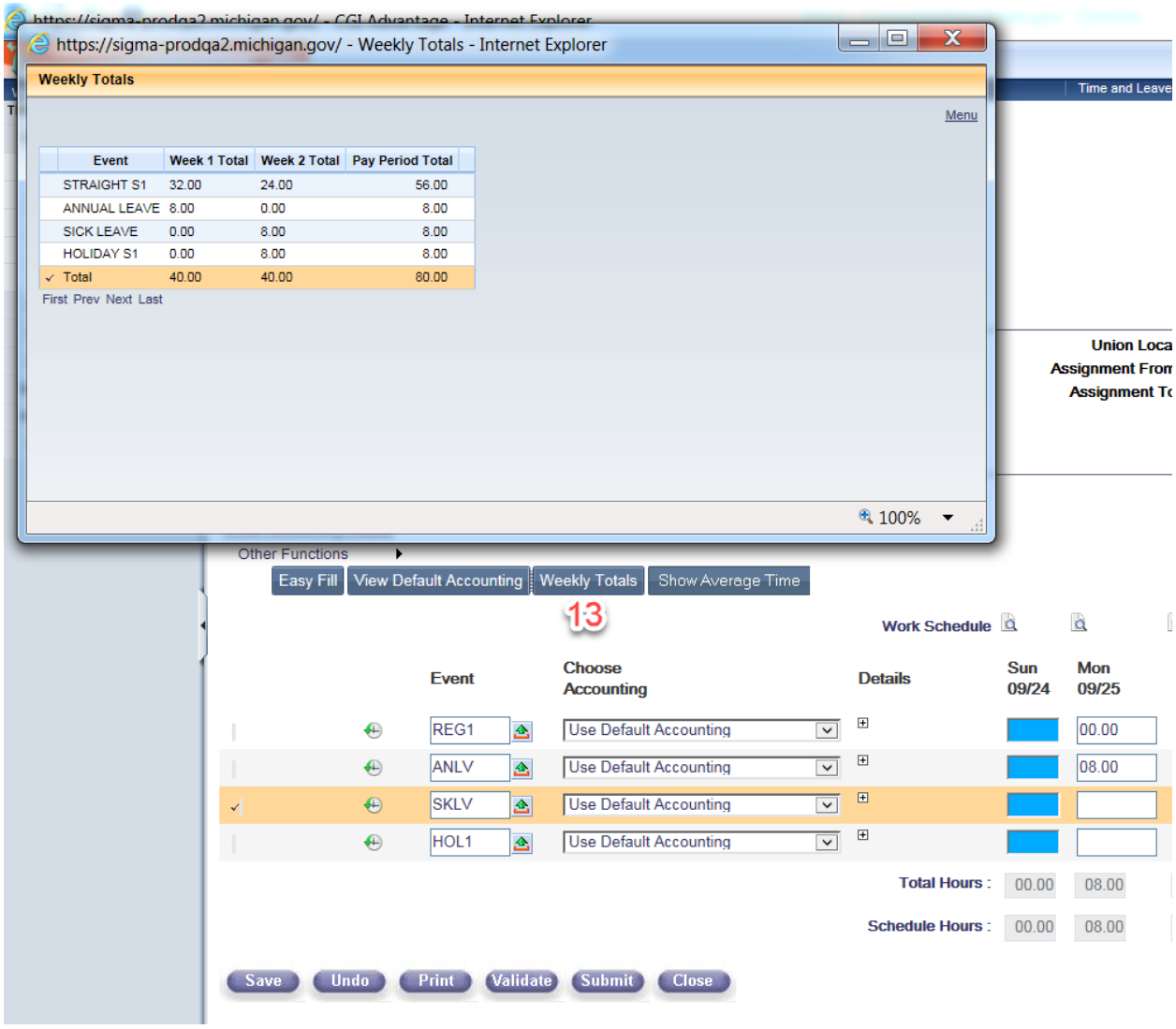
7. Click on ‘Timesheet Header’.
    a. Check the “I agree that the above information is correct for my Time and Leave Submissions” box.
8. Then click on ‘Timesheet Details’.



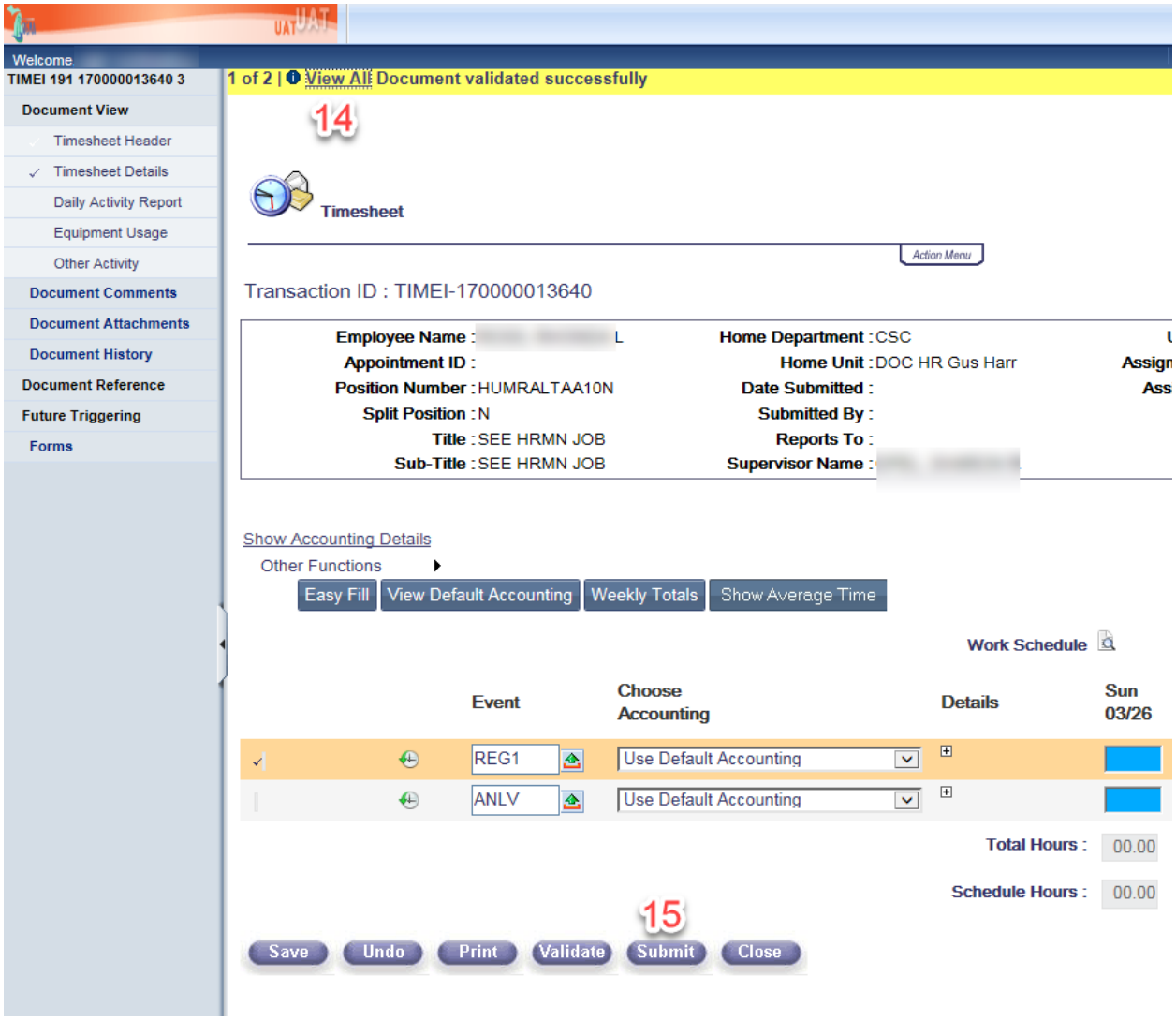
9. Make necessary modifications.
10. To insert a line to add additional hours type, add a comment, or delete a row, click on ‘Other Functions’ then ‘Insert Row’, ‘Comment’, or ‘Delete Row’.
11. Click on ‘Validate’.
12. “Document validated successfully” message should appear.



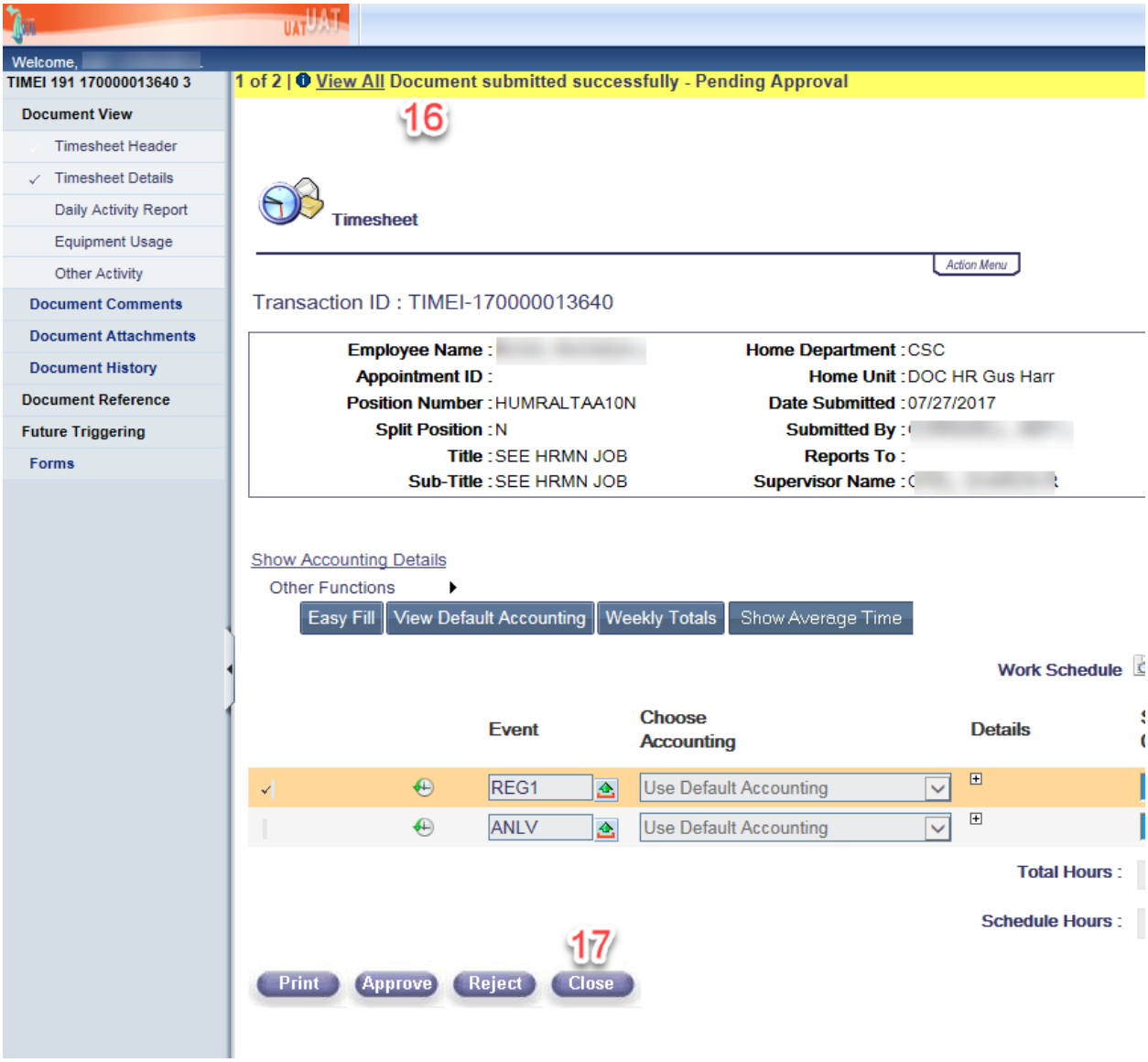
13. If needed, click on 'Weekly Totals' to see total hours entered for the pay period by Pay Event type. Note: The weekly totals are not updated from the original version until the user saves or validates the timesheet.



14. Warning, Error and Information Messages: When there are multiple messages (e.g., 1 of 3), click on 'View All' to view all messages. A message box will appear. Make corrections to the timesheet if necessary. If changes are made, repeat steps 11 - 14.
    a. Refer to Errors, Warnings, and Information Messages, Appendix D, on page 56 for additional information.
    b. Refer to Timesheet Edit Text Crosswalk Reference Guide, in the SIGMA job aids.
15. Click on 'Submit'.



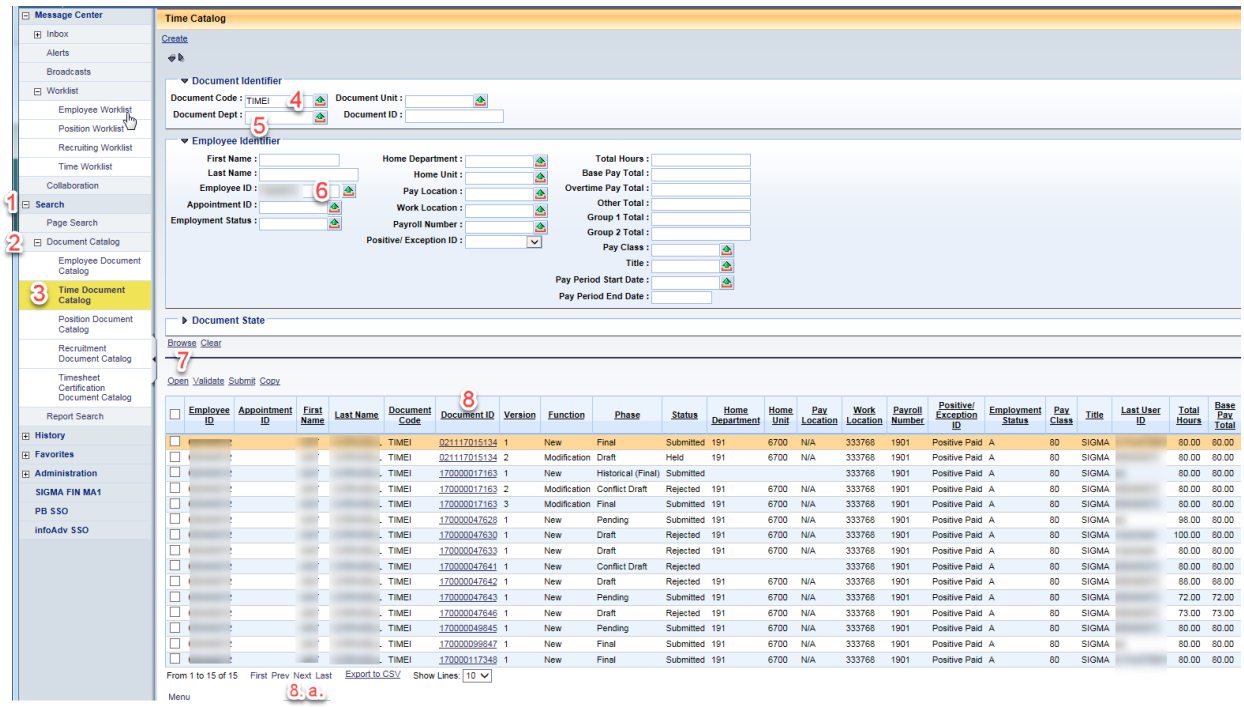
16. "Document Submitted Successfully – Pending Approval" message should appear. The modified timesheet will proceed to the manager for approval. If time does not allow for the manager and backup timekeeper to reapprove the document, contact HR. Note: The timekeeper that made the timesheet modifications cannot approve the timesheet.
17. Click on 'Close'.



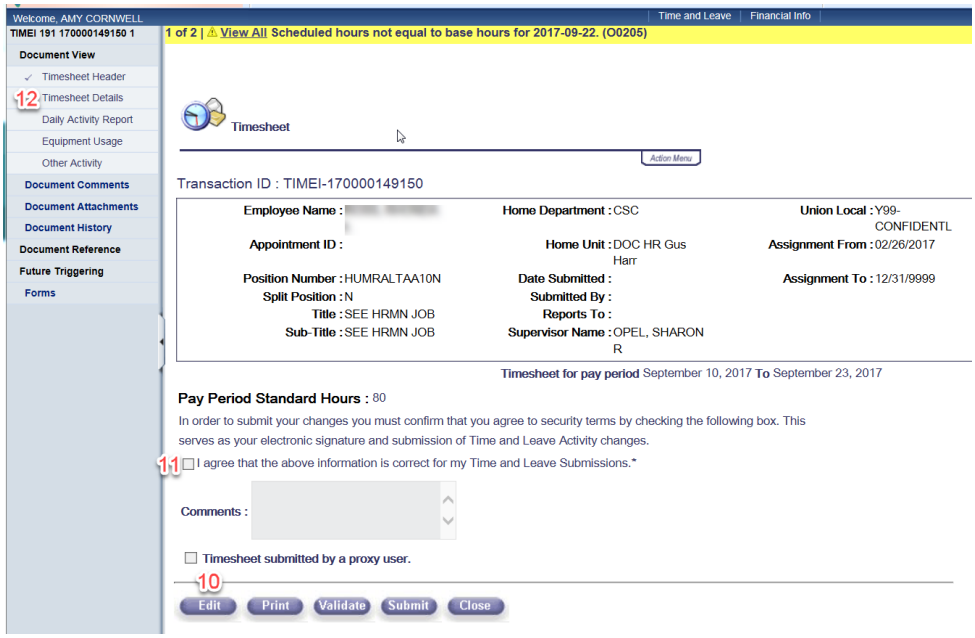
Modifying a Timesheet from the Document Catalog

This method would be used when timesheet adjustments are necessary during payroll processing. If a timesheet needs modification after payroll has processed, contact HR. NOTE: The timesheet must be in 'Draft' or 'Final' status to modify it from the Document Catalog.

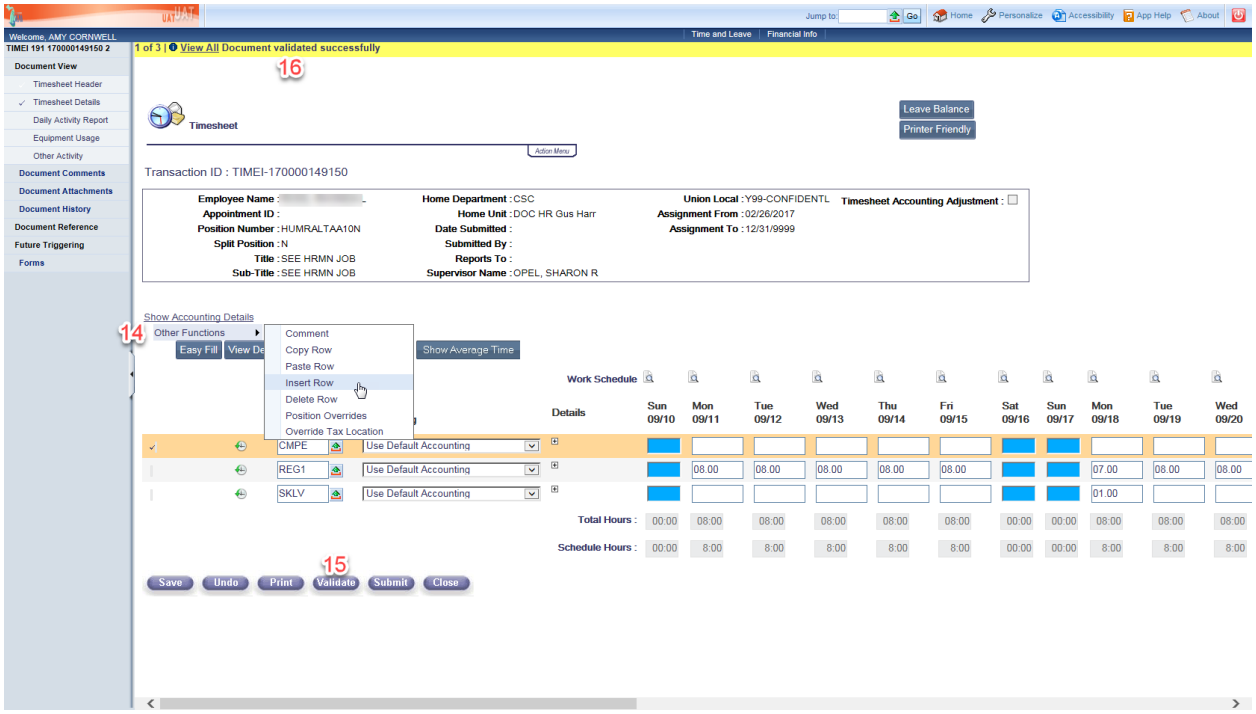
1. From the Home Page, on the Secondary Navigation Panel, expand 'Search'.
2. On the Secondary Navigation Panel, expand 'Document Catalog'.
3. On the Secondary Navigation Panel, click on 'Time Document Catalog'.
4. Enter 'T*' or 'TIMEI' for Document Code.
5. Enter the Document Department code (3 digit SIGMA Department Code - example '191').
6. Under Employee Identifier, enter employee identifier information such as Employee ID (use wildcard (*) if unsure of zeros) or employee name for the search criteria. Entering additional filtering information such as Pay Period End Date will reduce the search results.
7. Click on 'Browse'.
8. Click on 'Document ID' of timesheet.
    a. If timesheet is not on the first/current page, click on 'Next'.



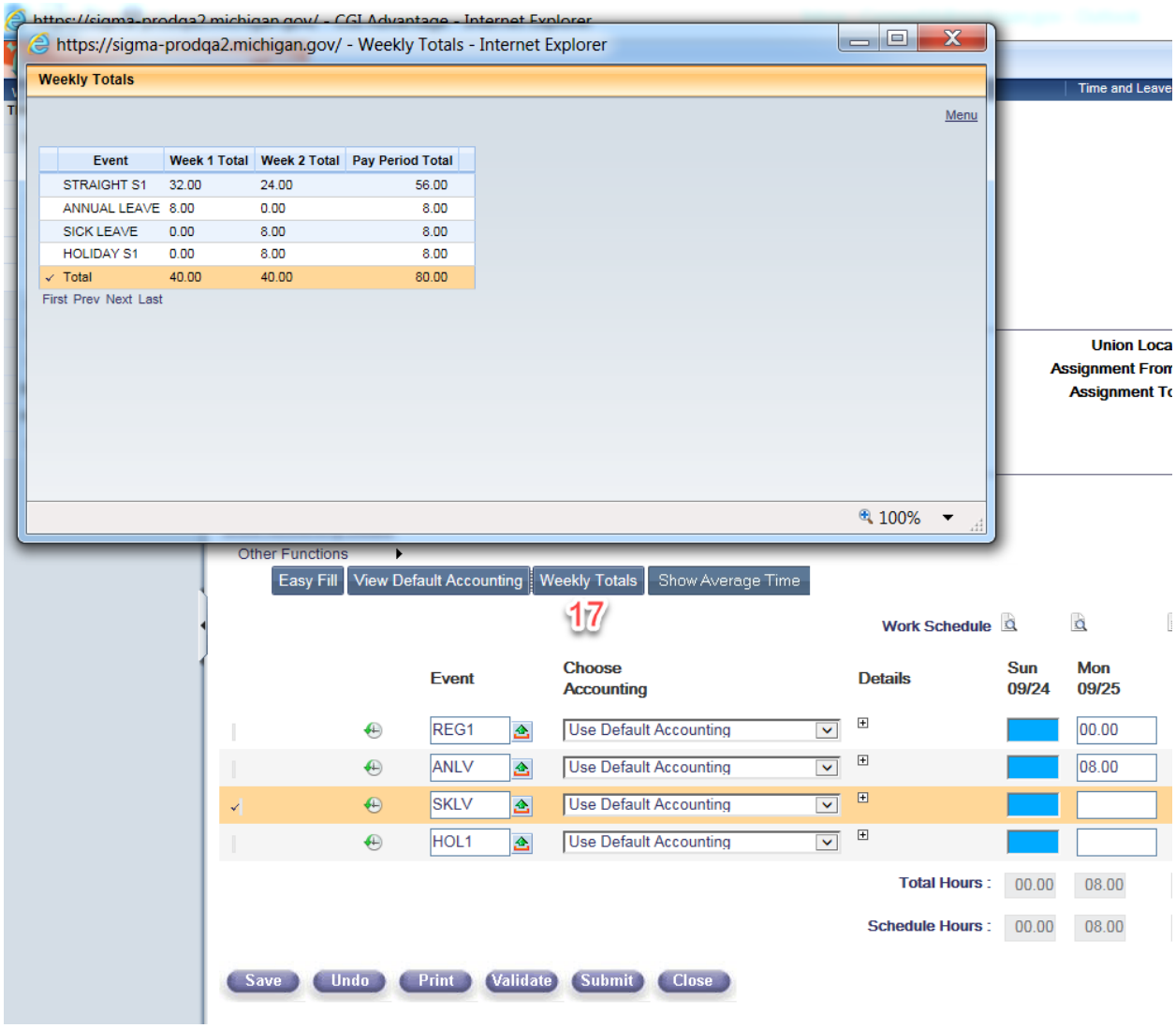
9. This will bring up the Timesheet Header.
10. Click on ‘Edit’.
11. Check the “I agree that the above information is correct for my Time and Leave Submissions” box.
12. Then click on ‘Timesheet Details’.



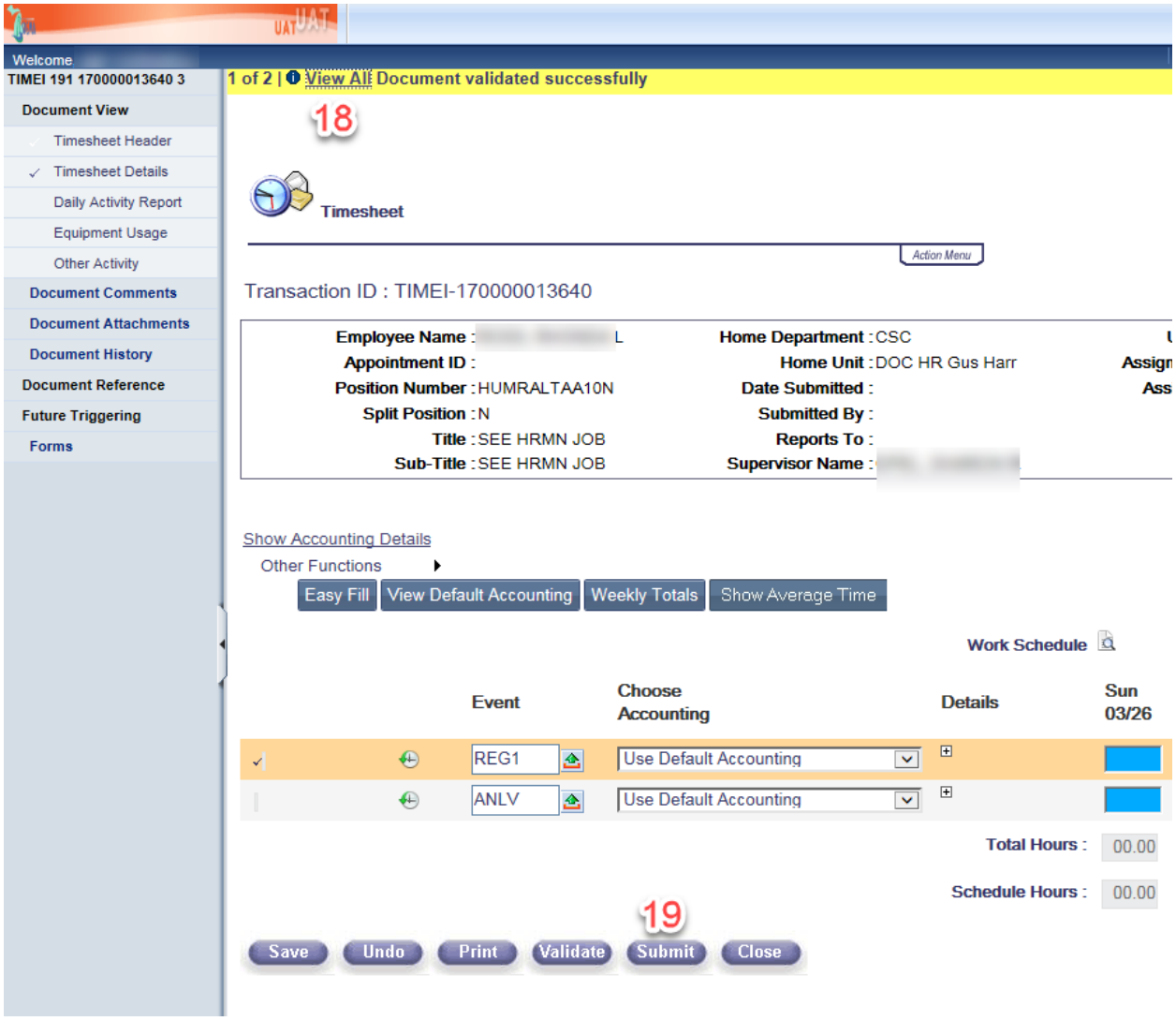
13. Make necessary modifications.
14. To insert a line to add additional hours type, add a comment, or delete a row, click on ‘Other Functions’ then ‘Insert Row’, ‘Comment’, or ‘Delete Row’.
15. Click on ‘Validate’.
16. “Document validated successfully” message should appear.



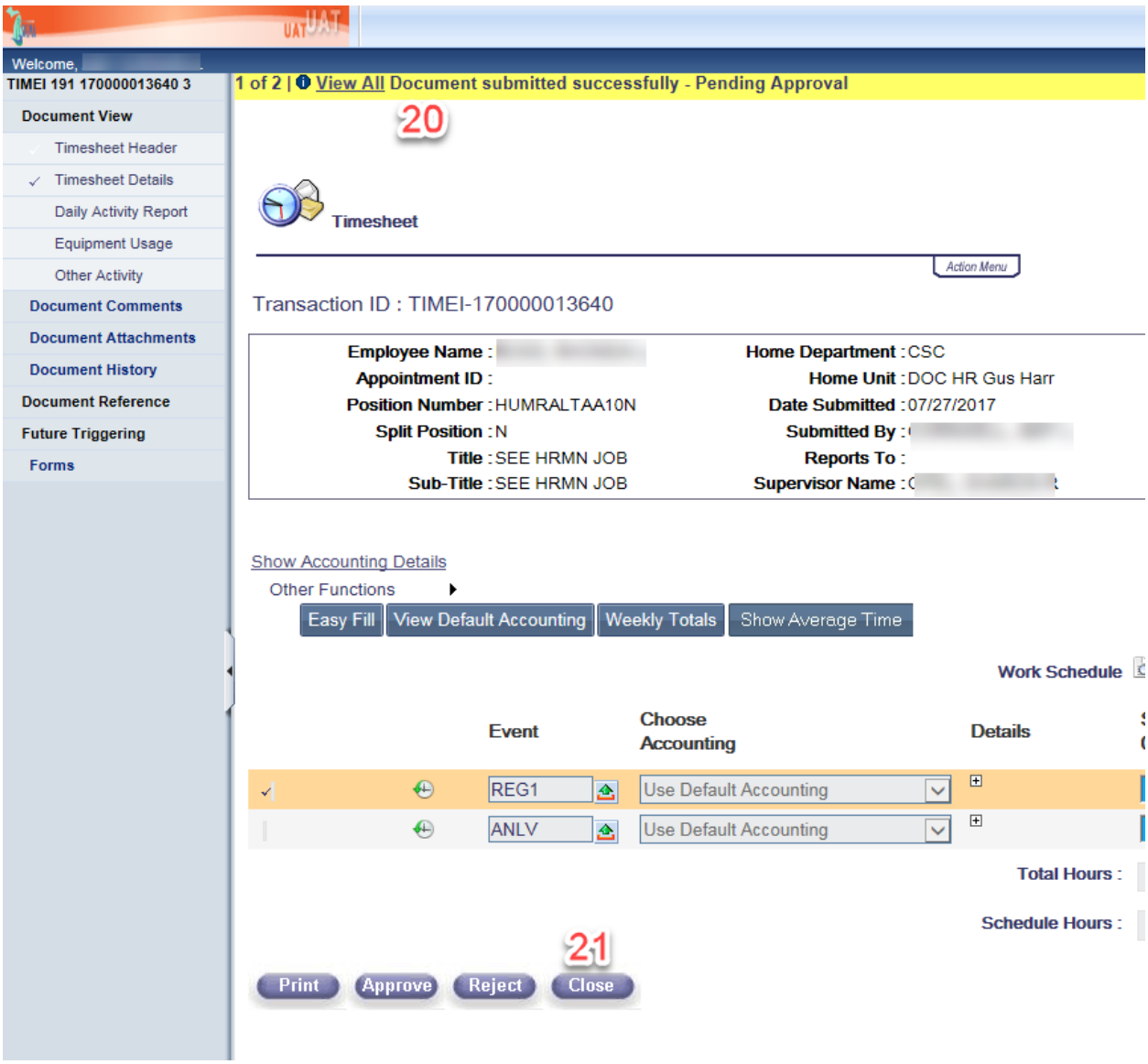
17. If needed, click on 'Weekly Totals' to see total hours entered for the pay period by Pay Event type. Note: The weekly totals are not updated from the original version until the user saves or validates the timesheet.



18. Warning, Error and Information Messages: If there are multiple messages (e.g., 1 of 3), click on 'View All' to view all messages. A message box will appear. Correct warnings and errors as necessary. If additional changes are made, repeat steps 15 - 18.
    a. Refer to Errors, Warnings, and Information Messages, Appendix D, on page 56 for additional information.
    b. Refer to [Timesheet Edit Text Crosswalk Reference Guide](), in the SIGMA job aids.
19. Click on 'Submit'.



20. “Document Submitted Successfully – Pending Approval” message should appear. The modified timesheet will proceed to the manager for approval. If time does not allow for the manager, backup timekeeper and HR user to reapprove the document, contact HR. Note: The timekeeper that made the timesheet modifications cannot approve the timesheet.
21. Click on ‘Close’.

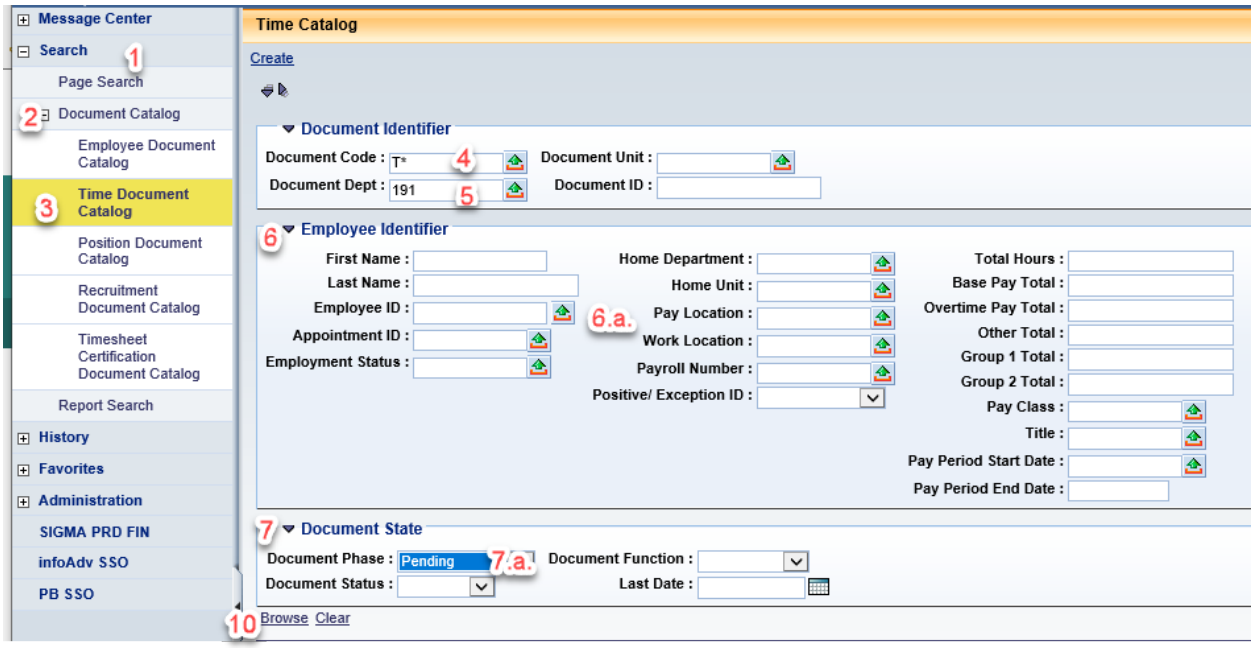


Running Queries in Time Document Catalog

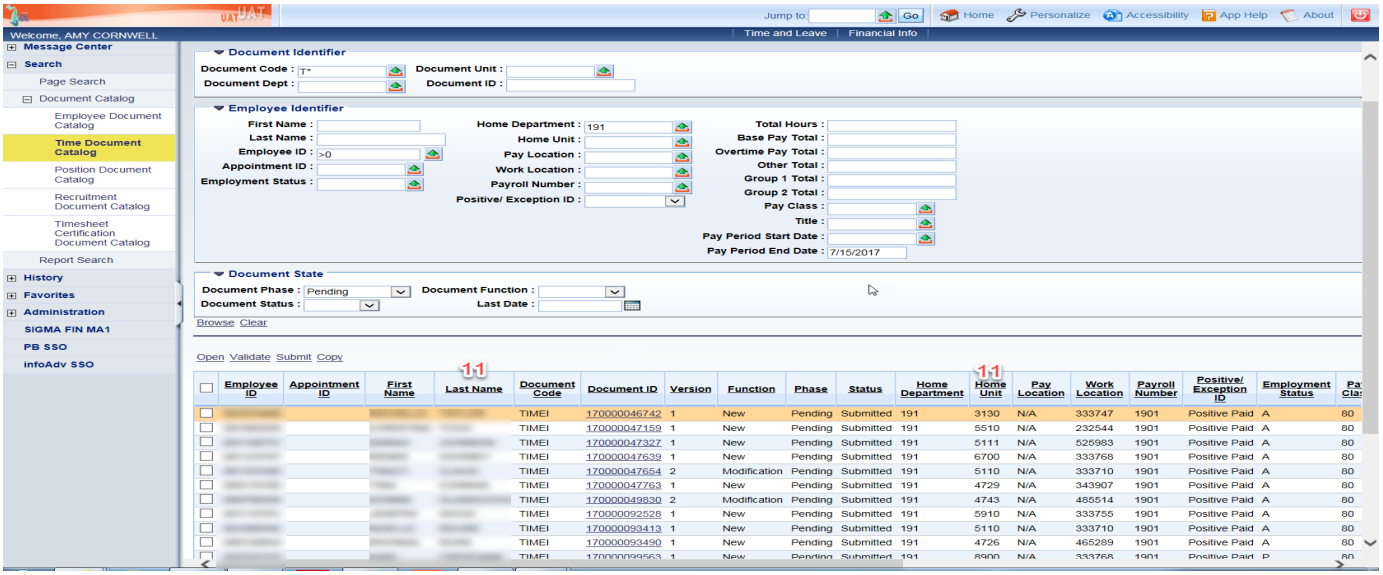
After all timesheets under the user's responsibility have been processed and approved, queries 7.a below and the Missing Timesheet Query (instructions on page 42) must be run to ensure all timesheets have been submitted and approved. These queries should be run periodically during payroll processing to determine status of non-approved timesheets. These queries will identify at what stage the timesheet is in the current workflow. Refer to Document Phase and Status Definitions, Appendix F, on page 58. Note: Changing/adding filters will provide alternative or more detailed queries.

1. From the Home page, on the Secondary Navigation Panel, expand 'Search'.
2. On the Secondary Navigation Panel, expand 'Document Catalog'.
3. On the Secondary Navigation Panel, click on 'Time Document Catalog'.
4. Enter 'T*' or 'TIMEI' for Document Code.
5. Enter Document Dept (3 digit SIGMA Department Code – example '191').
6. Expand 'Employee Identifier'.
   a) User may specify any desired criteria such as the Home Unit, Employment Status, etc. Caution: It is recommended that a user does *not* use pay period start or end dates in search criteria as prior pay period timesheet adjustment records that need approval will not be included in the query results.
7. Expand 'Document State' section.
   a) To search for timesheets that are submitted but waiting on next level approval, under Document State change Doc Phase to 'Pending'. Once step 7.a., 10 and 11 have been completed, HR must contact the manager or timekeeper to approve as appropriate. If time does not allow for managers and/or timekeepers to approve, utilize the 'Worklist Pipeline'; refer to instructions on page 49.
8. To view the status of all timesheets for a specific Home Unit(s) and Pay Period, enter the 'Home Unit' and 'Pay Period End Date' in step 8 above (to add multiple home units use a comma in between each home unit listed) and leave the Document Phase and Document Status fields empty. Note: This query will *not* bring up timesheets that have not been created.
9. To see all versions of a particular employee's timesheet enter the Employee ID number and leave the Doc Phase blank. Enter a Pay Period End Date if only one pay period is desired.

10. Once the search criteria is set, click on ‘Browse’.



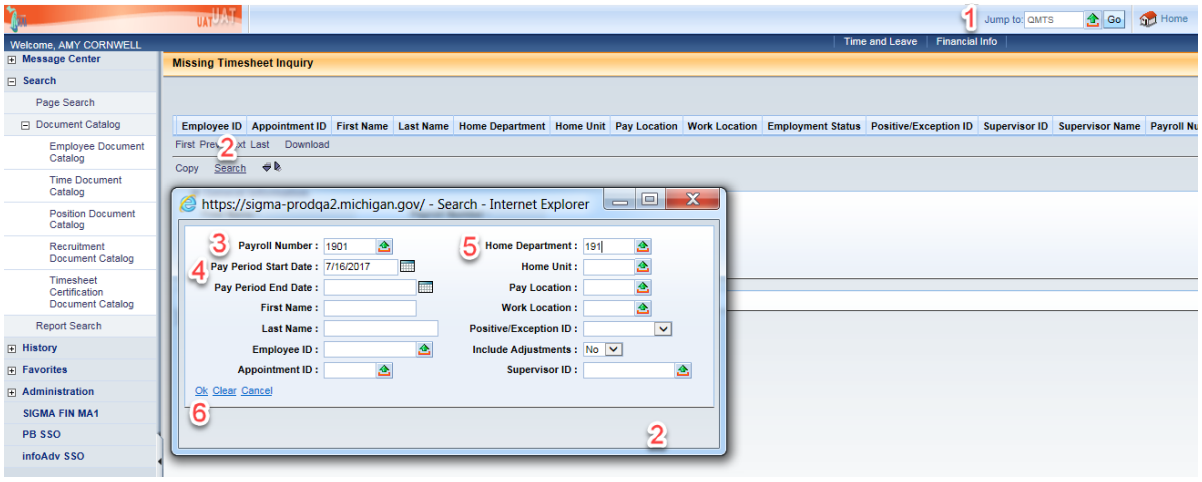
11. This will bring up the query results. Sort by clicking on the column headers (e.g., Home Unit, Work Location, or Employee Last Name). Note: These values can also be used in the search criteria.



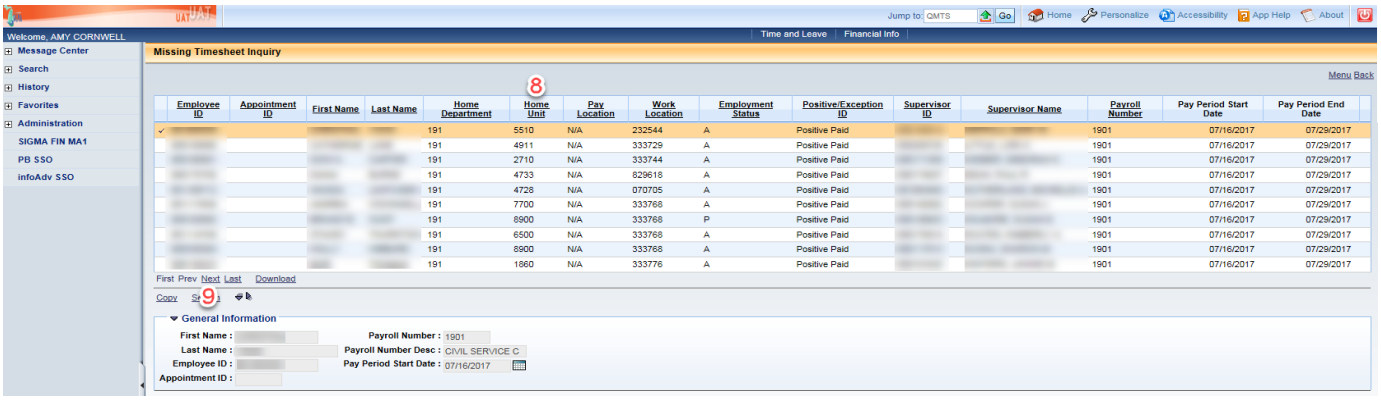
QMTS (Missing Timesheet Inquiry)

The QMTS query allows users to search for all timesheets that have not been created and/or submitted for the current pay period.

1. To run the missing timesheet query, in the primary navigation panel enter ‘QMTS’ in the ‘Jump To’ field and hit enter or click on ‘Go’.
2. A box will appear. If the box does not appear, click on ‘Search’.
3. Enter the Payroll Number (Process Level – example ‘1901’).
4. Enter the Pay Period Start Date.
5. Enter the Home Department (3 digit SIGMA Department Code - example ‘191’). Home Units may also be entered, if desired.
6. Hit Enter or click on ‘OK’.



7. This will bring up any missing timesheets (timesheets not created and/or submitted).
8. Sort list by clicking on the column title you want to sort by (e.g., Home Unit).
9. If ‘Next’ is underlined, click on ‘Next’ to view additional pages of missing timesheets.

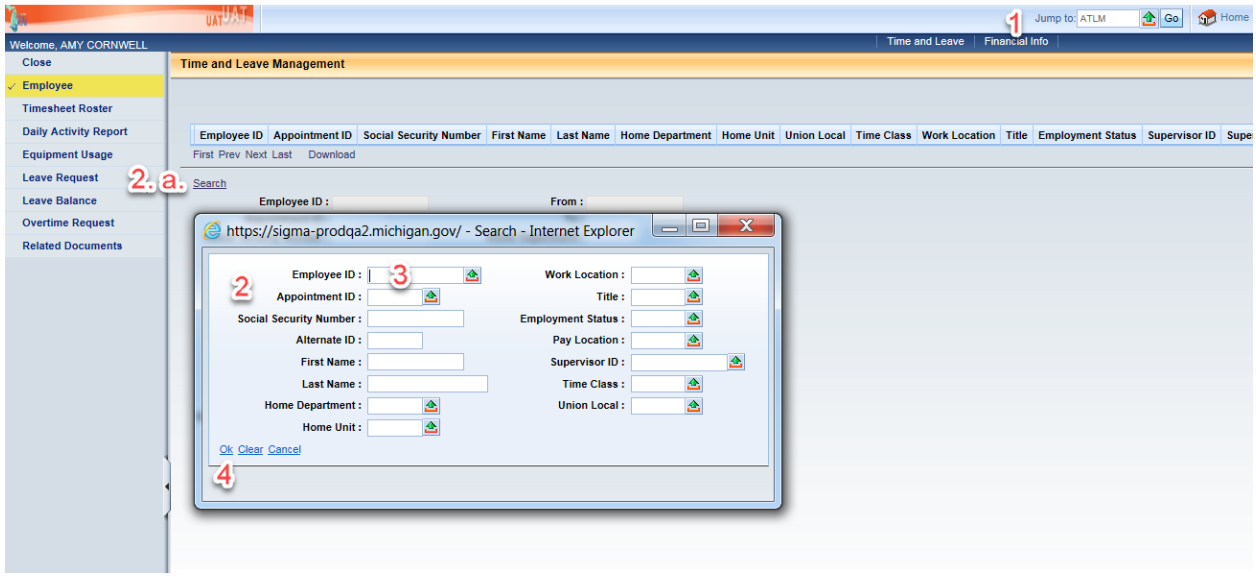


10. Contact employee to submit timesheet if possible. If employee is unavailable the manager can create and/or submit a timesheet for the employee using the 'Proxy' function in the manager's SIGMA ESS.
11. If there is insufficient time for the employee or manager to submit the timesheet, the timekeeper or HR will need to create and/or submit it. To create a missing timesheet, refer to ATLM instructions on page 44.
    a. For 'A' and 'P' status employees (Refer to SIGMA Status Code Conversion Matrix, Appendix G, on page 59) during the entire pay period being processed, an automatic timesheet will generate for the employee's default work hours if a timesheet is not submitted. If no hours were worked or leave hours used, a zero timesheet must be created to avoid overpayment due to automatic generation of a timesheet based on the employee's default work hours.
    b. If the employee was in 'A' or 'P' status during a portion of the pay period, a default timesheet will generate for the days in which they were in 'A' or 'P' status. If no hours were worked or leave hours used for the days the employee was in 'A' or 'P' status, a zero timesheet must be created to avoid generation of a timesheet based on the employee's default work hours for those days.
    c. For employees in SIGMA status 'Q', a timesheet must be submitted and approved to 'Final' status or the employee will not be paid for hours worked. A zero timesheet does not have to be created if no hours were worked as a default timesheet will <u>not</u> automatically generate. **Note: If a 'Q' status employee has a timesheet in 'Pending/Submitted' status, that timesheet will NOT proceed to 'Submitted/Final' when the Default Timesheet Process runs so be sure to appropriately address all 'Q' status employee timesheets.**
    d. For employees in SIGMA status 'C', 'L', 'N', 'T', 'W' or 'Z' during the entire pay period, it is not necessary to create a zero timesheet; a default timesheet will <u>not</u> automatically generate.

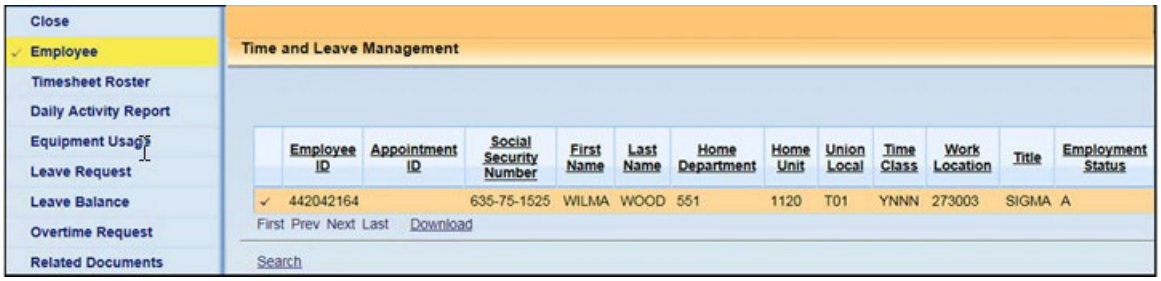
ATLM (Time and Leave Management)

The ATLM page displays a listing of employees and related timekeeping and leave data. The ATLM allows users to create and modify timesheets and/or view timesheets, leave balances, leave requests, and overtime requests. The ATLM must be used to create a new timesheet in HRM.

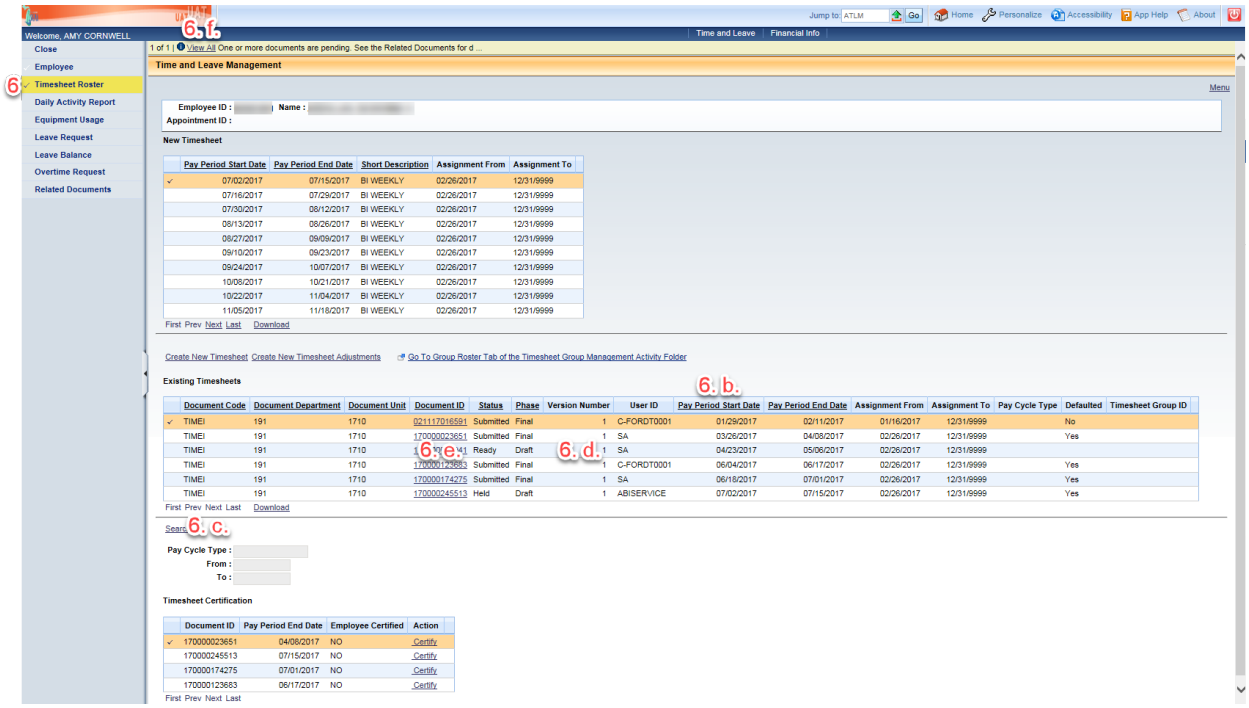
1. To access the ATLM, on the primary navigation panel, in the 'Jump To' field, enter 'ATLM' and hit enter or click on 'Go'.
2. A box will appear. If the box does not appear, click on 'Search'.
    a. Note: If previously working with a specific employee in SIGMA, the last employee will automatically be listed. If this is not the correct employee, click on 'Search' to enter the search criteria to bring up the correct employee.
3. Enter the Employee ID. User can also search by last name, first name, home department, and/or home unit.
4. Click on 'Ok' or hit enter.



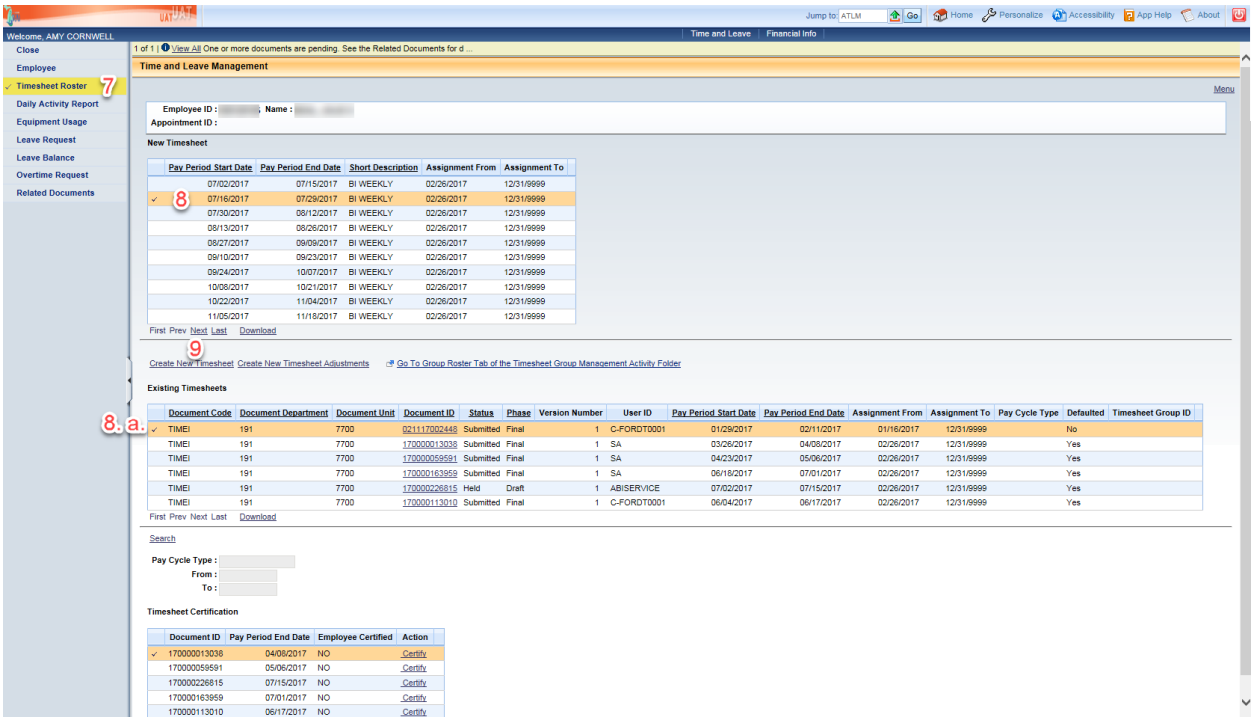
5. This will bring up the employee activity folder that contains information relative to the employee and their position.



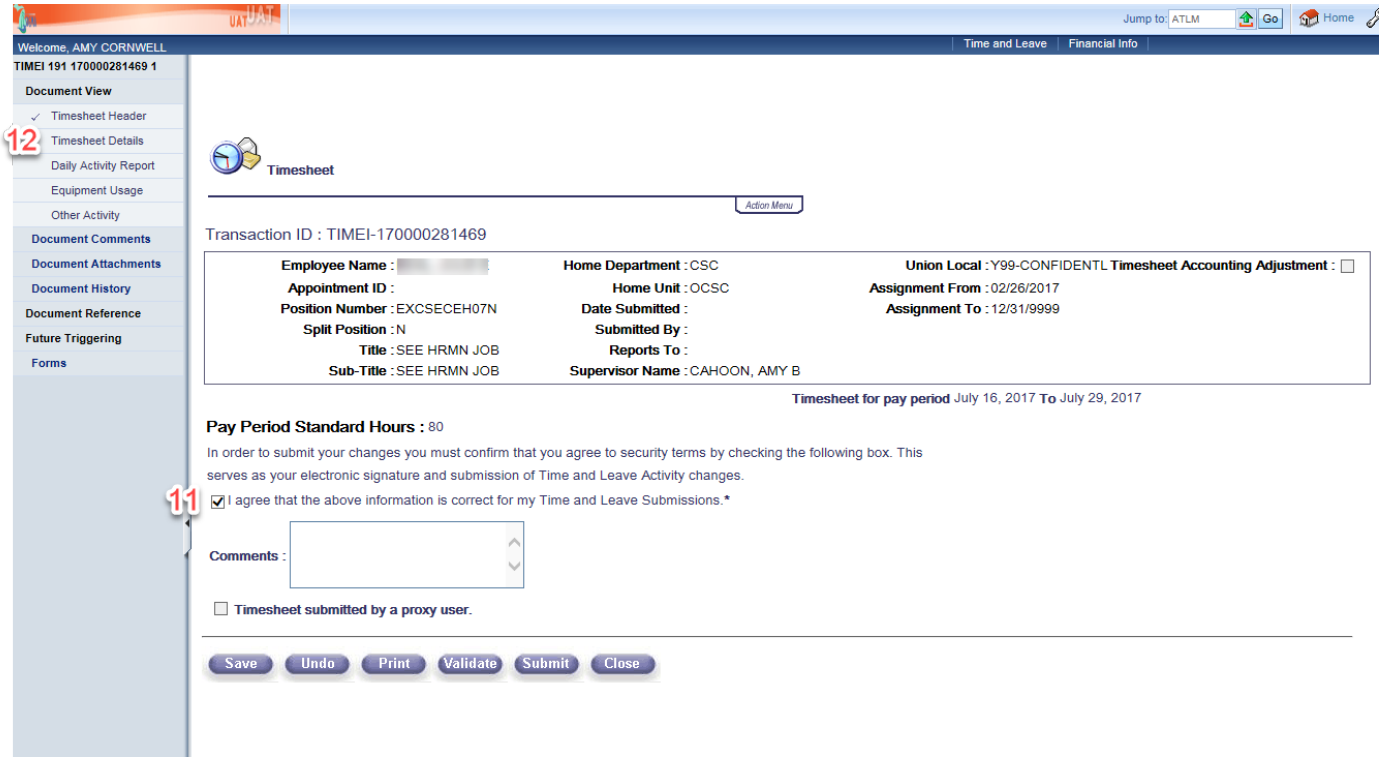
6. On the Secondary Navigation Panel, click on ‘Timesheet Roster’.
    a. Timesheet Roster – User can create new timesheets, view existing timesheets, or modify a timesheet that is in ‘Final’ or ‘Draft’ status.
    b. Sort information by clicking the column titles; click again to reverse sort.
    c. Only the first 10 records are shown; if there are additional timesheets, ‘Next’ and ‘Last’ will be underlined. Click on ‘Next’, ‘Last’, ‘First’, ‘Previous’ to see additional timesheets.
    d. It is possible to have multiple versions for a payroll/timesheet. In the ‘Version Number’ column, it will indicate the version of the timesheet.
    e. To view a timesheet, click on the ‘Document ID’ number.
    f. View information messages by clicking ‘View All’ at the top of the page, if needed.



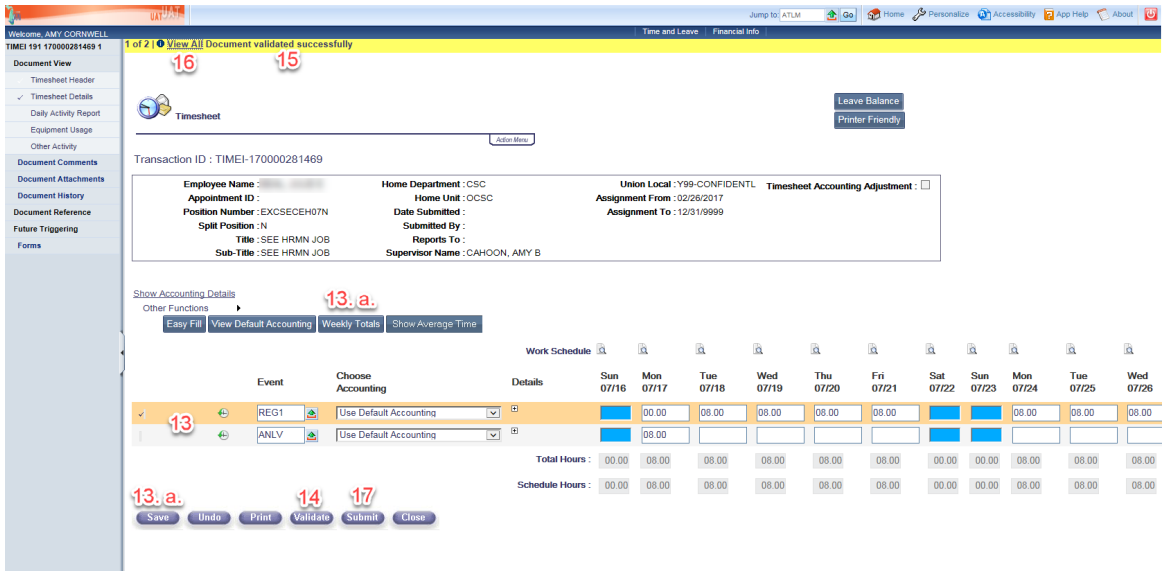
7. User can create a timesheet from the Timesheet Roster page in ATLM.
8. Select the payroll date to create the timesheet for by checking the appropriate pay period row in the box under the 'New Timesheet' header.
    a. Be sure the timesheet to be created does not already exist by reviewing existing timesheets under the Existing Timesheets header. Note: If a user attempts to create a timesheet and one already exists for that pay period, an error should occur.
9. Click on 'Create New Timesheet'.



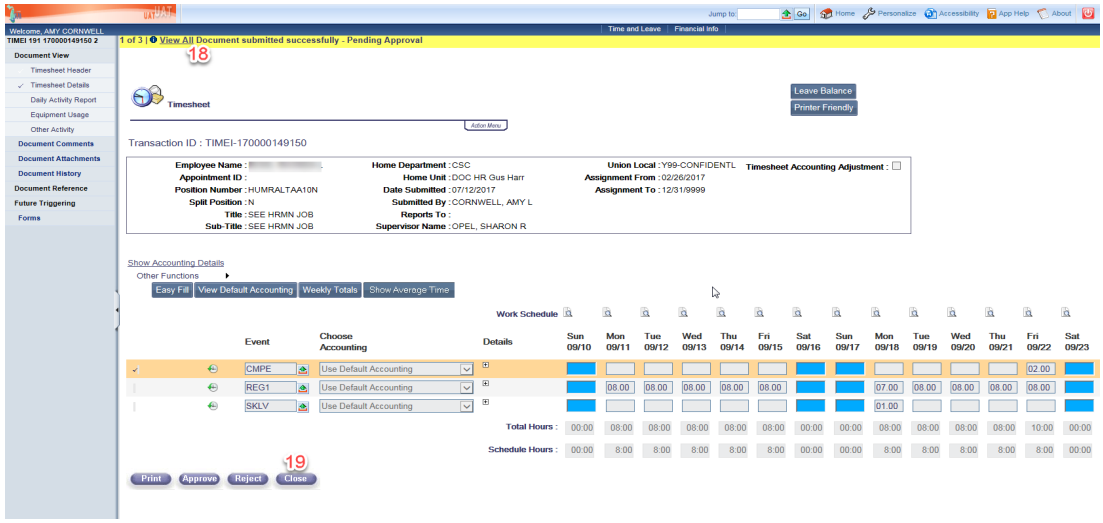
10. This will bring up ‘Timesheet Header’.
11. Check the “I agree that the above information is correct for my Time and Leave Submissions” box.
12. Click on ‘Timesheet Details’ on the Secondary Navigation Panel.



13. Add timesheet details (hours, comments, etc.).
    a. Note: 'Weekly Totals' will only update after the user Saves or Validates the timesheet. Click on 'Save' to view updated Weekly Totals.
14. Click on 'Validate'.
15. "Document validated successfully" message should appear.
16. Click on 'View All' to view errors, warnings and information messages. Make corrections if necessary. If corrections are made, repeat steps 14 and 15.
    a. Refer to Errors, Warnings, Information and Severe Messages, Appendix D, on page 56 for additional information.
    b. Refer to [Timesheet Edit Text Crosswalk Reference Guide](), in the SIGMA job aids.
17. Click on 'Submit'.



18. "Document Submitted Successfully – Pending Approval" message should appear. Timesheet will proceed to manager for approval. HR user with Bypass Approval authority can use 'Action Menu', 'Bypass Approval' if necessary.
19. Click on 'Close'.

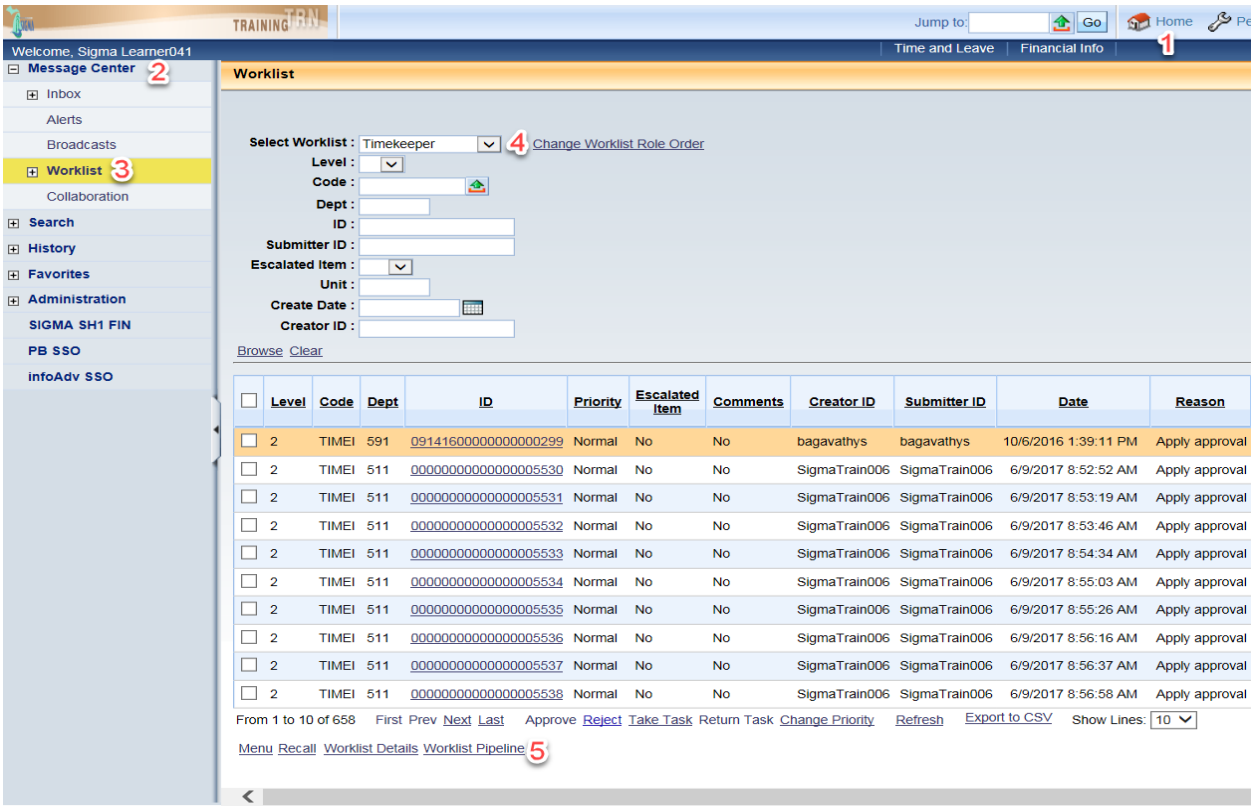


Worklist Pipeline

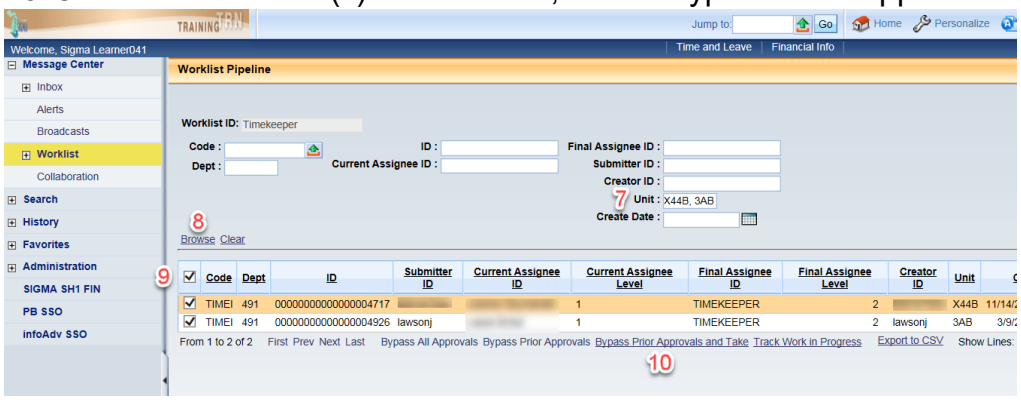
The 'Worklist Pipeline' function allows timekeepers and HR users to take and process timesheets that have not been approved at a lower level and therefore have not proceeded to the next level Timekeeper (HR) Worklist for the approval process. This function should be used only at the end of the timesheet review and approval process to move timesheets that timekeepers (HR Users) have been unable to approve. The Worklist Pipeline function should be used only when absolutely necessary and not in place of requiring manager approval.

NOTE: Timesheets assigned to another user cannot be pulled through the Worklist Pipeline. If a timekeeper takes timesheets to their personal worklist and is unable to complete them and is unavailable to return the timesheets to the centralized worklist, contact OHR for assistance.

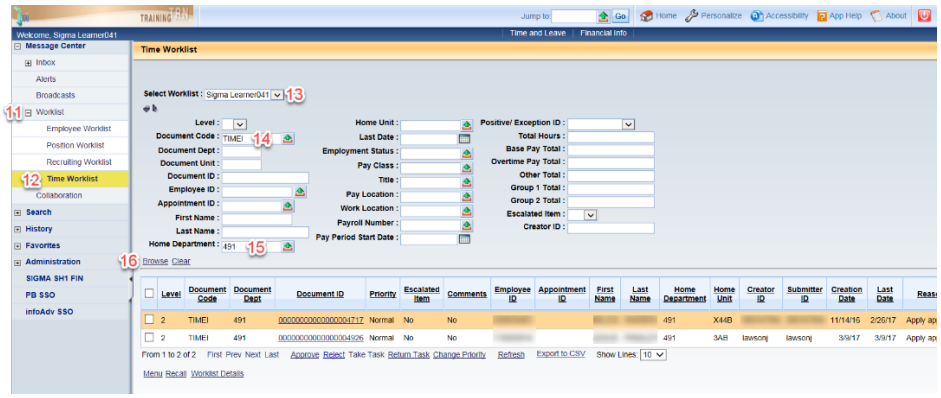
1. Start from the Home page. If not on the Home page, click on the 'Home' icon.
2. On the Secondary Navigation Panel, expand 'Message Center' (click on plus sign).
3. On the Secondary Navigation Panel, select 'Worklist'.
4. Use 'Select Worklist' drop down to select the Timekeeper worklist.
5. Select the 'Worklist Pipeline' link at the bottom of the document grid.



6. This brings up the ‘Worklist Pipeline’ page.
7. In ‘Unit’ field enter the Home Unit(s).
8. Click on ‘Browse’. Note: The ‘Current Assignee’ column will indicate a ‘0’ if the timesheet was rejected back to the employee for modification and the employee has not re-submitted or if the employee has recalled the timesheet, a ‘2’ if it needs manager approval, and a ‘3’ if it is pending timekeeper approval. Review/correction of the ‘0’ level timesheets is especially important to ensure the employee is paid appropriately.
9. Select the timesheet(s) that require approval that are ‘stuck’ at the previous level of approval. (Note that employee names are not listed on the screen.)
10. Once the timesheet(s) are selected, select ‘Bypass Prior Approvals and Take’.



11. On the Secondary Navigation Panel, expand ‘Worklist’.
12. On the Secondary Navigation Panel, select ‘Time Worklist’.
13. Use ‘Select Worklist’ drop down to select your personal worklist.
14. The timesheets that require review and approval are now displayed in the personal worklist. Review the timesheets and approve or modify them, as appropriate, following instructions on page 17 starting with step 12.



Appendix A

Time Entry in Hundredths of an Hour (Every 3 Minutes)

These hundredths of an hour	Represent this many minutes
.05	3 mins
.10	6 mins
.15	9 mins
.20	12 mins
.25	15 mins
.30	18 mins
.35	21 mins
.40	24 mins
.45	27 mins
.50	30 mins
.55	33 mins
.60	36 mins
.65	39 mins
.70	42 mins
.75	45 mins
.80	48 mins
.85	51 mins
.90	54 mins
.95	57 mins
1.00	60 mins

Appendix B

SIGMA Department Codes

Legacy Agency (FACS)	HRMN Process Levels	Legacy Name	SIGMA Department	SIGMA Name	SIGMA Short Name
011	0101	EXECUTIVE OFFICE	110	Executive Office	Executive
111	1101 1102	ATTORNEY GENERAL	111	Attorney General	AG
151	1501	CIVIL RIGHTS	151	Civil Rights	Civil Rights
071	0701	DTMB – MANAGEMENT AND BUDGET	171	Technology, Management and Budget	DTMB
084	0801	DTMB – INFORMATION TECHNOLOGY	171	Technology, Management and Budget	DTMB
090	0741	DTMB-CHIEF COMPLIANCE OFF	171	Technology, Management and Budget	DTMB
074	2704	STATE BUILDING AUTHORITY	174	State Building Authority	SBA
185	0740 1804	STRATETIC FUND AUTHORITY	185	Michigan Strategic Fund	MSF
186	1801	TED – TALENT INVESTMENT AGY	186	Labor and Economic Opportunity	LEO
191	1901	CIVIL SERVICE COMMISSION	191	Civil Service Commission	CSC
231	2301	STATE	231	State	MDOS
270	2707	CASINO GAMING BOARD	270	Gaming Control Board	MGCB
271	2701	TREASURY	271	Treasury	Treasury
275	2795	LOTTERY	275	Lottery	Lottery
313	3103	EDUCATION	313	Education	MDE
391	3901 thru 3970	COMMUNITY HEALTH	491	Health and Human Services	DHHS
431	4301 thru 4325	HUMAN SERVICES	491	Health and Human Services	DHHS
472	4702 thru 4764	CORRECTIONS	472	Corrections	MDOC
491	4901	HEALTH AND HUMAN SERVICES	491	Health and Human Services	DHHS
511	5101 thru 5103	MILITARY & VETERAN AFFAIRS	511	Military and Veterans Affairs	DMVA
n/a	5105	MICHIGAN VETERANS FACILITY AUTHORITY	512	Michigan Veterans' Facility Authority	MVFA

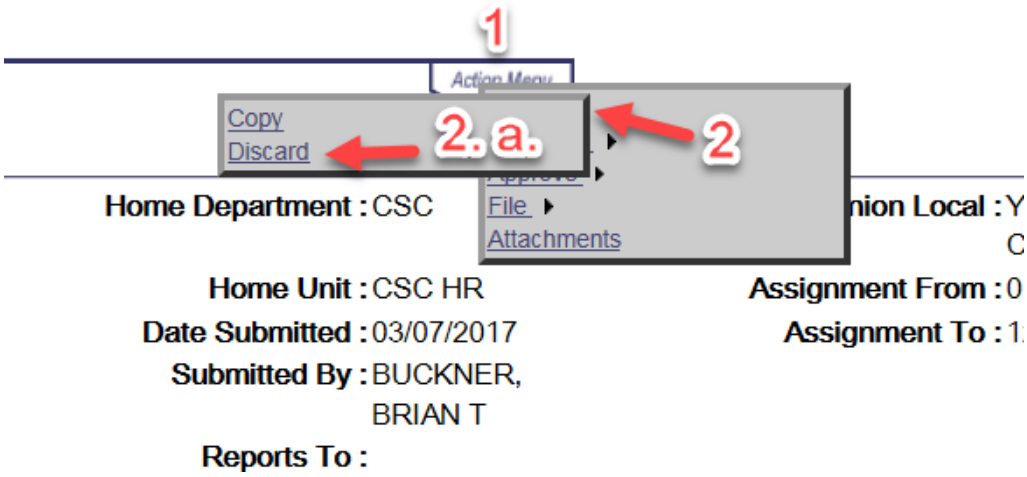
551	5501	STATE POLICE	551	State Police	MSP
591	5901 thru 5903	TRANSPORTATION	591	Transportation	MDOT
635	1803	MI STATE HOUSING DEVELOP AUTHORITY	635	Michigan State Housing Develop Authority	MSHDA
636	1802	LAND BANK FAST TRACK AUTHORITY	636	Land Bank Fast Track Authority	LBFTA
641	6401	LICENSING AND REGULATORY AFFAIRS	641	Licensing and Regulatory Affairs	LARA
651	6501	INSURANCE AND FINANCIAL SERVICES	651	Insurance and Financial Services	DIFS
751	7501	NATURAL RESORUCES	751	Natural Resources	DNR
761	7601	ENVIRONMENTAL QUALITY	761	Environment, Great Lakes and Energy	EGLE
791	7901	AGRICULTURAL AND RURAL DEVELOPMENT	791	Agriculture and Rural Development	MDARD
815	8105	MEDC CORPORATE	815	MEDC Corporate	MEDC Corporate
910	0301	AUDITOR GENERAL	910	Auditor General	OAG
911	0311 0312	SENATE	911	Senate	Senate
913	0313	SENATE FISCAL AGENCY	913	Senate Fiscal Agency	SFA
914	0314 0315	HOUSE OF REPRESENTATIVES	914	House of Representatives	House
916	0316	HOUSE FISCAL AGENCY	916	House Fiscal Agency	HFA
917	0317	LEGISLATIVE SERVICE BUREAU	917	Legislative Service Bureau	LSB
918	0318	LEGISLATIVE RETIREMENT SERVICES	918	Legislative Retirement Services	LRS
919	0319	STATE CAPITOL HISTORIC SITE	919	State Capitol Historic Site	SCHS
950	0501 thru 0514	JUDICIARY	950	Judiciary	Judiciary

Appendix C

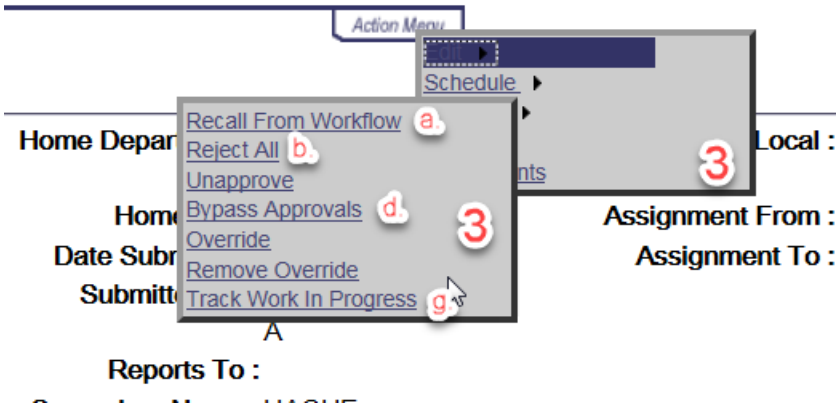
Action Menu Functions

The Action Menu provides users with a menu of available actions than can be performed on that page.

1. Click on the 'Action Menu' box.
2. Hover over 'Edit' submenu.
    a. Discard: Discards a timesheet. This is a functionality of the Time Coordinator role. Note: A timesheet can only be discarded if it is in 'Draft' form. If the timesheet has been submitted and is no longer in draft form, HR must 'Reject All' (from the Action Menu) to put the timesheet into draft status *prior* to discarding the timesheet.



3. Hover over ‘Approve’ submenu. This brings up additional functions.
    a. Recall From Workflow: This allows only the creator of a timesheet to recall the submitted timesheet for modification if the timesheet has not been approved.
    b. Reject All: Rejects Timesheet back to employee. All Timekeeper and HR roles must use ‘Reject All’ instead of ‘Reject’.
    c. Unapprove: Not being used.
    d. Bypass Approvals: This is a functionality of the Time Coordinator role. This allows the HR user to bypass approvals when a modification has been done and there is not a backup timekeeper/HR user to approve the timesheet due to security settings. It also allows HR to bypass approvals if manager approval or timekeeper approval has not occurred.
    e. Override: Not being used.
    f. Remove Override: Not being used.
    g. Track Work in Progress: This function allows a user to see the audit trail in the workflow process. This function only works when a timesheet is in pending, final or historical phase (i.e., does not work on a ‘Draft’ document).



Appendix D

Errors, Warnings, and Information Messages

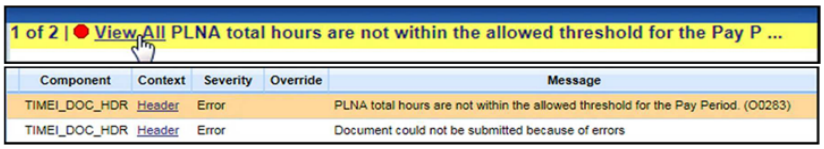
When users Save, Validate, or Submit a document, SIGMA performs a series of edit checks on the document. If SIGMA encounters any errors/warnings/information, it displays a brief error message at the top of the page. If there is more than one error, the first error message displays along with the total number of errors/warnings/information. For example, 1 of 4 indicates there are four errors/warnings/information messages, displaying the first message. To see all of the errors/warnings/information messages, select 'View All'. A scroll bar displays to allow users to view additional errors. Error messages have different severity levels. The levels are as follows.

Information: For informational purposes only and does not affect whether a document is accepted to the next phase of document processing. All informational messages that occur during document processing are accumulated so users see all the informational messages for that document version at one time.

Warning: Does not affect whether a document is accepted to the next phase. Warnings are compared with the warning message from a previous validate or submit action. If there are any new warnings since the last time, the user is given the chance to review these warnings before the document is accepted to the next phase. All warning messages that occur during document processing are accumulated so users see all the warning messages for that document version at one time. Users must determine if corrections are needed to the document based on the warnings.

Error: The document is rejected and any updates or changes made to the document without Validating or Saving after the changes are made are not committed to the database. All error messages that occur during document processing are accumulated so the user can see all the error messages for that document version at one time. In addition, the phase of the document remains at the Draft phase until the user fixes the document and validates or submits the document again. All errors must be corrected for the document to be successfully validated or submitted. As they are resolved, the error messages will no longer display.

Severe: The processing is terminated immediately. All updates or changes made to the document and made outside of the document are not committed to the database. Only the messages that occurred before the severe message and the severe message itself display to the user for review. This type of error is likely caused by a system generated issue and needs technical support for resolution.



Appendix E

Time Class

An employee's Time Class helps determine which types of pay or leave events may be entered. Some timesheet edits are based on the Time Class.

Time Classification	Overtime	Plan A (PLNA)	NPML (MIL EMRCNY)	ACA EXCEPTION	COV/CVD FMCC
ENNN	Exception OT (OTXx)	No	No	No	Yes
ANNN	Exception OT (OTXx)	No	No	No	**No**
ENYN	Exception OT (OTXx)	No	Yes	No	Yes
ANYN	Exception OT (OTXx)	No	Yes	No	**No**
EYNN	Exception OT (OTXx)	Yes	No	No	Yes
AYNN	Exception OT (OTXx)	Yes	No	No	**No**
EYYN	Exception OT (OTXx)	Yes	Yes	No	Yes
AYYN	Exception OT (OTXx)	Yes	Yes	No	**No**
NNNN	No	No	No	No	Yes
BNNN	No	No	No	No	**No**
NNNY	No	No	No	Yes	Yes
BNNY	No	No	No	Yes	**No**
NNYN	No	No	Yes	No	Yes
BNYN	No	No	Yes	No	**No**
NNYY	No	No	Yes	Yes	Yes
BNYY	No	No	Yes	Yes	**No**
NYNN	No	Yes	No	No	Yes
BYNN	No	Yes	No	No	**No**
NYYN	No	Yes	Yes	No	Yes

Time Classification	Overtime	Plan A (PLNA)	NPML (MIL EMRCNY)	ACA EXCEPTION	COV/CVD FMCC
BYYN	No	Yes	Yes	No	**No**
YNNN	Yes (OVTx)	No	No	No	Yes
CNNN	Yes (OVTx)	No	No	No	**No**
YNNY	Yes (OVTx)	No	No	Yes	Yes
CNNY	Yes (OVTx)	No	No	Yes	**No**
YNYN	Yes (OVTx)	No	Yes	No	Yes
CNYN	Yes (OVTx)	No	Yes	No	**No**
YYNN	Yes (OVTx)	Yes	No	No	Yes
CYNN	Yes (OVTx)	Yes	No	No	**No**
YYYN	Yes (OVTx)	Yes	Yes	No	Yes
CYYN	Yes (OVTx)	Yes	Yes	No	**No**

*Note: ACA is Affordable Care Act exception for Student Assistants, other non-career employees, and SPS employees (all ‘Q’ status in SIGMA) to work more than 59 hours.

Appendix F

Document Phase and Status Definitions

Document Phase

Conflict Draft - A draft version set aside to allow the creation and processing of a new draft version (normally by an offline or background process).

Draft - The timesheet has been created and saved (not submitted), or the timesheet has been submitted but rejected at some point in the workflow process. All document versions start in this phase.

Final - The last phase of document processing. The document has been approved.

Historical (Final) - A Final version of a document that has been superseded by a later version of the same document.

No Phase - Currently not used.

Pending - The document is tentatively accepted subject to approval workflow.

Template - A partial or full version of a document set aside as an example.

Document Status

Held - A document that has been created and saved but not validated.

Ready - A document that has been successfully validated but not submitted.

Rejected - A document that has either been rejected by the reviewer/approver through workflow or has failed system validation.

Submitted - A document has been submitted and routed through workflow and waiting review and approval.

Appendix G

Employee Status Code Conversion Matrix

HRMN to SIGMA

SIGMA Status (ESMT)	SIGMA Description	HRMN Status (ATTR, User Defined Fields, User Code 3)	Timesheet Leave Events	Timesheet Pay Events	Default Timesheet
A	ACTIVE	AA, AD, AE, AF	Yes	Yes	Yes
C	PENDING FINAL	CA, CB, CF, CG, CH	Yes*	No	No
N	NON-EMPLOYEE	XA	No	No	No
P	PART TIME	AB, AC	Yes	Yes	Yes
Q	ACTIVE-NODFLT	AQ, AR	Yes	Yes	No
T	TERMINATED	GA, GB, GQ, IA, XB	Yes*	No	No
L	LOA-LAYOFF	EA, EB	Yes*	No	No
Z	ADJUSTMENT	ZA, ZB, ZC, ZR	Yes	Yes	No
W	WORKCOMP	AP	Yes	Yes	No

*** Leave Events allowed for these statuses (C, T, L) to allow manual HRMN leave adjustments to post in SIGMA. However, a timesheet edit will prevent the use of leave events on timesheets.**

Refer to SIGMA Signal # 0141 for more information.