



User Guide For Managers

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Login Screen

Introduction

This User Guide contains information about key features in People First that managers use regularly. As of July 2010, the login screen and the entire site have a new look, and features which are easy to use, like the timesheet.

Related topics include:

- Home Page
- Updating Your Personal Information
- Timesheet Entry
- Employee Timesheet Approval

Getting Started

Follow the appropriate path to access the login screen.

Login Screen

The screenshot shows the People First login screen with the following elements and callouts:

- 1**: A banner at the top of the page containing an announcement about Open Enrollment starting September 27, 2010.
- 2**: The Job Seekers section, which includes options to browse jobs by region (West, North, Central, South) or by county, and a link to create an account.
- 3**: The State Employees and Retirees section, which contains a login form with fields for User ID and Password, a Log In button, and links for forgot password and change password.
- 4**: The Why work for the State of Florida? section, which features a collage of images showing people working.
- 5**: The Helpful Websites section, which lists various links such as Deferred Compensation, Payroll Information, Employee Search (411), Florida Retirement System, MyBenefits, and MyFlorida.com.

Login Screen Navigation

- 1 The banner across the top of the screen is the Communication Message Area with important messages for all People First users.
- 2 The Job Seekers section allows you to save search criteria and apply for open positions. It also lets you search jobs by region or county.
- 3 In the State Employees and Retirees section is where you type your People First User ID and Password to enter the site.
- 4 Learn more about public service in Why work for the State of Florida section.
- 5 Helpful Websites is a list of other useful websites.

Passwords Requirements


Starting with your password expiration after July 2010 there are new password requirements.

- Your new password must be 8-30 characters in length.
- Your new password must begin with a letter.
- Your new password must contain at least one upper case letter.
- Your new password must contain at least one lower case letter.
- Your new password must contain at least one number.
- You may not use any of your last 10 passwords.

For example, **Password1**.

Logging Into People First

Follow the steps below to login to People First.

Steps	
1.	Enter your numeric People First ID in the User ID field.
2.	Enter your People First password in the Password field.
3.	Click the  button.

Home Page

Introduction

The People First Home Page allows you to access several key areas within the system.

Related topics include:

- My Quick Links
- My Tasks Due
- My Alerts
- Announcements
- Changing a Home Address
- Timesheet Entry
- Employee Timesheet Approval

Getting Started

Follow the appropriate path to access the Home Page.

Your path is...
<i>Login Screen > Enter People First User ID and Password > Click Log In button</i>

Home Page

The screenshot shows the PeopleFirst Home Page for a user named MANUEL PORRAS. The page layout includes a header with navigation tabs (Home, Employee Information, Health & Insurance, Training) and a user profile dropdown (6). Below the header is a 'My Home Page' section with three main columns: 'My Quick Links' (8) containing links like Current Benefits and Emergency Contact; 'My Tasks Due' (9) showing Outstanding Timesheets; and 'My Alerts' (10) showing No Alerts. At the bottom, there are 'Helpful Websites' (11) and 'Announcements' (12) sections. The Announcements section includes dates like July 19, 2010, and a 'Next' link at the bottom.

Home Page Description

6 Links in the Header on the upper right area of the Home Page allows you to:

- Access your timesheet by clicking My Timesheet, and
- Use the EAP link to get information about the state's Employee Assistance Program.

7 Navigation tabs across the top of the page:

- The Employee Information tab allows you to update your personal information, like your home address.
- View your benefits enrollment information through the Health & Insurance tab.
- The Training tab allows you to access your training history as well as training videos.

Home Page Sections:

- 8 The My Quick Links section includes the most commonly used screens. You can access your timesheet here, as well as Employee Information.
- 9 The My Tasks Due section includes pending tasks specific to you. The system automatically removes Task messages once you complete the task. Clicking the link in My Tasks Due takes you to the screen you need to access to complete the task. For example, if you have not completed your timesheet you will see a Tasks Due message telling you an action is needed.
- 10 The My Alerts section displays additional activities you need to complete, or key information you need to know. You must manually remove these messages. The system does not automatically remove them like it does My Tasks Due.
- 11 The Helpful Websites section includes a list of websites state employees and retirees may frequently use.
- 12 The Announcements section includes information for state employees and retirees. This section is not employee specific. It is important to note that there may be more than one page of announcements. Click the Next link at the bottom of the section to go to the next page.

Updating Your Personal Information

Introduction

The People First system allows you to make certain updates to personal information such as updating your home address or updating direct deposit information.

Related Topics include:

- Updating a Home Address

Getting Started

Follow the appropriate path to access the screen to update personal information.

Your path is...

Login Screen > Home Page > My Quick Links > Home Address

OR

Login Screen > Home Page > Employee Information Tab > Personal Information > Home Address


Employee Information

The screenshot shows the PeopleFirst system interface. At the top, there's a navigation bar with 'Home', 'Employee Information', 'Health & Insurance', and 'Training'. The 'Employee Information' tab is selected. Below the navigation bar, there's a 'Home Address' section. It includes a table with columns: Effective Date, End Date, Address, City, State, and ZIP Code. The table shows one entry: 09/10/2004, 12/31/9999, 8437 N. RIVER DUNE STREET, TAMPA, FL, 33617. Below the table, there's a 'Menu' button and a 'New' button. The 'Details' section is also visible, showing fields for Address Type, Effective Date, End Date, Street Address, City, State, Zip, Country, Phone 1, Phone 2, and Pager ID. The 'Save' button is highlighted with a red box.

Updating a Home Address

Follow the steps below to change a home address starting from the Home Page.

Steps

1. Select the **Employee Information** tab.
2. Click the  **Personal Information** link.
View and edit your personal information.
3. Click the **Home Address** link.
4. Click **New** on the **Home Address -> Overview** screen.
5. Complete all **required** fields (indicated by a red asterisk *).
6. Click the **Save** button.

Timesheet Entry

Introduction

The People First system allows you to enter or update hours on your timesheet. You can complete several actions from the Employee Timesheet page, such as create or apply a timesheet template, change hours worked, enter leave, or review your leave balance.

Related topics include:

- Enter Timesheet with Hours Worked
- Enter Timesheet with Annual Leave
- Leave Balance Overview

Getting Started

Follow the appropriate path to access the screen to enter a timesheet.

Your path is...

Login Screen > Home Page > Header Links on the upper right > My Timesheet

OR

Login Screen > Home Page > My Quick Links > Timesheet

OR

Login Screen > Home Page > My Tasks Due> Outstanding Timesheets

Timesheet

The screenshot shows the 'Employee Timesheet -> Overview' page. Callout 13 points to the 'Employee Timesheet -> Overview' section header. Callout 14 points to the 'Employee Timesheet -> Message Area' section. Callout 15 points to the 'Employee Timesheet -> Details' section. Callout 16 points to the 'Timesheet Comments' section. The 'Overview' table lists pay periods with status indicators: Approved (green), Submitted (yellow), and Rejected (red). The 'Details' section shows a weekly breakdown of hours by day of the week.

Period Begin Date	Period End Date	Status
02/05/2010	02/18/2010	Approved
02/19/2010	03/04/2010	Submitted
03/05/2010	03/18/2010	Submitted
03/19/2010	04/01/2010	Submitted
04/02/2010	04/15/2010	Submitted

Chg. Obj.	Activity	Sub	Hours	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Hours
1000			8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	80.00
Totals			8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	80.00

Timesheet Navigation

13 Employee Timesheet -> Overview:

- Displays a summary of pay periods. Select a pay period by clicking the box to the left of the row. Once you select a timesheet, the page is automatically in Edit mode. The timesheet for the period selected appears in the Detail section of the screen.
- The Status column displays the status of your most recent timesheets. Status indicators are color coded. (Blue = In Progress, Yellow = Submitted, Green = Approved, Red = Rejected, Orange = Unapproved)
- The timesheet page always defaults to the oldest, past due, incomplete timesheet.

Timesheet Navigation

- The When Do I Get Paid? link displays bi-weekly and monthly pay period dates, as well as the pay date.
- The Timesheet FAQs link directs you to frequently asked questions about the timesheets.
- The Payroll Information link directs you to the Employee Earnings Statement website.

14 Employee Timesheet -> Message Area:

- Contains informational and error messages.

15 Employee Timesheet -> Details:

- The Total Hours section shows the timesheet reporting period and the total hours recorded.
- The Leave Balance Overview link allows you to view your Leave Balances.
- The Timesheet Summary link allows you to access timesheet history, and
- Use the Create/Change Template link to create or change a timesheet template.

15 Fields available for completing a timesheet:

- Use the Hours Type field to indicate hours worked or leave taken. Hours type 1000 (hours worked) will appear by default on your timesheet.
- Two weeks appear on the screen at a time however, if you are a monthly or 28-day employee, use the horizontal scroll bar under your timesheet to view your entire timesheet.
- Use the Timesheet Comment field to document important comments about your timesheet. Once your timesheet is saved, comments cannot be edited. Be sure you proofread your entries before you save. Timesheet comments transfer to the Comment History field that includes your name and date of your entry.

16 Functions:

- Click the Save button to save any changes to your timesheet. If you entered something incorrectly you will see error messages in the Employee Timesheet > Message Area.
- The Cancel button cancels any unsaved entries in your timesheet.
- If you use a template click the Apply Template button to apply your timesheet template.
- Click the drop-down arrow in the Select Period field to choose a different work week to submit. This is for overtime eligible employees who wish to submit a timesheet by single work week.
- Click the Check Timesheet button to validate that you entered the timesheet correctly. Error messages will appear in the Employee Timesheet > Message Area if the timesheet is not entered correctly. The system automatically saves any entries you made if it is error free.

Enter Timesheet with Hours Worked (Hours Type 1000)

Follow the steps below to enter a timesheet with hours worked starting from the Home Page.

Steps	
1.	Select My Timesheet from the Home Page. Note: The system will default to the oldest, past due, incomplete timesheet.
2.	Confirm that the default hours are correct.
3.	Enter a comment in the Timesheet Comment field if needed.
4.	Click the Save button.
5.	Enter your People First password in the Enter Password field.
6.	Click the Submit for Approval button.

Enter Timesheet with Annual Leave

Follow the steps below to enter a timesheet with annual leave hours starting from the Home Page.

Steps	
1.	Select My Timesheet from the Home Page. Note: The system will default to the oldest, past due, incomplete timesheet.
2.	Change the number of hours worked to 0 (zero) for the day(s) that annual leave was taken.
3.	Select Hours Type 0051 in the Hours Type field. Note: This process is the same when selecting the Hours Type for any other types of hours.
4.	Enter the number of hours for each affected day.
5.	Enter a comment in the Timesheet Comment field if needed.
6.	Click the Save button.
7.	Enter your People First password in the Enter Password field.
8.	Click the Submit for Approval button.

Leave Balance Overview

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Leave Balance Overview

Employee: MANUEL PORRAS
Title: 64028077 - FISCAL ASSISTANT II Agency: DOH - Health

Leave Balance Overview->Overview

Payroll Period

- ☒ 02/05/2010-02/18/2010
- ☐ 02/19/2010-03/04/2010
- ☐ 03/05/2010-03/18/2010
- ☐ 03/19/2010-04/01/2010
- ☐ 04/02/2010-04/15/2010

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Leave Balance Overview->Details

Current Balances

	Date	ANNUAL LEAVE	SICK LEAVE	PERSONAL HOLIDAY
Total Hours Available	05/26/2010	106.000	10.000	1.000
Pending Timesheet Hours	05/26/2010	6.000	0.000	0.000
Net Hours Available	05/26/2010	100.000	10.000	1.000

Pay Period Overview

	Date	ANNUAL LEAVE	SICK LEAVE	PERSONAL HOLIDAY
Beginning Balance	02/05/2010	124.000	14.000	1.000
Accrual	02/18/2010	6.000	4.000	0.00
Used	N/A	(24.00)	(8.00)	0.00
Ending Balance	02/18/2010	106.000	10.000	1.000

This screen is view only.

Buttons: Edit, Save, Cancel, Next, **Return to Timesheet**

Leave Balance Overview Navigation

- The Leave Balance Overview page displays your beginning and ending leave balances as they relate to timesheets.
 - This page is for viewing only.
- 17 Leave Balance Overview->Overview:**
- Payroll Period is shown.
 - The date range displayed in the Details section can be changed by clicking in the box to the left of the row.
- 18 Leave Balance Overview->Details:**
- Annual, sick, and other types of leave displayed in hours, as well as pending hours entered on the timesheet.
 - Personal holiday is displayed as a day, not hours.

Checking Your Leave Balance

Follow the steps below to view your leave balance starting from the Timesheet screen.

Steps	
1.	Access the Leave Balance Overview page by clicking the Leave Balance Overview link on the Timesheet Page.
2.	Review annual, sick, and other leave types, as well as pending hours entered on your timesheet.
3.	To go back to the timesheet, click the Return to Timesheet button.

Employee Timesheet Approval

Introduction

As a manager, you are required to approve timesheets for your employees. In this section, we look at the Employee Timesheet Approval screen, and the process for approving a timesheet. These time approvals are immediately updated upon submission.

Getting Started

Follow the appropriate path to access the screen to approve an employee timesheet.

Your path is...

Login Screen > Home Page > My Tasks Due> Timesheets Needing Action or Approval

OR

Login Screen > Home Page > Management tab > My Direct Reports > Employee Timesheet Approval

OR

Login Screen > Home Page > My Quick Links > My Direct Reports > Employee Timesheet Approval

Timesheet Approval

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PeopleFirst
STATE OF FLORIDA HR

Print | Alerts | My Timesheet | EAP | Contact Us | Log Off

Home Management PAR Employee Information Health & Insurance Talent Management Training Org Management

Current User: 123456 - MARIA JOHNSON - HUMAN RESOURCE CONSULTANT - SES

Title: 72002345 - HUMAN RESOURCE CONSULTANT - SES Agency: DHS - Management Svcs

Employee Timesheet Approval->Overview

Payroll Period	Pay Period Type
<input checked="" type="checkbox"/> 05/14/2010-05/27/2010	Bi-Weekly
<input type="checkbox"/> 05/28/2010-06/10/2010	Bi-Weekly
<input type="checkbox"/> 06/11/2010-06/24/2010	Bi-Weekly
<input type="checkbox"/> 06/25/2010-07/08/2010	Bi-Weekly
<input type="checkbox"/> 07/09/2010-07/22/2010	Bi-Weekly

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Menu New

Employee Timesheet Approval->Details

App.	Emp. ID#	Employee Name	FLSA Schedule	Scheduled Hours	Submitted Hrs Worked	Submitted Hrs Leave	Approved Hrs Worked	Approved Hrs Leave	Rejected Overtime Hours	Hours	Missing
<input checked="" type="checkbox"/>	000000013	ZIMMERMAN BRIAN B	Bi-Weekly	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	000000012	MILLER SHARON A	Bi-Weekly	80.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00

* An employee(s) name in red designates that he/she has recorded hours for extra pay, pending approval. To view the detail click on the employee ID.

Save Cancel Page Up Page Down

Timesheet Approval Navigation

19 Employee Timesheet ->Overview

- This page displays the timesheet Payroll Periods and Pay Period Types. You can select a specific payroll period to view by clicking in the checkbox to the left of that period.

20 Employee Timesheet Approval -> Details:

- When you select a payroll period to view, the employee's timesheet totals for that period are displayed.

Employee Timesheet Approval

Follow the steps below to approve an employee's timesheet starting from the Home Page.

Steps	
1.	Select Timesheets Needing Action or Approval under My Tasks Due on the Home Page.
2.	Click the <input type="checkbox"/> next to the specific payroll period.
3.	Review the employee's timesheet totals in the Employee Timesheet Approval -> Details section.
4.	To approve the timesheet, click the Edit button and then click the <input type="checkbox"/> box in the App. column. Note: If you need to make updates to the employee's timesheet, click the Employee ID link then you can approve, reject or modify the timesheet.
5.	Click the Save button.