Bi-Weekly Time Entry & Reports

Use this toolbox to learn about bi-weekly time entry and how to run HRMS Reports related to payroll data entry. To request access to Georgia Tech’s time editor panels in PeopleSoft, you must complete the training requirements and be an authorized HR Department Administrator.

Register for Bi-Weekly Training at www.training.gatech.edu.

Pre-Requisites

- Intro to HR at GA Tech (tutorial)
- Navigation Class (tutorial)
- Payroll 101 (tutorial)

Go to: www.training.gatech.edu
to register and complete tutorials

How to Get Help

- HR Rep as first responder
- pay.ask@ohr.gatech.edu
- 404-894-GTHR (4847)

OHR-related Training Areas:

- Vacation/Sick
- Time Out
- Applicant Tracking System
- Managing Personnel Transactions
- HRMS Reports

Training Resources

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Job Aids

| Payroll Calendars |
| Bi-Weekly Quick Reference Guide |
| Time Document QRG |

How to calculate vacation balances

| Time Entry FAQ |
| Time Entry Glossary |

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