

## Know the Basics

- ▶ All employees are assigned a seven-digit employee number as the employee identifier. This employee number appears on the payslip, effort reports and timesheets, and in the self service and the HR applications.
- ▶ Dates in the Administrative Systems are entered in the following formats:

DD-MMM-YY	19-MAR-54
DD-MMM-YYYY	19-MAR-1954
DDMMYY	24JAN04
DDMMYYYY	24JAN2004

- ▶ The color of the field is a helpful indicator when entering information.
  - Yellow fields are required fields and must have information in them in order for you to go to the next available field or save the form.
  - White fields are optional fields.
  - Gray fields are not available for data entry.
- ▶ To move from field to field, press the **TAB** key **OR** click in the next available field.
- ▶ To close a Form (window), on the Menu bar, go to File > Close Form, **OR** click on the **X** in the upper right hand corner of the form.
- ▶ Some Forms have a limited number of lines for entering data. If a scroll bar is to the right of the line, the Form contains additional lines that are not visible.

Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
<input type="checkbox"/>	Pers Holiday-WK1		5.93						5.93		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Vacation-WK1		2.37						2.37		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Work A-WK1			8.00	8.00	8.00			24.00		<input type="checkbox"/>	<input type="checkbox"/>	

Place your cursor in any field on the last line and press the down arrow on your keyboard.



The scroll bar moves down to reveal a blank line.

Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
<input type="checkbox"/>	Vacation-WK1		2.07						2.07		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Work A-WK1			8.00	8.00	8.00			24.00		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	

After all data is entered and saved, the space after the scroll bar now indicates that additional lines are available for viewing by pressing the keyboard down arrow.

Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
<input type="checkbox"/>	Pers Holiday-WK1		5.93						5.93		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Vacation-WK1		2.07						2.07		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Work A-WK1			8.00	8.00	8.00			24.00		<input type="checkbox"/>	<input type="checkbox"/>	