



Step	Action
1.	The Maintain Time Reporter page determines if an employee reports time using Combo Codes or Task Profiles. Navigation: NavBar: Menu > Time and Labor > Vermont Taskgroup Maintenance > Maintain Time Reporter Data
2.	Search for the employee by Employee ID or Name on the Find an Existing Value search page.
3.	Click the + button to add a new or update an existing Taskgroup
4.	Update the Effective Date : to the first date of the pay period you want the change to take effect.
5.	Click the lookup button next to Elapsed Time Template : select either: VT_COMBO for Combo Code reporting, (which is the default), or VT_TASKPRF for Task Profile reporting.
6.	The default Taskgroup is PSNONTASK which is used with VT_COMBO . Click the lookup button next to Taskgroup : after typing in the first few letters of your department's unique identifier.
7.	Task Profile is used to set a default that is different than the default for Taskgroup.

Maintain Time Reporter

Maintain Time Reporter Data

Charlene Flinn ID: 12326 Empl Record: 0
Organizational Relationship: Employee Badge Detail Group Membership

Time Reporter Data Find | View All First 1 of 2 Last

Effective Date: 05/01/2014 Status: Inactive
Elapsed Time Template: VT_COMBO Combination Code Reporting
Taskgroup: PSNONTASK Non Task Taskgroup
Task Profile ID: []
Time Reporter Group: 28AGR23
Workgroup: P11EX840P

Effective date: First date of the pay period

Elapsed Time Template:
VT_COMBO = Combo Code Time Reporting
VT_TASKPRF = Task Profile Time Reporting

Taskgroup: Select the specific Taskgroup. PSNONTASK is to be used with VT_COMBO Time Template

Buttons: Save, Return to Search, Notify, Refresh, Update/Display, Include History, Correct History

Step	Action
1.	To create or update a Task Profile select either Add a New Value or Find an Existing Value. Navigation: Main Menu > Set Up HRMS > Product Related > Time and Labor > Task Configurations > Task Profile
2.	Name the Task Profile consistently using your department's unique identifier.
3.	Click the + button to add a new or update an existing Task Profile
4.	Update the Effective Date : to the first date of the pay period you want the change to take effect.
5.	Click the lookup button next to Task Template ID : select VT_TSKPRF .

Task Profile

Task Profile ID TEST

Task Profile Information Effective Date: Pay-Period Start Date

Effective Date: 07/18/2024 Status: Active
Description: [] Short Description: []
Task Template ID: [] Task Template ID = VT_TSKPRF
Allocation Type: Allocation by Percentage Send To TCD: []

Allocation Detail

Allocation Information HR and TL Elements ChartFields EC and EPM Elements Custom Fields
Enter GL BU Select Combo Code(s) Allocation Percent: 0.000000

Buttons: Save, Add (Add rows if allocating to multiple chartfields)

Step	Action
1.	To create or update a Taskgroup select either Add a New Value or Find an Existing Value. Navigation: Main Menu > Set Up HRMS > Product Related > Time and Labor > Task Configurations > Taskgroup
2.	Click the + button to add a new or update an existing Taskgroup .
3.	Click the lookup button next to Task Template ID : select VT_TSKPRF .
4.	Click the lookup button next to Elapsed : select VT_TASKPRF .
5.	Click the lookup button next to Punch : select PSPCH_NONE .

Taskgroup

Taskgroup TEST

Taskgroup Information Effective Date: Pay-Period Start Date

Effective Date: 07/18/2024 Status: Active
Description: [] Short Description: []
Task Template ID: [] Task Template ID = VT_TSKPRF
Default Task Profile: [] Commitment Accounting: []

Time Reporting Templates

Elapsed: [] Elapsed = VT_TASKPRF & Punch = PSPCH_NONE
Punch: []

Valid Task Profiles: Look up Task Profile(s) and select to add to group

Task Profile ID: [] Description: [] Status: Active Default: []

Buttons: Save, Add, Update/Display, Include History, Correct History