



Step	Action
1.	The Maintain Time Reporter page determines if an employee reports time using Combo Codes or Task Profiles. Click the Maintain Time Reporter Data link. <input type="text" value="Maintain Time Reporter Data"/> Navigation: Main 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 . <input type="button" value="+"/>
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. <input type="text" value="Elapsed Time Template: VT_COMBO"/>
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. <input type="text" value="*Taskgroup: PSNONTASK"/>
7.	Task Profile is used to set a default that is different than the default for Taskgroup.

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:

Elapsed Time Template:

*Taskgroup:

Task Profile ID:

Time Reporter Group: 28AGR18

Workgroup: P11EX840P

Status: Active

Combination Code Reporting

Non Task Taskgroup

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

Add a new row when updating this page



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 .
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 .

Task Profile

Task Profile ID: Effective date: First date of the pay period

Task Profile Information Find | View All | First 1 of 1 | Last

*Effective Date: 05/05/2013 Effective date: First date of the pay period *Status: Active + -

*Description: Task Template ID = VT_TSKPRF Short Description:

*Task Template ID: Add a new row when updating this page

*Allocation Type: Allocation by Percentage + -

Allocation Detail Customize | Find | View All | First 1 of 1 | Last

Allocation Information Enter GL BU on this tab Select Combo Code(s) on this tab Add rows if allocating to multiple chartfields

HR and TL Elements + - ChartFields + - PC and EPM Elements + - Custom Fields

Allocation Percent 0.000000 + -

Save Add Update/Display Include History

Taskgroup

Taskgroup: Effective date: First date of the pay period

Taskgroup Information Find | View All | First 1 of 1 | Last

*Effective Date: 04/10/2013 Effective date: First date of the pay period *Status: Active + -

*Description: Task Template ID = VT_TSKPRF Short Description:

*Task Template ID: Add a new row when updating this page

Default Task Profile:

Time Reporting Templates

*Elapsed: Elapsed = VT_TASKPRF

*Punch: Punch = PSPCH_NONE

Clear Task Profile Detail

Valid Task Profiles Customize | Find | View All | First 1 of 1 | Last

*Task Profile ID	Description	Status	Set As Default	
<input type="text"/>		Active	<input type="checkbox"/>	+ -

Save Add Update/Display Include History Correct History

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