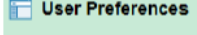


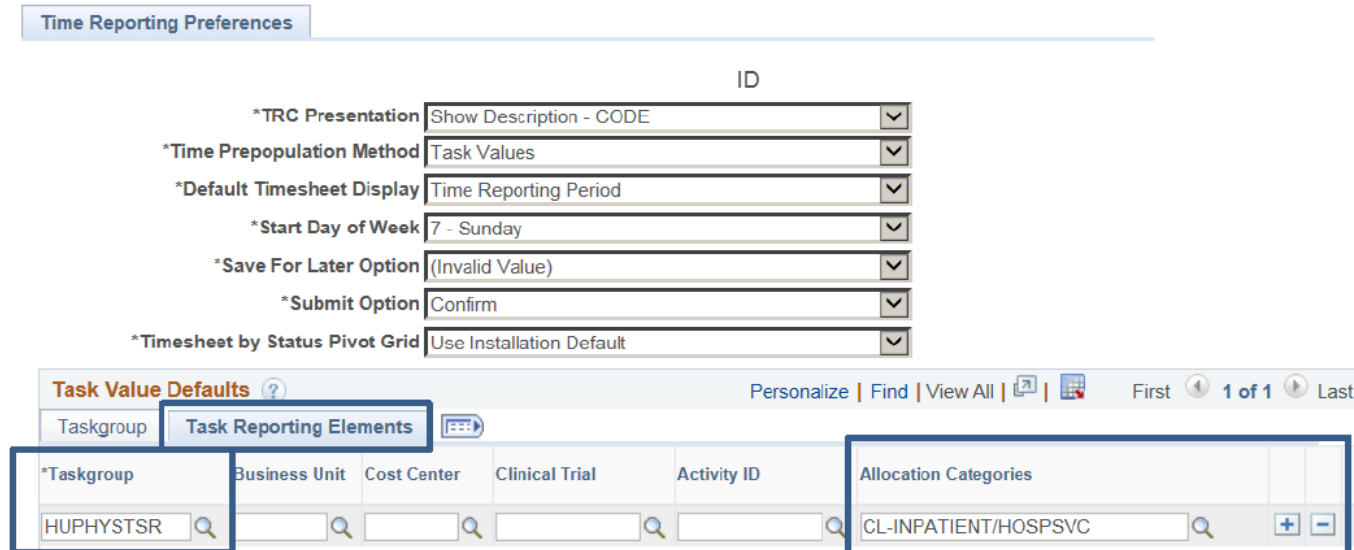


## PSOFT Time and Labor

### Setting up User Preferences to Populate Timesheet with Allocation Categories

To avoid inserting these rows each pay period, you can pre-populate your timesheet with frequently used allocation categories under the User Preferences menu option.

- ✓ On the MyWay, Payroll Tile, click on ‘User Preferences’ 
- ✓ Click on the “Task Reporting Elements” tab, and insert  a row for each allocation category you would like to add.
  - Select the Taskgroup “HUPHYSTSR”
  - From the magnifying glass, select the allocation category
- ✓ Repeat this step for each category you would like to pre-populate on the timesheet.
- ✓ **Save.**
- ✓ At any time you wish to delete a row, click on the delete  button to remove the row and **Save.**



The screenshot displays the 'Time Reporting Preferences' and 'Task Value Defaults' sections. The 'Time Reporting Preferences' section includes dropdown menus for:
 

- \*TRC Presentation: Show Description - CODE
- \*Time Prepopulation Method: Task Values
- \*Default Timesheet Display: Time Reporting Period
- \*Start Day of Week: 7 - Sunday
- \*Save For Later Option: (Invalid Value)
- \*Submit Option: Confirm
- \*Timesheet by Status Pivot Grid: Use Installation Default

 Below this is the 'Task Value Defaults' section, which features a table with the following columns: Taskgroup, Business Unit, Cost Center, Clinical Trial, Activity ID, and Allocation Categories. The 'Taskgroup' column contains the value 'HUPHYSTSR', and the 'Allocation Categories' column contains 'CL-INPATIENT/HOSPSVC'. A blue arrow points to the 'Taskgroup' input field.

Enter “HUPHYSTSR” in the Task Group to have the Task Reporting Elements tab appear