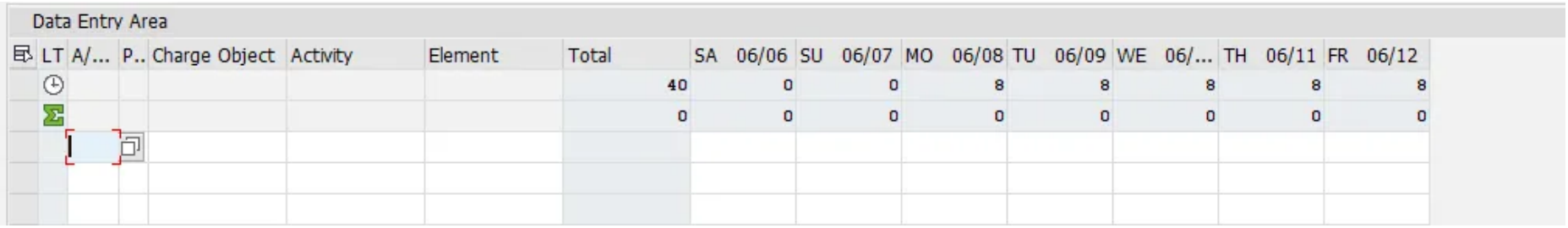
TM-60 DES/DWS ESS Temp Solutions Charge Object Entry

Purpose

The purpose of this job aid is to explain the Time Sheet: Data Entry View for DES/DWS Temporary Solutions and the changes to the Position Validation and the Charge Object/Activity/Element entry requirements.

All DES/DWS temporary employees will be assigned a time entry profile in ESS. As a reference, the profile assigned will be **CHG3ESSA** (3 charge object – entry for ESS – Sat start). The assigned profile drives the timesheet view as seen in ESS below:

Image



If this is not the timesheet view displayed, contact the Commerce Data Owner to request the **CHG3ESSA** profile assignment on your behalf.

Position Validation

Position validation is no longer required. Notice the Position field is no longer an option on the time entry screen. If you receive errors that indicates the position is required, please contact your agency representative to address

the issue.

Charge Object Entry

It is required to enter Time Worked against valid cost center combinations. The “Charge Object,” “Activity,” and “Element” fields should always have a valid cost center combination.

Cost Center = Charge Object (5 digit)

Fund = Activity (4 digit)

Function = Element (3 digit)

Your manager should provide the 12-digit cost center code to you (XXXXX-XXXX-XXX)

If any of the required reporting fields are left blank, DES/DWS time administration will manage the method of correction.

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