

TKS-Rules:

1. After logging into TKS the rules need to be ADDED to the timesheet before time can be coded to a rule. These rules should now remain going forward and should not have to re-add every pay period.
2. Look at the screen and look for the words **Rules Help** to the left of Day and Date and above the word **Description**. Hover the mouse over Rules Help and a blue box should pop up explaining how to add the rules.
3. A list of all the rules available will be displayed. Choose the rule(s) that have been indicated to be used.
4. When the rules are added then code hours worked and leave. Leave will be at the top of the time form and the rules will be at the bottom. The HRS's can help you in TKS if the attached print screens were not enough.

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	06/24/17	06/25/17	06/26/17	06/27/17	06/28/17	06/29/17	06/30/17	07/01/17
Description								
Hours Worked							0.0	0.0
Holiday							0.0	0.0
Admin							0.0	0.0
Admin Daily Totals:							0.0	0.0
01 - ADMINISTRATION							0.0	0.0
02 - PROCUREMENT							0.0	0.0
03 - B&G ADMINISTRATION							0.0	0.0
04 - STATE ENGINEER-							0.0	0.0
05 - PEPL-RISK MANAGEMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10 - PROPERTY MANAGEMENT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11 - STATE FLEET ADMINISTRATIO	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Timestudy Daily Totals:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Selecting Timestudy Rules

If you are on a timestudy and you don't see your rules, double click on 'Hours Worked'. This action will allow you to add rules.

To delete a rule, right click on an existing rule and select delete.

PayCode	DistRule	Task Name	Start Date	End Date
ALL	01	BFM BUDGET ADM	07/01/1997	06/30/2020
ALL	02	BF&M ACCOUNTING	07/01/1997	06/30/2020
ALL	04	BF&M BUDGET OPERATIONS	04/24/2002	06/30/2020
ALL	05	BF&M PAYROLL OPERATIONS	04/24/2002	06/30/2020
ALL	07	CMIA-ANNUAL REPORT-6019	07/01/2002	06/30/2020
ALL	08	CMIA-CLEAR PATTERNS-6019	07/01/2013	06/30/2020
ALL	09	CEMENT PLANT	07/01/2003	06/30/2020
ALL	10	SD BUILDING AUTHORITY	05/09/2007	06/30/2020
ALL	11	EXEC MGMT FINANCE OFFICE	07/01/1997	06/30/2020
ALL	12	GILL CMIA CORRECTION	07/01/2014	06/30/2020
ALL	17	FLOOD 2011 GENERAL FUND	05/15/2011	06/30/2020
ALL	18	FLOOD 2011 OTHER(6010)	05/01/2011	06/30/2020
ALL	19	PAYROLL DEVELOPMENT-LTM	09/01/2011	06/30/2020
ALL	20	ACCT ANALYSIS-ACCT SYSTEM	07/01/2013	06/30/2020

Total Tasks: 18

Highlighted rows are from previous pay period.
Click cancel to stop creating the entire Timeform...

Cancel OK

