



State of Wisconsin Department of Administration

Task Administration Job Aid

Version 1.1

Version History

Version	Date	Editor	Description
1.0	4/20/16	HCM Team	Initial release
1.1	10/1/19	Matt Olsen	Fluid update and combine related job aids

Role: *Agency Task Configuration Specialist*

CREATE A TASK PROFILE

1. Navigate to Task Profile page
 - a. **Navigation:** Workforce Administrator Homepage > Position & Task Maintenance Dashboard > Task Reporting Setup Folder > Task Profile
 - b. Select the Add a New Value tab
 - c. Assign a Task Profile ID that describes the Task Profile and click Add

Task Profile

Find an Existing Value **Add a New Value**

Task Profile ID **TESTTASK**

Add

2. Complete the Task Profile Information fields
3. Click the Plus Sign (+) to the right of the allocation row to add multiple allocations
4. Complete all applicable fields for the Task Profile in the Allocation Detail section by clicking on HR and TL Elements and ChartFields tab

Task Profile

Task Profile ID TESTTASK

Task Profile Information

*Effective Date 09/01/2019 *Status Active

*Description For Testing Purposes Short Description For Testin

*Task Template ID WIS_TASK01 Wisc Task Template Commit Acct

*Allocation Type Allocation by Percentage ☐ Send To TCD

Allocation Detail

Allocation Information **HR and TL Elements** ChartFields

	Allocation Percent		
	75.000000	+	-
	25.000000	+	-

WARNING: Once the Task Template ID is selected and saved, you will not be able to change it. If it needs to be changed, you must inactivate the Task Profile and create a new one.

5. Click Save

CREATE A TASKGROUP

1. Navigate to Taskgroup page
 - a. **Navigation:** Workforce Administrator Homepage > Position & Task Maintenance Dashboard > Task Reporting Setup Folder > Task Profile
 - b. Select the Add a New Value tab
 - c. Assign a Taskgroup ID that describes the Taskgroup and click Add

Taskgroup

Find an Existing Value **Add a New Value**

Taskgroup TESTGROUP

Add

2. Complete the Taskgroup Information fields
3. Complete the Time Reporting Templates section by selecting both an Elapsed and Punch time reporting template

Taskgroup Information

*Effective Date 09/01/2019

*Description For Testing Purposes

*Task Template ID WIS_TASK02

*Status Active

Short Description For Testin

Commitment Accounting

Time Reporting Templates

*Elapsed WIS_ELAPS4 Elapsed Task Template Required

*Punch WIS_PUNCH5 Punch Task Template Required

4. Assign the Task Profiles to the Taskgroup and designate one Task Profile as the Default Task Profile. Click the Plus Sign (+) to add multiple Task Profiles

Valid Task Profiles

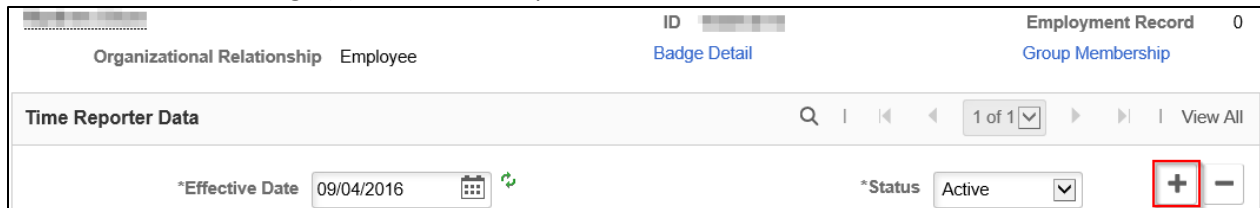
*Task Profile ID	Description	Status	Default		
TESTTASK	For Testing Purposes	Active	☒	+	-

WARNING: Once the Task Template ID is selected and saved, you will not be able to change it. If it needs to be changed, you must inactivate the Task Profile and create a new one.

5. Click Save

ATTACH A TASKGROUP

1. Navigate to Maintain Time Reporter Data page
 - a. **Navigation:** Workforce Administrator Homepage > Payroll Dashboard > Time & Labor Tile > Time Reporters Folder > Maintain Time Reporter Data
 - b. Enter at least one search criteria and click Search
2. Click the Plus Sign (+) in the Time Reporter Data section to add a new row



Organizational Relationship	Employee	ID	Badge Detail	Employment Record
0				
Group Membership				
Time Reporter Data				
Q 1 of 1 View All				
*Effective Date	09/04/2016		*Status	Active
				+ -

REMINDER: Time Reporter Data must always be effective dated as of the first Sunday of a pay period to ensure employee's timesheet is able to process payable time correctly.

3. Change the Effective Date to correspond with the first Sunday of the pay period it is taking effect
4. Verify that the Elapsed or Punch Time Template on Time Reporter Data matches the Elapsed or Punch Time Template selected in the Taskgroup. If they do not match, update the appropriate Time Template to match

5. Enter or select the new Taskgroup

Time Reporter Data

Q

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1 of 2

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View All

*Effective Date

09/01/2019

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*Status

Active

▼

+

-

*Time Reporter Type

Punch Time Reporter

▼

Elapsed Time Template

Q

Punch Time Template

WIS_PUNCH1

Q

Punch Time Basic

Time Period ID

PSDAY

Q

Day Time Period - PS Delivered

*Workgroup

WISPONEX

Q

Positive Non Exempt Time Repor

*Taskgroup

TEST

Q

TEST

Task Profile ID

Q

TCD Group

Q

Restriction Profile ID

Q

Rule Element 1

CASH

Q

Cash Pay Out for Overtime

Rule Element 2

Q

Rule Element 3

Q

Rule Element 4

CASH

Q

Cash Pay Out for Overtime Holi

Rule Element 5

Q

Time Zone

CST

Q

Central Time (US)

Payroll

☒ Send Time to Payroll

Commitment Accounting

☒ For Taskgroup

☒ For Department

6. Click Save