

The Employee Activity Reporting System

TEARS

Department Head Instructions

July, 2008

Logging On

The TEARS system can be accessed via the MyPACK Portal at the following web address: <http://mypack.ncsu.edu/>. You will need to use your Unity 'User Name' and 'Password' to login to the MyPACK Portal. Enter the appropriate information and click on 'Sign In.' Once you have properly signed in you will be taken directly to the 'MyPACK Home Page.' On the left side of the page you should see a link labeled 'Employee Self Service.' Click on the link and you will see another link labeled 'Certify My Effort Report.' Click on this link to display and certify your own effort report. You may also access your effort report, as well as the effort reports of others within your department, by clicking on 'TEARS' under the 'Human Resources Systems' menu.

Once signed on you do not need to print the effort report, however, if you would like to print a copy for yourself you may print within the TEARS System the same as printing any other web page. You can print any page by clicking on the 'Print' icon on your browser's toolbar, or by Selecting 'File', then 'Print'.

The screenshot shows a Microsoft Internet Explorer browser window displaying the MyPACK EP890PRE Employee Self Service portal. The browser's address bar shows the URL: https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/EMPL/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fr. The page features a navigation menu on the left with categories like 'Employee Self Service', 'Financial Systems', 'Human Resources Systems', and 'Student Information Systems'. The main content area is titled 'EMPLOYEE SELF SERVICE' and includes sections for 'Certify My Effort Report', 'Time Reporting', 'Personal Information', 'Payroll and Compensation', 'Benefits', and 'Learning and Development'. The 'Certify My Effort Report' section is highlighted, showing a 'Certify My Effort Report' link. The 'Time Reporting' section includes a 'View Time' link. The 'Personal Information' section lists links for 'Leave System', 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', and 'Emergency Contacts'. The 'Payroll and Compensation' section includes links for 'W-4/W-4 Tax Application', 'View Paycheck', 'Voluntary Deductions', 'Direct Deposit Enroll/Update', 'Compensation History', and 'W-2 Reissue Request'. The 'Benefits' section includes links for 'Benefits Information', 'Dependents and Beneficiaries', 'Benefits Summary', 'Dependent/Beneficiary Info', and 'Insurance Summary'. The 'Learning and Development' section includes links for 'Education', 'Honors and Awards', 'Languages', 'Licenses and Certificates', and 'Associations'. The browser's status bar at the bottom shows the URL: https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/ROLE_EMPLOYEE.PY_IC_W2.USA?NAVSTACK=Clear&POR.

Accessing Effort Reports

You have been granted authority to inquire or certify your effort report, or the effort report for someone in your department who is no longer at the University. The options that allow you to perform these functions are accessible by clicking on 'TEARS' under the 'Human Resources Systems' menu. Once you click on 'TEARS,' you will see the following options: 'Certify My Effort Report,' 'Effort Report Certify,' and 'Effort Report Inquiry.' Detail regarding these options is provided below.

Certify My Effort Report

The purpose of this menu option is to certify your effort report. You will be notified by your TEARS Coordinator when you have an effort report that needs to be certified. Once you receive this notification click on 'Certify My Effort Report.' The first step is to closely review the "Projected %" column, for each category. If the percentages approximate actual effort expended during the survey period, the effort report can be certified by clicking inside the box to the right of the word 'Certified' at the bottom of the screen, then click on the 'Save' radial button located on the bottom left of the screen. If you do not wish to certify the effort report at this time, click 'SIGN OUT' to exit the MyPACK Portal, or simply move your cursor to another location within the MyPACK Portal. You will be able to come back at a later time to continue the certification process. If the percentages are not accurate you will also need to click 'SIGN OUT' to exit the MyPACK Portal or simply move your cursor to another location within the MyPACK Portal. Additionally, you must notify your TEARS Coordinator of the inaccuracy. The TEARS Coordinator will work with you to correct the effort report for your subsequent certification.

When an effort report is certified the system records the user name and full name of the person performing the certification, as well as the date the certification took place. In some cases the employee may not be certifying their own effort report and an authorized person may perform the certification in their place. It is important to note that whoever performs the certification will be held responsible for the action.

Effort Report Certify

The 'Effort Report Certify' menu option will allow you to search for effort reports. You have been granted authority to certify your effort report, or the effort report for someone in your department who is no longer at the University. Click on 'Effort Report Certify' from the menu and the search screen will be displayed.

NOTE: Every effort should be made to attempt to contact employees that are no longer at the University to get them to certify their effort report. TEARS is a web based system

and can be accessed from any location where there is internet access. The employee will still have system access to certify their effort report after leaving the University.

The screenshot displays the 'Effort Report Certify' web application. The browser window title is 'Effort Report Certify - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support'. The address bar shows the URL: https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_EFFORT_RPT_CRT.GBL?PORTALPARAM_F. The page header features the NC State University logo, 'MYPACK', and 'EP890PRE'. A navigation menu on the left includes 'Employee Self Service', 'Financial Systems', 'Human Resources Systems', 'TEARS', 'Effort Report Certify', 'Effort Report Inquiry', 'NCSU Reports', and 'Student Information Systems'. The main content area is titled 'Effort Report Certify' and contains a search form with the following fields and options:

- EmpID: begins with [text input]
- Survey Period ID: begins with [text input] [magnifying glass icon]
- Department: begins with [text input]
- Certified Flag: [dropdown menu]
- Agrees with Labor: [dropdown menu]
- Fiscal Year: [text input]
- Last Name: begins with [text input]
- First Name: begins with [text input]

There is a checkbox for 'Case Sensitive' and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

This screen must be completed either with the Employee ID, or **both** the Department and the Survey Period ID. If you do not know the Employee ID you may also search by First Name or Last Name as they appear in the Human Resources System. You can click on the magnifying glass to select a Survey Period ID. You have the option of making your selection based on certification status: you can select only certified effort reports by choosing 'Yes' from the drop down menu, and only effort reports which have not been certified by choosing 'No' from the drop down menu. If you do not select a 'Yes' or 'No' option, all of the effort reports will be listed. The default selection is 'All.'

Additionally, you can make your selection based upon whether the report information 'Agrees with Labor'. Leave the field blank if you want all Effort Reports, select 'Yes' from the drop down menu if you only want Effort Reports that agree with labor distribution, select 'No' from the drop down menu if you want only those reports that specifically do not agree with Labor Distribution. The default selection is 'All'.

Click on 'Search' to retrieve the Effort Report(s) that you need. You will have the option to review and certify the Effort Report(s).

When an effort report is certified the system records the user name and full name of the person performing the certification, as well as the date the certification took place. In some cases the employee may not be certifying their own effort report and an authorized person may perform the certification in their place. It is important to note that whoever performs the certification will be held responsible for the action.

PLEASE NOTE THE FOLLOWING:

As the employee or designee certifying this effort report, you are certifying that the information on this report is an accurate representation of the percentage of actual effort expended during this reporting period. Certifying an effort report that is inaccurate or incomplete is unlawful and could result in legal and/or disciplinary action up to and including dismissal.

Effort Report Inquiry

The 'Effort Report Inquiry' menu option will allow you to search for effort reports. This option will retrieve the effort report selected. You will be able to view the effort report, and information contained therein, but will not be allowed to make any changes. The search instructions/options are the same as above under 'Effort Report Certify.'