PeopleSoft Tipsheet – Timesheet: Managing Quick-Fill

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Managing Quick-Fill

If you work in multiple services and locations, or transport clients regularly, you will likely be familiar with the Quick-Fill function as a timesaver. Below are instructions on how you can validate your current finance codes, and update them, if necessary, to ensure your Quick-Fill **Location, HR Department** (service) and **Activity ID** codes are correct.

Support

If you are unsure which finance codes you should be using, it is important you verify them with your leader in the first instance. If you encounter system issues when completing this process, please submit a P&C system enquiry via the [#teampossible Support Hub](#).

Review your Quick-Fill codes

Via PeopleSoft > Employee Self Service, select the *Time* tile and then select *Setup Quick-Fill.*	
On the **Setup Quick-Fill** page, you will see a list of your current Quick-Fills. **Name**: select the Quick-Fill name to view the quick-fill details, including **Activity ID** utilised when transporting customers. **Details**: View the time details, notably **Location** and **HR Department** **Status:** Select to make the quick fill active or inactive **Add**: Select to add a new Quick-Fill	 **Note:** Quick-Fills are ordered by creation date descending by default. You cannot delete the Quick-Fill once added, however you can make it Inactive (see page 4).

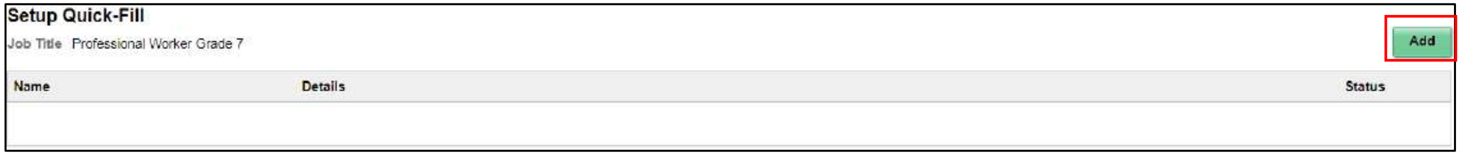
Update your Quick-Fill codes

Select the applicable Quick-Fill entry.	
Enter the new details into the **Location** and/or **HR Department** fields. **Activity ID**: Claiming mileage by entering the customer ID here. If you cannot find the customer's DAX ID email: creditman@endeavour.com.au **Note:** You cannot edit the name of the Quick-Fill. Select *Save*.	

Add a new Quick-Fill

Via PeopleSoft > Employee Self Service, select the *Time* tile and then select *Setup Quick-Fill.* Select the green *Add* button to start.

Note: Each favourite must be added separately. If you work in multiple locations and services, you will need add each one.



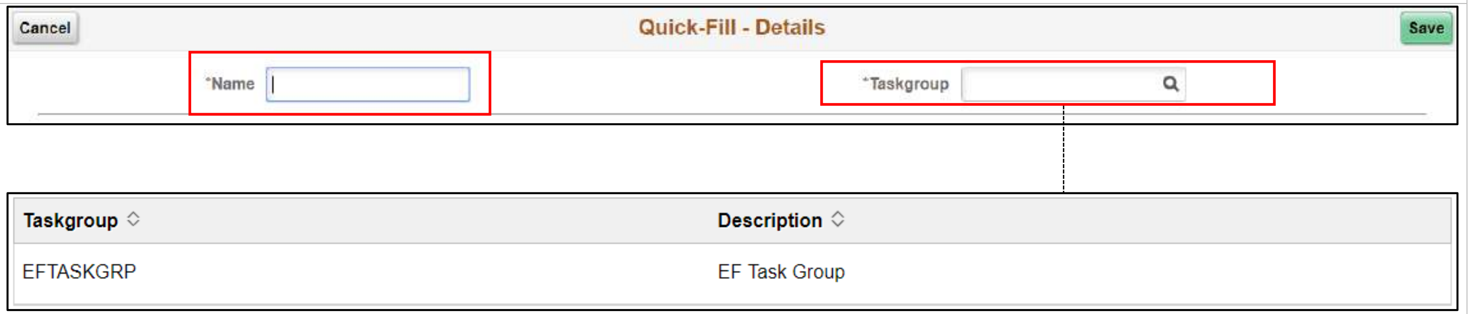
This is where you Name the favourite financial code combination you will use regularly. Use a name of the service location and/or customer e.g. Fox St or Mermaid L&L.

Note: For mileage and transporting customers, please name as follows:

Transport + Customer's full name

E.g. "Transport Jane Smith"

Now click on the search icon to bring up the Taskgroup. There is only one. Click on *EFTASKGRP.*



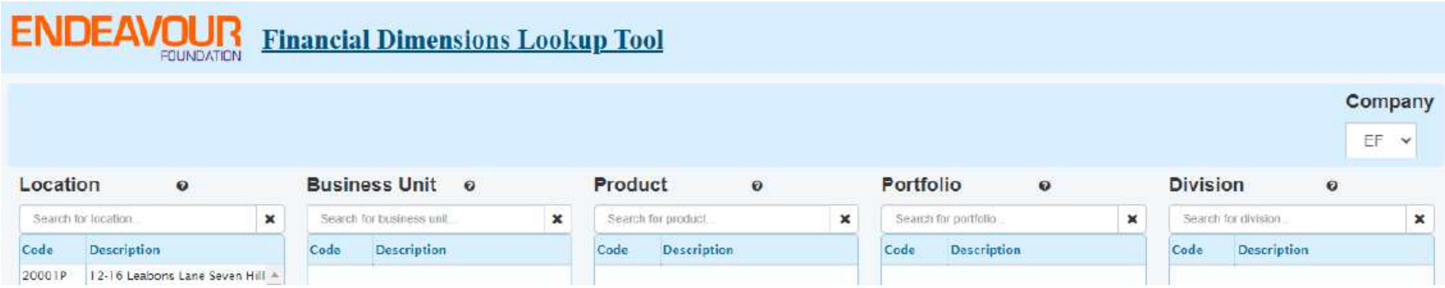
Enter your financial dimensions for **Location**, **HR Department**, **Product**, and if applicable **Activity ID**.

Location: Where you work

HR Department (Business Unit): The type of service

Important: If you are unsure what the correct Location and/or HR Department code should be speak to your leader/s who can assist.

Product: The type of work being carried out. In most cases this will be *ZADMIN*. **Activity ID**: Claiming mileage by entering the customer ID here. If you cannot find the customer's DAX ID email: creditman@endeavour.com.au Select *Save*.	

Financial Dimensions Lookup Tool Validate your correct codes here: dimensiontool.endeavour.com.au **Location**: Where you work **HR Department (Business Unit)**: The type of service	

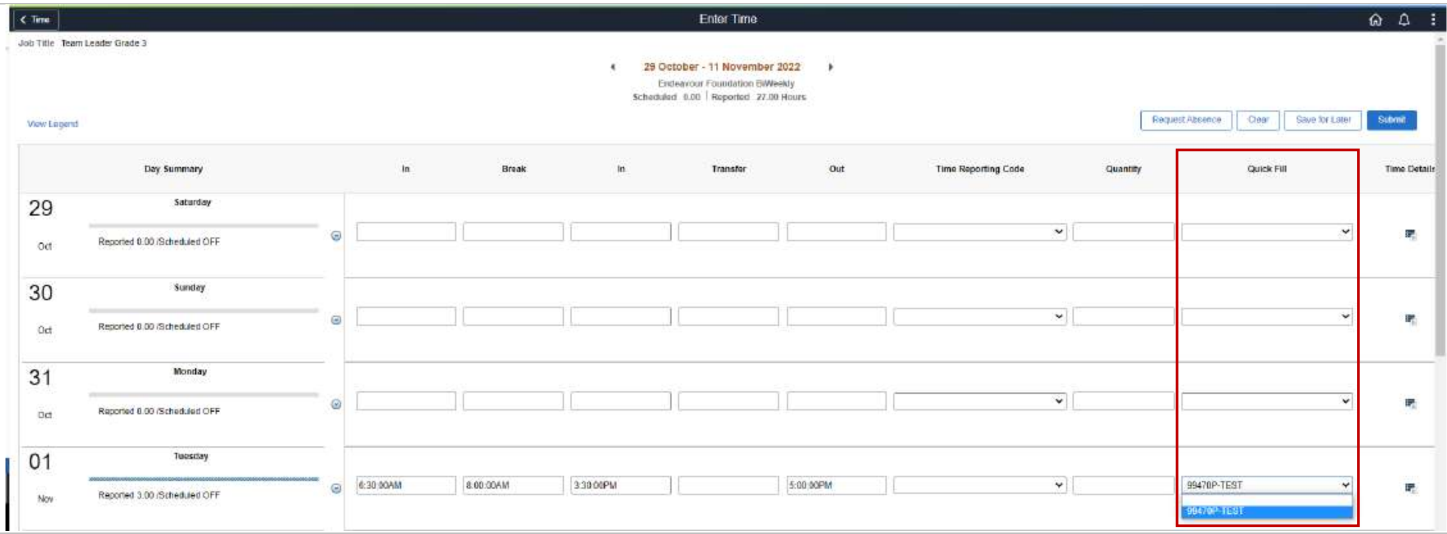
Change the status of a Quick-Fill (Active/Inactive)

Via PeopleSoft > Employee Self Service, select the *Time* tile and then select *Setup Quick-Fill.* Locate the Quick-Fill the applicable entry. Via the **Status** column, click the toggle to switch to *Active* or *Inactive*. This change will autosave.	 **Note:** Inactive Quick-Fills will no longer appear as a selection option on your timesheet.

Using Quick fill in your Timesheet

Your saved quick fills will now be available for selection via a drop-down option when completing your timesheet.

Note: you *do not* need to complete Quick fill for shifts completed at your regular work location. Select the **Time Details** icon on your timesheet to validate what this is.



More Information

Visit the intranet for helpful guides, user manuals and FAQs about navigating the improved PeopleSoft system:

[Employee User Guide]

[Manager User Guide]

Need more help? Contact us:

Submit a P&C system enquiry via the #teampossible Support Hub.

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