



University of Maine System PeopleSoft Time and Labor

PeopleSoft HR/SA 8.0

Time Administration Manual

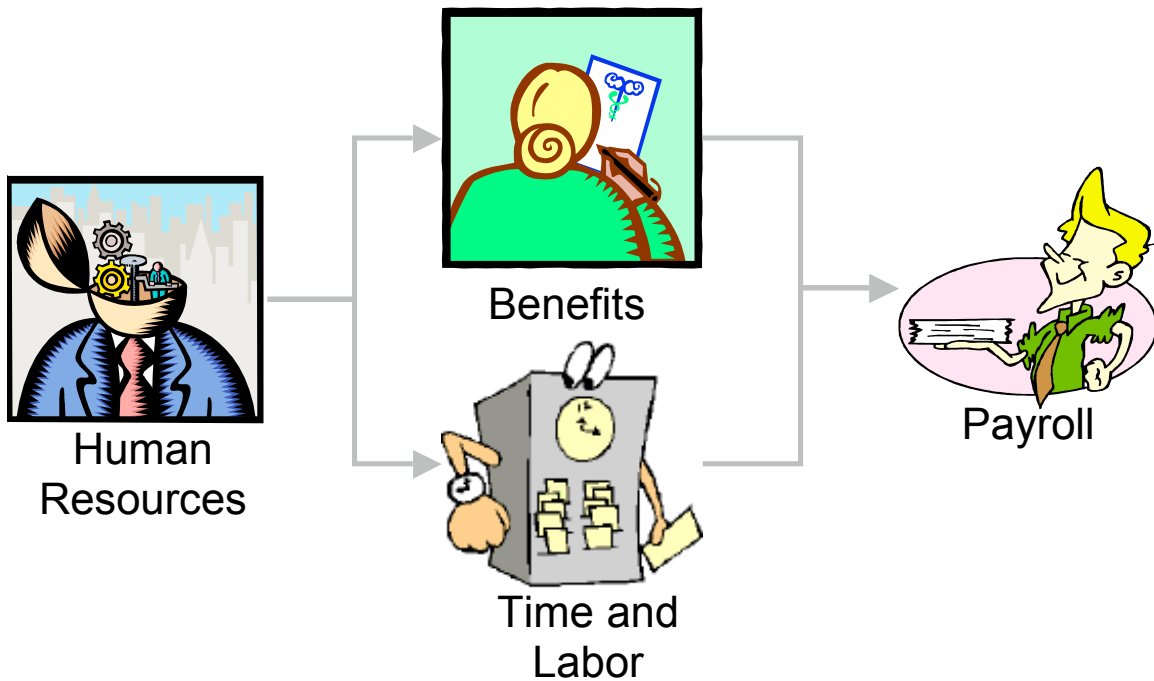
Document Number HRTIMEAdmin01.R0, HR/SA 8.0
March 30, 2004
Copyright © 2004, University of Maine System, All Rights Reserved

Contents

<u>1. PeopleSoft Human Resources Management System</u>	1
<u>2. The Weekly Time and Labor Process</u>	2
<u>3. Logging in to the PeopleSoft System</u>	3
<u>4. Time and Labor Terms and Concepts</u>	6
<u>5. Exception Management</u>	8
<i><u>Overview of the process</u></i>	8
<i><u>How to Manage Exceptions</u></i>	9
<u>6. Time and Labor Reports</u>	15
<i><u>Report Descriptions</u></i>	15
<i><u>Navigating to PeopleSoft Reports</u></i>	16
<i><u>How to Run Reports</u></i>	16
<u>7. Scenarios</u>	21
<i><u>High Severity: More than 24 hours reported</u></i>	21
<i><u>Low Severity: Student works more than 6 hours without a break</u></i>	23
<u>8. Corrections to Time</u>	24
<i><u>Punch Reported Time (Before Time Administration Runs)</u></i>	24
<i><u>Punch Payable Time (After Time Administration Runs)</u></i>	24
<i><u>Elapsed Reported Time (Before Time Administration Runs)</u></i>	25
<i><u>Elapsed Payable Time (After Time Administration Runs)</u></i>	25
<u>9. How to Refresh Dynamic Groups</u>	28
<u>10. Why the University of Maine System Tracks and Approves Time</u>	30

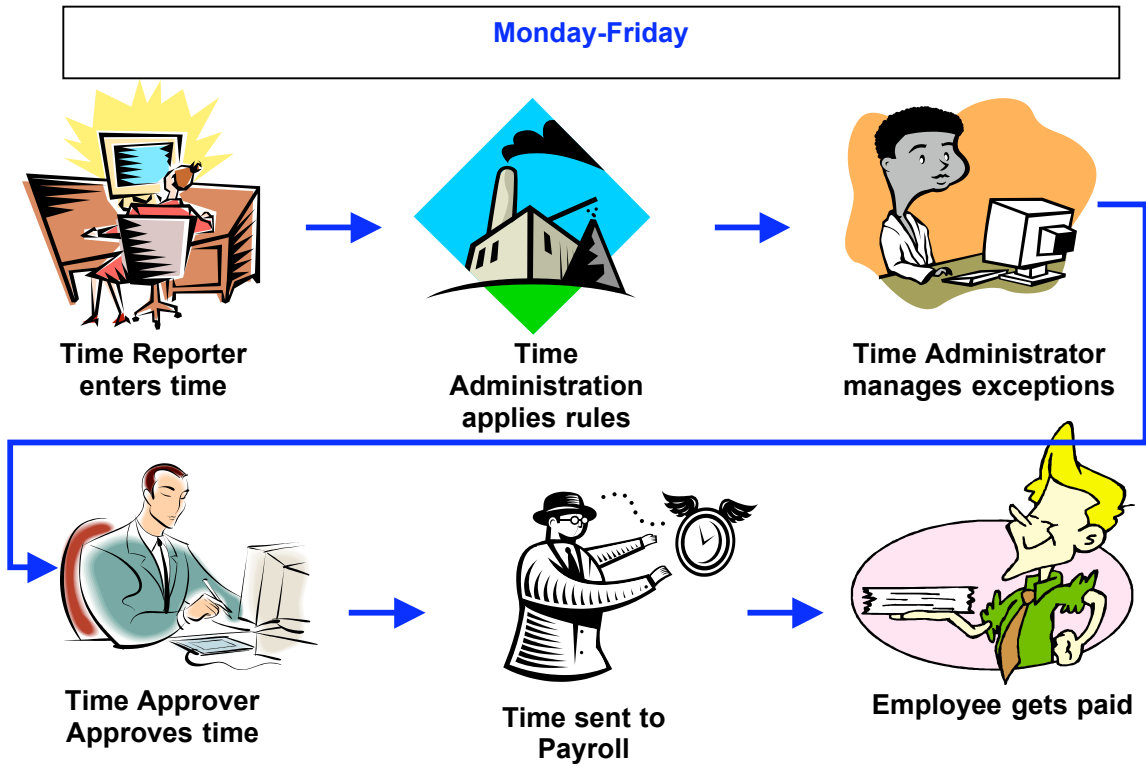
1. PeopleSoft Human Resources Management System (HRMS)

UMS has invested in the PeopleSoft Human Resources Management System (HRMS), which consists of the Human Resources, Time and Labor, Payroll and Benefits modules. HRMS compiles all the information about an employee's employment in a consolidated repository.



The Time and Labor module captures time and enables online monitoring and approval. Some of the benefits of Time and Labor system include tracking of multiple jobs, application of collective bargaining contract provisions and calculation of overtime and compensatory time.

2. The Weekly Time and Labor Process



Your role in this diagram is the Time Administrator.

3. Logging in to the PeopleSoft System

To log in to the PeopleSoft System, you need to know your PeopleSoft user name and password. This is also called your University System (UMS) account. This is different from other e-mail accounts you might have, such as First Class. The e-mail address that goes with your PeopleSoft account looks like:

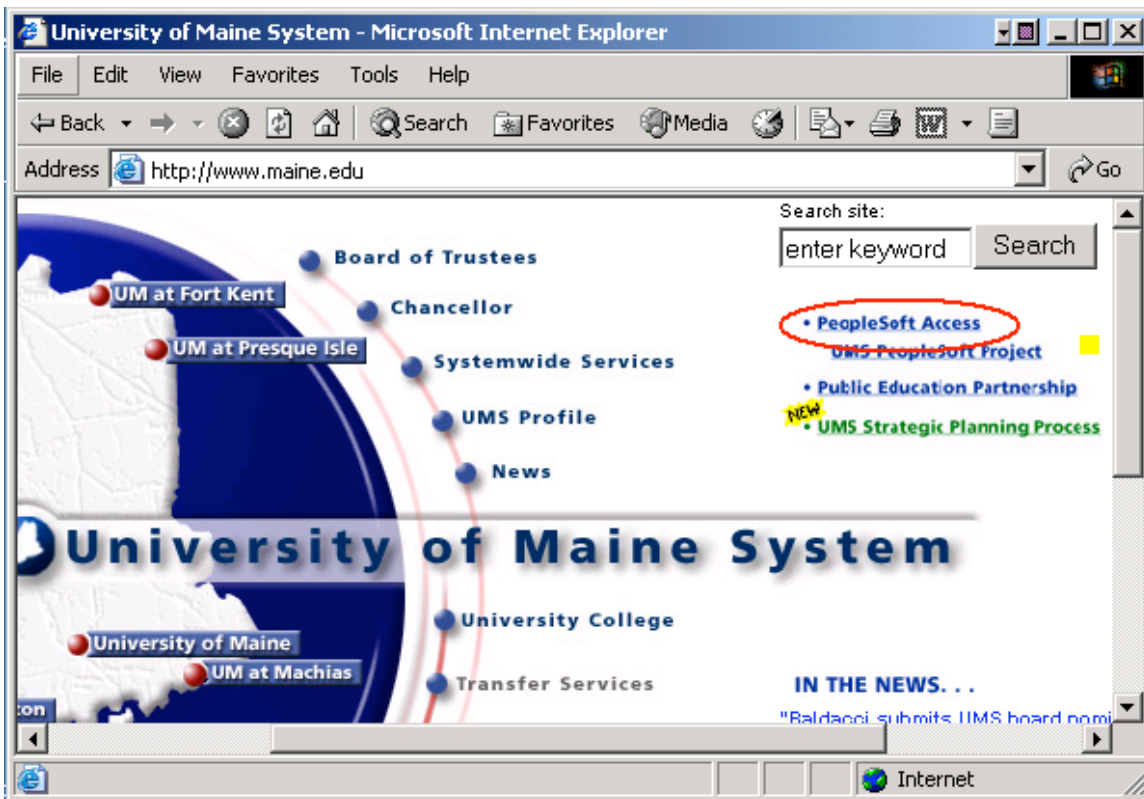
jane.doe@maine.edu

where in place of “jane.doe” you have your account user name. For most people, the account user name is made up of their first and last names or some variation. If you don’t know your PeopleSoft account username and password, please contact the computing center helpdesk on your campus, or the UNET helpdesk at 561-3587.

Once you know your user name and password, run a Web browser such as Internet Explorer. Tell the browser to go to:

<http://www.maine.edu>

This is the University System home page. On this page (see below) you will find a link in the upper left corner called “PeopleSoft Access.” Click this link to go to the PeopleSoft login page.



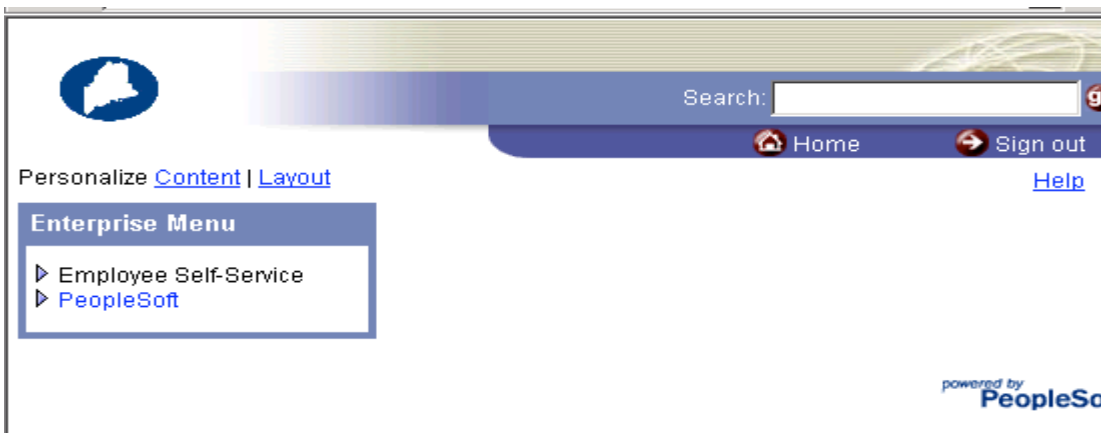
Here is what the PeopleSoft login page looks like:



Fill in your PeopleSoft user name in the User ID field and your password in the Password field.

PeopleSoft is case sensitive. If you are having difficulty with your login or password, check the status of your Caps Lock key. Make sure you are entering your login and password in the correct case.

Then click the  button to finish logging in. This will show you the Portal Menu:



When you are finished, always remember to sign out from PeopleSoft. To do that, click the sign out button that is always in the upper right of your PeopleSoft page:



4. Time and Labor Terms and Concepts

In PeopleSoft Time and Labor we use the following terms:

Time Reporter
Time Manager
Time Administrator
Time Approver
Reported Time and Payable Time
Workgroup
Dynamic Group

1. A **time reporter** (usually an employee) enters his or her time into PeopleSoft on a daily basis.

Positive time reporters are employees who are paid on an hourly basis. Hours worked as well as vacation, sick and compensatory time balances are maintained for positive time reporters in PeopleSoft.

Exception time reporters only enter time taken as it occurs. They do not enter work hours; instead their vacation and sick time balances are entered and maintained in PeopleSoft. Exception reporters include professional exempt staff and faculty.

Punch time reporters enter punch in and out times. These employees are usually student workers.

2. A **time manager** enters time for a group of employees.
3. A **time administrator** reviews and cleans up exceptions and enrolls employees in Time and Labor. Tasks include:
 - Refresh dynamic groups
 - Review exceptions daily
 - Resolve and clean up exceptions, so employee gets paid accurately and on time.
4. A **time approver** reviews and approves payable time in PeopleSoft on a weekly basis. The approver may need to request that time reporters make corrections.
5. **Reported time** is the time entered in PeopleSoft by a time reporter or a time manager. It is saved, but no rules or processing have been applied. Once the time is processed by Time Administration it becomes **payable time**. The Time

Administration process runs nightly for the University of Maine System. Time Administration calculates rules such as overtime and generates exceptions if any occur. Once time is payable time, it is available on the Approval screen for review and approval.

6. A **workgroup** is a set of time reporters who share compensation requirements such as pay frequency and union.

Examples of workgroups include:

- Police
- Federal work study students
- Salary exempt employees

A time reporter's workgroup will determine:

- Time Reporting Codes (TRCs)
- System Rules
- Exceptions

7. Time reporters are organized in **Dynamic Groups** in PeopleSoft for processing and reporting purposes. Dynamic groups enable us to process and manage tasks such as exception management, time approval and time administration for several time reporters at once. Members of different workgroups can be in one dynamic group.

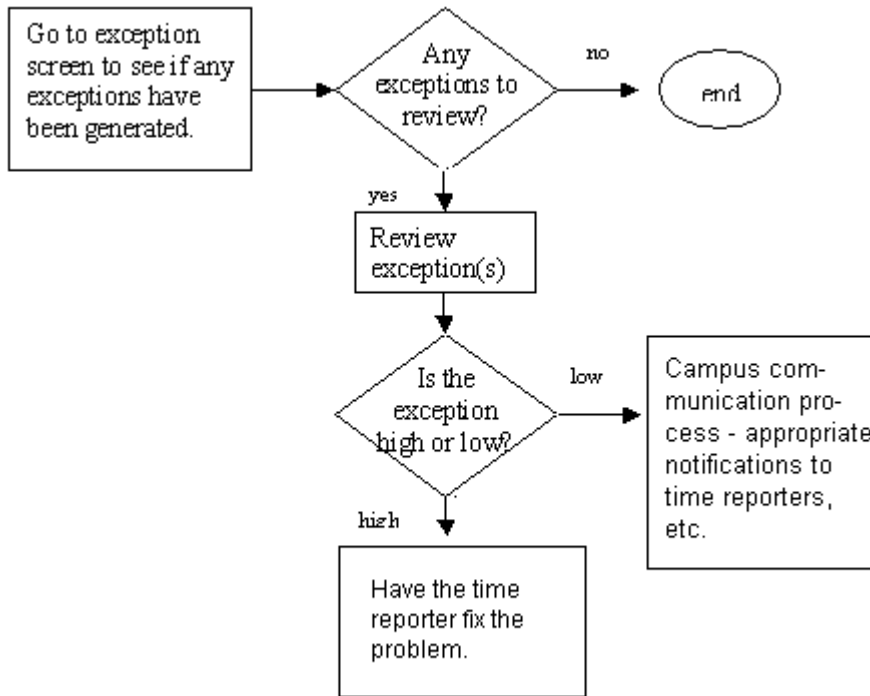
Dynamic groups are often determined by department organization and reporting relationships. For example, a dynamic group for the facilities department may include an Administrative Associate, a Staff Engineer and a Painter.

What if Exceptions Are Not Reviewed and Managed Daily?

If exceptions are not managed and resolved before the approval process begins on Monday, the employee will not be compensated for hours that generated the exception. It is the employee's responsibility to report time daily; it is the time administrator's responsibility to manage any exceptions daily; and it is the time approver's responsibility to review and approve the time on Monday. When all of these responsibilities are met, the employee is paid accurately and on time.

5. Exception Management

Overview of the process



How to Manage Exceptions

Navigate to Exception Management Screen:

From Portal Menu:

PeopleSoft > Self Service > Manager > View > Manage Group Exceptions

The screenshot displays the PeopleSoft HRMS portal interface. At the top, there is a search bar and navigation links for Home, Worklist, and Add to Favorites. A breadcrumb trail reads: Home > Self Service > Manager > View > Manage Group Exceptions. A 'New Window' link is also present. The main content area is titled 'Manage Group Exceptions' and features a section 'Find an Existing Value' with a 'Group ID:' input field, a 'Search' button, and a link for 'Advanced Search'. On the left, a 'Menu' sidebar is visible, with 'Human Resources Employees' selected under the 'PeopleSoft' category. Other menu items include Employee Self-Service, Portal Administration, Worklist, Tree Manager, Reporting Tools, and PeopleTools.

Enter the Dynamic Group ID for the Group you are responsible for:

Manage Group Exceptions

Find an Existing Value

Group ID: *Enter the full group ID or portion of the ID*

[Advanced Search](#) *Click search to select from a list of values*

Search Results
View All First 1-5 of 5

Group ID

- [KPLT1](#) *Select Group ID by clicking on the row*
- [KPLT2](#)
- [KPRS1](#)
- [KPRS2](#)
- [KPUBL](#)

Once you select a dynamic group you will be brought to the Manage Group Exceptions screen. If the screen is blank, there are no exceptions to review: The page will appear as shown below.

[Home](#) > [Self Service](#) > [Manager](#) > [View](#) > **Manage Group Exceptions**

[New Window](#)

Manage Group Exceptions

Group Information

UM UNET - Students Group ID: OCAPS

[Filter Options](#) **Sort By:**

Exceptions First 1 of 1

Allow	EmplID	Empl Rcd#	More	Description	Status	Date	Severity of Exception
<input checked="" type="checkbox"/>		0	Exception Id			03/04/2004	

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Weekly Time pages

If there are exceptions for any members of the group the screen will display the EmplID, Empl Rcd#, and the code, description, status, date and severity of each exception:

Manage Group Exceptions

Group Information							
UMFK Facilities Management BWK			Group ID: KPLT1				
Filter Options				Sort By: Except ID <input type="button" value="v"/>			
Exceptions							
							First <input type="button" value="◀"/> 1-2 of 2 <input type="button" value="▶"/>
Allow	EmplID	Empl Rcd#	More	Description	Status	Date	Severity of Exception
<input type="checkbox"/>	0010560	1	TLX01540	More than 24 hours reported	Unresolved	01/01/2004	High
<input type="checkbox"/>	0013123	0	TLX01540	More than 24 hours reported	Unresolved	12/08/2003	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Weekly Time pages

Review any exceptions that have been generated for members of the group.

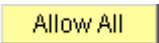

The system does not create payable time for reported time that has an exception severity of High, but it does create payable time for reported time with an exception severity of Low.

To view more information about the type of exception, click on the link in the **More** column:

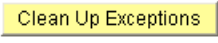
Exception Information

Personal Information			
EmplID:	0013123		
Name:	Test4,Test4433373685		
Source Of Exception			
Date:	12/08/2003	Exception Id:	TLX01540
Status:	Unresolved	Exception Source:	TA
		Action DateTime:	02/02/2004 12:32:13PM
Exception Context			
Exception Data:	More then 24 hours have been reported in a day <input type="button" value="v"/>		
Description:	The sum of any TRCs of Hours Type cannot exceed 24 hours in a day. <input type="button" value="v"/>		
Comments			
<input type="text"/>			

To allow exceptions:

- Select the box to allow an exception
- Click  to allow all exceptions
- Click 
- Allowed exceptions will be processed when Time Administration runs.

Exceptions								First	1-2 of 2
Allow	EmplID	Empl Rcd#	More	Description	Status	Date	Severity of Exception		
<input checked="" type="checkbox"/>	0010560	1	TLX01540	More than 24 hours reported	Unresolved	01/01/2004	High		
<input type="checkbox"/>	0013123	0	TLX01540	More than 24 hours reported	Unresolved	12/08/2003	High		

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Weekly Time pages 



Time administration will generate payable time for allowed exceptions and that payable time will need to be approved. An employee’s approved time will be paid. If an exception is not allowed, the time will not become payable time. An employee will not be paid for any unresolved exceptions.

A nightly purge process will delete any exceptions that have been allowed, approved and paid by payroll. Allowed exceptions remain exceptions in the system, until they are purged. The only way to eliminate exceptions before the scheduled purge is for the employee to delete the originally reported time and resubmit new time.

If you think an exception has been generated due to an error and shouldn’t be allowed:

- Do not select the Allow box
- Ask the time reporter to correct the time that has generated the exception, and resubmit corrected time
- Exception will be purged when the originally reported time has been corrected.

Most Common Exceptions:

A time administrator can expect to see the following most common exceptions:

Exception	Cause(s)	Severity	Action
More than 24 hours reported	Employee reported more than 24 hours for a given work day. May be caused by a time entry error or the use of multiple time reporting codes that sum to over 24 hours.	HIGH	Review the employee's time and determine the cause of exception. Correct time entry errors and allow exception if PeopleSoft is adding multiple TRCs that are describing the same hours.
Over award limit	Student reports time for a position that has exceeded its award limit.	LOW	Follow campus process to communicate and resolve financial aid issue.
Near Work Study limit	Student's Work Study funding balance is within 10%-20% limit of total award. (10% will trigger message during the academic year. 20% will trigger message in summer.)	LOW	Follow campus process to communicate and resolve financial aid issue if necessary.
Work without a break	Student reported working 6 or more hours consecutively, without taking a break	LOW	Does not need to be managed before a student is paid. PeopleSoft has grayed out the check box, so it serves more as a warning message.

Exception	Cause(s)	Severity	Action
Invalid Comp Time TRC/Balance	Invalid TRC or insufficient comp time balance to report TRC	HIGH	Contact HR to: 1. Verify that the reported comp time TRC is valid. 2. Verify the comp time balance is valid per the comp time plan.
Invalid TRC	Time reporter reported a TRC that is not valid for his/her workgroup	HIGH	Contact HR to verify that the reported TRC exists.
Inactive TRC	The TRC was not 'active' as of the date reported.	HIGH	Contact HR to verify that the TRC is 'Active' as of the date reported
TRC is not in TRC program	TRC reported in not in the employee's workgroup TRC Program.	HIGH	Contact HR to verify that the TRC is in the TRC program (workgroup) to which the time reporter is affiliated as of the date reported
Inactive Time Reporter Status	Time reporter may not have been an active employee as of the date reported.	HIGH	Contact HR to verify that the time reporter is an active employee as of the date reported

Problems

There can be significant problems if a time reporter reports time for a period when he/she was inactive. If this occurs, contact the central payroll office for a resolution.

Depending on the workgroup, there may be an upper limit on the amount of comp time an employee can accumulate. If he/she tries to enter comp time that exceeds the limit, an exception is created. He/she needs to take some comp time before any more can be accrued.

6. Time and Labor Reports

Report Descriptions

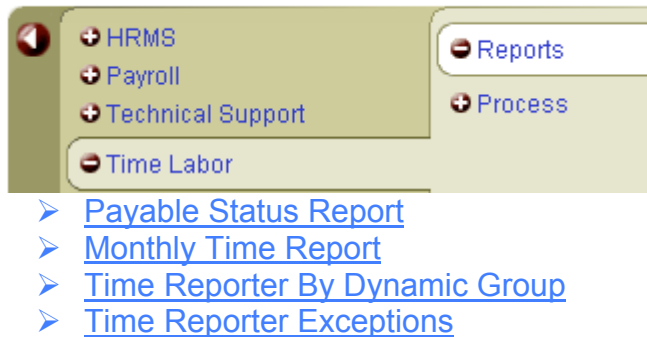
The University of Maine System has implemented several reports to facilitate the management of exceptions:

Report Name	Description	Use(s)
Time Reporter By Dynamic Group	Provides a listing of all the time reporters who belong to a given dynamic group during that timeframe and their employee ID numbers.	This report is very helpful for time administrators, approvers and managers, so you do not need to look up ID numbers in PeopleSoft.
Time Reporter Exceptions	Lists any exceptions that have been generated for a time reporter during a specified time period. The report is run for a dynamic group.	Run the report for your dynamic group daily to identify any exceptions generated during the nightly time administration process.
Payable Status Report	Provides a snapshot of Time and Labor information by workgroup. For each employee and each job record it lists the date time was reported, the status of the time (approved, needs approval, taken by payroll, etc.) and the quantity of hours reported by time reporting code.	Run this report before the approval process to review payable time and anticipate changes and additions that need to be made to time to complete the approval process. Reported time that generated an exception will not appear on this report, because that is not payable time.
Time Card Report	Provides the detail of the reported time entered by the employee and the payable time (time that has been processed by time administration) results. Detail includes payable status of each day and TRC under report, total number of hours for the entire time period under report and any outstanding exceptions.	Can be run for individual employees, at any point during the week to review the time reported and processed in Time Administration. It is a helpful tool to compare reported and payable time.
Monthly Time Report	Provides reported hours by date, time reporting code, pay rate and details the account that each line was charged to. Also totals monthly hours for each employee in the dynamic group.	Run this report after the end of the month to have a comprehensive review of the monthly hours, compensation and accounting for employees' efforts.

Navigating to PeopleSoft Reports

The reports related to exception management are located under two menu paths in PeopleSoft:

[Home](#) > [University of Maine System](#) > [Time Labor](#) > **Reports**



[Home](#) > [Administer Workforce](#) > [Capture Time and Labor](#) > **Reports**



How to Run Reports

Once you've navigated to the report you want to run and selected it, PeopleSoft will ask you to enter a Run Control ID.

A run control is a database record that provides values for settings such as:

- Time and date to run a report
- Time and location to print a report
- Parameters that determine the content of the report, such as the business unit or time period on which to report

[Home](#) > [University of Maine System](#) > [Time Labor](#) > [Reports](#) > **Time Reporter Exceptions**

Time Reporter Exceptions

Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

Enter a Run Control ID or select to pick from list.

Enter a Run Control ID or click search to view your existing run controls. To create a new Run Control ID click the [Add a New Value](#) link.

Once you have entered a run control value, you will be brought to a parameters screen, where you can define the criteria for your report output:

Time Reporter Exceptions

Run Control ID: TAF [Report Manager](#) [Process Monitor](#)

Report Parameters

Group ID: UMA Students - Augusta Campus


Pay Group:

Begin Date:

End Date:

Business Unit

Business Unit: University of Maine at Augusta Include All Business Units

When you have entered the parameters, click  to submit the report.

You will be brought to the Process Scheduler:

[Home](#) > [University of Maine System](#) > [Time Labor](#) > [Reports](#) > [Time Reporter Exceptions](#)

[New Window](#)

Process Scheduler Request

User ID: 0015111 Run Control ID: TAF

Server Name: Run Date: [BT]

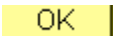
Recurrence: Run Time:

Time Zone:


Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Time Reports Exceptions	UMTL0006	SQR Report	Web	PDF

In this screen you should fill in the server name (PSUNX) and select your output in PDF format that you can view on the Web. When you have completed this information, click .

You will return to the parameter screen (**and tempted to click run again, but don't!**). The Process Instance number in the upper right hand corner of the screen, under the Run button, tells you that the report has been submitted:

[Report Manager](#) [Process Monitor](#) 

Process Instance:39075

Click the [Report Manager](#) link to view the report status:

[ome](#) > [PeopleTools](#) > [Report Manager](#) > [Inquire](#) > [Report List](#)

[New Window](#)

Report List Archived Reports

View Reports For

User: Process Type:

Status: Last:

Select	Report ID	Pracs Instance	Report Description	Request Date/Time	Format	Status
<input type="checkbox"/>	29412	39141	Time Reports Exceptions	03/04/2004 9:42:37AM	Acrobat (*.pdf)	Scheduled
<input type="checkbox"/>	29410	39139	Time Reports Exceptions	03/04/2004 9:29:51AM	Acrobat (*.pdf)	Posted
<input type="checkbox"/>	29409	39138	Time Reporters by Dynamic Grp	03/04/2004 9:25:55AM	Acrobat (*.pdf)	Posted
<input type="checkbox"/>	29408	39137	Time Reporters by Dynamic Grp	03/04/2004 9:22:40AM	Acrobat (*.pdf)	Posted
<input type="checkbox"/>	29407	39136	Monthly Time Reporters	03/03/2004 10:03:57AM	Acrobat (*.pdf)	Posted
<input type="checkbox"/>	29406	39135	Monthly Time Reporters	03/03/2004 10:01:12AM	Acrobat (*.pdf)	Posted

Click the delete button to delete the selected report(s)

Click to update the display, if the report status is Processing.

Report Description	Request Date/Time	Format	Status	Details
Time Reports Exceptions	03/04/2004 9:42:37AM	Acrobat (*.pdf)	Posted	Details View
Time Reports Exceptions	03/04/2004 9:29:51AM	Acrobat (*.pdf)	Posted	Details View
Time Reporters by Dynamic Grp	03/04/2004 9:25:55AM	Acrobat (*.pdf)	Posted	Details View
Time Reporters by Dynamic Grp	03/04/2004 9:22:40AM	Acrobat (*.pdf)	Posted	Details View
Monthly Time Reporters	03/03/2004 10:03:57AM	Acrobat (*.pdf)	Posted	Details View
Monthly Time Reporters	03/03/2004 10:01:12AM	Acrobat (*.pdf)	Posted	Details View

When the Status reads “Posted,” click [View](#) to open the report output. (Note: you may need to scroll to the right to see the [Details](#) and [View](#) links.)



Report/Log Viewer

Instance:	39141	Type:	SQR Report
Name:	UMTL0006	Run Cntl ID:	TAF
Status:	Success	Submitted By:	0015111
Server:	PSUNX	Recurrence:	

Time Reports Exceptions

Name	Size	CreationDate
Message Log	2258 bytes	2004-03-04 09:42:58
Trace File	606 bytes	2004-03-04 09:42:58
umtl0006_39141_1.PDF	2720 bytes	2004-03-04 09:42:58

Click the link with the PDF extension to open the report in Adobe Acrobat Reader.

Sample Output:

Report ID: UMTL0006

University of Maine System
Time & Labor Exception - Time Reporter Exceptions
University of Maine at Augusta

Page No. 1
Run Date 03
Run Time 09

Dynamic Group: ASTDS UMA Students - Augusta Campus
For period 01-OCT-2003 thru 31-DEC-2003

Name	EmplId	End	PaygrpDeptID	Exception Description	Status	Exception Date	Severity
Test4,Test443348426	0011170	0	STU AETAA	Worked without a break	U	20-OCT-2003	L
Test4,Test4433489021	0022041	0	STU ALIBA	More than 24 hours reported	U	04-NOV-2003	H
Test4,Test4433489021	0022041	0	STU ALIBA	Worked without a break	U	04-NOV-2003	L
Test4,Test4433521898	0024606	1	STU ALKAG	Worked without a break	U	23-OCT-2003	L
Test4,Test4433549549	0026849	0	STU ABOCK	More than 24 hours reported	U	23-OCT-2003	H
Test4,Test4433549549	0026849	0	STU ABOCK	Worked without a break	U	23-OCT-2003	L
Test4,Test4433549549	0026849	0	STU ABOCK	Worked without a break	U	06-NOV-2003	L

7. Scenarios

High Severity: More than 24 hours reported

A police security guard regularly works a shift that is eligible for shift differential. On January 1, New Year’s Day, a family holiday, he reports to work two hours before his shift differential begins and works 10 hours. He reports his time as follows:

From Sunday 12/28/2003 to Saturday 01/03/2004								Time Reporting Code	Short Description
Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 1/1	Fri 1/2	Sat 1/3			
0.000000	0.000000	0.000000	0.000000	10.000000	0.000000	0.000000	HOL	Holiday Pr	
0.000000	0.000000	0.000000	0.000000	10.000000	0.000000	0.000000	HOLFM	Holiday F	
0.000000	8.000000	8.000000	8.000000	0.000000	8.000000	0.000000	REG	Regular	
0.000000	8.000000	8.000000	8.000000	8.000000	8.000000	0.000000	SHFP1	Pol Sft Df	

The total time worked on January 1 was 10 hours, but when PeopleSoft totals the lines of TRCs it will calculate 28 hours. This will generate an exception:

Manage Time Exceptions

Test4433340548 Test4 ID: 0010560
Job Title: Security Guard III Empl Rcd#: 1
[Filter Options](#) Sort By:

Exceptions First 1 of 1					
Allow	More	Description	Status	Date	Severity of Exception
<input type="checkbox"/>	TLX01540	More than 24 hours reported	Unresolved	01/01/2004	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Weekly Time pages

The **More** link will provide limited additional information about the exception:

Exception Information

Personal Information

EmpID: 0010560
Name: Test4,Test4433340548

Source Of Exception

Date: 01/01/2004 **Exception Id:** TLX01540 **Exception Source:** TA
Status: Unresolved **Action DateTime:** 03/04/2004 10:42:54AM

Exception Context

Exception Data: More then 24 hours have been reported in a day
Description: The sum of any TRCs of Hours Type cannot exceed 24 hours in a day.

You will need to **review the time that was originally reported** to determine if the exception should be allowed or if the time was incorrectly entered. There are two recommended ways of reviewing the reported time:

1. Review the time as it was entered via the time entry screen: **Home > Self Service > Manager > Tasks > Weekly Elapsed or Weekly Punch Time**. Enter the employee ID and the date under review.
2. Run the TimeCard report which provides a complete listing of the reported time and the payable time for a time period. Time that generated an exception will appear as reported time. It will not appear as payable time because it was not passed from Time Administration.

After reviewing the time, there are two possible outcomes:

1. The combinations of time reporting codes used to describe the hours worked justifiably exceed a sum of 24 – you allow the exception. This is the example shown above, where the time reporter used multiple TRC’s to accurately report 10 hours worked.
2. You believe the time reporter made a mistake when entering time and you ask the time reporter to re-report the time for the period. For example:

From Monday 12/08/2003 to Sunday 12/14/2003								
Mon 12/8	Tue 12/9	Wed 12/10	Thu 12/11	Fri 12/12	Sat 12/13	Sun 12/14	Time Reporting Code	Short Descripti
25.000000	8.000000	8.000000	8.000000	8.000000	0.000000	0.000000	REG	Regular

When the time that generated the exception is corrected the original exception will be purged from the system.

Low Severity: Student works more than 6 hours without a break

Students are not supposed to work more than 6 hours consecutively without taking at least a 15 minute break. If a student reports more than 6 hours of work, PeopleSoft will generate a low severity exception. Low exception default to allowed in the system. The student will be paid for this time even if the Time Administrator does not go into the exception screen and select the box to allow the exception.

In the example below of a student dynamic group, several students have worked without a break. The Allow box is by default already selected.

Manage Group Exceptions

Group Information

UMA Students - Augusta Campus **Group ID:** ASTDS

[Filter Options](#) **Sort By:** Except ID ▾

Exceptions							
Allow	EmplID	Empl Rcd#	More	Description	Status	Date	Severity of Exception
<input checked="" type="checkbox"/>	0011170	0	TLX10066	Worked without a break	Unresolved	10/20/2003	Low
<input type="checkbox"/>	0017435	1	TLX00030	Inactive Time Reporter Status	Unresolved	09/01/2003	High
<input type="checkbox"/>	0022041	0	TLX01540	More than 24 hours reported	Unresolved	11/04/2003	High
<input checked="" type="checkbox"/>	0022041	0	TLX10066	Worked without a break	Unresolved	11/04/2003	Low
<input checked="" type="checkbox"/>	0024606	1	TLX10066	Worked without a break	Unresolved	10/23/2003	Low
<input type="checkbox"/>	0026849	0	TLX01540	More than 24 hours reported	Unresolved	10/23/2003	High
<input checked="" type="checkbox"/>	0026849	0	TLX10066	Worked without a break	Unresolved	10/23/2003	Low
<input checked="" type="checkbox"/>	0026849	0	TLX10066	Worked without a break	Unresolved	11/06/2003	Low

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Weekly Time pages. **Clean Up Exceptions**

You cannot deselect the Allow check for low exceptions. If you think the time has been entered incorrectly you can ask the time reporter to resubmit time or manage the discrepancy via the time approval process.

8. Corrections to Time

The specific instructions for correcting punch and elapsed reported time and payable time appear below:

Punch Reported Time (Before Time Administration Runs)

Deleting Punch Time

1. Navigate to student punch time entry screen for the week that needs to be changed
2. Delete the punches that were inaccurately reported
3. Save

Results

- Time Administration will calculate total hours for the week
- Time Approver will not see originally reported hours.

Adjusting Punch Time

1. Navigate to student punch time entry screen for the week that needs to be changed
2. Delete the punch that was inaccurately reported
3. Enter new punch for the correct time
4. Save

Results

- Time Administration will run
- Time Approver will not see adjustments. Will see positive hours that needs approval.

Punch Payable Time (After Time Administration Runs)

Deleting Punch Time

Instructions

1. Navigate to student punch time entry screen for the week that needs to be changed
2. Delete the punches that should not have been reported
3. Save

Results:

- Time Administration will process new punches and recalculate time for that week, including deleted punches.
- Approver will see deleted time as negative time that needs approval.

Adjusting Punch Time

1. Navigate to student punch time entry screen for the week that needs to be changed
2. Delete the punch that was inaccurately reported

Note: PeopleSoft will not recognize the modification unless it has a new punch to process when time administration runs.

3. Add a new punch and enter the correct time
4. Save

Example: Student reported 8AM IN and 12PM OUT, but should have reported 11AM OUT

- Delete 12PM OUT punch
- Add a punch and enter 11AM OUT
- Save

Results

- Time Administration will run and recalculate hours
- Approver will see: deleted hours as negative time that needs approval (example: -4 hours) and positive time for the adjustment (example: +3 hours) that needs approval.

Elapsed Reported Time (Before Time Administration Runs)**Deleting or Adjusting Elapsed Time**


1. Navigate to Elapsed Time entry screen for week that needs to be adjusted
2. Adjust, add and/or delete hours that are incorrect

Note: You do not need to delete a row, just change hours.

Results:

- Time Approver will not see originally reported hours, because they were never picked up by time administration.

Elapsed Payable Time (After Time Administration Runs)**Deleting Elapsed Time**

1. Navigate to Elapsed Time entry screen for week that needs to be adjusted
2. Print the screen shot of the reported hours by clicking on the  icon in Internet Explorer.
3. Handwrite the changes you want to make to the time on your printout.
4. Add a new line. Re-enter the correct hours for that TRC, entering a blank or leaving a zero for the day you are deleting.
5. Adjust hours as needed to other TRC lines
6. DELETE entire original line containing the incorrect hours (even if other days were reported accurately for that TRC)

Example:

- 8 REG hours were originally reported REG and should have been reported as VAC
- Handwrite changes on printout:

From Sunday 11/16/2003 to Saturday 11/22/2003

Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22	Time Reporting Code	Short Description
0.000000	8.000000	0.000000	10.000000	0.000000	8.000000	0.000000	REG	Regular
0.000000	0.000000	6.000000	0.000000	0.000000	0.000000	0.000000	SICK	Sick
0.000000	0.000000	2.000000	0.000000	0.000000	0.000000	0.000000	VAC	Vacation

Annotations: "Mark incorrect time entry" points to the 8.000000 on Fri 11/21. "Handwrite correction" points to a handwritten '8' in the VAC column for Fri 11/21.

- Delete erroneous hours and enter correct hours

From Sunday 11/16/2003 to Saturday 11/22/2003

Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22	Time Reporting Code	Short Description
0.000000	8.000000	0.000000	10.000000	0.000000	8.000	0.000000	REG	Regular
0.000000	0.000000	6.000000	0.000000	0.000000	0.000000	0.000000	SICK	Sick
0.000000	0.000000	2.000000	0.000000	8.000000	8.000000	0.000000	VAC	Vacation
0.000000	8.000000	0.000000	10.000000	0.000000	0.000000	0.000000	REG	Regular

Annotations: "1. Add a new line and re-enter correct time for TRC" points to the new VAC line. "2. Adjust/add hours as appropriate" points to the 8.000000 in the VAC column for Fri 11/21. "3. Delete line that had erroneous time" points to the crossed-out REG line for Fri 11/21.

Results:

- Time administration will calculate the time as most recently reported.
- Approver will see negative hours for the original hours reported that needs approval and positive hours for the new time entered that needs approval.

Adjusting Elapsed Time

1. Navigate to Elapsed Time entry screen for week that needs to be adjusted
 2. Change the erroneous time
- Note: You do not need to delete a row, just change hours.
3. SAVE

Results:

- Time administration will calculate the additional hours, or fewer hours and calculate overtime if warranted.

Approver will see negative hours for the original hours reported that needs approval and positive hours for the new time entered that needs approval.

9. How to Refresh Dynamic Groups

A Dynamic Group needs to be refreshed to add the employee whenever an employee is enrolled in Time and Labor. A refresh process automatically occurs nightly for all of the Dynamic Groups in PeopleSoft. A time administrator would manually refresh a group if a new hire's paperwork has been processed during the day and the employee needs to enter time before the nightly refresh process occurs. That process is described below.

1. Navigate to Dynamic Groups:

From Portal Menu:

PeopleSoft > Human Resources Employees > Define Business Rules > Define Time and Labor > Enroll > Dynamic Group

The screenshot displays the PeopleSoft portal interface. On the left is a vertical navigation menu with the following items: Employee Self-Service, PeopleSoft (expanded), Human Resources Employees (selected), SA Books, Learning Solutions 7.6, Human Resources 7.5, Financials Supply Chain 8.4, Portal Administration, Worklist, Tree Manager, Reporting Tools, PeopleTools, Change My Password, My Personalizations, and My System Profile. The main content area shows the breadcrumb trail: Home > Define Business Rules > Define Time and Labor > Enroll > Dynamic Group. Below the breadcrumb is the title 'Dynamic Group' and a section header 'Find an Existing Value'. The search form includes a 'Group ID' text box, a 'Description' text box, a 'Case Sensitive' checkbox, and 'Search' and 'Clear' buttons. A 'Basic Search' link is also present. At the bottom of the form is an 'Add a New Value' link.

2. Enter the Dynamic Group you are responsible for:

Find an Existing Value

Group ID: *Enter the full group ID or portion of the ID*

Description:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

Click search to select from a list of values

Search Results

View All First 1-5 of 5 Last

Group ID	Description
KPLT1	UMFK Facilities Management BWK
KPLT2	UMFK Facilities Management STU
KPRS1	UMFK Pres Direct Reports
KPRS2	UMFK Pres Student

Select Group ID by clicking on the row

3. Under the Current Group Members tab, select Refresh Dynamic Group Now and then Save:

Selection Criteria Potential Group Members Security by Group **Current Group Members**

1 Select Current Group Members tab

Group ID: KPLT1 UMFK Facilities Management BWK

As Of Date: 11/09/2003 Last Refresh Date/Time: 11/09/03 12:40AM

Sort By:

2 Refresh the Dynamic Group

Group Members		
EmplID	Empl Rcd Nbr	Name
0010560	0	Test4,Test4433340548
0010560	1	Test4,Test4433340548
0010661	0	Test4,Test4433341861
0011536	0	Test4,Test4433353171
0012573	0	Test4,Test4433366600
0012701	0	Test4,Test4433368251
0013017	0	Test4,Test4433372320
0013123	0	Test4,Test4433373685
0014834	0	Test4,Test4433395785

3 Save

The Dynamic Group will be refreshed to include any recently enrolled members.

10. Why the University of Maine System Tracks and Approves Time

It's the Law

The Fair Labor Standards Act (FLSA) was originally passed by Congress 1938 to provide for the establishment of fair labor standards in employments in and affecting interstate commerce, and for other purposes. The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage of not less than \$6.25 an hour, effective January 1, 2004. Overtime pay at a rate of not less than one and one-half times their regular rates of pay is required after 40 hours of work in a workweek. The University of Maine System and its employees come under the auspices of this law.

Hours Worked

The Fair Labor Standards Act requires that employees receive at least the minimum wage and employees in nonexempt positions may not be employed for more than 40 hours in a week without receiving at least one and one-half times their regular rates of pay for the overtime hours. The amount employees should receive cannot be determined without knowing the number of hours worked.

Every employer covered by FLSA must keep certain records for each covered, nonexempt worker. The records must include accurate information about the employee and data about the hours worked and the wages earned. The following is a listing of the basic records that an employer must maintain:

- Employee's full name and social security number;
- Address, including zip code;
- Birth date, if younger than 19;
- Sex and occupation;
- Time and day of week when employee's workweek begins. Hours worked each day and total hours worked each workweek.
- Basis on which employee's wages are paid;
- Regular hourly pay rate;
- Total daily or weekly straight-time earnings;
- Total overtime earnings for the workweek;
- All additions to or deductions from the employee's wages;
- Total wages paid each pay period;
- Date of payment and the pay period covered by the payment.

Information about the Fair Labor Standards Act was compiled from the Department of Labor. You can read more about the Act at:

<http://www.dol.gov/dol/compliance/comp-flsa.htm>