University of Maine System
PeopleSoft Time and Labor

PeopleSoft HR/SA 8.0

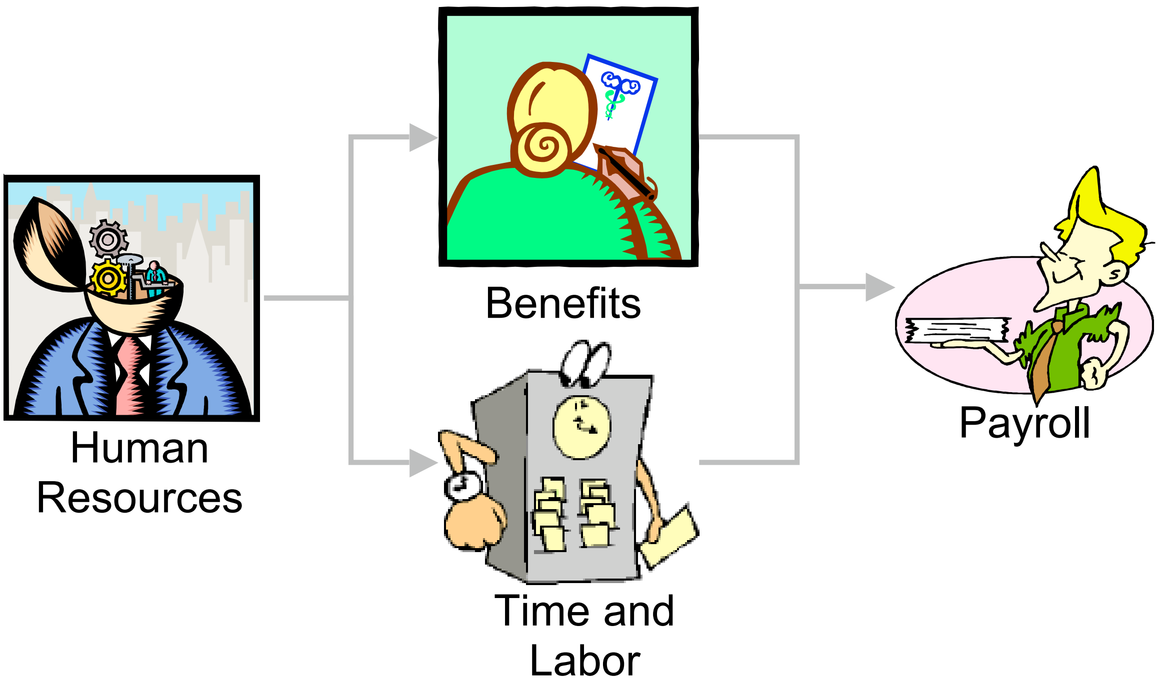
Time Administration Manual

Document Number HRTimeAdmin01.R0, HR/SA 8.0
March 30, 2004

Contents

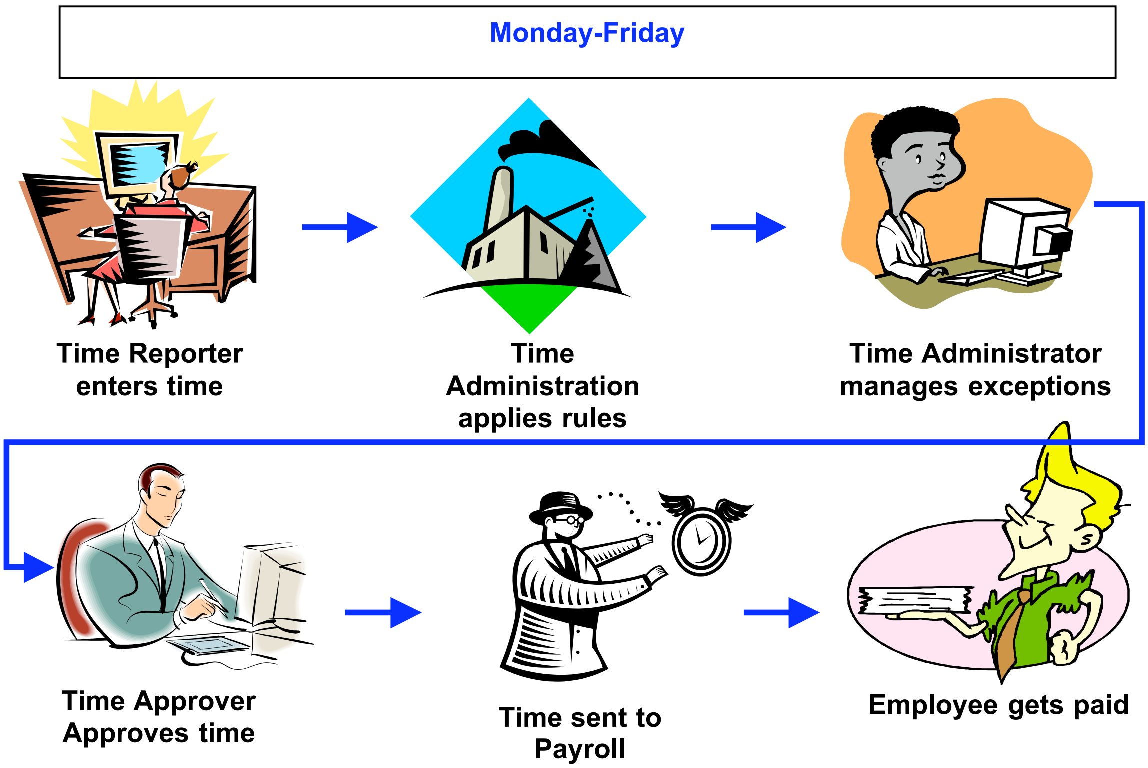
1. PeopleSoft Human Resources Management System (HRMS)

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:

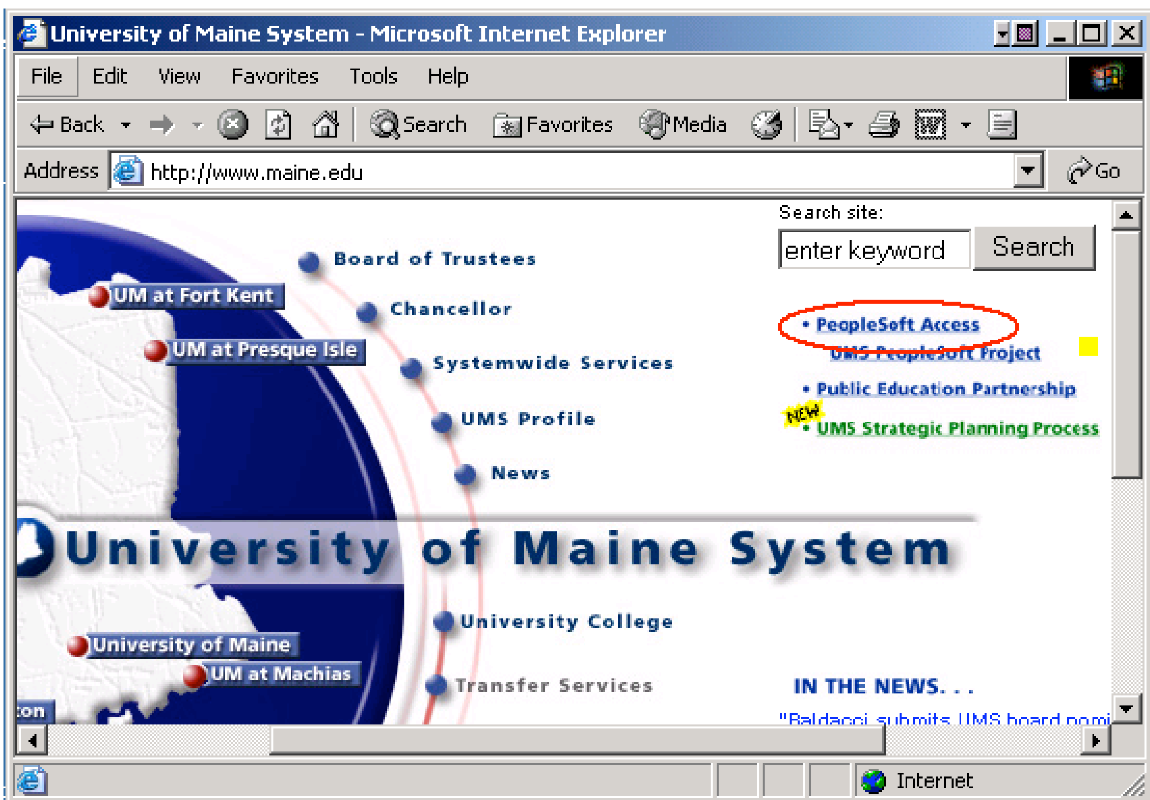
jane.doe@maine.edu

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.

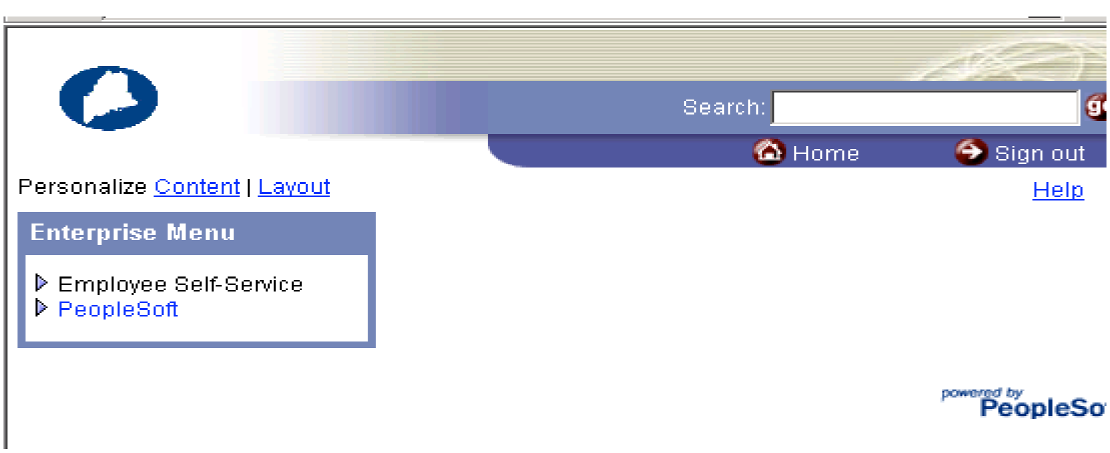


Here is what the PeopleSoft login page looks like:

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 Sign In 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.

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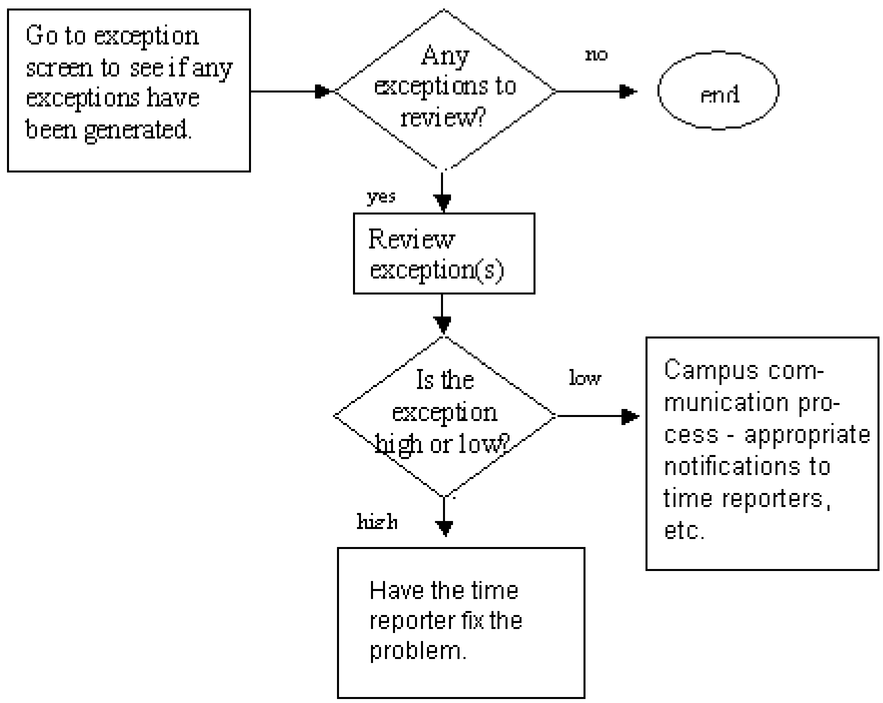
5. Exception Management

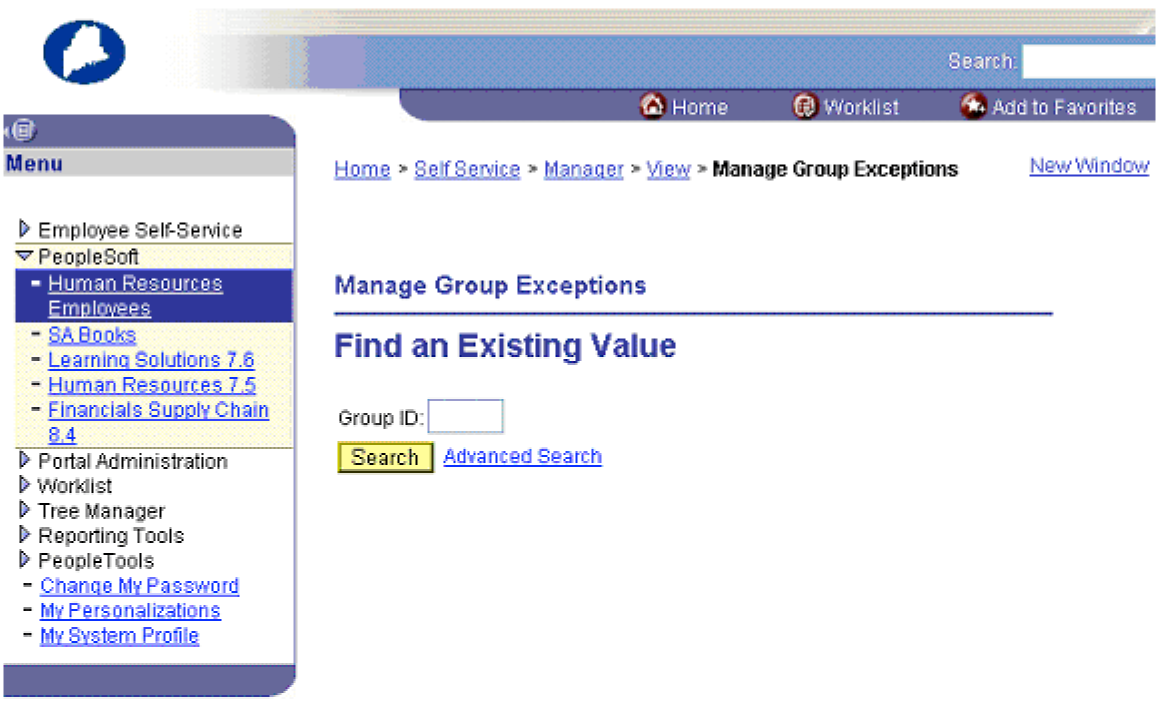
Overview of the process



How to Manage Exceptions

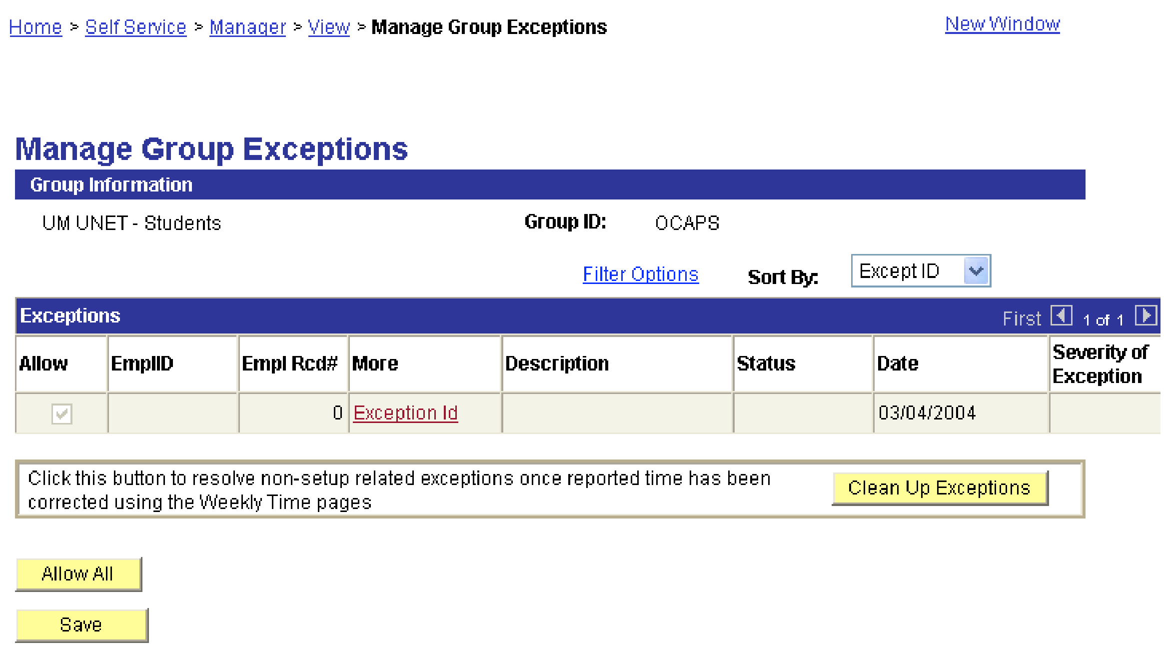
Navigate to Exception Management Screen:

From Portal Menu:
PeopleSoft > Self Service > Manager > View > Manage Group Exceptions



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

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.



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

Exceptions First 1-2 of 2

Allow	EmplID	Empl Rcd#	More	Description	Status	Date	Severity of Exception
☐	0010560	1	TLX01540	More than 24 hours reported	Unresolved	01/01/2004	High
☐	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 Clean Up Exceptions

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 **Exception Source:** TA

Status: Unresolved **Action DateTime:** 02/02/2004 12:32:13PM

Exception Context

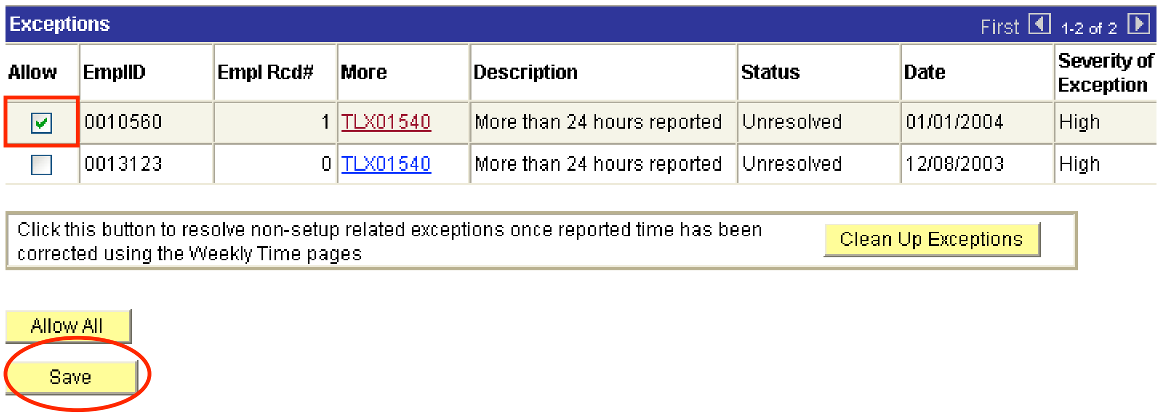
Exception Data: More then 24 hours have been reported in a day

Description: The sum of any TRCs of Hours Type cannot exceed 24 hours in a day.

Comments

To allow exceptions:

- Select the box to allow an exception
- Click Allow All to allow all exceptions
- Click Save
- 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
☑	0010560	1	TLX01540	More than 24 hours reported	Unresolved	01/01/2004	High
☐	0013123	0	TLX01540	More than 24 hours reported	Unresolved	12/08/2003	High

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**

- Payable Status Report
- Monthly Time Report
- Time Reporter By Dynamic Group
- Time Reporter Exceptions

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.

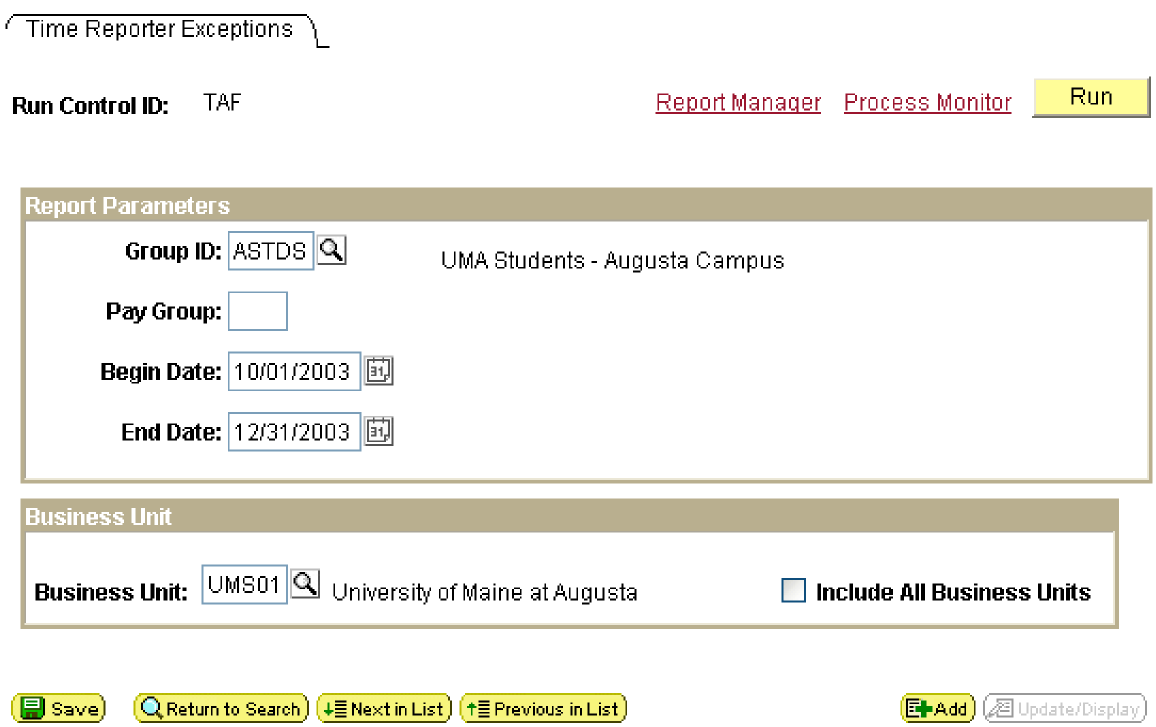
A run control is a database record that provides values for settings such as:

- 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

.

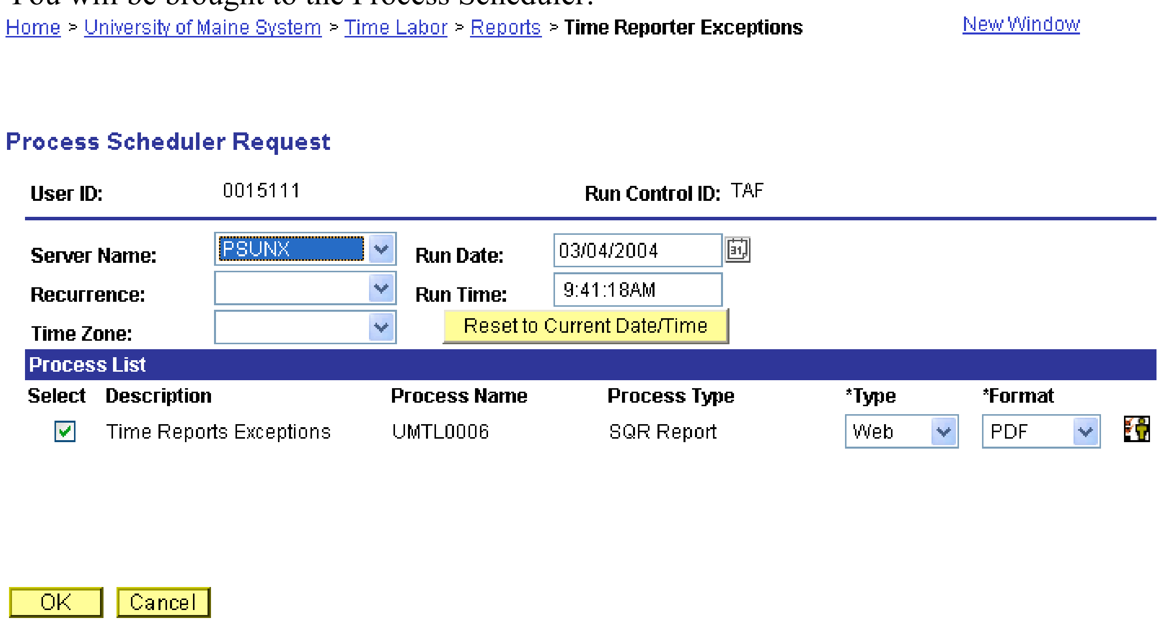
Enter a Run Control ID or click search to view your existing run controls. To create a new Run Control ID click the Add a New Value link.

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:



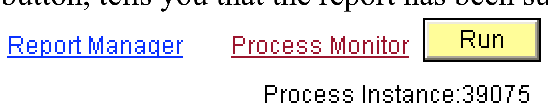
When you have entered the parameters, click Run to submit the report.

You will be brought to the Process Scheduler:



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 OK.

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:



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: 0015111 **Process Type:**

Status: **Last:** 1 Days Refresh

Report List View All First

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

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

Click Refresh 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

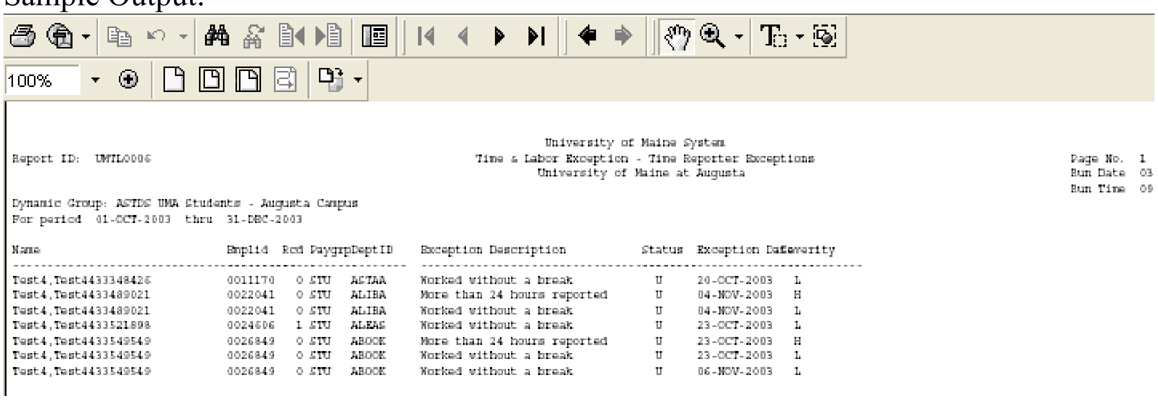
Instance:	39141	**Type:**	SQR Report
Name:	UMTL0006	**Run Cntl ID:**	TAF
Status:	Success	**Submitted By:**	0015111
Server:	PSUNX	**Recurrence:**	

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:



University of Maine System
Report ID: UMTL0006 Time & Labor Exception - Time Reporter Exceptions Page No. 1
University of Maine at Augusta Run Date 03
Run Time 09

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

Name	Emplid	Rcd	Paygrp	DeptID	Exception Description	Status	Exception Date	Severity
Test4,Test4433348426	0011170	0	STU	ASTAA	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	ALEAS	Worked without a break	U	23-OCT-2003	L
Test4,Test4433549549	0026849	0	STU	ABOOK	More than 24 hours reported	U	23-OCT-2003	H
Test4,Test4433549549	0026849	0	STU	ABOOK	Worked without a break	U	23-OCT-2003	L
Test4,Test4433549549	0026849	0	STU	ABOOK	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

Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 1/1	Fri 1/2	Sat 1/3	Time Reporting Code	Short Description
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

Add a New Line

Save

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:** Except ID

Exceptions First 1 of 1

Allow	More	Description	Status	Date	Severity of Exception
☐	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 — Clean Up Exceptions

Allow All

Save

Return to Search

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

Exception Information

Personal Information

EmplID: 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

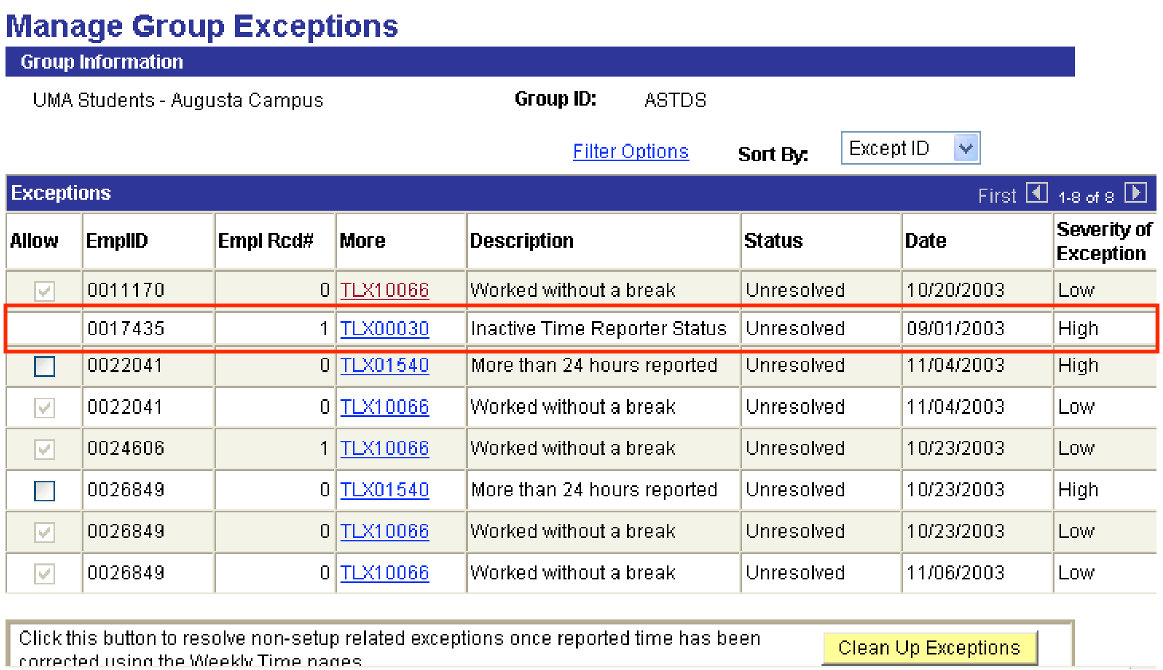
Mon 12/8	Tue 12/9	Wed 12/10	Thu 12/11	Fri 12/12	Sat 12/13	Sun 12/14	Time Reporting Code	Short Descripti
25.000000	8.000000	8.000000	8.000000	8.000000	0.000000	0.000000	REG	Regular

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　First 1-8 of 8

Allow	EmplID	Empl Rcd#	More	Description	Status	Date	Severity of Exception
☑	0011170	0	TLX10066	Worked without a break	Unresolved	10/20/2003	Low
	0017435	1	TLX00030	Inactive Time Reporter Status	Unresolved	09/01/2003	High
☐	0022041	0	TLX01540	More than 24 hours reported	Unresolved	11/04/2003	High
☑	0022041	0	TLX10066	Worked without a break	Unresolved	11/04/2003	Low
☑	0024606	1	TLX10066	Worked without a break	Unresolved	10/23/2003	Low
☐	0026849	0	TLX01540	More than 24 hours reported	Unresolved	10/23/2003	High
☑	0026849	0	TLX10066	Worked without a break	Unresolved	10/23/2003	Low
☑	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.

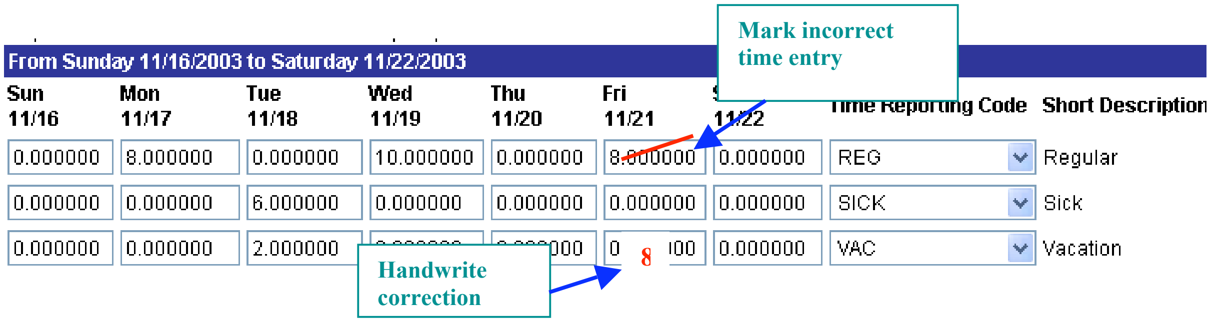
Elapsed Payable Time (After Time Administration Runs)

Deleting Elapsed Time

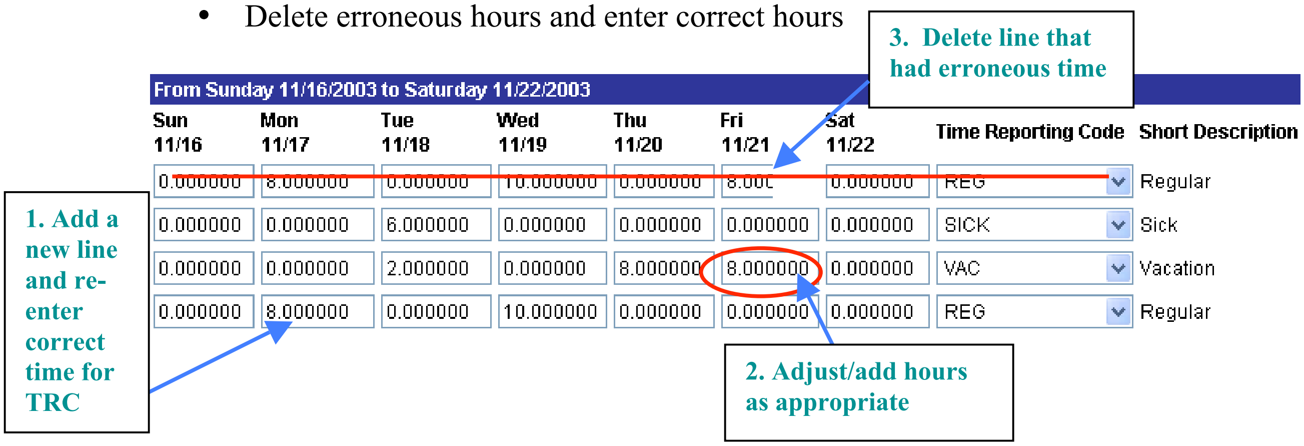
1. Navigate to Elapsed Time entry screen for week that needs to be adjusted
2. Print the screen shot of the reported hours by clicking on the  icon in Internet Explorer.
3. Handwrite the changes you want to make to the time on your printout.
4. Add a new line. Re-enter the correct hours for that TRC, 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:



- Delete erroneous hours and enter correct hours



<u>Results:</u>

- 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

<u>Results:</u>

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

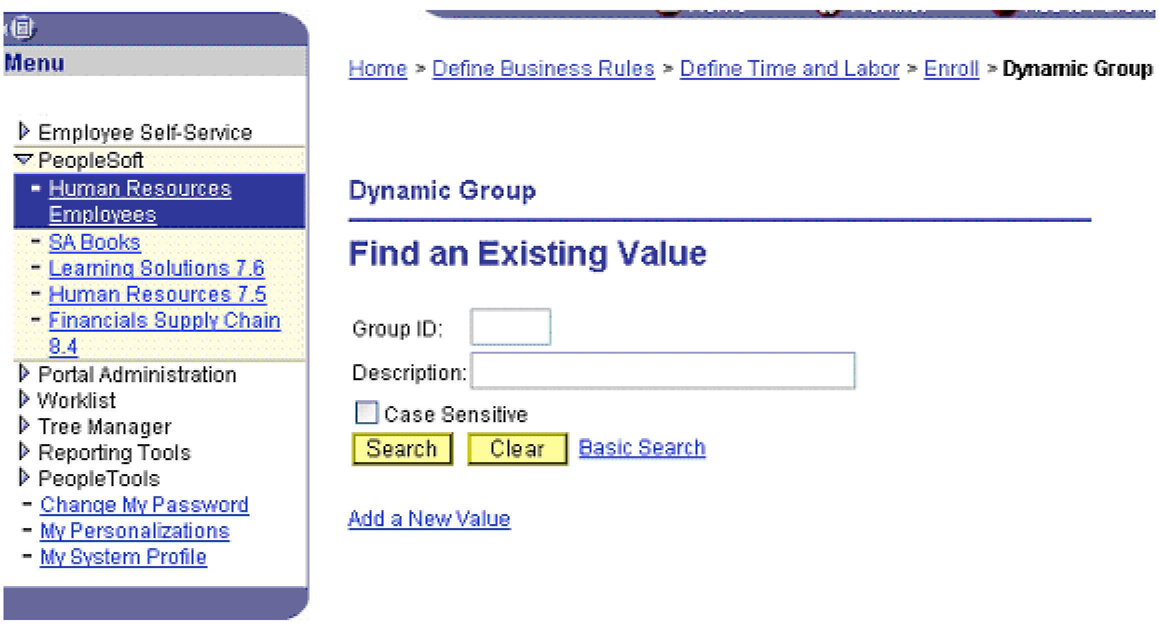
Approver will see negative hours for the original hours reported that needs approval and positive hours for the new time entered that needs approval.

9. How to Refresh Dynamic Groups

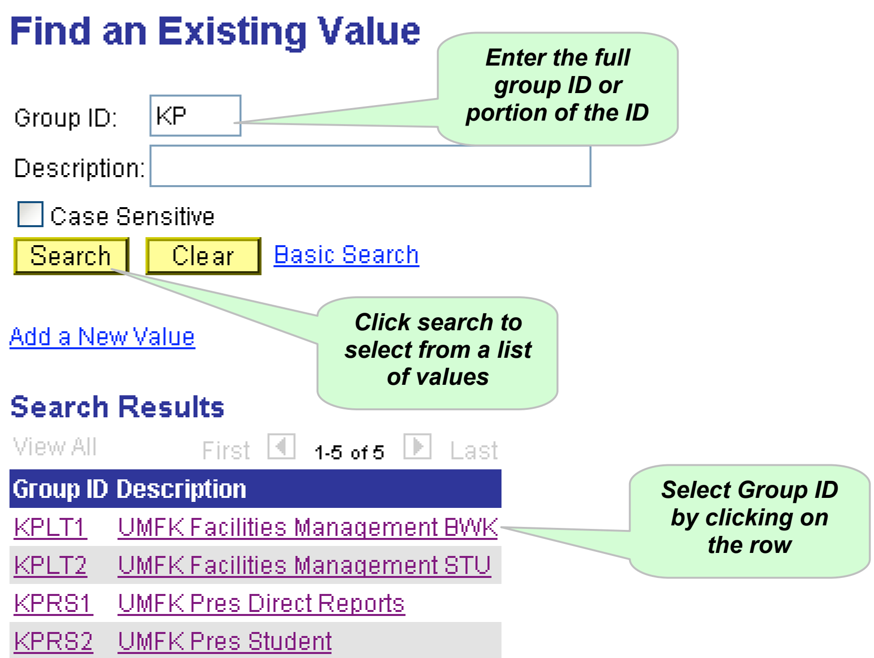
A Dynamic Group needs to be refreshed to add the employee whenever an employee is enrolled in Time and Labor. A refresh process automatically occurs nightly for all of the Dynamic Groups in PeopleSoft. A time administrator would manually refresh a group if a new hire's paperwork has been processed during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

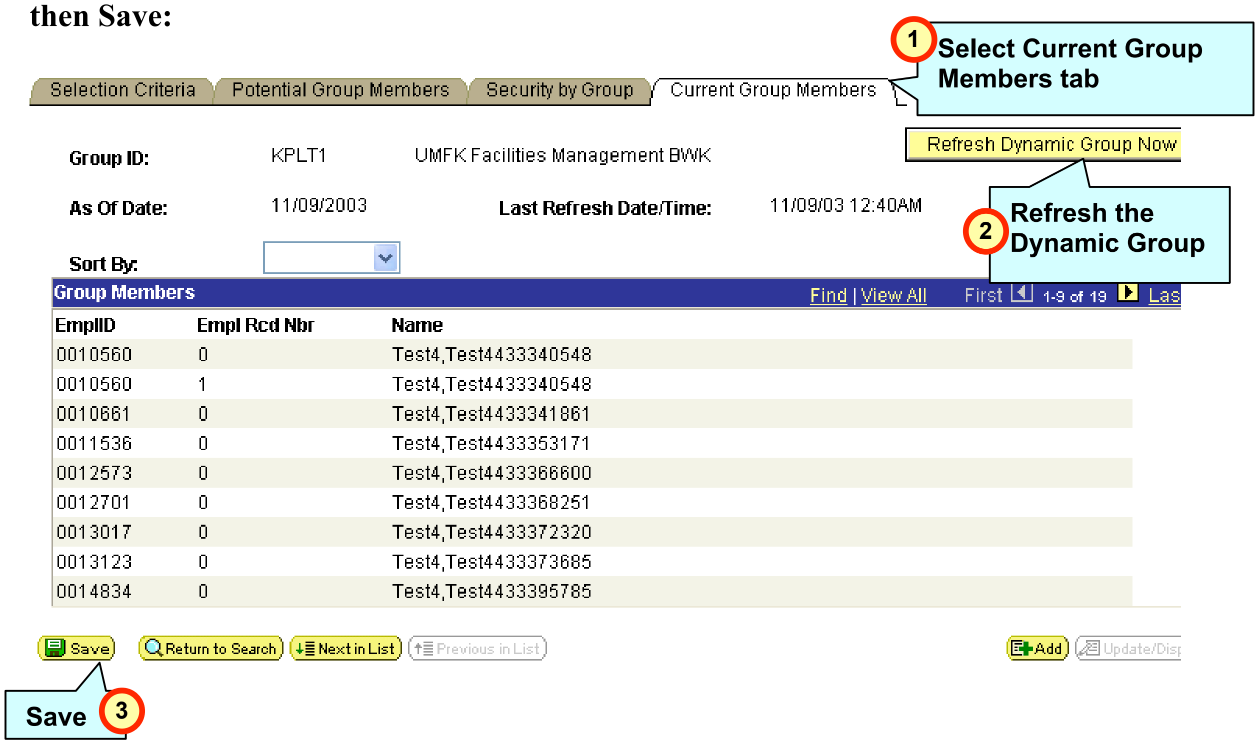
From Portal Menu:
PeopleSoft > Human Resources Employees > Define Business Rules > Define Time and Labor > Enroll > Dynamic Group



2. Enter the Dynamic Group you are responsible for:



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