



University of Maine System PeopleSoft Time and Labor

PeopleSoft HR/SA 8.0

Time Approval Manual

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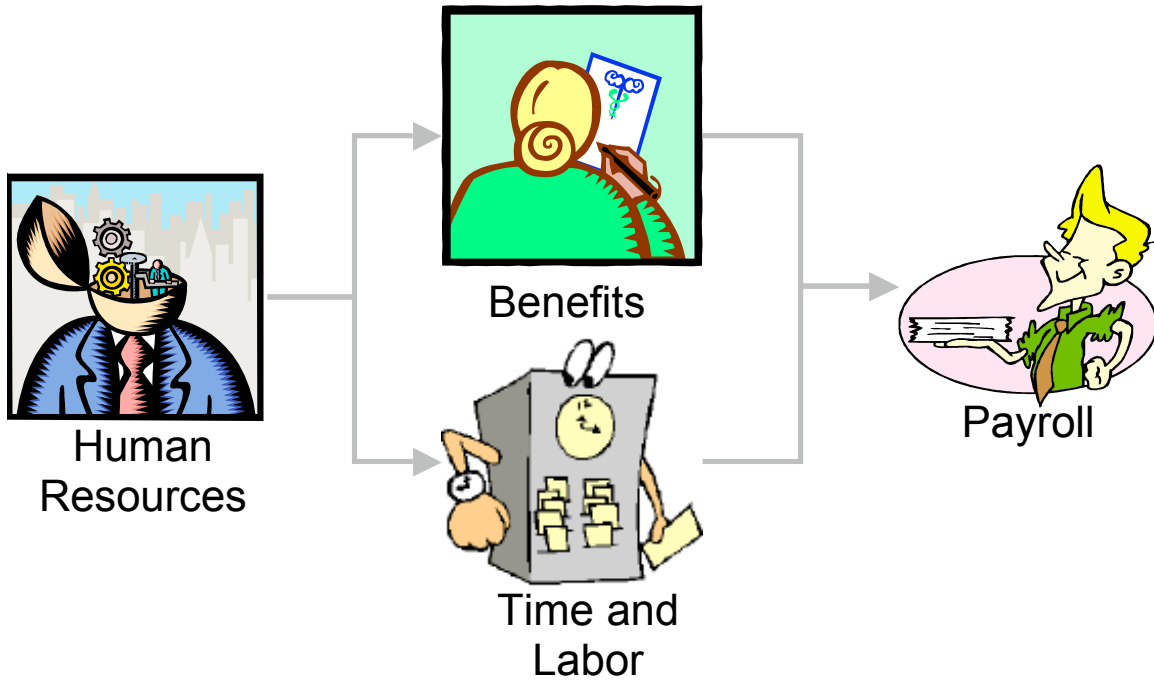
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1. PeopleSoft Human Resources Management System (HRMS)

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 the Time and Labor system include tracking of multiple jobs, application of collective bargaining contract provisions and calculation of overtime and compensatory time.

2. 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:

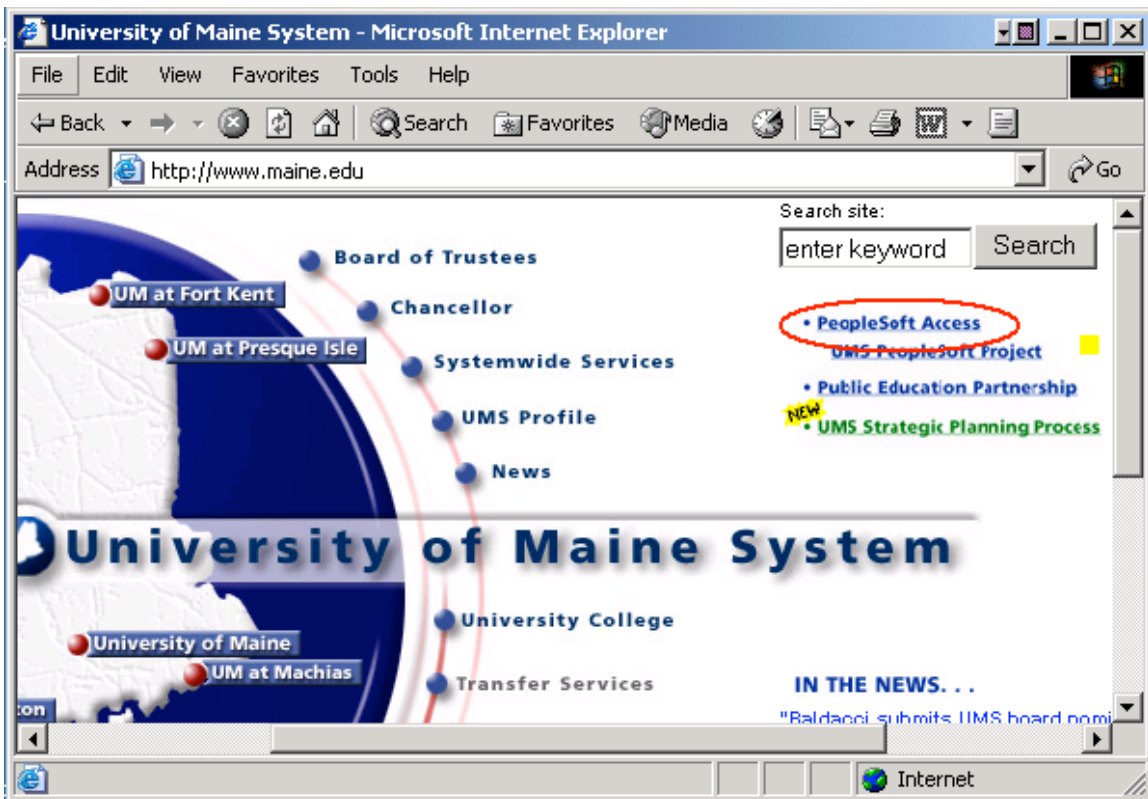
jane.doe@maine.edu

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:



3. Time and Labor Terms and Concepts

In PeopleSoft Time and Labor we use the following terms:

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

1. A **time reporter** (usually an employee) enters his or her time into PeopleSoft on a daily basis.
2. A **time manager** enters time for a group of employees.
3. **Reported time** is the time entered by time reporters and managers. No rules have been applied and no processing done on the time data as yet.
4. **Payable time** is the term used once the time administration process has been run against the reported time. This process is run nightly. Time administration calculates rules such as overtime and generates exceptions if errors are found.
5. A **time administrator** reviews and cleans up exceptions and enrolls employees in Time and Labor.
6. 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.
7. A **workgroup** is a set of time reporters who share compensation requirements such as pay frequency, union, work location. Examples are:
 - Police
 - Federal work study students
 - Salary exempt employees
8. A **dynamic group** of time reporters is set up for reporting or processing purposes - for example, a group of employees in the same department or who have the same supervisor. The members of a dynamic group may belong to different workgroups. As an example, a dynamic group for a facilities department might include an administrative associate, an engineer and a painter.

Tasks of a Time Approver:

- Review all time for current and prior periods for a group or individual time reporter assigned to them via online approval screens and PeopleSoft reports
- Approve time online
- Resolve discrepancies in reported hours with time reporter and/or manager
- Ask employees to make changes/re-enter their time online
- Review time that is resubmitted for approval.

Time Approvers Do Not:

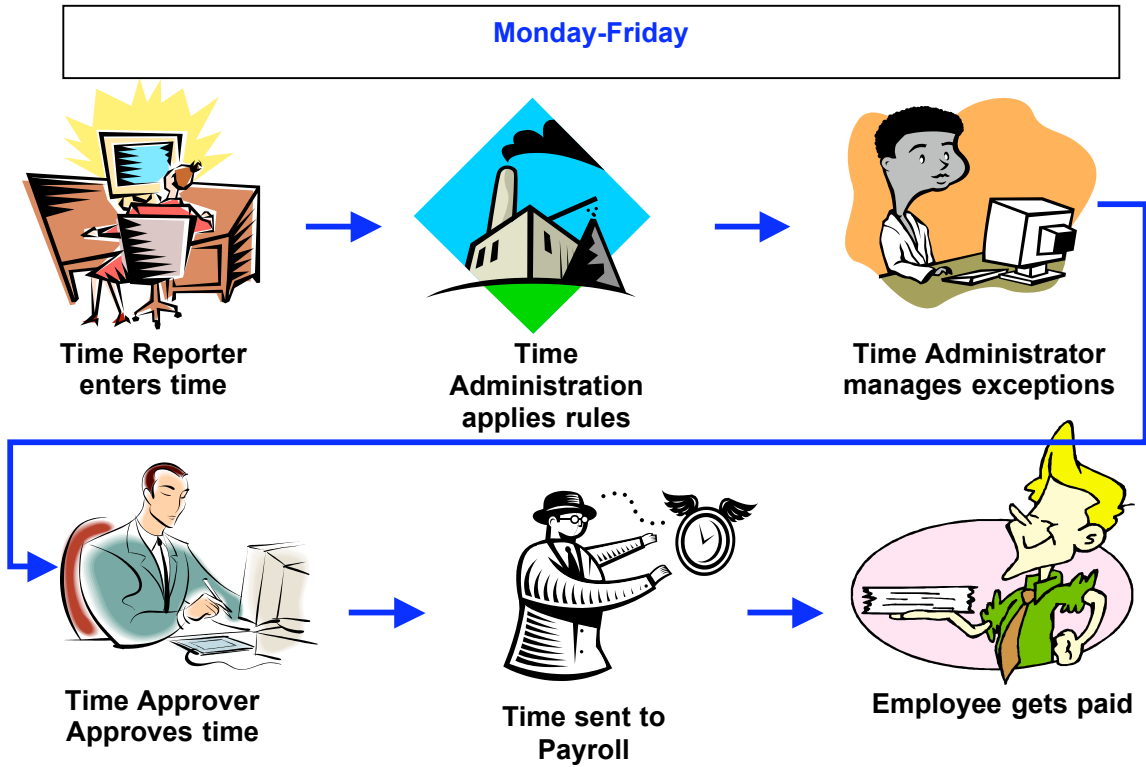
- Change reported hours without consulting the time reporter. Instead, they ask the time reporters to submit changes to their time.

What if Time Isn't Approved on Schedule?

If payable time is not approved on Monday, the employee will not be compensated for unapproved hours. 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.

4. The Weekly Time and Labor Process

Overview



Your role in this diagram is the Time Approver.

Weekly Calendar of Tasks for the Time Approver

Tuesday-Thursday	Friday	Monday Morning
<ul style="list-style-type: none"> • Review employees' time via reports • Speak to employees if you have any questions about time reported. 	<ul style="list-style-type: none"> • Run Payable Status report to review payable time • Speak to employees who have not yet entered time and remind them to do so before the weekend • Resolve any time reporting discrepancies before the approval process on Monday 	<ul style="list-style-type: none"> • Approve time*

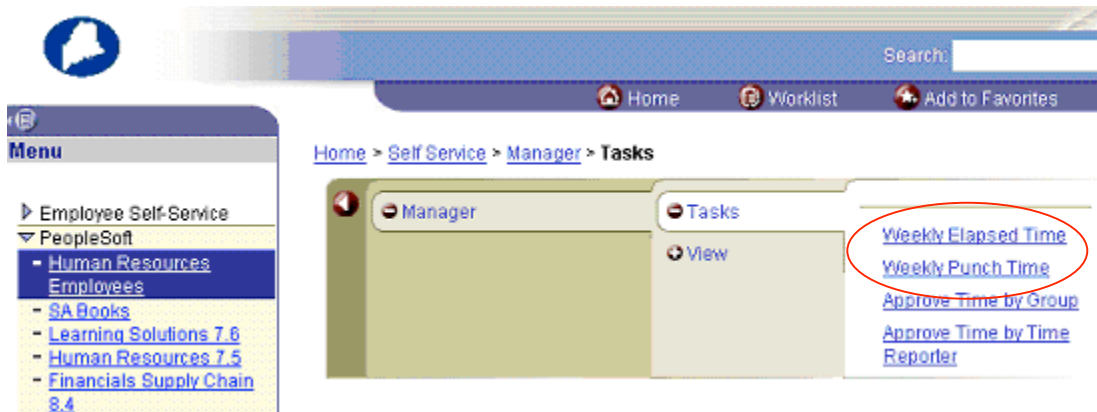
* Time Approval is not a daily task, and should not happen before Monday morning. Approving time as it is entered during the week generates unnecessary corrections and adjustments and negative hours that require approval. It also impedes Federal Fair Labor Standard Act requirements. By Monday time reporters have had the workweek to report time, adjust time for illnesses, vacations, shifts and call-back time that cannot be anticipated.

5. How Managers Enter Time for Time Reporters in PeopleSoft

- A Dynamic Group of employees may be assigned to a Time Manager for time entry
- A Manager enters time for employees via the self service menu
- Elapsed time is entered for hourly and monthly employees
- Punch Time is entered for student employees

Navigate to Elapsed or Punch Time Entry

1. From Portal Menu : PeopleSoft > Human Resources Employees
2. [Home](#) > [Self Service](#) > [Manager](#) > [Tasks](#) > Weekly Elapsed Time or Weekly Punch Time



Enter Employee ID and Date to report time

[Home](#) > [Self Service](#) > [Manager](#) > [Tasks](#) > **Weekly Elapsed Time**

Weekly Elapsed Time

Use the following search to access or report Elapsed Time.

1

Enter employee ID or click the magnifying glass to pick from a list.

EmpID:

Date:

[Basic Search](#)

2

Enter date in dd/mm/yyyy format or select calendar icon to select.

3

Click Search

When an employee selects a date, the time entry workweek will automatically default to Sunday through Saturday. If a manager selects a midweek date, for example Tuesday, the workweek in the time entry screen will begin with that date and show the next six days.

EmpID:

Date:

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

EmpID	Empl Rcd Nbr	Date	Name	Workgroup	Department	Short Description
0042126	0	01/19/2003	Studenteleven, Sammy Fwsra	FWS RA	QACE	Clerk
0042126	1	01/19/2003	Studenteleven, Sammy Fwsra	FWS RA SM	QACE	AA II

Select the job you want to report time for

As shown above, you may see more than one row if a job has multiple rates of pay or if the employee's compensation has changed since the implementation of PeopleSoft HRMS. Click on the row that represents the position for which you are entering data.

Enter Hours and Time Reporting Codes



Enter or change time reporting data in the following table.
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

Reported time on or before 01/17/2004 is for a prior period.

From Sunday 12/14/2003 to Saturday 12/20/2003

1
Enter hours per day per time reporting code

Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Time Reporting Code	Short Description	A
0.000000	8.000000	8.000000	8.000000	0.000000	8.000000	0.000000	REG	Regular	A
0.000000	0.000000	0.000000	0.000000	8.000000	0.000000	0.000000	SICK	Sick	A

Add a New Line

Save

Total Approved Non-Shift Hours: 0.000000
 Total Approved Shift Hours: 0.000000 [Show All](#)
 Total Submitted Non-Shift Hours: 40.000000
 Total Submitted Shift Hours: 0.000000

Each reporting code needs its own line. To enter data for a new reporting code, click the **Add a New Line** button. Be sure to click **Save** after entering data.

Please refer to the manuals for Elapsed Time Entry and Punch Time Entry for more information on the time entry process.

6. How to Approve Time in PeopleSoft

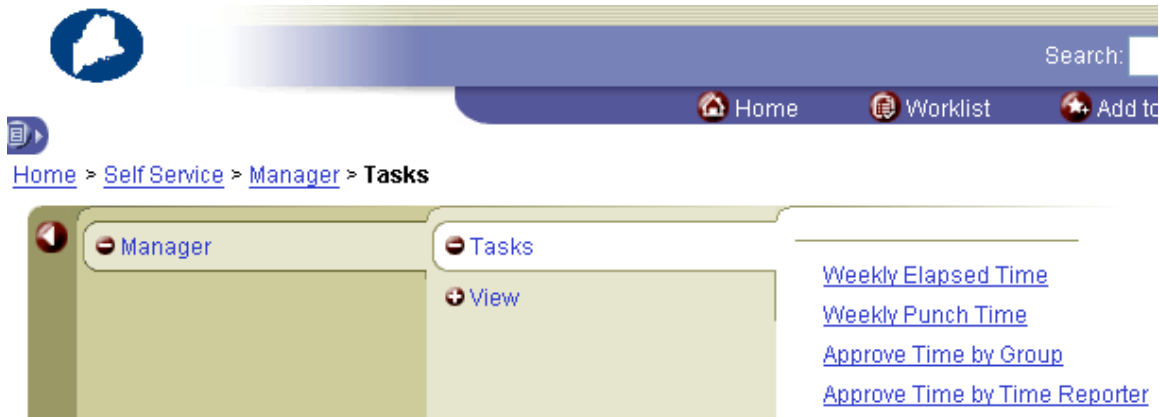
A time approver may be responsible for the review and approval of payable time for individual time reporters or a dynamic group of time reporters. We will look at:

- Approving time by dynamic group,
- Approving time by individual time reporter,
- Reviewing approved time.

Approving Time for a Dynamic Group

Navigate to Approve Time Tasks

1. From Portal Menu : PeopleSoft > Human Resources Employees
2. [Home](#) > [Self Service](#) > [Manager](#) > [Tasks](#) > Approve Time by Group
Or Approve Time by Time Reporter





Approve Time by Group:


[Home](#) > [Self Service](#) > [Manager](#) > [Tasks](#) > **Approve Time by Group**

Approve Time by Group

Find an Existing Value

Group ID:  1 *Enter dynamic group ID or click magnifying glass icon to pick from list.*


Start Date:  2 *Enter date in dd/mm/yyyy format or select calendar icon to select.*

End Date: 

[Basic Search](#)

3 *Click Search*

After you define the group and the dates you want to review, and click “Search”, you will be brought to a screen where you can see the total hours reported for each time reporter in the dynamic group:



Search:

Home
 Worklist
 Add to Favorites

Approve Payable Time (Group)

Approve Payable Time for a Group

Group Information

Group ID: KPLT1 UMFK Facilities Management BWK

Payable Time From 11/09/2003 To 11/15/2003 [View All](#) [First](#)

Approve	Approval Status	Name	Job Code Description	Actual Hours	Total Hours	More ..
<input type="checkbox"/>	Needs Approval	Test4,Test4433353171	Security Guard III	14.000000	14.000000	More ..
<input type="checkbox"/>	Needs Approval	Test4,Test4433373685	Administrative Assistant	40.000000	40.000000	More ..

Check box to approve total hours.

Select the “Approve” box in a row to insert a check mark and approve all of the time submitted for that one employee. Select **Approve All** to approve all the time submitted for all of the employees in the dynamic group. Select **Save** to save your work.

To see the details of the payable time for one employee in the group click on [More](#)

Approve Payable Time From 11/09/2003 To 11/15/2003

*Date	Approve	Payable Status	Time Reporting Code	Quantity	TRC Type	Taskgroup	More...
11/10/2003	<input type="checkbox"/>	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...
11/11/2003	<input type="checkbox"/>	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...
11/12/2003	<input type="checkbox"/>	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...
11/13/2003	<input type="checkbox"/>	Needs Approval	JURY	4.000000	Hours	PSNONTASK	More...
11/13/2003	<input type="checkbox"/>	Needs Approval	VAC	4.000000	Hours	PSNONTASK	More...
11/14/2003	<input type="checkbox"/>	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...

Check box to approve total hours.
[Return to GroupID: KPLT1](#)
Link to return to Approve Time by Group screen.

The above detail screen is exactly what you would see for this employee if you had selected Approve Time by Time Reporter. Check the “Approve” box to approve individual lines of payable time.

Select **Select All** to approve all the time submitted for that employee.

Approving Time by Individual Time Reporter



[Home](#) > [Self Service](#) > [Manager](#) > [Tasks](#) > **Approve Time by Time Repor**

Approve Time by Time Reporter

Find an Existing Value

EmplID:

1 Enter employee ID or click the magnifying glass to conduct specific search.

Start Date:

2 Enter start and end dates in dd/mm/yyyy format or select calendar icon to select.

End Date:

[Basic Search](#)

Search Results

3 Click Search

[View All](#)

First 1 of 1 Last

EmplID	Empl Rcd Nbr	Start Date	End Date	Name
0013123	0	11/09/2003	11/15/2003	Test4,Test4433373685

Click the job record to review payable time:

Approve Payable Time

Test4433373685 Test4

ID: 0013123

Job Title: Administrative Assistant I

Empl Rcd#: 0

Approve Payable Time From 11/09/2003 To 11/15/2003							
*Date	Approve	Payable Status	Time Reporting Code	Quantity	TRC Type	Taskgroup	More...
11/10/2003	<input type="checkbox"/>	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...
11/11/2003	<input type="checkbox"/>	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...
11/12/2003	<input type="checkbox"/>	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...
11/13/2003	<input type="checkbox"/>	Needs Approval	JURY	4.000000	Hours	PSNONTASK	More...
11/13/2003	<input type="checkbox"/>	Needs Approval	VAC	4.000000	Hours	PSNONTASK	More...
11/14/2003	<input type="checkbox"/>	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...

Check box to approve total hours.

The above screen is exactly what you would see if you had selected Approve Time by Group and then the [More](#) link next to an employee’s total hours. Check the approve box to approve individual lines of payable time. Select to approve all the time submitted for that employee.

Reviewing Approved Time – Payable Time Detail

To review the time you have approved or payable time that is awaiting approval, you can use the Payable Time Detail view. It provides a detailed view of an individual employee’s payable time processed by time administration. The view in Payable Time Detail is similar to the approve time screen for an employee. The view has a line for each TRC reported for each day and the payable status of that time. The view will return seven days of data based on the start date provided in the selection criteria; therefore if you want to view a workweek, enter a date that falls on a Sunday as your start date.

When to View Payable Time Detail

You can view Payable Time Detail for individual employees, at any point during the week to review the payable status, time reported by day and TRC.

To Run Payable Time Detail do the following:


1. Navigate to Payable Time Detail:


Home > Self Service > Manager > View > Payable Time Detail

2. Enter selection criteria:

Payable Time Detail

Find an Existing Value

EmplID: 

Start Date: 

[Basic Search](#)

Enter EmplID. Use Time Reporter by Dynamic Group report if you need to lookup an EmplID value.

Enter date that falls on Sunday if you want to view an entire workweek.

Click Search when you have entered EmplID and start date

3. Output looks like:

Payable Time From 11/12/2003 To 11/18/2003

*Date	Payable Status	Time Reporting Code	Quantity	Type	Taskgroup	More...
11/12/2003	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...
11/13/2003	Needs Approval	JURY	4.000000	Hours	PSNONTASK	More...
11/13/2003	Needs Approval	VAC	4.000000	Hours	PSNONTASK	More...
11/14/2003	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...
11/17/2003	Approved - Goes to Payroll	REG	8.000000	Hours	PSNONTASK	More...
11/17/2003	Needs Approval	REG	-8.000000	Hours	PSNONTASK	More...
11/17/2003	Needs Approval	REG	10.000000	Hours	PSNONTASK	More...
11/18/2003	Approved - Goes to Payroll	SICK	8.000000	Hours	PSNONTASK	More...
11/18/2003	Needs Approval	SICK	-8.000000	Hours	PSNONTASK	More...
11/18/2003	Needs Approval	SICK	6.000000	Hours	PSNONTASK	More...
11/18/2003	Needs Approval	VAC	2.000000	Hours	PSNONTASK	More...

For Approved time Click [More...](#) to see who approved the time and when.

Click to view prior 7 days or next 7 days

“Rabbit Hutching” Problem

“Rabbit hutching” is caused by setting up retroactive Time Reporter Data (workgroup change) without checking first to see if there is time reported. The first warning of rabbit hutching is an exception for hours submitted when the time reporter was inactive.

To fix the problem, you must call Central Payroll. Central Payroll has to use the correct history to:

- Fix job data
- Reset Time Reporter Data
- Run Time Administration

TRCs for Time Approvers

For information on the TRCs used by Elapsed Time Reporters, please consult the Elapsed Time Entry manual. There are several TRCs that those Time Reporters do not use, but which appear in Time Approver screens. These TRCs correspond to time categories calculated by the Time Administration process. Here is a list of these special TRCs:

<u>TRC</u>	<u>Description</u>
OVT	Overtime hours to be paid
SHFC	Colt shift differential
SHFM	Service and Maintenance shift differential
SHFNR	Non-represented shift differential
SHFOP1	Police and Security shift 1 differential
SHFOP2	Police and Security shift 2 differential

7. Time and Labor Reports and Inquiries

There are several reports that the University of Maine System has implemented to facilitate the time approval process. The appendix of this manual contains a quick reference on the locations of the reports, inquiries, views and documentation regarding parameters and output.

Most Commonly Used Time and Labor Reports

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 approvers and those entering time for others, so you do not need to look up ID numbers in PeopleSoft.
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.
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.
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.

Report Name	Description	Use(s)
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.
Time Usage and Accruals Report	Provides a snapshot of the hours earned and taken and the total balance for vacation (Annual Leave), sick and compensatory time for employees in a specific payroll run, business unit and department.	Can be run for department to review and manage vacation, sick and comp. time balances.

Navigating to PeopleSoft Reports

The reports are located under several 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](#)
- [Time Usage and Accruals Report](#)

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



- [Time Card Report](#)

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](#) > **Payable Status Report**

Payable Status Report

Find an Existing Value

Run Control ID:

Case Sensitive

[Basic Search](#)

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

[Add a New Value](#)

Enter a Run Control value 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 to submit the report.

Home Worklist

Payable Status Report

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

Language: English

Description:

Group ID: Pay Group:

Start Date: End Date:

<input type="checkbox"/> Approved	<input type="checkbox"/> Estimated	<input type="checkbox"/> Rejected
<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Needs Approval	<input type="checkbox"/> Sent to Payroll
<input type="checkbox"/> Diluted	<input type="checkbox"/> Paid	<input type="checkbox"/> Taken by Payroll

Business Unit

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

You will be brought to the Process Scheduler:

[Home](#) > [University of Maine System](#) > [Time Labor](#) > [Reports](#) > [Payable Status Report](#) [New Window](#)

Process Scheduler Request

User ID: 0015111 Run Control ID: ITV

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Payable Status Report	UMTL001	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 be 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:

Home Worklist Add to Favorites Sign
[Home](#) > [PeopleTools](#) > [Report Manager](#) > [Inquire](#) > [Report List](#) [New Window](#)

Report List Archived Reports

View Reports For
 User: Process Type:
 Status: Last: Days Refresh

Select	Report Prcs ID Instance	Report Description	Request Date/Time	Format	Status
<input type="checkbox"/>	29355 39084	Payable Status Report	02/03/2004 12:39:37PM	Acrobat (*.pdf)	Processing
<input type="checkbox"/>	29354 39083	Time Usage and Accruals Report	02/03/2004 11:02:23AM	Acrobat (*.pdf)	Posted
<input type="checkbox"/>	29353 39082	Time Usage and Accruals Report	02/03/2004 10:59:40AM	Acrobat (*.pdf)	Posted
<input type="checkbox"/>	29352 39081	Payable Status Report	02/02/2004 1:17:24PM	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 Scheduled or Processing.

Report Description	Request Date/Time	Format	Status	Details
Payable Status Report	02/03/2004 12:39:37PM	Acrobat (*.pdf)	Posted	Details View
Time Usage and Accruals Report	02/03/2004 11:02:23AM	Acrobat (*.pdf)	Posted	Details View
Time Usage and Accruals Report	02/03/2004 10:59:40AM	Acrobat (*.pdf)	Posted	Details View

When the Status reads “Posted,” click [View](#) to open the report output.



Report/Log Viewer

Instance: 39084 **Type:** SQR Report
Name: UMTL001 **Run Cntl ID:** ITV
Status: Success **Submitted By:** 0015111
Server: PSUNX **Recurrence:**

Payable Status Report

Name	Size	CreationDate
Message Log	1191 bytes	2004-02-03 12:39:41
Trace File	0 bytes	2004-02-03 12:39:39
umtl001_39084.PDF	5109 bytes	2004-02-03 12:39:41

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

Sample Output:

Report ID: TLO01
 For the period : 11/09/2003 through 11/22/2003
 Payable status(es) selected : 'AP', 'CL', 'BA'

PeopleSoft
 Payable Status Report
 Dynamic Group: KP111

Page No. 1
 Run Date 26-JAN-2004
 Run Time 04:31:46 PM

Name	Employs ID	Employs Amount	Date Under Report	Payable Status	Time Rptg Code	TRC Description	TRC Type	Quantity
Test4,Test4433373685	0012122	0	11/17/2003	Approved	REG	Regular	Hours	8.000000
Test4,Test4433373685	0012122	0	11/19/2003	Approved	SICK	Sick	Hours	8.000000
Test4,Test4433373685	0012122	0	11/19/2003	Approved	OVT	Overtime	Hours	2.000000
Test4,Test4433373685	0012122	0	11/19/2003	Approved	REG	Regular	Hours	8.000000
Test4,Test4433373685	0012122	0	11/20/2003	Approved	VAC	Vacation	Hours	8.000000
Test4,Test4433373685	0012122	0	11/21/2003	Approved	VAC	Vacation	Hours	8.000000

Approved Payable Time Base: 6

Audit Inquiry

There are two audit inquiries in PeopleSoft that are helpful if a time approver is trying to learn who performed a specific action or actions in the system and/or when the action occurred. The Punch Time and Elapsed Time Audit inquiries are located under the following menu path:

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



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

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

3. Enter one minute offset, so time administration will have new time to process. Next time Time Admin runs it will recalculate time for entire week.
 - Example: 12:00PM IN, 12:01PM OUT
4. Save

Results:

- Time Administration will process new punches and recalculate time for that week, including deleted punches.
- One minute offset will not affect employee's payable time or paycheck.
- One minute offset will not appear on approval screen.
- 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 in the REG row for Fri 11/21. "Handwrite correction" points to a handwritten '8' in the VAC row 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	8.000000	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	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 REG line for Mon 11/17. "2. Adjust/add hours as appropriate" points to the 8.000000 in the VAC row for Thu 11/20. "3. Delete line that had erroneous time" points to the original REG line for Fri 11/21, which is crossed out with a red line.

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. 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>

Appendix

Time Reporters by Dynamic Group Report:

Purpose of report

The Time Reporters by Dynamic Group report can be run for a Dynamic Group for any dates selected. It 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 approvers and those entering time for others, so you do not need to look up ID numbers in PeopleSoft. Experience has shown that the ID lookup function is very demanding on the system and causes processing delays.

When to run report

You can run for your dynamic group(s) and print a copy to keep on your desk. If any changes have been made to your group you should rerun the report.

Navigate to Time Reporters by Dynamic Group report:

Home > University of Maine System > Time Labor > Reports > Time Reporter by Dynamic Group

Parameters

Time Reporter By Dynamic Group

Run Control ID: ITV2 Report Manager Process Monitor Run

Report Parameters
 Group ID: UMFK Facilities Management BWK

Business Unit
 Business Unit: University of Maine Fort Kent

Output

Date Run: 12/02/2003 University of Maine System Report ID: UMTL0004
 Time Run: 09:45:45 Time Reporters By Dynamic Group Page No. 1

Business Unit: UMS03 University of Maine Fort Kent
 Dynamic Group: KPLT1 UMFK Facilities Management BWK

Name	Emplid	Red	Paygrp	DeptID	Date of Hire	Supervisor
Last, First, MI						
Test4,Test4433340548	0010560	0	BWK	KPLNT	05-DEC-1988	
Test4,Test4433340548	0010560	1	BWK	KPLNT		
Test4,Test4433341861	0010661	0	BWK	KPLNT	22-JUL-1974	
Test4,Test4433353171	0011536	0	BWK	KPLNT	01-SEP-2001	
Test4,Test4433366600	0012573	0	BWK	KPLNT	19-DEC-2002	
Test4,Test4433368251	0012701	0	BWK	KPLNT	10-JUL-2000	
Test4,Test4433372320	0013017	0	BWK	KPLNT	17-FEB-1976	
Test4,Test4433373685	0013123	0	BWK	KPLNT	23-AUG-1979	
Test4,Test4433395785	0014834	0	BWK	KPLNT	12-JAN-1998	
Test4,Test4433397774	0014989	0	BWK	KPLNT	13-OCT-2000	

Payable Status Report

Purpose of report

The Payable Status Report can be run for each workgroup for any dates selected. It provides a snapshot of Time and Labor information. 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.

When to run report

You can run the Payable Status Report at any point in the week. It is recommended that you run it on Friday afternoon, so you can check what time has been reported. The report will indicate if you need to enter time for some who is out sick, remind anyone to report time or make changes in their time, etc. before the approval process begins Monday morning.

Navigate to Payable Status Report:

Home > University of Maine System > Time Labor > Reports > Payable Status Report

Parameters

Payable Status Report

Run Control ID: ITV2 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Description:

Group ID: Pay Group:

Start Date: End Date:

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Estimated	<input type="checkbox"/> Rejected
<input type="checkbox"/> Closed	<input checked="" type="checkbox"/> Needs Approval	<input type="checkbox"/> Sent to Payroll
<input type="checkbox"/> Diluted	<input type="checkbox"/> Paid	<input type="checkbox"/> Taken by Payroll

Place a check mark beside payable status(es) you want to return on the report.

The following Payable Statuses can be selected and will appear on the report output:

- Approved
- Closed
- Needs Approval
- Rejected

Time that has been sent to Payroll will be labeled closed.

Output

Report ID: TL001
 For the period : 11/02/2003 through 11/22/2003
 Payable status(es) selected : 'AP', 'ES', 'NA', 'EP', 'TP'

PeopleSoft
 Payable Status Report
 Dynamic Group: KPLT1

All TRCs=hours

Number of hours reported

Page No. 1
 Run Date 02-DEC-2003
 Run Time 10:21:00 AM

Name	Employee ID	Employee Record#	Date Under Report	Payable Status	Time Rptg Code	TRC Description	TRC Type	Quantity
Test4,Test4433340548	0010560	0	11/06/2003	Approved	REG	Regular	Hours	8.0000
Test4,Test4433340548	0010560	0	11/07/2003	Approved	REG	Regular	Hours	8.0000
Test4,Test4433340548	0010560	0	11/08/2003	Approved	REG	Regular	Hours	8.0000
Test4,Test4433340548	0010560	1	11/02/2003	Approved	REG	Regular	Hours	1.0000
Test4,Test4433340548	0010560	1	11/02/2003	Approved	SHPP1	Police Shift Differential Rate	Hours	1.0000
Test4,Test4433340548	0010560	1	11/03/2003	Approved	REG	Regular	Hours	8.0000
Test4,Test4433340548	0010560	1	11/03/2003	Approved	SHPP1	Police Shift Differential Rate	Hours	8.0000
Test4,Test4433340548	0010560	1	11/04/2003	Approved	REG	Regular	Hours	7.0000
Test4,Test4433340548	0010560	1	11/04/2003	Approved	SHPP1	Police Shift Differential Rate	Hours	7.0000
Test4,Test4433341861	0010661	0	11/03/2003	Approved	VAC	Vacation	Hours	1.5000
Test4,Test4433341861	0010661	0	11/03/2003	Approved	REG	Regular	Hours	6.5000
Test4,Test4433341861	0010661	0	11/04/2003	Approved	REG	Regular	Hours	8.0000
Test4,Test4433341861	0010661	0	11/05/2003	Approved	REG	Regular	Hours	8.0000
Test4,Test4433341861	0010661	0	11/06/2003	Approved	REG	Regular	Hours	8.0000
Test4,Test4433341861	0010661	0	11/07/2003	Approved	REG	Regular	Hours	8.0000
Test4,Test4433353171	0011536	0	11/02/2003	Approved	SHPP1	Police Shift Differential Rate	Hours	7.0000
Test4,Test4433353171	0011536	0	11/02/2003	Approved	SICK	Sick	Hours	7.0000
Test4,Test4433353171	0011536	0	11/04/2003	Approved	REG	Regular	Hours	1.0000
Test4,Test4433353171	0011536	0	11/04/2003	Approved	SHPP1	Police Shift Differential Rate	Hours	1.0000
Test4,Test4433353171	0011536	0	11/05/2003	Approved	REG	Regular	Hours	8.0000

The Payable Status report sorts and page breaks by payable status type.

Totals

The report totals by rows for each payable status selected:

REPORT SUMMARY

Payable status Approved rows: 126
 Payable status Estimated rows: 0
 Payable status Needs Approval rows: 11
 Payable status Sent to Payroll rows: 0
 Payable status Taken rows: 0

Total rows for report: 137

Time Card Report

Purpose of report

The TimeCard 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. The payable status of each day and TRC under report is listed for payable time. TimeCard totals the number of hours for the entire time period under report and lists any outstanding exceptions if they exist. The report also has lines for employee and supervisor signatures, to be used for documentation, but the University of Maine System is using this report for informational purposes only.

When to run report

You can run for individual employees, at any point during the week to review the time reported and processed in Time Administration.

Navigate to TimeCard Report

Home > Administer Workforce > Capture Time and Labor > Reports > TimeCard Report

Parameters

TimeCard Report

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

Language:

Start Date: End Date:

Employees To Process View All First 1 of 1 Last

EmplID: Empl Rcd #: Group ID: *Include/Exclude Indicator:

Enter EmplID or GroupID

To run report for additional employees or groups click

Output

REPORTED ELAPSED TIME DETAIL

Date Under Report	Quantity	Type	Description	Time Rptg Code
11/10/2003	8.000000	Hours	Regular	REG
11/11/2003	8.000000	Hours	Regular	REG
11/12/2003	8.000000	Hours	Regular	REG
11/13/2003	4.000000	Hours	Jury Duty	JURY
11/13/2003	4.000000	Hours	Vacation	VAC
11/14/2003	8.000000	Hours	Regular	REG
11/17/2003	10.000000	Hours	Regular	REG
11/18/2003	6.000000	Hours	Sick	SICK
11/18/2003	2.000000	Hours	Vacation	VAC
11/19/2003	10.000000	Hours	Regular	REG
11/20/2003	8.000000	Hours	Vacation	VAC
11/21/2003	8.000000	Hours	Vacation	VAC
Total for Amounts:		0.000000		
Total for Units:		0.000000		
Total for Hours:		84.000000		

Emplid of supervisor appears in this column when available.

Corrections to time may appear as negative hours

Payable Status column added to Payable Time section of the report

PAYABLE TIME

<u>Date Under Report</u>	<u>Quantity</u>	<u>Type</u>	<u>Description</u>	<u>Time Rptg Code</u>	<u>Payable Status</u>
11/10/2003	8.000000	Hours	Regular	REG	Needs Appr
11/11/2003	8.000000	Hours	Regular	REG	Needs Appr
11/12/2003	8.000000	Hours	Regular	REG	Needs Appr
11/13/2003	4.000000	Hours	Jury Duty	JURY	Needs Appr
11/13/2003	4.000000	Hours	Vacation	VAC	Needs Appr
11/14/2003	8.000000	Hours	Regular	REG	Needs Appr
11/17/2003	8.000000	Hours	Regular	REG	Approved
11/17/2003	-8.000000	Hours	Regular	REG	Needs Appr
11/17/2003	10.000000	Hours	Regular	REG	Needs Appr
11/18/2003	8.000000	Hours	Sick	SICK	Approved
11/18/2003	-8.000000	Hours	Sick	SICK	Needs Appr
11/18/2003	6.000000	Hours	Sick	SICK	Needs Appr
11/18/2003	2.000000	Hours	Vacation	VAC	Needs Appr
11/19/2003	8.000000	Hours	Regular	REG	Approved
11/19/2003	2.000000	Hours	Overtime	OVT	Approved
11/19/2003	-8.000000	Hours	Regular	REG	Needs Appr
11/19/2003	-2.000000	Hours	Overtime	OVT	Needs Appr
11/19/2003	6.000000	Hours	Regular	REG	Needs Appr
11/19/2003	4.000000	Hours	Overtime	OVT	Needs Appr
11/20/2003	8.000000	Hours	Vacation	VAC	Approved
11/21/2003	8.000000	Hours	Vacation	VAC	Approved
Total for Amounts:		0.000000			
Total for Units:		0.000000			
Total for Hours:		84.000000			

OUTSTANDING EXCEPTIONS

Date Exception

Time Reporter Signature: _____

Approval Signature: _____ Approver's Name: _____
(please print)

Payable Time Summary Report

Purpose of view

The Payable Time Summary view provides a summary view of the time reported for an individual employee. The view in Payable Time Summary is very similar to the elapsed time reporting screen. Hours are reported by day and TRC. The view will return seven days of data based on the start date provided in the selection criteria, therefore if you want to view a workweek, enter a date that falls on a Sunday as your start date.

When to run report

You can run for individual employees, at any point during the week to review the total time reported by day and TRC.


Navigate to Payable Time Summary


Home > Self Service > Manager > View > Payable Time Summary

Selection Criteria

Payable Time Summary

Find an Existing Value

EmplID: 

Start Date: 

[Basic Search](#)

Enter EmplID. Use Time Reporter by Dynamic Group report if you need to lookup an EmplID value.

Enter date that falls on Sunday if you want to view an entire workweek.

Click Search when you have entered EmplID and start date

View

Payable Time From 11/16/2003 To 11/22/2003

Time Reporting Code	Description	Type	Currency	Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22	Total Quantity
REG	Regular	Hours			10.000000		6.000000				16.0000
SICK	Sick	Hours				6.000000					6.0000
VAC	Vacation	Hours				2.000000		8.000000			
OVT	Overtime	Hours					4.000000				

Total hours by TRC for the 7 day period selected.

Click to view Payable Time Detail. Note: does not enable you to return to Summary view.

Payable Time Detail Report

Purpose of view

The Payable Time Detail view provides a detailed view of an individual employee's payable time processed by time administration. The view in Payable Time Detail is similar to the approve time screen for an employee. The view has a line for TRC reported for each day and the payable status of that time. The view will return seven days of data based on the start date provided in the selection criteria, therefore if you want to view a workweek, enter a date that falls on a Sunday as your start date.

When to run report

You can run for individual employees, at any point during the week to review the payable status, time reported by day and TRC.


Navigate to Payable Time Detail


Home > Self Service > Manager > View > Payable Time Detail

Selection Criteria

Payable Time Detail

Find an Existing Value

EmpID: 

Start Date: 

[Basic Search](#)

Enter EmplID. Use Time Reporter by Dynamic Group report if you need to lookup an EmplID value.

Enter date that falls on Sunday if you want to view an entire workweek.

Click Search when you have entered EmplID and start date

View

Payable Time From 11/12/2003 To 11/18/2003

For Approved time
Click [More...](#) to see
who approved the
time and when.

*Date	Payable Status	Time Reporting Code	Quantity	Type	Taskgroup	More...
11/12/2003	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...
11/13/2003	Needs Approval	JURY	4.000000	Hours	PSNONTASK	More...
11/13/2003	Needs Approval	VAC	4.000000	Hours	PSNONTASK	More...
11/14/2003	Needs Approval	REG	8.000000	Hours	PSNONTASK	More...
11/17/2003	Approved - Goes to Payroll	REG	8.000000	Hours	PSNONTASK	More...
11/17/2003	Needs Approval	REG	-8.000000	Hours	PSNONTASK	More...
11/17/2003	Needs Approval	REG	10.000000	Hours	PSNONTASK	More...
11/18/2003	Approved - Goes to Payroll	SICK	8.000000	Hours	PSNONTASK	More...
11/18/2003	Needs Approval	SICK	-8.000000	Hours	PSNONTASK	More...
11/18/2003	Needs Approval	SICK	6.000000	Hours	PSNONTASK	More...
11/18/2003	Needs Approval	VAC	2.000000	Hours	PSNONTASK	More...

Previous Week

Next Week

Click to view prior 7 days or next 7 days

Time Usage and Accruals Report

Purpose of report

The Time Usage and Accruals Report provides a snapshot of the hours earned and taken and the total balance for vacation (Annual Leave), Sick and Compensatory time for employees in a specific payroll run, business unit and department.

When to run report

You can run for your department at the time you manage vacation, sick and comp. time balances.

Navigate to Time Usage and Accruals Report:

Home > University of Maine System > Time Labor > Reports > Time Usage and Accruals Report

Parameters

Time Usage and Accruals

Run Control ID: ITV2

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameter(s)	
Pay Run ID:	MO0310 <input type="text"/> MON 103103
Department:	SASDS <input type="text"/>

The report runs by payroll run and department.

Output

Run Date:		02/09/2004	University of Maine System						Report ID:			UMTL0009		
Run Time:		14:30:44	Time Usage and Accruals Report						Page No. 1					
Pay Run ID:		MO0310												
Dept:	SASDS - Admin Systems Dev & Support		Annual Leave Hours						Sick Hours			Compensatory Hours		
Emp/Id	Name	Hire Date	Union	Full/Part	Earned	Taken	Balance	Earned	Taken	Balance	Earned	Taken	Balance	
0012780		19-DEC-1977	N/A	FT	16.00	0.00	343.00	0.00	0.00	1,440.00	0.00	0.00	0.00	
0014665		01-FEB-1999	002	FT	13.33	0.00	51.31	13.33	0.00	414.31	0.00	0.00	0.00	
0015017		11-JUN-1984	002	FT	16.00	0.00	512.00	0.00	0.00	1,440.00	0.00	0.00	0.00	
0015108		20-MAY-1993	N/A	FT	13.33	0.00	319.80	0.00	0.00	1,440.00	0.00	0.00	0.00	
0015111	Test4,Test4433399360	01-SEP-1986	N/A	FT	16.00	0.00	339.10	13.33	0.00	925.11	0.00	0.00	0.00	
0016719	Test4,Test4433420173	01-FEB-2002	002	FT	13.33	0.00	71.98	13.33	0.00	79.98	0.00	0.00	0.00	
0016999	Test4,Test4433423000	01-OCT-1973	N/A	FT	16.00	0.00	488.00	0.00	0.00	1,440.00	0.00	0.00	0.00	
0017057	Test4,Test4433424554	06-APR-1978	N/A	FT	16.00	16.00	324.00	0.00	0.00	1,440.00	0.00	0.00	0.00	
0018357	Test4,Test4433441337	11-JUN-2001	002	FT	13.33	0.00	206.57	13.33	0.00	184.57	0.00	0.00	0.00	
0019251	Test4,Test4433452881	15-DEC-1994	N/A	FT	13.33	0.00	183.43	13.33	0.00	1,024.43	0.00	0.00	0.00	
0021140	Test4,Test4433477373	10-JAN-1996	002	FT	13.33	0.00	88.26	13.33	0.00	1,173.26	0.00	0.00	0.00	
0021689	Test4,Test4433484458	25-JUL-1983	N/A	FT	16.00	0.00	376.00	0.00	0.00	1,440.00	0.00	0.00	0.00	
0022246	Test4,Test4433491673	08-MAR-2002	N/A	FT	13.33	0.00	168.60	13.33	0.00	242.60	0.00	0.00	0.00	
0022929	Test4,Test4433500370	25-MAR-1986	002	FT	13.33	0.00	425.24	13.33	0.00	1,008.24	0.00	0.00	0.00	
0023113	Test4,Test4433502879	16-NOV-1987	002	FT	16.00	0.00	230.76	0.00	0.00	1,438.00	0.00	0.00	0.00	
0023373	Test4,Test4433506246	10-SEP-2001	002	FT	13.33	0.00	94.58	13.33	0.00	315.58	0.00	0.00	0.00	
0024549	Test4,Test4433521157	01-MAY-2003	N/A	FT	13.33	0.00	79.98	13.33	0.00	79.98	0.00	0.00	0.00	

The Time Usage and Accruals report provides the hours earned and taken and the total balance for vacation (Annual Leave), Sick and Compensatory time. It also provides the employee ID, name, hire date, Union affiliation (if any) and full or part-time status for each employee listed.

Time Report Exceptions Report

Purpose of report

The Time Reporter Exception Report lists any exceptions that have been generated for a time reporter during a specified time period. The report is run for a dynamic group.

When to run report

If you are a time administrator responsible for managing and resolving exceptions, you can run the report for your dynamic group daily to identify an exceptions generated during the nightly time administration process. Time approvers could also run this report if they are expecting to see reported time for a time reporter, but it does not appear on the approval screen.

Navigate to Time Reporter Exceptions report:

Home > University of Maine System > Time Labor > Reports > Time Reporter Exceptions

Parameters

Time Reporter Exceptions

Run Control ID: ITV2 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Parameters

Group ID: UMFK Facilities Management BWK

Pay Group:

Begin Date:

End Date:

Enter Dynamic Group ID and a Pay Group

Enter Begin and End Date of the period you want to review

Output

Date Run: 02/02/2004	University of Maine System	Report ID: UMTL0006
Time Run: 12:36:59	Time & Labor Exception - Time Reporter Exceptions	Page No. 1
Business Unit: UMS03 University of Maine Fort Kent		
Dynamic Group: KPLT1 UMFK Facilities Management BWK		
For period: 01-DEC-2003 thru 10-DEC-2003		

Name	Emplid	Rcd	Paygrp	DeptID	Exception Description	Status	Exception Date	Severity
Test4,Test4433373685	0013123	0	BWK	KPLNT	More than 24 hours reported	U	08-DEC-2003	H

Last, First, MI

The Time Reporter Exceptions report lists the employee name, EmpID, job record number, paygroup and Department ID (as selected in parameters), Exception Description, status of the exception, date the exception occurred and its severity. Our example shows a high priority exception that is unresolved. The employee will not be paid for this time reported until the exception is resolved and the time is reported correctly.

Exception Status Codes

Valid values are:

- Changed – exception has been reviewed and resolved.
- Unresolved – exception remains unresolved and employee will not be paid for time that generated the exception.

Exception Severity (Priority) Codes

Severities are:

- High
- Medium, and
- Low.

The system does not create payable time for reported time that has an exception Severity of High or Medium. However, the system does create payable time for reported time with an exception severity of Low.