



BUSINESS PROCESS GUIDE
Time and Leave Reporting

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Human Resources
Time and Leave Reporting
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BUSINESS PROCESS GUIDE

Time and Leave Reporting

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OVERVIEW

This training guide is designed to provide instruction and system information for users at the indicated level:

DEPARTMENT TIME ADMINISTRATOR (DTA)	Time and Leave Reporting
EMPLOYEE	Time and Leave Reporting

The purpose of this **Business Process Guide** is to illustrate the PeopleSoft screens that ASU employees and DTAs will use to enter Furlough/Voluntary Pay Reduction Program time. Two new earning codes were created:

- FLS—Furlough/Pay Reduct Prg-SAL (Salaried employees, including Faculty)**
- FLH—Furlough/Pay Reduct Prg-HRY (Hourly employees)**

When recording an employee's Furlough/Voluntary Pay Reduction Program day, **do not** use the following codes as these will not reduce the employee's Furlough/Voluntary Pay Reduction Program leave balance:

- UVS—Unpaid Vacation – Salaried**
- USS—Unpaid Sick – Salaried**
- ULS—Unpaid Leave – Salaried**
- UVH—Unpaid Vacation – Hourly**
- USH—Unpaid Sick – Hourly**
- ULH—Unpaid Leave – Hourly**

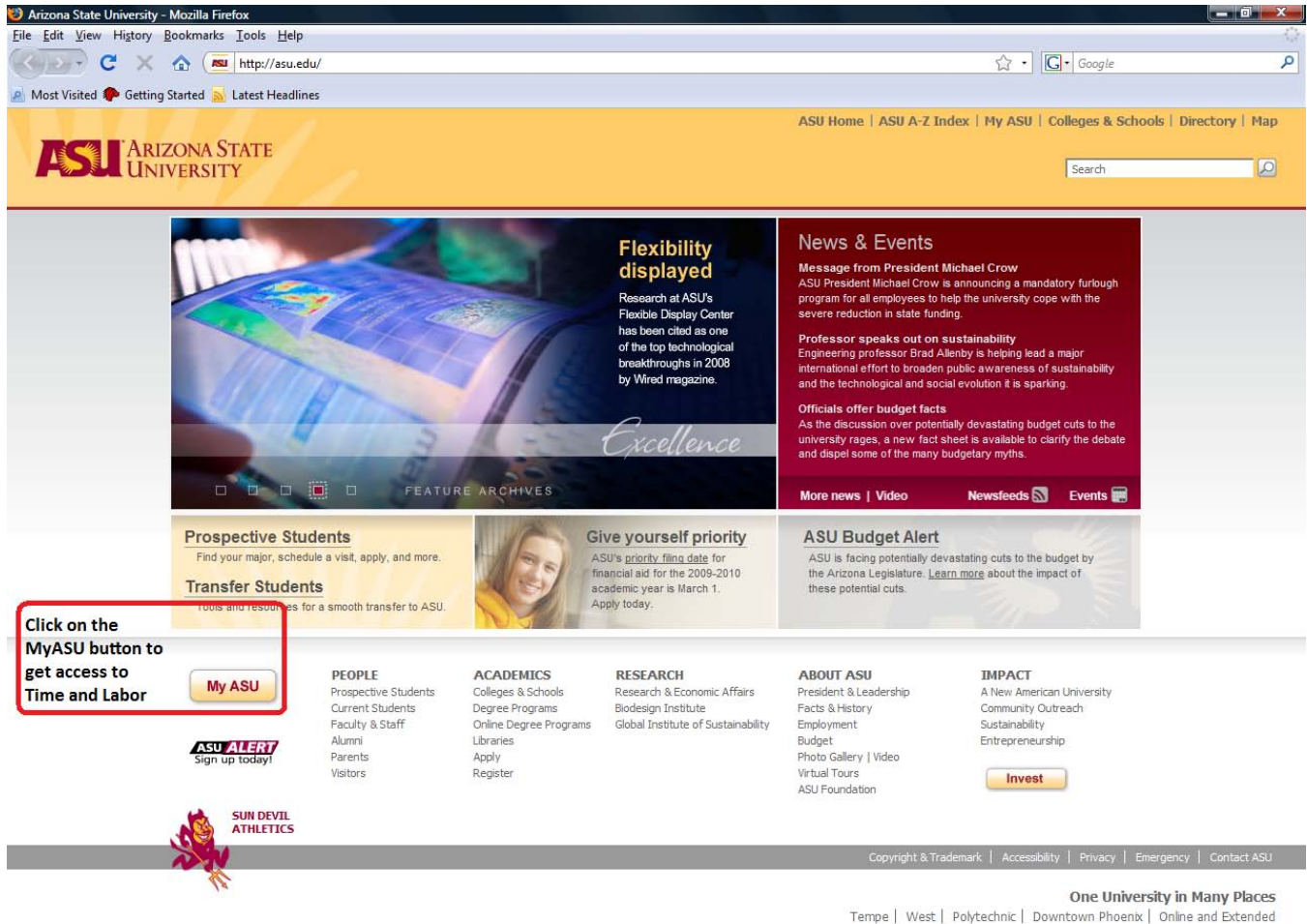
Also illustrated is a copy of the employee's check with the number of hours of Furlough/Voluntary Pay Reduction Program time taken and the remaining balance.

Regardless of which program is chosen, in order to facilitate the reduction of furlough hours, all furlough time must be reported and approved in Time and Labor.

Logging onto PeopleSoft using MYASU

Employees/DTAs will use their ASURITE ID and password to log onto MyASU (PeopleSoft) to enter Furlough/Voluntary Pay Reduction Program time.

MyASU is found on the main ASU page (<http://asu.edu>).



Arizona State University - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 http://asu.edu/
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ASU Home | ASU A-Z Index | My ASU | Colleges & Schools | Directory | Map

ASU ARIZONA STATE UNIVERSITY

Search

Flexibility displayed
 Research at ASU's Flexible Display Center has been cited as one of the top technological breakthroughs in 2008 by Wired magazine.

News & Events
Message from President Michael Crow
 ASU President Michael Crow is announcing a mandatory furlough program for all employees to help the university cope with the severe reduction in state funding.
Professor speaks out on sustainability
 Engineering professor Brad Allenby is helping lead a major international effort to broaden public awareness of sustainability and the technological and social evolution it is sparking.
Officials offer budget facts
 As the discussion over potentially devastating budget cuts to the university rages, a new fact sheet is available to clarify the debate and dispel some of the many budgetary myths.

Prospective Students
 Find your major, schedule a visit, apply, and more.

Transfer Students
 Tools and resources for a smooth transfer to ASU.

Give yourself priority
 ASU's priority filing date for financial aid for the 2009-2010 academic year is March 1. Apply today.

ASU Budget Alert
 ASU is facing potentially devastating cuts to the budget by the Arizona Legislature. [Learn more](#) about the impact of these potential cuts.

Click on the MyASU button to get access to Time and Labor

My ASU

ASU ALERT
 Sign up today!

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Figure 1: MyASU Log-On Screen

- Enter your **ASURITE USER ID**
- **TAB** to the **Password** and enter your password
- **Click on the Login** button.



For information on system outages, visit: <http://systemstatus.asu.edu/>

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If you do not see a screen like the one below, click on "Faculty/Employee Info" to display this screen.

Once the **employee** logs in to MyASU, the following page appears:

Figure 2: MyASU Home Page

Teaching & Student Support Tools

Faculty Tools

- Grades/Rosters (Faculty Center)
- Grading Policies and Info
- Blackboard | Course Request
- Sakai Course Management System

My Compensation

Time | Payroll | Benefits

Leave Type	Taken this year	Scheduled	Balance
Vacation	0	0	184
Sick	0	0	341
Furlough	0	0	96

Time and Leave Reporting | Payable Time

Ask HR | Job Openings

My HR Tools

- Human Resources Information Systems
- Job and Personal Information
- eHire
- Compensation
- Time Management
- Peoplesoft Access

My Tools

- E-mail
- My Apps
- My Files
- My Docs
- Blogs & Wikis

As an employee click on Time and Leave Reporting

Certain employees (like Faculty) will not see the "Time" tab. Those individuals should contact their DTA to enter their furlough time into the system.

Once the **DTA** logs in to MyASU, the following page appears:

Teaching & Student Support Tools

Faculty Tools

- Grades/Rosters (Faculty Center)
- Grading Policies and Info
- Blackboard | Course Request
- Sakai Course Management System
- Classroom Directory
- ASUonline Faculty Course Support
- Request Instructor Volumes
- Faculty Activity Report

My Compensation

Time | Payroll | Benefits

Leave Type	Taken this year	Scheduled	Balance
Vacation	0	0	184
Sick	0	0	341
Furlough	0	0	96

Time and Leave Reporting | Payable Time

Ask HR | Job Openings

My HR Tools

- Human Resources Information Systems
- Job and Personal Information
- eHire
- Compensation
- Time Management
- Peoplesoft Access

My Tools

- E-mail
- My Apps
- My Files
- My Docs
- Blogs & Wikis

As a DTA click on Time Management

Time Management

- Timesheet
- Time Calendar
- Reported Time
- Exceptions
- Manager Search Options

Click on Timesheet

A pop-up box appears:

Time Reporting – Report Time

Furlough/Voluntary Pay Reduction Program time is reported and approved like other leave (sick and vacation) but using a different time reporting code. The hours taken and remaining balances are available on the employee's paycheck each pay period.

FURLOUGH/VOLUNTARY PAY REDUCTION PROGRAM for Salaried Employees

Salaried Employees will use the Time Reporting Code (TRC) = FLS – Furlough/Pay Reduct Prg–SAL. Furlough/Voluntary Pay Reduction Program time must be approved by the Data Time Administrator (DTA). The time reporting code "FLS" is used to track furlough time taken and will reduce gross salary.

[Click for Instructions](#)

View By: Date: << Previous Week Next Week >>
 Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours << Previous Employee Next Employee >>
 Reported time on or after 02/09/2009 is for a future period.

From Monday 02/09/2009 to Sunday 02/15/2009

Timesheet Overrides

Use FLS for Salaried Furlough/Pay Reduct Prg-SAL hours

Mon 2/9	Tue 2/10	Wed 2/11	Thu 2/12	Fri 2/13	Sat 2/14	Sun 2/15	Total	Time Reporting Code
								FLS - Furlough/Pay Reduct Prg

Submit/Certify

Once payroll has been processed, the hours taken during the pay period will appear on the paycheck: Under **Earnings > FRL/PR-SAL**. These hours will appear as though they are being paid; however, the amount is not part of actual gross wages.

Description	Hours	Rate	Amount	YTD Amount
Regular			3,173.08	2,538.46
FRL/PR-SAL	8.00	39.663462	317.31	317.31
Vacation	8.00	39.663462	317.31	317.31
Regular	-16.00	39.663462	-634.62	0.00
Total:			2,855.77	2,855.77

And **Leave Balances > FRL/PayRed**: (The employee needs to take 88 more hours of Furlough/Voluntary Pay Reduction Program time)

Description	YTD Amount
Sick	316.61
Vacation	252.85
FRL/PayRed	88.00
Total YTD Amount:	657.46

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FURLOUGH/VOLUNTARY PAY REDUCTION PROGRAM HOURS for Hourly employees

Hourly Employees will use the **Time Reporting Code (TRC) = FLH – Furlough/Pay Reduct Prg-HRY**
 Furlough/Voluntary Pay Reduction Program time must be approved by the Data Time Administrator (DTA). The time reporting code "FLH" is only to track furlough time taken and does not reduce from salary.

NOTE: Total regular hours and recorded furlough hours for the week must not exceed standard hours.

[Click for Instructions](#) Hourly Rate
View By: **Date:** [<< Previous Week](#) [Next Week >>](#)
Reported Hours: 0.00 Hours **Scheduled Hours:** 0.00 Hours [Next Employee >>](#)
 Reported time on or after 02/09/2009 is for a future period.

From Monday 02/09/2009 to Sunday 02/15/2009

Mon 2/9	Tue 2/10	Wed 2/11	Thu 2/12	Fri 2/13	Sat 2/14	Sun 2/15	Total	Time Reporting Code
8	8	8	8					HRY - Reg Hours
				4				FLH - Furlough/Pay Reduct Prg-HRY hours
				4				SCP - Sick Leave Hourly

Use FLH for Hourly Furlough/Pay Reduct Prg-HRY hours

Once payroll is processed, the hours taken will appear on the paycheck: Under **Earnings – FRL/PR-HRY**. These hours will appear as though they are being paid; however, the amount is not part of actual gross wages.

Earnings				
Description	Hours	Rate	Amount	YTD Amount
Hourly	72.00	20.192307	1,453.84	1,453.84
FRL/PR-HRY	4.00	20.192307	80.77	80.77
Sick Pay H	4.00	20.192307	80.77	80.77
Total:	80.00		1,534.61	1,534.61

And **Leave Balances > FRL/PayRed:** (The employee needs to take 76 more hours of Furlough/Voluntary Pay Reduction Program time)



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Leave Balances	
Description	YTD Amount
Sick	46.61
Vacation	50.34
FRL/ PayRed	76.00
Comp Time	1.55

Adjustments to Furlough/Voluntary Pay Reduction Program Time

Submit all adjustments to Furlough/Voluntary Pay Reduction Program time to your payroll representative using the Payroll Correction Form.