
BUSINESS PROCESS GUIDE

PEOPLESOFT HUMAN CAPITAL MANAGEMENT Release 9.2

Department Time Administrator

For Department Managers and DTAs

February 2015

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PROCESS OVERVIEW

This guide is for users in a department who are responsible for approving employee's timesheets. The types of time that may need to be approved include hourly, vacation, compensatory and sick time. You can either be a *department time administrator* or a *manager* in the department (depending on how your business is set up).

In order to use the screens shown in this guide, you must have the PeopleSoft role of:
HCM Dept Time Administrator

NOTE: if you have employees that report to you, you should have the role of HCM Dept Pay Manager.

It is important to be aware of the various deadlines that are shown in the ***Payroll Calendar***
<http://cfo.asu.edu/fs-payroll>

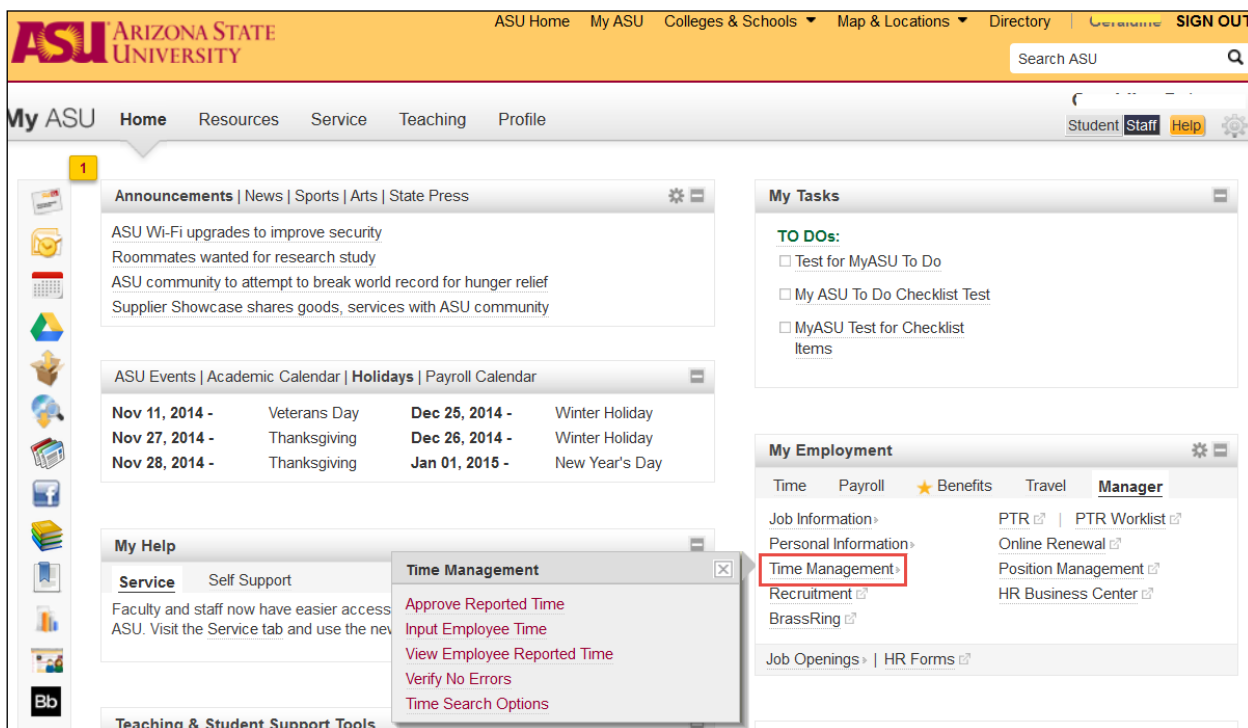
Accessing Time and Labor Screens via My ASU

Open a web browser

- Go to www.asu.edu.
- Click on “**My ASU**”
- Login with your **ASURITE ID** and **Password**.
- Click on “**Manager**” tab,
- Click on “**Time Management**”

There are several choices to view and edit time and leave reporting - additional information is shown if you click on the verbiage:

- **Approve Reported Time** – See all employees –View individual timesheets, view details
- **Input Employee Time** – See which employees have hours that need to be approved. Approve all at once.
- **View Employee Reported Time** – See hours put in by all of your employees at once glance
- **Verify No Errors**
- **Time Search Options**



To Approve, Enter, and View Employees via Time Sheet

You can search for your employees in several ways:

- Employee ID
- List Employees by Time Reporter Group, Business Unit or Workgroup

Approve Reported Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Workgroup Description

ACBEN	Academic Benefit Eligible
ACDNOB	Academic Non-Benefit Eligible
HBEN	Hourly Benefit Eligible
HNOB	Hourly Non-Benefit Eligible
SBEN	Salaried Benefit Eligible
SNOB	Salaried Non-Benefit Eligible
STU	Students

Business Unit Description

A0101	A - President's Office
B0101	B - Provost Tempe
C0101	C - Public Affairs
D0101	D - Business & Finance
E0101	E - Research
F0101	F - Student Affairs
G0101	G - West
H0101	H - Board of Regents
I0101	I - Polytechnic
J0101	J - Intercollegiate Athletics
L0101	L - Student Initiatives

Show lists of employees

You can use the fields: *Time Reporter Group*, *Business Unit* and/or *Workgroup* to show you a list of employees that you have access to as a DTA, based on your security.

For example, you want to view Students in the Downtown Phx area. You would click on the **Look Up icon (Magnifying glass)** and choose L0101 L – Students Initiatives and STU for Students:

Workgroup: *Students*
 Business Unit: *L0101*

Note: An employee’s workgroup dictates which Time Reporting Codes (TRC’s) are available for them to report

Show one employee

You can search for a single employee: *Employee ID* (10 digit number, beginning with 1000 or 1200), *First Name*, *Last Name* and/or *Position number*. **Note: Capitalize the first letter of the name fields.**

Once you have set your search criteria, click on “**Get Employees**” button.

Search by Time Reporter Group:

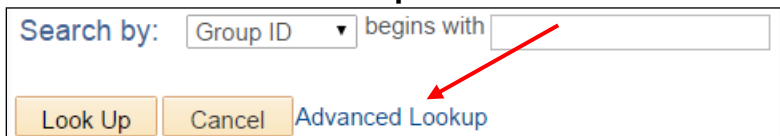
Depending on your circumstance, the employees you approve time for may all report into a group.

To find your group ID – follow these steps:

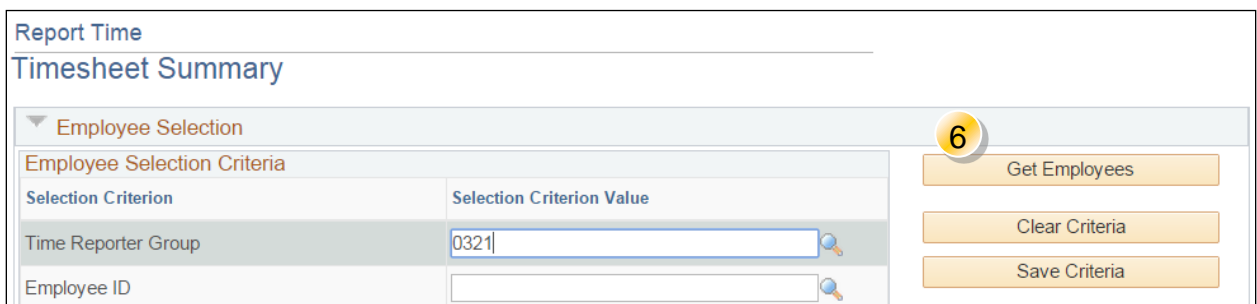
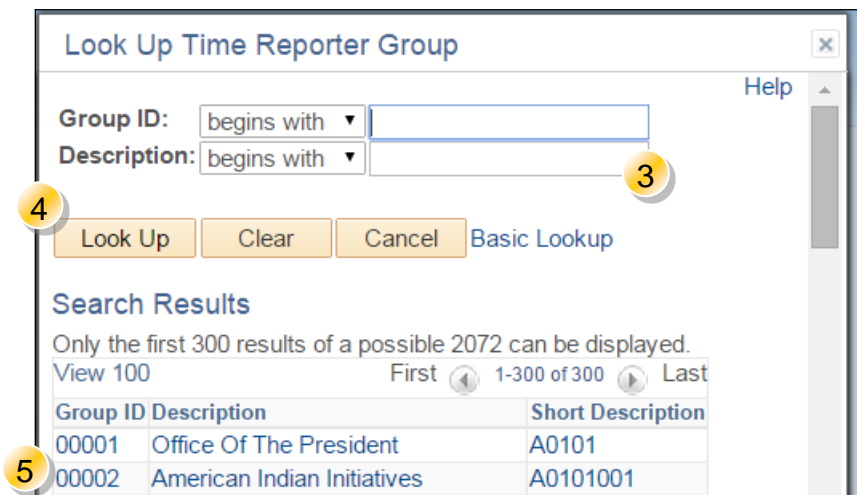
- 1) Click on the **magnifying glass** next to the “Time Reporter Group” field”



- 2) Click on “**Advanced Lookup**”



- 3) Type in a word that you think may be in your group’s **Description**.
- 4) Click “**Look Up**”
- 5) Click directly to the Group ID number
- 6) Click “**Get Employees**” button to list the employees you need to approve time for.



Approve Employees' Time via Reported Time Screen

There are a couple of different ways to approve employee's time. It is best practice to review each employee's time detail so you can ensure that the right time reporting code was used.

This is an example of the "Reported Time" screen.

Approve Reported Time
Timesheet Summary

Employee Selection

Employee Selection Criteria	Selection Criterion Value
Time Reporter Group	01321
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Workgroup	
Position Number	

Get Employees

Clear Criteria

Save Criteria

C If the Select box is grayed out, this employee has sponsored funding. To approve/certify the effort, click on the Employees name.

Change View

*View By: Week
Date: 09/01/2014
 Show Schedule Information
Previous Week Next Week

Employees For Geraldine Peterson, Time Needing Approval From 09/01/2014 - 09/07/2014

Time Summary | Demographics

Select	Last Name	First Name	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
1 <input type="checkbox"/>	B...	...	Payroll Specialist Sr	40.00	40.00	0.00		0.00	0.00
<input type="checkbox"/>	C...	...	Student Worker III	20.00	20.00	0.00		0.00	0.00

Approval

Select All Deselect All Approve **2** Deny

Report Time
Manager Self Service
Time Management

From here, you can approve hours of one or more employees.

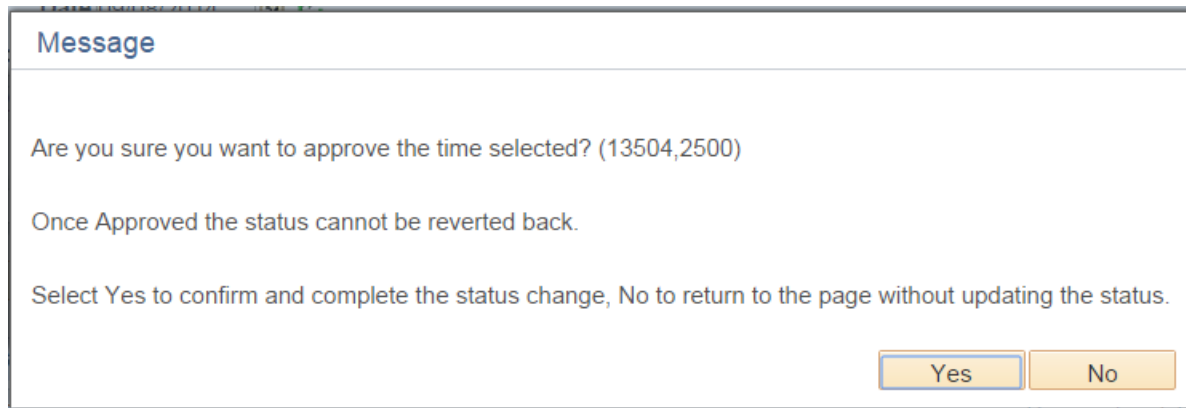
- 1) Click on the **check boxes** next to the employees whom you want to approve and
- 2) Click on "**Approve**" or "**Deny**". All entries for selected employees will be approved or denied.

Best Practices

Tip A: You can go one level deeper by clicking on an employee’s last name and then approving or denying individual entries. See below for further directions.

Tip B: If the selection box is grayed out, but there are hours to approve, the employee has effort reporting hours. You must approve them on the detail screen by clicking on the employee’s name.

Tip C: If you have navigated to a time period in the past, you will see this message. It warns you that you are dealing with data in the past and that the employee’s pay will be affected by your changes if the changes are made within 112 days (previous 8 pay periods). If a time adjustment is needed after 112 days (previous 8 pay periods) a PAR will need to be submitted to payroll. (See Making Timesheet Adjustments)



The screenshot shows a dialog box titled "Message". The text inside reads: "Are you sure you want to approve the time selected? (13504,2500)", "Once Approved the status cannot be reverted back.", and "Select Yes to confirm and complete the status change, No to return to the page without updating the status." At the bottom right, there are two buttons: "Yes" and "No".

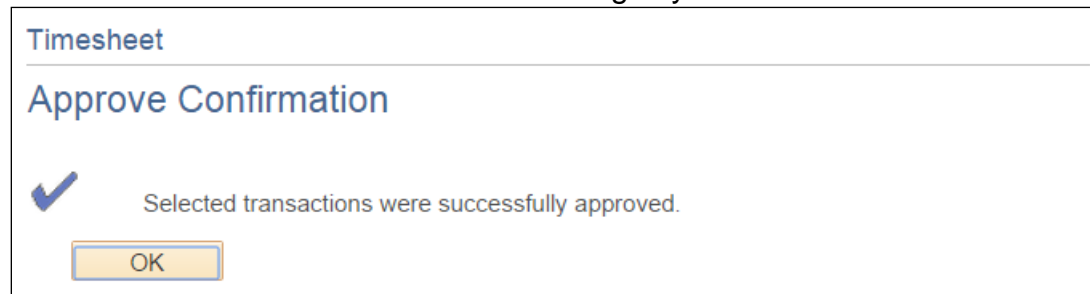
Note: Remove any zero (0) hours reported as this will create a “High Severity Exception”. Contact your payroll representative for further assistance.

Once you click on “approve selected” or “deny selected” you will see two more screens.

The first screen allows you to cancel if you made a mistake.

Click **Yes** to continue.

The second screen will show that the changes you made have been confirmed.



The screenshot shows a dialog box titled "Timesheet" with a sub-header "Approve Confirmation". It features a blue checkmark icon and the text "Selected transactions were successfully approved." At the bottom, there is an "OK" button.

Click **OK** to confirm

Approve, Deny, Edit, Add or Delete Time for an Employee

When you click on an employee’s name, you can then approve or deny individual entries in their record.

The screenshot shows the 'Timesheet' interface for an employee. At the top, it displays the employee's name (Student Worker III), Employee ID (1200700098), and other details like Empl Record (0) and Earliest Change Date (09/27/2013). The interface includes a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Week' and a 'Date' field set to '09/01/2014'. There are navigation links for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. Below this is a table showing hours reported from Monday 09/01/2014 to Sunday 09/07/2014, with a total of 20.00 hours reported. A 'Submit/Certify' button is present. The 'Reported Time Status' section shows a table of entries, all with a status of 'Needs Approval' and a TRC of 'STH'. At the bottom, there is an 'Approval' section with 'Select All', 'Deselect All', 'Approve', and 'Deny' buttons. Numbered callouts 1 through 5 highlight these specific features.

The steps involved include:

Step 1: Use the “Select All” and “Deselect All” to mass select/unselect entries.

Step 2: Use the “view by” and “Date” features to change the time frame.
Typically, you will view by *calendar period* (2 week intervals).
If you navigate to a previous pay period, a warning message will appear.

Step 3: Use these links to quickly jump to new time periods and/or a different employee.

Step 4: If your security access and business process allows, you may have the ability to add and edit hours to the employee’s record.

If the new hours are of a different TRC -Time Reporting Code (for example, vacation instead of regular)

Click the + sign at the right end of the last row to add a new row of data.

Enter the **number of hours** and click on the **drop box for Total Time Reporting Code** to choose the correct TRC. **Remove incorrect entry. Do not enter zero (0) to the employee timesheet as this will create a “High Severity Exception”.** Click on “**Submit/Certify**”.

Step 5: Approve or Deny the hours by clicking these buttons

Tabs at the bottom of the Timesheet:

Reported Time Status tab – shows the hours that needs DTA approval

Leave/Compensatory Time tab (applies to Benefit Eligible employees) – shows different types of leave plan and the corresponding balance that is available to use

Exceptions tab – shows the hours that have a status of Unresolved. Exceptions that have “Low” or “Medium” severity can be process within the department.

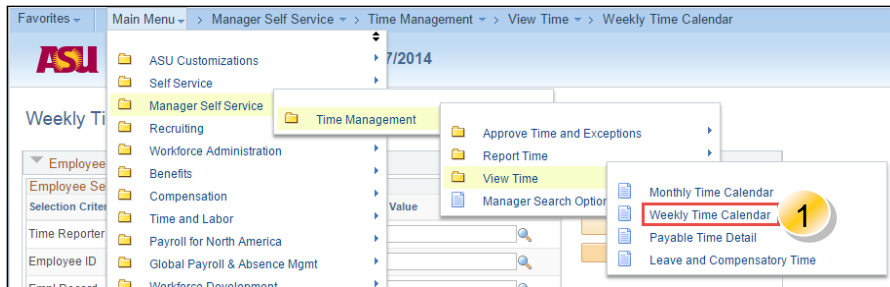
High severity exception needs to be researched. The most common high severity exception is a zero entered on the employee timesheet, as seen below. Best practice is to inform your employees to leave it blank if there are no hours to report for a day. Contact your payroll representative for further assistance.

Payable Time tab – shows hours with different payable statuses: Estimated, Rejected, Paid etc...depending upon the timing of when payroll confirms.

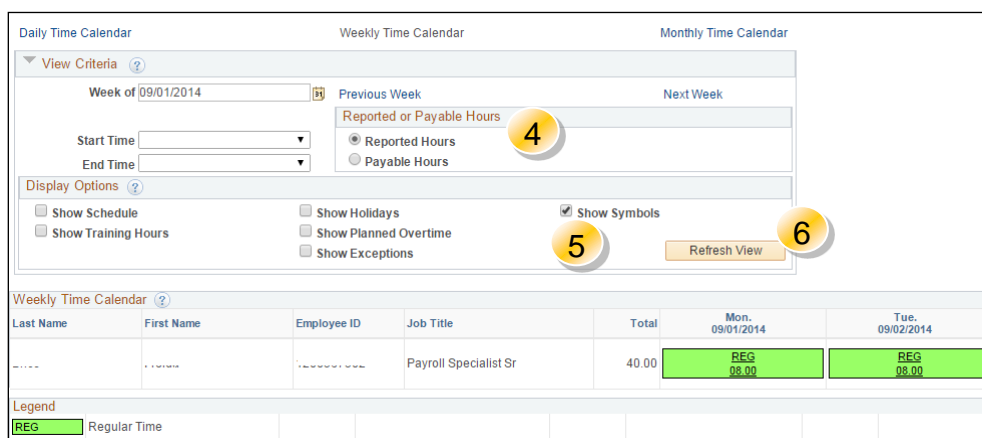
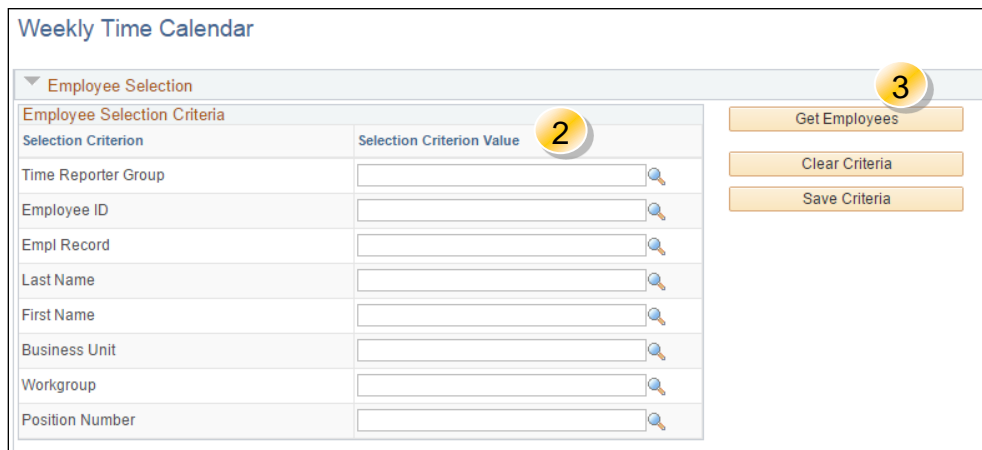
Weekly Time Calendar View

Reported Hours

1. Click on the **Weekly Time Calendar** view in the View Time menu



2. Look up your employee using their ID # or criteria of your choice.
3. Click **Get Employees**
4. Click on the radial button titled **Reported Hours**
5. Click a checkmark into the **Show Symbols** area. This will color code the various types of pay an individual has generated. Eg. REG hours are green.
6. Click on the **Refresh View** button to bring up Reported Hours.



Payable Hours

1. Click on the Payable Hours radial button
2. Click on the View Month button

Note: The Monthly, Daily and Payable Time Details views are useful as well.

Note: Click on the hours links to view details about them.

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Fri. 01	Sat. 02
...	...	1	Payroll Specialist Sr	88.00	REG 08.00	-

The Payable Hours view in the system show the quantity of hours for which the person will be paid. It reflects all adjustments made by the system. Employees can see this view.

Some additional codes; in the PAYABLE time when reviewing/calculating employees hours;

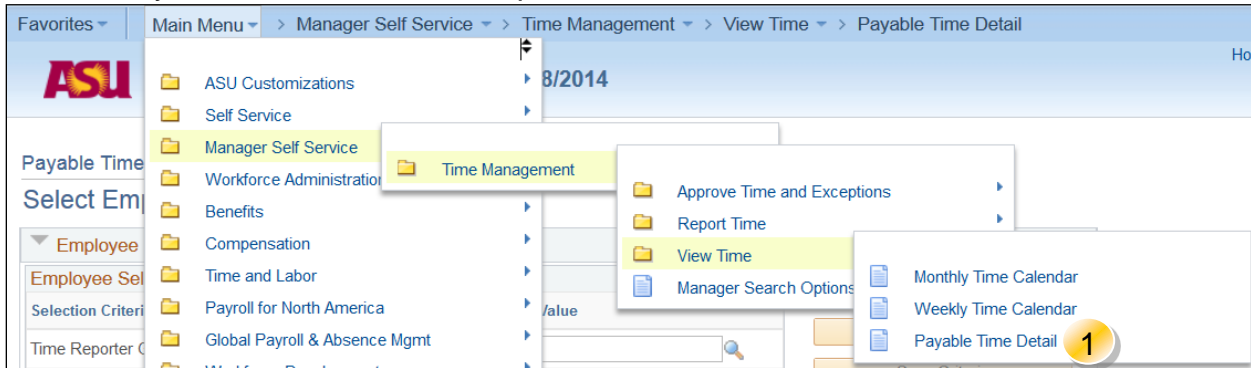
HOP = holiday pay

CEP = comp time paid, this is the hours IE: 2.75 paid at straight

CTE = comp time earned

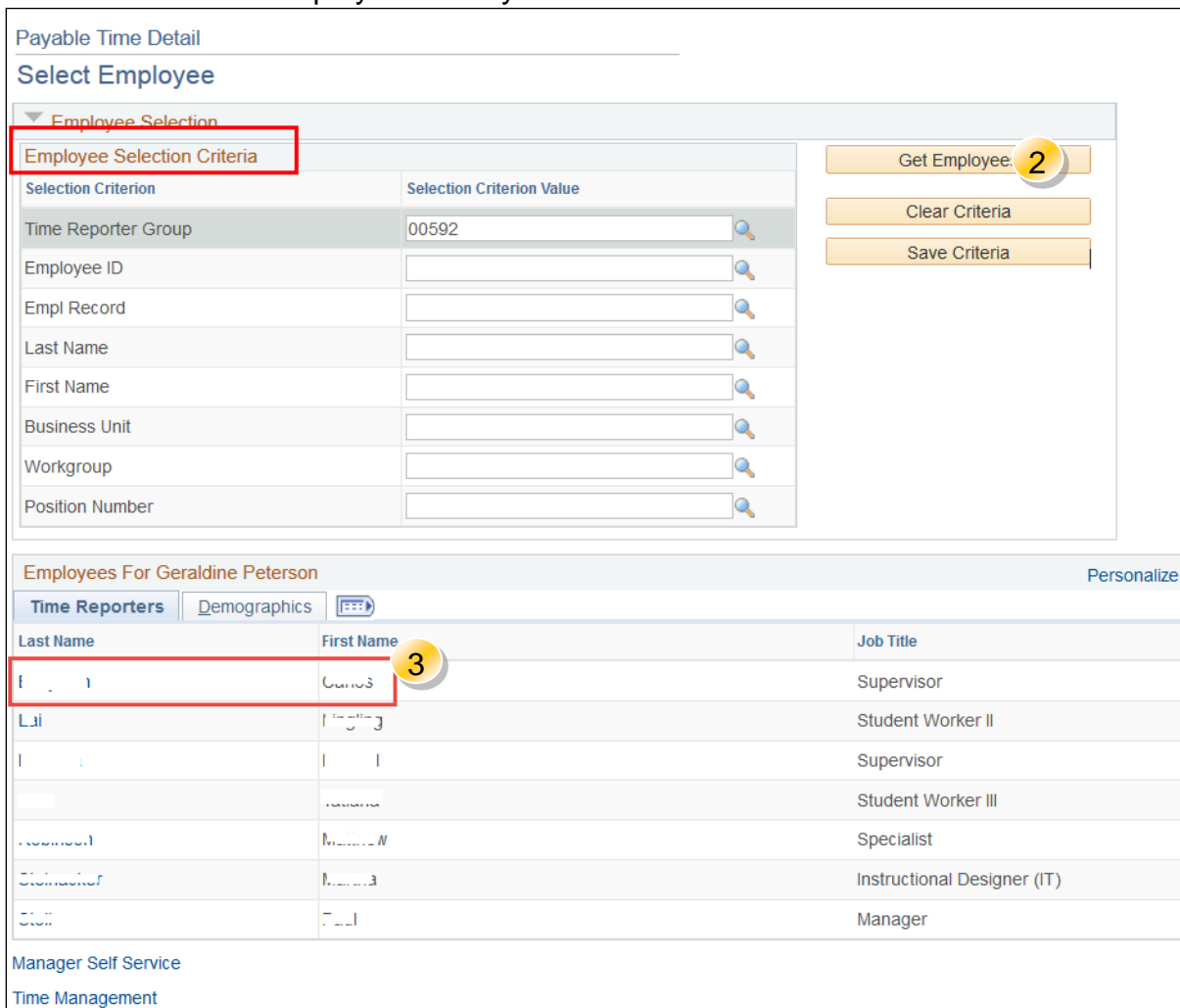
Payable Time Details

Access Payable Time Details in PeopleSoft:



The Payable Time Detail view lists the status of an employee’s pay.

1. Click on the Payable Time Detail link under the View Time menu.
2. After entering your search data, click Get Employees.
3. Click on the employee name you wish to view.



4. Click on the calendar icon, and choose a date to view.
5. If needed expand the Payable Status Filter and choose criteria.
6. Click the Refresh button.
7. View Payable Time Detail.

Payable Time Detail

Supervisor

Start Date **4**

End Date **6**

Employee ID 1.....1

Employment Record 0

[Next Employee](#)

There is no time returned for the selected date range. (10/22/2014 - 10/28/2014) **5**

Payable Status Filter

Status Selections

Payable Status	Payable Status
<input checked="" type="checkbox"/> Approved	AP
<input checked="" type="checkbox"/> Closed	CL
<input checked="" type="checkbox"/> Diluted	DL
<input checked="" type="checkbox"/> Denied	DN
<input checked="" type="checkbox"/> Estimated	ES
<input checked="" type="checkbox"/> Ignore	IG
<input checked="" type="checkbox"/> Needs Approval	NA
<input checked="" type="checkbox"/> No Pay	NP
<input checked="" type="checkbox"/> Online Estimate	OE
<input checked="" type="checkbox"/> Pushed Back	PB
<input checked="" type="checkbox"/> Distributed	PD
<input checked="" type="checkbox"/> Rejected by Payroll	RP
<input checked="" type="checkbox"/> Reversed Check	RV
<input checked="" type="checkbox"/> Sent to Payroll	SP
<input checked="" type="checkbox"/> Taken by Payroll	TP

Select All De **7** All

Payable Time

Overview

Time Reporting Elements

Task Reporting Elements

Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
	Approval Monitor					

[Return to Select Employee](#)

Approve, Deny, Edit, Add or Delete Time for an Employee - Includes Effort Reporting Information

If the employee has effort reporting hours, you must approve their hours by clicking on their name in the “reported time” or “timesheet” screens in order to show the detail of the accounting that is associated with the time being reported. Once on the timesheet detail page, you can select all hours to approve or deny using the Select All button

Timesheet
Employee ID 1221111111

Student Worker IV
Empl Record 0

Earliest Change Date 07/09/2012

Select Another Timesheet

*View By Week

[Previous Week](#) [Next Week](#)

*Date 09/15/2014

Scheduled Hours 0.00

Reported Hours 12.00

From Monday 09/15/2014 to Sunday 09/21/2014

Mon 9/15	Tue 9/16	Wed 9/17	Thu 9/18	Fri 9/19	Sat 9/20	Sun 9/21	Total	Time Reporting
4.00	4.00	4.00					12.00	STH - Student

Current funding accounts

Acct Effdt	Acct Code	Account Description	Distrb %	Job Effdt	Position	Position Description	Department	Dept Description	Spnsr
1 07/01/2014	PRS0077	LANGUAGE BASES OF READING COMP	100.000	09/01/2014	180488	Student Worker IV	M0601325	Speech and Hearing Science	Y

Hours submitted/certified by below funding accounts by user.

Acct Effdt	Acct Code	Account Description	Distrb %	Job Effdt	Position	Position Description	Department	Dept Description	Spnsr
1 07/01/2014	PRS0077	LANGUAGE BASES OF READING COMP	100.000	09/01/2014	180488	Student Worker IV	M0601325	Speech and Hearing Science	Y

Submit/Certify

Reported Time Status
Exceptions
Payable Time

Reported Time Status

[Personalize](#) | [Find](#) | [Print](#) | 1-3 of 3

Select	Date	Reported Status	Total	TRC	Description	Comments
<input type="checkbox"/>	09/15/2014	Needs Approval	4.00	STH	Student Hourly Regular Wages	
<input type="checkbox"/>	09/16/2014	Needs Approval	4.00	STH	Student Hourly Regular Wages	
<input type="checkbox"/>	09/17/2014	Needs Approval	4.00	STH	Student Hourly Regular Wages	

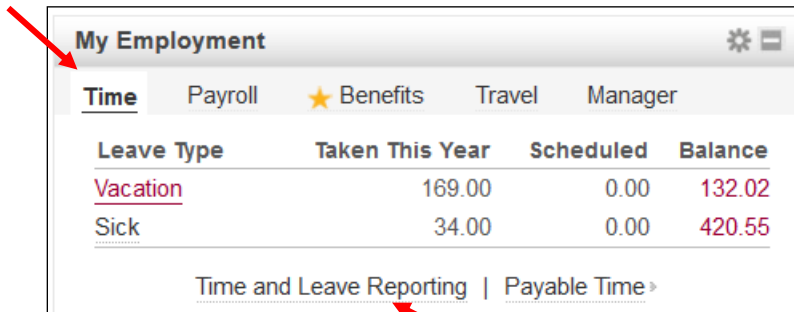
Approval

Select All
Deselect All
Approve
Deny

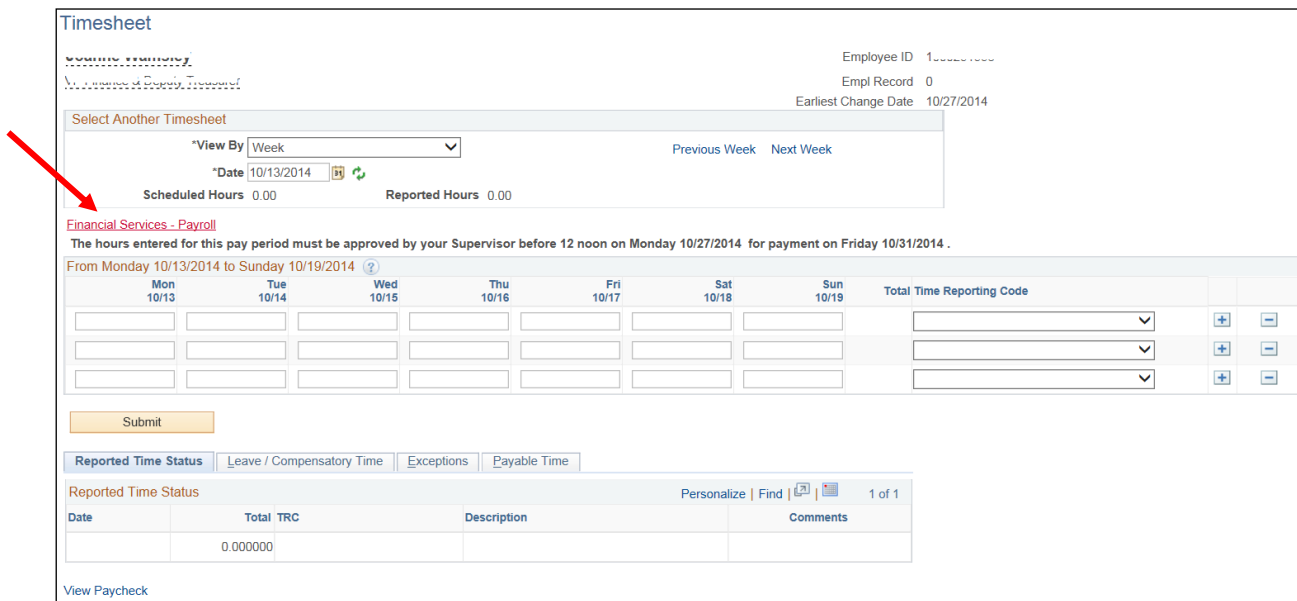
Note: If you are correcting hours from a previously submitted amount, do not enter zero (0) to the employee timesheet as this will create a “High Severity Exception”.

Employee Self Report Time and Leave

Employees can easily report their time from My ASU. This is found in the middle right side of the My ASU screen. Employees can click on *Time* then click again on the *Time and Leave Reporting* to report their hours.



When clicking on the Time and Leave Reporting link, they will see the below screen.



NOTE: The **Financial Services - Payroll** message will appear with information relating to deadlines for time entry and approval. It will also give the employee expected dates to be paid for the time they are entering.

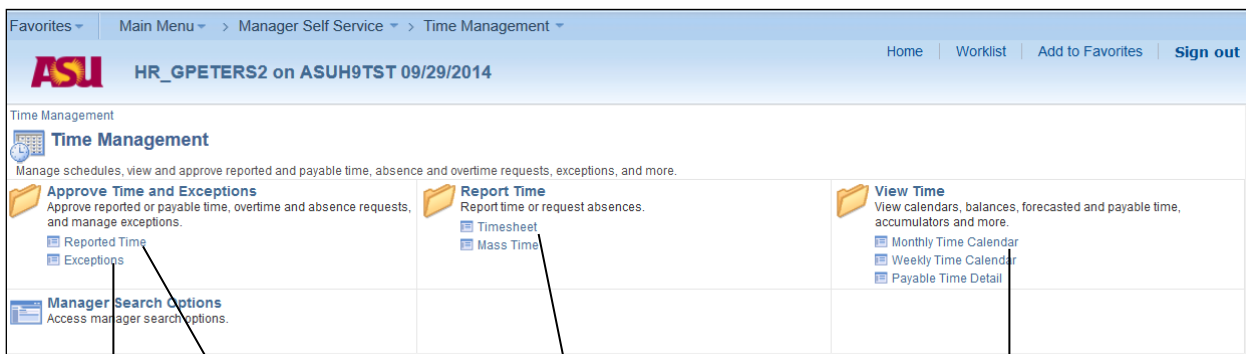
Approve Time via PeopleSoft Screens

For personal preference, or if My ASU is unavailable, you can access the time and labor screens directly in PeopleSoft.

- 1) Open a web browser and go to <https://hrsa.oasis.asu.edu>
- 2) Login to Peoplesoft using your ASURITE ID and password.



Navigate to the time and labor screen by clicking on these menus:
Manager Self Service > Time Management



Exceptions
 Manage exceptions for a group of time reporters

Reported Time
 See only those employees with hours that need to be approved. Approve all at once.

Timesheet:
 See all of your employees – Approve time 1 employee at a time.

Time Calendar
 See hours submitted by all of your employees at one glance

The links shown here work identically to the screens you access via MyASU.

Timesheet Adjustments for Time Reported Prior to the 9.2 Implementation

This list will show the steps that a DTA will need to adjust an employee’s timesheet after the pay period has ended for time that was reported prior to the 9.2 Implementation In this example, all time that surrounds the days being adjusted will be required to be re-approved.

Timesheet Adjustments adjusted within 112 days (previous 8 pay periods) must use the Timesheet. Time that needs to be adjusted outside of this time period will need to follow a different procedure. See Page 22-23 for details on this process.

- Step 1:** Select the **Manager Self Service** Link
- Step 2:** Select the **Time Management** Link
- Step 3:** Select the **Report Time** Link
- Step 4:** Select the **Timesheet** Link
- Step 5:** Click into the **Employee ID** field and key in your employee ID number
- Step 6:** Click on the **Get Employees** button.
- Step 7:** Click on the **Employee’s Last Name** and the employee’s timesheet for the current week will be displayed.
- Step 8:** **“View By”** Click on the drop down arrow and click on **“DAY”**
- Step 9:** To go back to the time period that needs adjustment, either enter the date on the **“Date”** field or click on Previous Day or Time Period link.
- Step 10:** Change the hours on timesheet to the time and time reporting code.

See example below.

The screenshot shows the 'Timesheet' application interface. At the top, it says 'Before Changes' in red. The employee ID is 1000507500 and the date is 09/29/2014. The 'View By' is set to 'Day'. The 'Scheduled Hours' is 0.00 and 'Reported Hours' is 8.00. There is a warning message about payroll deadlines. Below that is a table with one row for 'Mon 9/29' showing 8.00 hours reported for 'HRY - Reg Hours'. At the bottom, there is a 'Reported Time Status' table with one entry for '09/29/2014' with status 'Approved' and 'Reg Hours'.

Date	Reported Status	Total	TRC	Description	Comments
09/29/2014	Approved	8.00	HRY	Reg Hours	

Step 11: Click on **Submit/Certify** once all changes have been made.

Timesheet After the Change Employee ID : 1200000002
 Empl Record : 0
 Earliest Change Date : 09/29/2014 Hourly Rate : 0

Select Another Timesheet

*View By Day Previous Day Next Day

*Date 09/29/2014 Scheduled Hours 0.00 Reported Hours 8.00

Financial Services-Payroll
 The deadline for T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

Monday 09/29/2014

Mon 9/29	Total	Time Reporting Code		
5.00	5.00	HRY - Reg Hours	+	-
3.00	3.00	SCP - Sick Leave Hourly	+	-

Submit/Certify

Reported Time Status | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status Personalize | Find | 1-2 of 2

Date	Reported Status	Total	TRC	Description	Comments
09/29/2014	Approved	5.00	HRY	Reg Hours	
09/29/2014	Approved	3.00	SCP	Sick Leave Hourly	

- Step 12:** Click the **check box** or **select all**.
- Step 13:** Click on **Approve** to approve time.

Note: IF AN ADJUSTMENT NEEDS TO BE MADE FOR THE ENTIRE WEEK OR CALENDAR PERIOD, CONTACT YOUR PAYROLL REPRESENTATIVE FOR FURTHER ASSISTANCE.

THE BEST PRACTICE IS TO “VIEW BY” DAY, ENTER THE DATE AND MAKE THE CORRECTION TO THE EMPLOYEE’S TIME AND TIME REPORTING CODE , THEN APPROVE THE TIME. REPEAT THE STEPS IF NECESARRY. If the changes are made by day, only those hours will appeared and will need to be approved.

Timesheet Adjustments for Time Reported after the 9.2 Implementation

This list will show the steps that a DTA will need to adjust an employee’s timesheet after the pay period has ended when the time was reported and approved after the 9.2 Implementation. In this example only the days that are changed by the DTA will need to be re-approved.

Timesheet Adjustments adjusted within 112 days (previous 8 pay periods) must use the Timesheet. Time that needs to be adjusted outside of this time period will need to follow a different procedure. See Page 22-23 for information on this process.

- Step 1:** Select the **Manager Self Service** Link
- Step 2:** Select the **Time Management** Link
- Step 3:** Select the **Report Time** Link
- Step 4:** Select the **Timesheet** Link
- Step 5:** Click into the **Empl ID** field and key in your employee ID number
- Step 6:** Click on the **Get Employees** button.
- Step 7:** Click on the **Employee** and the employee’s timesheet for the current week will be displayed.
- Step 8:** To go back to the time period that needs adjustment, either enter the date on the date field or click on Previous Week or Time Period link.
- Step 9:** Change the hours on timesheet for the time on the particular days that are incorrect.

See example below.

Timesheet
Before Changes

Employee ID 1 2
 Empl Record 0
 Earliest Change Date 10/27/2014
 Hourly Rate 2...J

Select Another Timesheet
View By Week
Previous Week Next Week

*Date 05/12/2014
Scheduled Hours 0.00
Reported Hours 40.00

Financial Services - Payroll
 The deadline for T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

From Monday 05/12/2014 to Sunday 05/18/2014

Mon 5/12	Tue 5/13	Wed 5/14	Thu 5/15	Fri 5/16	Sat 5/17	Sun 5/18	Total	Time Reporting Code
8.00	8.00						16.00	HRY - Reg Hours
		8.00	8.00	8.00			24.00	VAH - Vacation Hourly

Submit/Certify

Reported Time Status | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status Personalize | Find | 1-5 of 5

Date	Reported Status	Total TRC	Description	Comments
05/12/2014	Approved	8.00 HRY	Reg Hours	
05/13/2014	Approved	8.00 HRY	Reg Hours	
05/14/2014	Approved	8.00 VAH	Vacation Hourly	
05/15/2014	Approved	8.00 VAH	Vacation Hourly	
05/16/2014	Approved	8.00 VAH	Vacation Hourly	

Timesheet
Changes Highlighted

Employee ID 100000002
 Empl Record 0
 Earliest Change Date 05/12/2014
 Hourly Rate 20.80

Select Another Timesheet

*View By Week
Previous Week Next Week

*Date 05/12/2014
Refresh

Scheduled Hours 0.00
Reported Hours 40.00

Financial Services - Payroll
 The deadline for T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

From Monday 05/12/2014 to Sunday 05/18/2014 ?

Mon 5/12	Tue 5/13	Wed 5/14	Thu 5/15	Fri 5/16	Sat 5/17	Sun 5/18	Total	Time Reporting Code		
4.00	4.00						8.00	HRY - Reg Hours	+/-	
4.00	4.00						8.00	SCP - Sick Leave Hourly	+/-	
		8.00	8.00	8.00			24.00	VAH - Vacation Hourly	+/-	

Submit/Certify

Reported Time Status
Leave / Compensatory Time
Exceptions
Payable Time

Reported Time Status
Personalize | Find | 1-7 of 7

Select	Date	Reported Status	Total	TRC	Description	Comments
<input type="checkbox"/>	05/12/2014	Needs Approval		4.00	HR Y Reg Hours	
<input type="checkbox"/>	05/12/2014	Needs Approval		4.00	SCP Sick Leave Hourly	
<input type="checkbox"/>	05/13/2014	Needs Approval		4.00	HR Y Reg Hours	
<input type="checkbox"/>	05/13/2014	Needs Approval		4.00	SCP Sick Leave Hourly	
<input type="checkbox"/>	05/14/2014	Approved		8.00	VAH Vacation Hourly	
<input type="checkbox"/>	05/15/2014	Approved		8.00	VAH Vacation Hourly	
<input type="checkbox"/>	05/16/2014	Approved		8.00	VAH Vacation Hourly	

Approval

Select All
Deselect All
Approve
Deny

- Step 10:** Click on **Submit/Certify** once all changes have been made.
- Step 11:** Click the **check box** or **select all**.
- Step 12:** Click on **“Approve”** to approve time.

Time Adjustments after 112 days (previous 8 pay periods) must be submitted via Payroll Action Request.

- Step 1:** Select the **ASU Customization Link**
- Step 2:** Select the **ASU HCM Custom Link**
- Step 3:** Select the **ASU Payroll Link**
- Step 4:** Select the **Payroll Action Request Link**
- Step 5:** Select **Add a New Value Tab**
- Step 6:** Enter **Employee ID** and **Employee Record Number** then click Add

The screenshot shows the 'Payroll Action Request' form with the following fields and options:

- Buttons: Find an Existing Value, Add a New Value
- Transaction Number: [0]
- Empl ID: []
- Empl Rcd Nbr: [0]
- Add button
- Footer: Find an Existing Value | Add a New Value

Step 7: Enter Position Number, Earnings Code, Date to be adjusted, and Hourly Rate if necessary of employee.

The screenshot shows the 'Payroll Action Request' form with the following details:

- Transaction Number: 0
- Status: Open
- Created Date: 01/04/2012
- Submitted Date: []
- Approval Date: []
- Check Date: []
- Manual Check Requested:
- Process on Next On-Cycle:
- Over Payment:
- Employee Information:
 - Empl ID: []
 - Empl Rcd Nbr: 0
 - Name: []
 - Empl Class: Classified
 - Position Number: []
 - Department ID: []
 - Department: []
- Hourly Employees Table:

Position Number	Earnings Code	Hourly Rate	Date to be Adjusted	Begin Work Time	Out Time	In Time	End Work Time	Total Hours
1	[]	[]	[]	[]	[]	[]	[]	[]
- Hourly (Flat Rate) Employees Table:

Position Number	Earnings Code	Date to be Adjusted	Hours To Be Adjusted	Amount
1	[]	[]	[]	[]

Step 8: Select a Reason for Payment in the drop down arrow, and enter any comments if necessary.

Step 9: Enter route to approver. If unknown, use magnifying glass to find the approver.

Step 10: Click on the **Submit** Button

*Reason for Payment

Submitter/Approver Comments

Payroll Comments

*Route to Approver Route to VP

Actions			
Name		Department	
Title		Telephone	

Unprocessed Reported Time

This menu item will allow DTA's to review any reported time with a status of Needs Approval (NA), Saved (SV), or Denied (DN) and any time with exceptions within their group id, employee id, employee's first or last name, business unit, workgroup, or position number.

Navigate to the Unprocessed Reported Time by clicking on these menus:

Main Menu > Time and Labor > View Unprocessed Time > Unprocessed Reported Time

You can search for unprocessed reported time in several ways:

- Individual Employee
- List Employees by Time Reporter Group, Business Unit or Workgroup

Once the criterion is entered, click the **Get Employees button**.

The results will populate if you have any employees with unprocessed reported time.

Note: Click on **Include Exception Reporters** to list employees that might have exceptions to their time.

Unprocessed Reported Time

Employee Selection

Employee Selection Criteria

Selection Criterion Selection Criterion Value

Time Reporter Group 00412

Employee ID

Empl Record

Last Name

First Name

Business Unit

Workgroup

Position Number

Get Employees

Clear Criteria

Save Criteria

Instructions

Filtering Options

Start Date 01/01/2014

End Date 10/15/2014

Include Exception Reporters

Positive / Negative Deviation

Include Positive Deviations Acceptable Deviation 5

Include Negative Deviations Acceptable Negative Deviation 5

Employees with Unprocessed Time

Time Summary Demographics

Last Name	First Name	Empl Record	Job Title	Type	3	1	4	2	7	5			
					Saved	Needs Approval	Pushed Back	Denied	Approved and Submitted	Payable Time	Exceptions Exist	Earliest Change Date	Time Administration Status
F	S	0	Student Worker III	Hours				5.25	77.75	77.75		10/13/2014	Up For Processing
B	C	0	Event Attendant Sr	Hours				4.30	93.00	93.00		10/13/2014	Not Up For Processing
F	T	0	Student Worker II	Hours				2.75	253.50	253.50		10/13/2014	Not Up For Processing
R	T	0	Student Worker III	Hours				7.00	202.75	202.75		10/13/2014	Not Up For Processing
S	D	3	Security Officer	Hours					700.50	567.25		09/22/2014	Not Up For Processing
	M	1	Computer Operator	Hours		24.00		9.75	142.00	142.00		10/13/2014	Not Up For Processing

Section 1 - Needs Approval

Click on the employee name and it will bring the detail of the hours that need DTA approval.

Unprocessed Reported Time

Reported Time Details

Employee ID 000001110

Computer Operator Employment Record 1 Last Processed 09/22/2014 2:42:03PM

[Previous Employee](#)

Unprocessed Reported Time from 01/01/2014 to 10/30/2014

Personalize | Find | First 1-5 of 5 Last

Date	TRC	Description	Type	Quantity	Reported Status	Datetime modified	Exception Exists
03/08/2014	HRY	Reg Hours	Hours	2.00	Denied	03/11/2014 11:38:28.000000AM	
03/09/2014	HRY	Reg Hours	Hours	7.75	Denied	03/11/2014 11:38:28.000000AM	
09/22/2014	HRY	Reg Hours	Hours	8.00	Needs Approval	10/08/2014 10:31:18.000000AM	
09/23/2014	HRY	Reg Hours	Hours	8.00	Needs Approval	10/08/2014 10:31:18.000000AM	
09/24/2014	HRY	Reg Hours	Hours	8.00	Needs Approval	10/08/2014 10:31:18.000000AM	

[Return to Select Employee](#)

If the hours are correct and need to be approved by the DTA, then go into the employee’s timesheet to approve the hours if the time is within 112 days (previous 8 pay periods). If the hours that need to be approved are after 112 days (previous 8 pay periods), a Payroll Action Request will need to be submitted (See page 17-18 for this process).

Timesheet

Employee ID 1.....
 Computer Operator Empl Record 1
 Earliest Change Date 10/13/2014 Hourly Rate 20.00

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 09/22/2014 Previous Employee
 Scheduled Hours 0.00 Reported Hours 24.00

Financial Services - Payroll
 The deadline for T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

From Monday 09/22/2014 to Sunday 09/28/2014

Mon 9/22	Tue 9/23	Wed 9/24	Thu 9/25	Fri 9/26	Sat 9/27	Sun 9/28	Total	Time Reporting Code
8.00	8.00	8.00					24.00	HRY - Reg Hours

Submit/Certify

Reported Time Status Leave / Compensatory Time Exceptions Payable Time

Reported Time Status Personalize Find 1-3 of 3

Select	Date	Reported Status	Total	TRC	Description	Comments
<input type="checkbox"/>	09/22/2014	Needs Approval	8.00	HRY	Reg Hours	
<input type="checkbox"/>	09/23/2014	Needs Approval	8.00	HRY	Reg Hours	
<input type="checkbox"/>	09/24/2014	Needs Approval	8.00	HRY	Reg Hours	

Approval
 Select All Deselect All Approve Deny

View Paycheck
 Return to Select Employee

Section 2 –Exceptions

Click on the employee name and it will bring the detail of the exception that exists for that reported date.

Unprocessed Reported Time

Reported Time Details

Employee ID 1204470404
 Security Officer Employment Record 3 Last Processed 10/15/2014 7:47:44PM

Previous Employee Next Employee

Unprocessed Reported Time from 01/01/2014 to 10/30/2014 Personalize Find 1-2 of 2 Last

Date	TRC	Description	Type	Quantity	Reported Status	Datetime modified	Exception Exists
09/22/2014	HRY	Reg Hours	Hours	25.00	Approved	10/08/2014 10:07:30.000000AM	
09/24/2014	HRY	Reg Hours	Hours	26.00	Approved	10/08/2014 10:07:30.000000AM	

Return to Select Employee

To look in more depth at the exception go to the employee’s timesheet. You can either click on the **Exceptions** tab or the Exception time clock. Click onto the **Explanation** column to view the “**Exception Description**”

Timesheet

Benjamin Sobel
Security Officer

Employee ID 1201120101
Empl Record 3
Earliest Change Date 09/22/2014
Hourly Rate 9.67

Select Another Timesheet

*View By Week
*Date 09/22/2014
Scheduled Hours 0.00
Reported Hours 115.00

Previous Week Next Week
Next Employee

Financial Services - Payroll
The deadline for T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

From Monday 09/22/2014 to Sunday 09/28/2014

Mon 9/22	Tue 9/23	Wed 9/24	Thu 9/25	Fri 9/26	Sat 9/27	Sun 9/28	Total	Time Reporting Code
25.00	24.00	26.00	20.00	20.00			115.00	HRY - Reg Hours

Submit/Certify

Reported Time Status | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Comments	Exception
09/22/2014	Approved	25.00	HRY	Reg Hours		
09/23/2014	Approved	24.00	HRY	Reg Hours		
09/24/2014	Approved	26.00	HRY	Reg Hours		
09/25/2014	Approved	20.00	HRY	Reg Hours		
09/26/2014	Approved	20.00	HRY	Reg Hours		

View Paycheck
Return to Select Employee

Timesheet

Security Officer

Employee ID 1201120101
Empl Record 3
Earliest Change Date 09/22/2014
Hourly Rate 9.67

Select Another Timesheet

*View By Week
*Date 09/22/2014
Scheduled Hours 0.00
Reported Hours 115.00

Previous Week Next Week
Next Employee

Financial Services - Payroll
The deadline for T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

From Monday 09/22/2014 to Sunday 09/28/2014

Mon 9/22	Tue 9/23	Wed 9/24	Thu 9/25	Fri 9/26	Sat 9/27	Sun 9/28	Total	Time Reporting Code
25.00	24.00	26.00	20.00	20.00			115.00	HRY - Reg Hours

Submit/Certify

Reported Time Status | Leave / Compensatory Time | Exceptions | Payable Time

Exceptions

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
<input type="checkbox"/>	09/22/2014	TLX01540	Timesheet	Unresolved	High	A total of 25 hours are reported for this day.	
<input type="checkbox"/>	09/23/2014	TLX00450	Time Administration	Unresolved	Medium	The quantity reported () is outside the minimum or maximum limits specified for the TRC (24).	
<input type="checkbox"/>	09/24/2014	TLX01540	Timesheet	Unresolved	High	A total of 26 hours are reported for this day.	
<input type="checkbox"/>	09/25/2014	TLX00450	Time Administration	Unresolved	Medium	The quantity reported () is outside the minimum or maximum limits specified for the TRC (20).	
<input type="checkbox"/>	09/26/2014	TLX00450	Time Administration	Unresolved	Medium	The quantity reported () is outside the minimum or maximum limits specified for the TRC (20).	

Select All Deselect All
Update Exception

You can click on the exception to view the explanation details. See example of details below.

<p>Exception Explained</p> <p>Exception ID TLX00450</p> <p>Description Quantity exceeds TRC limits The quantity reported is outside the limits specified by the Minimum and Maximum quantity on the TRC table.</p> <p>Return</p>	<p>Exception Explained</p> <p>Exception ID TLX01540</p> <p>Description More than 24 hours reported The combined number of hours reported for a single date exceeds 24. Review and correct the reported as necessary.</p> <p>Return</p>
---	---

For any **Low** and **Medium** exception severity, the DTA can resolve these themselves. If any questions arise, please contact your payroll representative for assistance.

For a **High** exception severity this must be resolved before the reported time can become payable time. For any high exception severity errors, please contact your payroll representative for assistance.

Section 3 –Saved

Click on the employee name and it will bring the detail of the hours that need employee and DTA approval before it becomes payable time.

Section 4 - Denied

Click on the employee name and it will bring the detail of the hours that have been denied. You will then need to navigate to the timesheet to make changes to the time if needed.

Section 5- Time Administration Status

TA Status – “Up for Processing” means the time reporter is ready for processing.

TA Status – “Not Up for Processing” means the time reporter is not ready for processing, for example “Time Needs Approval”.

Section 6 – Deviation

This field defaults to “5”. In order to get a true representation of all differences of time (reported and or payable) **change this field to “0”**.

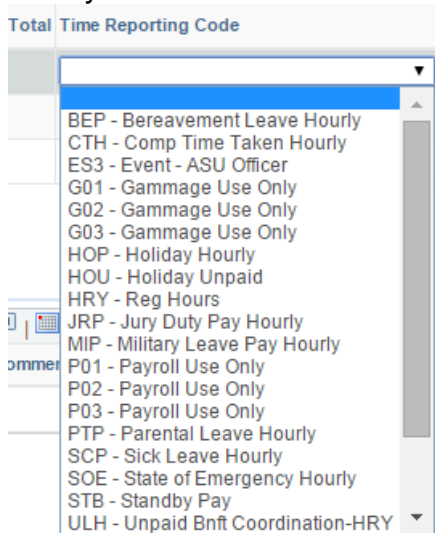
Section 7 – Earliest Change Date

The earliest addition or update to time-related data for a time reporter since the last Time Administration run. This date is a trigger for Time Administration's determination of a time reporter's period of interest.

Appendix

Time Reporting Codes (TRC) by Position Type

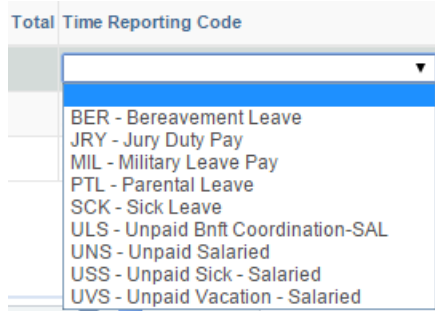
Hourly TRCs



Salaried



Academic Professional ACD / A12



Student

