

## DTA Information Session

### Logging In

As you probably know by now, ASU Interactive will not give you access to your DTA pages.



DTAs access PeopleSoft via the <https://hrsa.oasis.asu.edu/> URL.

### Basic DTA Flow

- Non-exempt employees record their hours and request paid time off using Time Reporting Codes (TRCs)
- Exempt employees request paid time off using TRCs.
- DTAs approve and correct recorded time.
- The Time Admin process runs daily at noon and 9pm. Each time it runs, it identifies approved recorded time exceptions, and converts approved recorded time into payable time.

### Time Exceptions

- An exception is recorded time that doesn't fit the system rules.
- The Time Admin process applies severity levels to exceptions:
- They are low, medium, and high.
- Low and medium levels generate payable time
- DTAs must clear high exceptions to generate payable time

## Clearing Exceptions

- To clear any exception, make a time adjustment in the timesheet, and allow the Time Admin process to run again.
- Any time adjustments must have a record of the employee's request like a Time Adjustment form.

## Reasons for Non-payment

Two most common reasons *within a DTA's control* are:

- If your employees have critical exceptions they won't get paid unless you clear the exceptions.
- Time wasn't approved

Contact HR if you do not know how to clear exceptions.



**CALENDER**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	<b>10</b> Deadline 6:00PM	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> \$	<b>16</b>	<b>17</b>	18
19	20	21	22	23	24	25
26	<b>27</b> Deadline 12:00PM	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> \$	

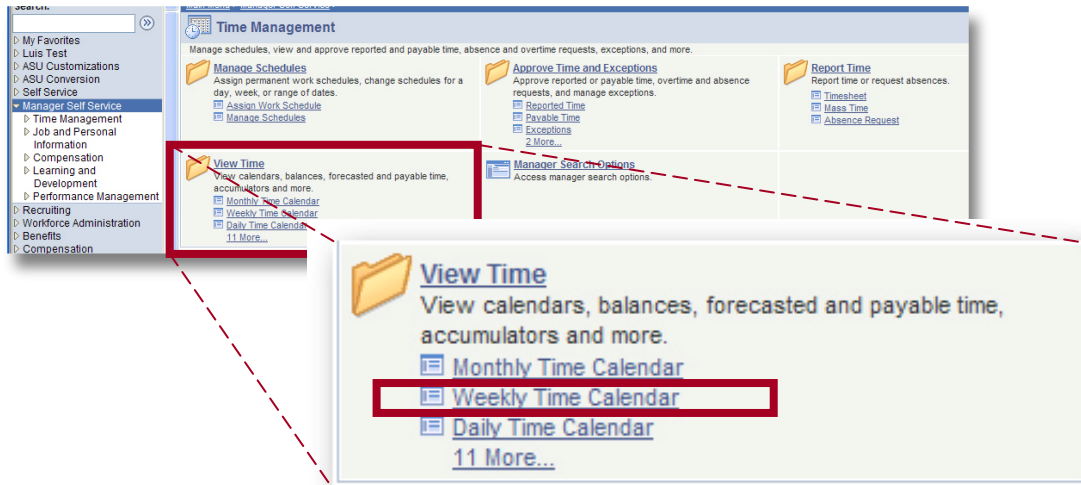
**2<sup>nd</sup> Payperiod**

**Monday 13<sup>th</sup> – 26<sup>th</sup>**

27<sup>th</sup> – 31<sup>st</sup> DTAs are locked out; while payroll runs

On the 3<sup>rd</sup> can go back and correct August 27<sup>th</sup> – 31<sup>st</sup>. (The software will let you in on the 1<sup>st</sup>, which is a Saturday.)

## Weekly View



View the Weekly time calendar to see Reported and Payable time.

## Reported Time

[Daily Time Calendar](#)    [Weekly Time Calendar](#)    [Monthly Time Calendar](#)

**View Criteria**  
 Week of:         

**Reported Hours**     Payable Hours

Show Schedule     Show Holidays     Show Planned Overtime  
 Show Training Hours     Show Symbols     Show Exceptions

Weekly Time Calendar										
Employee	Job Title	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Sum	Employee
		07/30/2007	07/31/2007	08/01/2007	08/02/2007	08/03/2007	08/04/2007	08/05/2007		
Penny Wall	Tech Support Analyst Senior	-	-	-	-	-	-	-	-	Penny Wall
Sri Babu Kalluri	Student Worker IV	<a href="#">10.82</a>	<a href="#">10.01</a>	<a href="#">10.40</a>	-	-	-	-	31.24	Sri Babu Kalluri

**Reported Time** – Shows actual punches that were clocked by the non-exempt employee. There is a Reported Hours view in the Weekly View. You can see this view, employees cannot. You may view a detail of the hours worked by clicking on the numerical link in the employee's hours. (Eg [10.82](#))

## Payable Hours

View Criteria

Week of: 07/30/2007 [B] Previous Week Next Week

Reported Hours  Payable Hours

Show Schedule  Show Holidays  Show Planned Overtime  
 Show Training Hours  Show Symbols  Show Exceptions

View Week

Weekly Time Calendar										
Employee	Job Title	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Sum	Employee
Penny Wall	Tech Support Analyst Senior	-	-	-	-	-	-	-	-	Penny Wall
Sri Babu Kalluri	Student Worker IV	-	-	-	-	-	-	-	-	Sri Babu Kalluri

The **Payable Hours** view in the system shows 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

**CE5** = the time and ½ (portion) for overtime pay shows up w/ CEP, then this is the time and ½ so for 2.75 (CEP) this would show as 1.375 paid

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

**CTE** = comp time earned

## Payable Time Detail View

Menu

Search: [ ]

- My Favorites
- ASU Customizations
- Self Service
- Manager Self Service
  - Time Management
    - Approve Time and Exceptions
    - Report Time
    - View Time
      - Monthly Time Calendar
      - Weekly Time Calendar
      - Daily Time Calendar
      - Payable Time Detail**
- Job and Personal

**Payable Time Detail**

Sri Babu Kalluri EmplID: 1000328328  
 Job Title: Student Worker IV Empl Rod Nbr: 0

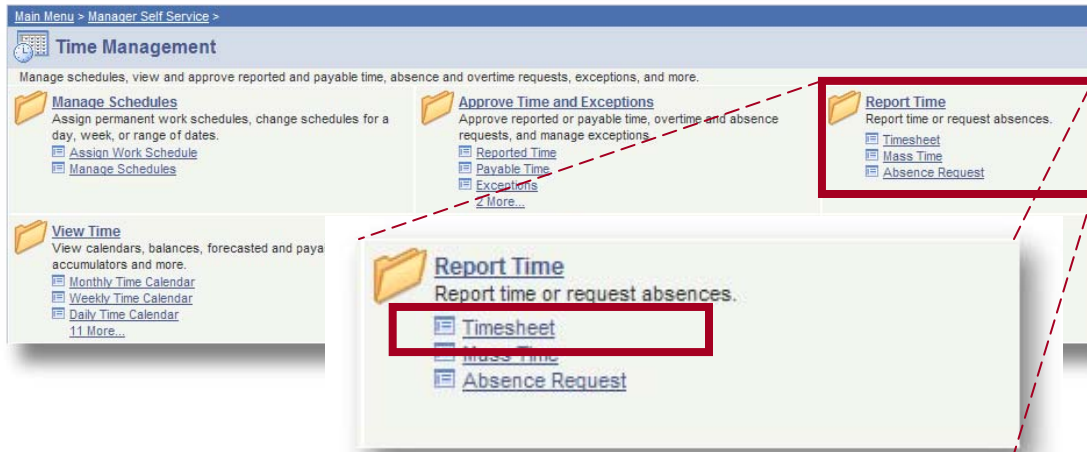
Payable Time Detail displayed for up to thirty-one days.

Start Date: 07/27/2007 [B] End Date: 08/02/2007 [B] Get Rows

Payable Time						
Overview						
Date	Status	Time Reporting Code	Type	Quantity	User ID	Taskgroup
07/27/2007	Taken - Used by Payroll	OTP	Hours	6.000000		NONE
07/27/2007	Paid - Labor Distributed	STH	Hours	8.000000		NONE
07/27/2007	Taken - Used by Payroll	STH	Hours	3.250000		NONE
07/27/2007	Taken - Used by Payroll	STH	Hours	8.000000		NONE

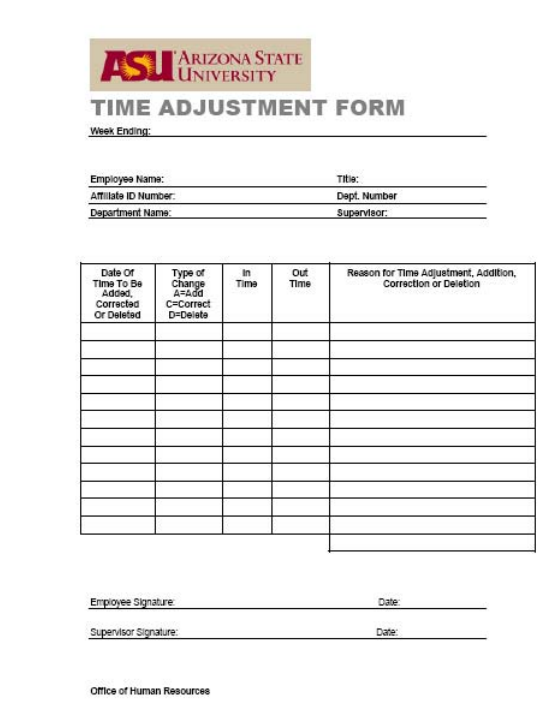
The Payable Time Detail view lists the status, TRC, and quantity of payable hours.

## Update Timesheet Data



Timesheets are updatable through the **Report Time>Timesheet** links.  
To make adjustments to non-exempt hours, use a Time Adjustment Form.  
If the form is filled out for a prior pay period, send it directly to Payroll.

## Time Adjustments



**ASU ARIZONA STATE UNIVERSITY**

**TIME ADJUSTMENT FORM**

Week Ending: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Affiliate ID Number: \_\_\_\_\_ Dept. Number: \_\_\_\_\_  
 Department Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date Of Time To Be Added, Corrected Or Deleted	Type of Change A=Add C=Correct D=Delete	In Time	Out Time	Reason for Time Adjustment, Addition, Correction or Deletion

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Human Resources

To make adjustments to non-exempt hours, use a Time Adjustment Form.  
 If the form is filled out for a prior pay period, send it directly to Payroll.

To make adjustments to exempt requested time off, from a prior pay period, use a Time Adjustment Form.  
 Send it directly to Payroll.  
 ANY forms sent to Payroll, must be **dated** to indicate which pay period the forms are for.

Keep all forms including Time Adjustment forms on file for 5 years.

## Adjustments to Payable Time

As the system converts approved reported time to payable time, it makes these adjustments:

- compensatory time
- ASU's Rounding rules,
- FLSA regulations



## Compensatory Time

The university does not pay overtime. If you work over 40 productive hours in a week, you will receive compensatory time.

If you worked 42 hours you would get 3.5 hours of premium comp time (1.5 x hours over 40 worked). If you worked 32 hours, and had one day was vacation for a total of 40 hours, then you worked Saturday 2 hours, you would have 2 hours of straight comp time, not premium comp time (because you didn't *work* for more than 40 hours). Compensatory time is given in lieu of overtime. Payroll can answer further questions about comp time.

The employee can see how much comp time they have accrued on their paycheck.

Employees request Comp time using the Request for Paid Time off form, and you would enter it as you would vacation and sick leave.

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**ASU** Request for Paid Time Off (Hourly / Non-Exempt Employee)

**Absence Information**

Employee Name: \_\_\_\_\_  
 Employee Number: \_\_\_\_\_ Department: \_\_\_\_\_  
 Manager: \_\_\_\_\_

Type of Absence Requested:

Sick  Vacation  Bereavement  Time Off Without Pay  
 Military  Jury Duty  Maternity/Paternity  Other

Dates of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_  
(first day of leave) (date of return to work)

Reason for Absence: \_\_\_\_\_ Total Time Requested: \_\_\_\_\_ (hours)

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Manager Approval**

**Time Reporting Code**

- BEP - Bereavement Leave Hourly
- CAB - Call Back
- CTH - Comp Time Taken Hourly
- CTX - Comp Time Officers
- HOP - Holiday Pay Hourly
- HOU - Unpaid Holiday
- HRY - Reg Hours
- JRP - Jury Duty Pay Hourly
- MIP - Military Leave Pay Hourly
- PTP - Parental Leave Hourly
- SCP - Sick Leave Hourly
- SNP - Unpaid Sick
- STB - Standby Pay
- UPH - Unpaid Hours
- VAH - Vacation Hourly
- VNP - Unpaid Vacation

Use the TRC (Time Reporting Code) for Comp time taken. Refer to a Request for Paid Time Off form to enter Comp time.

The system calculates comp time accrual and populates the comp time accrual bucket.

Reported Hours Summary - click to view

Balances - click to hide

Plan Type	End balance as of 06/04/2007
Sick	14.443
Compensatory Time	10.501
Vacation	31.902

Go To: [Manager Self Service](#)  
[Time Management](#)  
[Return to Select Employee](#)

## The Rounding Rule



The rounding rule is applied when the Time Admin process runs against approved hours.

The process runs at Noon and at 9 PM daily.

Payable time is rounded to the nearest quarter of an hour.

## Where are My People?

If a DTA cannot locate someone they thought should have been listed in their department(s) submit a help ticket: <http://www.asu.edu/support>

Instructions for submitting a help ticket can be found at:

[http://www.asu.edu/courses/oasis/JobAids/Request\\_Help\\_via\\_Help\\_Ticket.pdf](http://www.asu.edu/courses/oasis/JobAids/Request_Help_via_Help_Ticket.pdf)

In the search options Group ID, is equivalent to a Department.

Description	Value	Include in Criteria	Include in List
Group ID		<input checked="" type="checkbox"/>	<input type="checkbox"/>
EmplID		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Empl Rcd Nbr		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business Unit		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Code		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Job Description		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reports To Position Number		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Location Code		<input type="checkbox"/>	<input checked="" type="checkbox"/>
North American Paygroup		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Global Payroll Paygroup		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workgroup		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Position Number		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>