

LOGGING IN VIA PEOPLESOFT PORTAL

Log onto your PeopleSoft account directly via <https://my.uh.edu> and enter your Employee ID and Password:

UNIVERSITY OF HOUSTON SYSTEM

User ID (User ID is your 7-digit ID Number)

Password

[Reset Password](#) | [Request My User ID](#)

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Log into P.A.S.S. HR and Campus Solutions.

Select Human Resources

UNIVERSITY OF HOUSTON SYSTEM

Thu, Jul 23, 15 10:16 AM



Campus Solutions
Campus Solutions



Human Resources
Human Resources

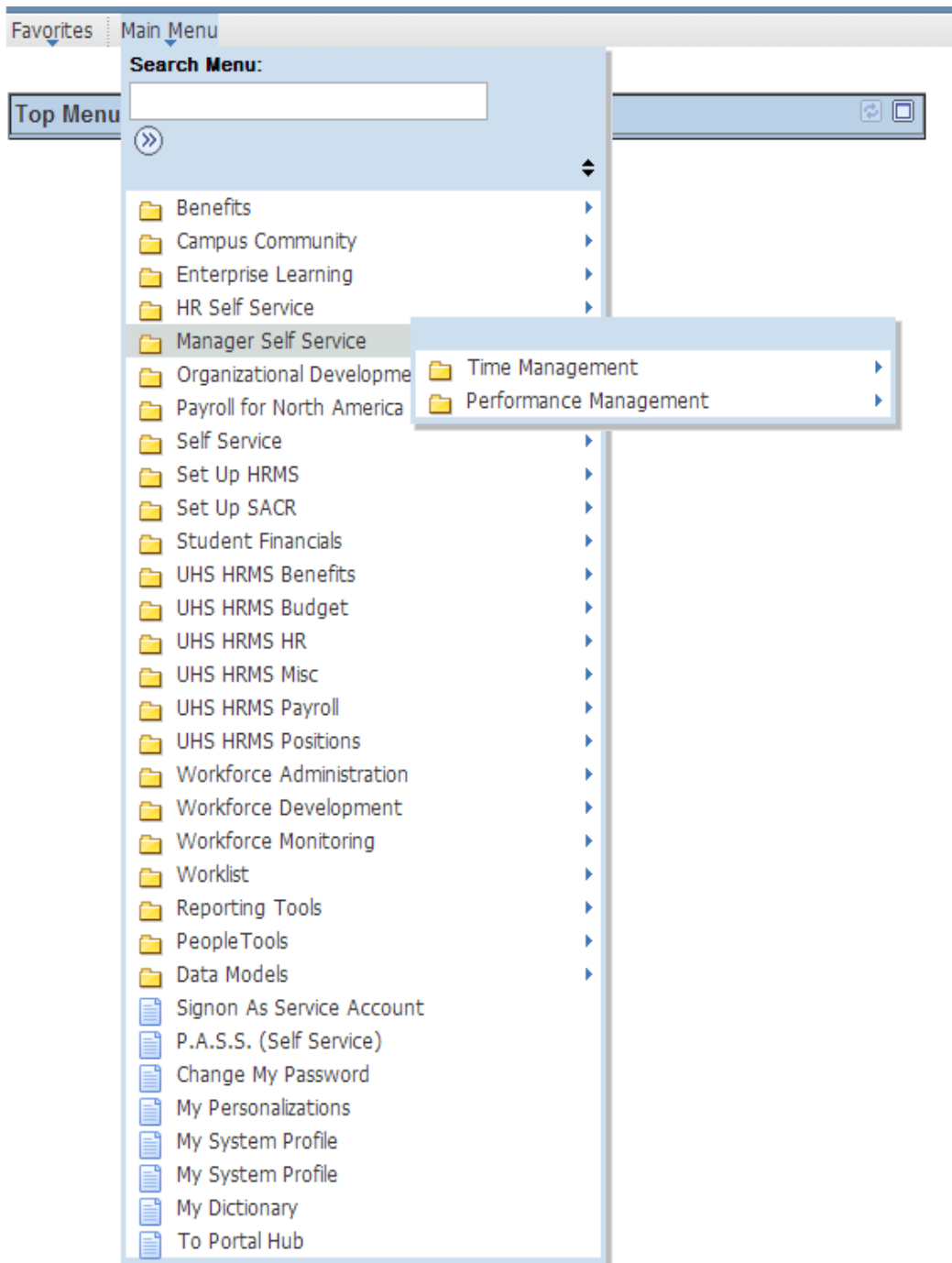


UHS Finance
UHS Finance

ACCESSING TIME MANAGEMENT

All of the Time Management menus are located under Manager Self Service. Click onto the Time Management Folder to open up the menu of options.

Main Menu>Manager Self Service>Time Management



TIME APPROVER (TA) ROLE

- In order to have access as a TA, the following is required:
 - The required training
 - PeopleSoft Security Form completed, signed and sent to HRMS
- The TA is responsible for
 - Managing schedules
 - Reviewing and approving reported time
 - Making corrections to reported time
 - Managing exceptions
 - Approving absence requests
- When a TA needs to add a punch/make a correction on the Reported Time Timesheet screen
 - The TA needs to enter comments next to the punch entered to justify why the employee did not enter the punch and then hit submit to save the punch entered.
 - After the punch is submitted, the TA will need to approve the time.
- Regular hours and holidays should not be adjusted.
- TAs need to approve all Reported Time by noon every Wednesday (once the work week has ended; a work week is from Wednesday – Tuesday)

RULES & WORKGROUPS

Rules: are generated by the Time Administration process that is run for each Pay Period. The process calculates all approved time and applies rules based on the approved time and workgroup the employee is assigned to. The main rules that are applied are:

- Overtime or Extra hours for hours over 40
 - If an employee is assigned to a workgroup that pays overtime and he works over 40 hours the system will apply the overtime rule that will automatically take the hours over 40 and pay as overtime.
- Comp Time 1.0 or 1.5 for hours over 40
 - If an employee is assigned to a workgroup that earns comp time and he works over 40 hours the system will apply the comp time rules that will automatically take the hours over 40 and pay as comp time earned.

Rules are applied at the end of each week for hourly employees after the Time Administration process has run. This will ensure that all time is processed and paid accurately.

Keep in mind that if corrections are made after the initial Time Administration process has run, you will need to reapprove the reported time, then approve the payable time after Time Administration has run (*remember this is the process that converts approved reported time to unapproved payable time and applies the rules*). The correction that is processed can change the rules that are applied.

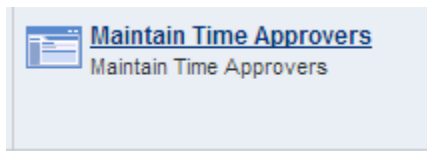
Workgroup: is a set of time reporters who share compensation requirements such as pay frequency and work location.

Examples are: Hourly employees and Salary employees. When an employee's HR data changes for reasons such as promotions, demotions, or transfers, their characteristics for Workgroup membership may change, requiring an update in the Time and Labor Workgroup enrollment. When employees are terminated, their Workgroup enrollment in Time and Labor must be inactivated.

MAINTAIN TIME APPROVERS

- **Add Proxy**
- **Add Employees**
- **Transfer Employees**
- **Delete Employees**

Main Menu > Manager Self Service > Time Management > Maintain Time Approvers



- The system refreshes three times a day. Information entered will be available after a refresh occurs.
- Click onto the “Maintain Time Approvers” file.

Maintain Approvers

- This will bring a list of your employees (or Time Reporters)
- You can add or delete employees through the Maintain Approvers folder
- It is important to keep the list of employees current; otherwise, you will not be able to view the employee data if they are not added or another department will not be able to add the employee if they are not transferred from your list
- The data can be viewed with different criteria
- Default is Time Approver info but you can also click on job location and contact information or view all columns
- You are also able to download the data and view all by selecting the command on the tool bar
- TAs will have access to the employees that report to them

Maintain Time Approvers

Name

Empl ID Empl Rcd Nbr 0 Use Alternate Time Approver

Groups
H6060

Payroll Approver Groups
H600F

Time Reports Personalize | Find | View All | First 1-4 of 4 Last

Time Reporter Info Job Location Contact Info

	Non-Delete Term	Group ID	Emplid	Empl Rcd	Employee Type	Status	Name
<input type="checkbox"/>	<input type="checkbox"/>	H6060		0	Salaried	Active	
<input type="checkbox"/>	<input type="checkbox"/>	H6060		0	Salaried	Active	
<input type="checkbox"/>	<input type="checkbox"/>	H6060		0	Salaried	Active	
<input type="checkbox"/>	<input type="checkbox"/>	H6060		0	Salaried	Active	

Adding Employees

You can add employees by clicking on “Add Time Reporters”. Enter the Empl ID and search for the new employee.

- Add Time Reporters
 - Click “Add Time Reporters”
 - Enter criteria and search for Time Reporter(s)
 - Check “Add” box to Select Time Reporter(s)
 - Click “Add Selected as Time Reports” to add Time Reporters
 - Click “Return to Time Approvers”
 - Click “Save”

Select Time Reports

Empl ID

Last Name

Business Unit

Division ID

College ID

Department

[Return to Time Approvers](#)

Reassign Selected Time Reporters

- Reassign Selected Time Reporters
 - Click “Reassign Selected Time Reporters”
 - Enter criteria and search for Time Reporter(s)
 - Check “Add” box to Select Time Reporter(s)
 - Click “Select this Approver for Reassignment”
 - Click “Return to Time Approvers”
 - Click “Save”

- (Note: Do not delete or transfer Time Reporters until all reported time and leave requests have been processed and approved)

Favorites | Main Menu > Manager Self Service > Time Management > Maintain Time Approvers

Select Approver to receive Reassigned Reports

Empl ID

Last Name

[Return to Time Approvers](#)

Business Unit UH Main

Division ID

College ID

Department

Select an Approver Personalize | Find | View 100 | First 1-11 of 671 Last

Add	Empl ID	Empl Rcd	Name	Bus Unit	Department	Position Number	
<input type="checkbox"/>		0		HR730	H0015	Educ Tech & Univ Outreach	01008271 Dir, Marketing (Coll/Div)
<input type="checkbox"/>		0		HR730	H0053	Small Business Development Ctr	00100104 Mgr, Coll/Div Info Svcs 2
<input type="checkbox"/>		0		HR730	H0113	Dean, Optometry	00107858 Dir, Exec, Pgm 2

Adding Proxies

- Manager Self Service > Time Management > Maintain Time Approvers
- Assign Alternate Time Approvers
 - Check “Use Alternate Time Approver”
 - Enter Empl ID of Alternate
 - Click Save
- Alternate users will have the same access as the primary approver. The alternate or proxy will log in using the Group ID of the primary user.

Maintain Time Approvers

Name

Empl ID Empl Rcd Nbr 0

H6060

H600F

Use Alternate Time Approver

Alternate Approver Info

Emplid Empl Rcd

Time Reports Personalize | Find | View All | First 1 of 4 Last

	Non-Delete Term	Group ID	Emplid	Empl Rcd	Employee Type	Status	Name
<input type="checkbox"/>	<input type="checkbox"/>	H6060			Salaried	Active	
<input type="checkbox"/>	<input type="checkbox"/>	H6060			Salaried	Active	
<input type="checkbox"/>	<input type="checkbox"/>	H6060			Salaried	Active	
<input type="checkbox"/>	<input type="checkbox"/>	H6060			Salaried	Active	

Delete Time Reporters

- Reassign all Time Reporters to a new TA
- Select the Time Approver by clicking the box in the corresponding row
- Click Delete Selected Time Approvers
- The entry will be deleted
- No confirmation will appear

Maintain Time Approvers

Empl ID 0002099

Empl Rcd Nbr 0

Use Alternate Time Approver

Groups
H6060

Payroll Approver
Groups
H600F

Reassign Selected Time Reporters

Add Time Reporters

Delete Selected Time Reporters

Time Reports Personalize | Find | View All | First 1-4 of 4 Last

Time Reporter Info | Job Location | Contact Info

	<u>Non-Delete Term</u>	<u>Group ID</u>	<u>Emplid</u>	<u>Empl Rcd</u>	<u>Employee Type</u>	<u>Status</u>	<u>Name</u>
<input type="checkbox"/>	<input type="checkbox"/>	H6060		0	Salaried	Active	
<input type="checkbox"/>	<input type="checkbox"/>	H6060		0	Salaried	Active	
<input type="checkbox"/>	<input type="checkbox"/>	H6060		0	Salaried	Active	
<input type="checkbox"/>	<input type="checkbox"/>	H6060		0	Salaried	Active	

MANAGE SCHEDULES

- **Assign Schedules**
- **View Schedules**
- Employees can punch in/out even if they are not assigned to the correct work schedule
- If an employee is not assigned the correct work schedule, then employee will be unable to submit an absence request for a day on when he/she is scheduled to be off
- If you require a schedule that has not already been created, please contact HRMS. (Schedules must equal 40 hours/week)

ASSIGN WORK SCHEDULES

Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule

MANAGE SCHEDULES

Favorites | Main Menu > Manager Self Service > Time Management

Main Menu > Manager Self Service >

Time Management

Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

- Maintain Time Approvers**
Maintain Time Approvers
- Manage Schedules**
Assign permanent work schedules, change schedules for a day, week, or range of dates.
 - [Assign Work Schedule](#)
 - [Manage Schedules](#)
- Approve Time and Exceptions**
Approve reported or payable time, overtime and absence requests, and manage exceptions.
 - [Reported Time](#)
 - [Exceptions](#)
 - [Absence Requests](#)
- Report Time**
Report time or request absences.
 - [Timesheet](#)
 - [Absence Request](#)
- Time and Labor Reports**
 - [TL Hierarchy Report](#)
 - [TL Payable Time Report](#)
 - [TL Reported Time Report](#)
- View Time**
View calendars, balances, forecasted and payable time, accumulators and more.
 - [Payable Time Summary](#)
 - [Payable Time Detail](#)
 - [Absence Request History](#)
 - [Absence Balances](#)

Favorites | Main Menu > Manager Self Service > Time Management

Manage Schedules

Assign permanent work schedules, change schedules for a day, week, or range of dates.

- [Assign Work Schedule](#)
Assign an employee's permanent work schedule.
- Manage Schedules**
Change schedules, swap or copy employee schedules or schedule replacements.

Under the Assign Work Schedules, TA's are able to assign work schedules.

- Please note: employees' schedules will automatically default into the system
- New employees' schedule will be uploaded based on their department
- The TA will only have to utilize the Assign Work schedule option if the schedule changes
- All employees will have schedules for the following reasons
 - This field is required
 - Absence Management
 - Time Reporting for Benefit Eligible Bi-weekly employees

To assign a new work schedule, start by selecting the employee by entering the Empl ID or employee name.

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:

Empl Rcd Nbr:

Name:


Last Name:

Business Unit:

Department:

Organizational Relationship:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Once the employee is selected...

- Click the plus sign to insert a new row. The effective date should be the beginning of a new pay period.
- To view past schedules, click on “view history of scheduled assignments”
 - E=Elapsed time (salaried employees schedule)
 - P=Punch time (hourly employees schedule)
- New employees will have their schedule automatically added depending on their department

- Employees will always be able to check in even if the schedule is not correct
- For Benefit Eligible bi-weekly employees, missed punches and late punches when punching into work will cause an exception
- Employees will be paid based on a rounding scale of when they punch in and punch out

Favorites | Main Menu > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule

Assign Work Schedule

Employee ID: _____
Job Title: _____ Employee Record Number: 0

Assign Schedules Personalize | Find | View All | First 1-2 of 2 Last

Primary Details ☰

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		
03/05/2013	Use Default Schedule	BASE	PMF8/5	P MF8:00A-5:00P 12:00N-1:00P	Show Schedule	+ -
	Use Default Schedule					+ -

[View history of Schedule Assignments, including default changes](#)

Save Return to Search Previous in List Next in List Refresh

- Multiple lines can be added for future schedules. From the drop down menu, click Select Predefined Schedule. This will open up the Schedule Group and Schedule ID fields.

Favorites | Main Menu > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule

Assign Work Schedule

Employee ID: _____
Job Title: _____ Employee Record Number: 0

Assign Schedules Personalize | Find | View All | First 1-2 of 2 Last

Primary Details ☰

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description		
03/05/2013	Use Default Schedule	BASE	PMF8/5	P MF8:00A-5:00P 12:00N-1:00P	Show Schedule	+ -
03/05/2013	Select Predefined Schedule	BASE			Show Schedule	+ -

[View history of Schedule Assignments, including default changes](#)

Save Return to Search Previous in List Next in List Refresh

- Click the magnifying glass to open up a list of schedules. You can search by description or scroll down to select the correct schedule. Click on the schedule that you wish to add. If you do not see the correct schedule, email HRMS to create a customized schedule.
- Click on Schedule ID to view the schedule that shows off days and hours scheduled for each day.
 - E=Elapsed time (salaried employees schedule)
 - P=Punch time (hourly employees schedule)
- Temporary bi-weekly employees will not need to have a specific schedule; they will have a default schedule. Nothing will be tied to the schedules. Rules will not be associated and exceptions will not be created for temporary employees.
- To delete a schedule, click the minus sign
 - Schedules can only be deleted if they are under a future effective date

? Help

Look Up Schedule ID

SetID: 00797

Schedule ID:

Description:

[Basic Lookup](#)

Search Results

View 100 First 1-105 of 105 Last

Schedule ID	Description
E6HRS	EM-F 6 Hour Day
E8HRS	EM-F 8 Hour Day
E9HRS	EM-Th 9 Hour Day
EF4	EF 4-Hr Day
EMF10	Elapsed 10-Hr Day
EMF4	Elapsed 4-Hr Day
EMF6	Elapsed 6-Hr Day
EMF8	Elapsed 8-Hr Day
EMF9	Elapsed 9-Hr Day
EMTH10	EM-Th 10-Hr Day
EWF8S6	E W-F8H Sa6H
NRA-BIWEEKLY	NRA-Bi-Weekly Consolidated
PMF11/7	P MF 11:00P-7:00A NO MEAL BREAK
PMF11/730	P MF 11:00P-7:30A NO MEAL BREAK
PMF130/10	P MF 1:30P-10:00P NO MEAL BREAK
PMF3/11	P MF 3:00P-11:00P NO MEAL BREAK
PMF3/1130	P MF 3:00P-11:30P NO MEAL BREAK
PMF7/3	P MF 7:00A-3:00P NO MEAL BREAK
PMF7/330	P MF 7:00A-3:30P NO MEAL BREAK
PMF7/330A	P MF 7:00P-3:30A NO MEAL BREAK
PMF7/4	P MF 7:00A-4:00P 11:00A-12:00N
PMF7/4A	P MF 7:00A-4:00P 11:15A-12:15P
PMF7/4B	P MF 7:00A-4:00P 11:30A-12:30P
PMF7/4C	P MF 7:00A-4:00P 11:45A-12:45P
PMF7/4D	P MF 7:00A-4:00P 12:00N-1:00P
PMF7/4E	P MF 7:00A-4:00P 12:15P-1:15P
PMF7/4F	P MF 7:00A-4:00P 12:30P-1:30P

This will now be the default schedule for the employee. If the schedule needs to be changed back, a new entry will need to be added. Click "Save"

Favorites | Main Menu > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule

Assign Work Schedule

Employee ID: _____

Job Title: _____ Employee Record Number: 0

Assign Schedules Personalize | Find | View All | First 1-2 of 2 Last

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description		
03/05/2013	Use Default Schedule	BASE	PMF8/5	P MF8:00A-5:00P 12:00N-1:00P	Show Schedule	+ -
03/05/2013	Select Predefined Schedule	BASE	PMF830/530	P MF8:30A-5:30P 12:30P-1:30P	Show Schedule	+ -

View history of Schedule Assignments, including default changes

Save Return to Search Previous in List Next in List Refresh

MANAGE SCHEDULES

To view an Employees' Schedule that includes planned absences, holidays, and scheduled days off:

Manager Self Service > Time Management > Manage Schedules > View Schedules

Favorites | Main Menu > Manager Self Service > Time Management

Main Menu > Manager Self Service >

Time Management

Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

- Maintain Time Approvers
 - Maintain Time Approvers
- Manage Schedules
 - Assign permanent work schedules, change schedules for a day, week, or range of dates.
 - Assign Work Schedule
 - Manage Schedules
- Approve Time and Exceptions
 - Approve reported or payable time, overtime and absence requests, and manage exceptions.
 - Reported Time
 - Exceptions
 - Absence Requests
- Report Time
 - Report time or request absences.
 - Timesheet
 - Absence Request
- Time and Labor Reports
 - TL Hierarchy Report
 - TL Payable Time Report
 - TL Reported Time Report
- View Time
 - View calendars, balances, forecasted and payable time, accumulators and more.
 - Payable Time Summary
 - Payable Time Detail
 - Absence Request History
 - Absence Balances

Favorites | Main Menu > Manager Self Service > Time Management

Main Menu > Manager Self Service > Time Management >

Manage Schedules

Assign permanent work schedules, change schedules for a day, week, or range of dates.

- Assign Work Schedule
 - Assign an employee's permanent work schedule.
- Manage Schedules
 - Change schedules, swap or copy employee schedules or schedule replacements.

- View Schedules by entering in a group id or Empil ID.
- You are able to view the employee, job title, schedule and requested leave.

Weekly Schedules

Employee Selection Criteria

Description	Value
Group ID	HA006
Empl ID	
Last Name	
First Name	

Clear Selection Criteria Save Selection Criteria Get Employees

[Show Instructions](#)

Date and Schedule Selection

View By: Week Date: 02/04/2013 Refresh Schedule Group:

<< Previous Week Next Week >> Schedule Type: Primary

Employees For Jose J Martinez

Select	Name	Job Title	Monday 02/04/13	Tuesday 02/05/13	Wednesday 02/06/13	Thursday 02/07/13	Friday 02/08/13	Saturday 02/09/13	Sunday 02/10/13	Total Hours	Empl ID	Empl Rod Nbr	Department	Department Description	Taskgroup
<input type="checkbox"/>	J	Advisor, Academic 2	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours		1083077		0064	Educational Psychology	PSNONCATSK
<input type="checkbox"/>	J	Advisor, Academic 1	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours		1260809		0064	Educational Psychology	PSNONCATSK
<input type="checkbox"/>	J	Research Assistant	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours		0903340		0059	Inst for Urban Education	PSNONCATSK

View Schedule Key

This view includes a key at the bottom of the page that includes the icons on the calendar.

Legend

Planned Absence		Holiday		Scheduled OFF Day	OFF
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ABSENCE REQUESTS

- **Approve**
- **Adjustments**
- **Submitting on behalf of an Employee**
- **View**

WORKFLOW

- Employee initiates the workflow by submitting an Absence Request
- If the employee has enough hours, the system will allow the employee to successfully submit the request, if not, it is denied.
- The absence request is sent to the Time Approver (TA). The following roles have the ability to approve the Absence Request
 - The TA and TA Alternate
 - The PA and PA Alternate
- The Time Approver has the ability to:
 - Approve: The Absence Request is only approved once. Once it is approved, it is final and becomes approved payable time.
 - Deny: The approver can deny the request, whereby the employee would need to go back and re-enter a new request
 - Push Back: The approver can push back the request to the employee to edit, update, or cancel.
- Any changes after the Absence Request is approved are completed on the timesheet by the Time Approver (TA)

To Approve Absence Requests

Manager Self Service > Time Management > Approve Time and Exceptions > Absence Request

The screenshot shows the 'Time Management' dashboard. The breadcrumb trail is 'Main Menu > Manager Self Service > Time Management'. The dashboard title is 'Time Management' with a sub-description: 'Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.' There are six main sections:

- Maintain Time Approvers**: Maintain Time Approvers
- Manage Schedules**: Assign permanent work schedules, change schedules for a day, week, or range of dates. Sub-items: [Assign Work Schedule](#), [Manage Schedules](#)
- Approve Time and Exceptions** (highlighted with a red box): Approve reported or payable time, overtime and absence requests, and manage exceptions. Sub-items: [Reported Time](#), [Exceptions](#), [Absence Requests](#)
- Report Time**: Report time or request absences. Sub-items: [Timesheet](#), [Absence Request](#)
- Time and Labor Reports**: Sub-items: [TL Hierarchy Report](#), [TL Payable Time Report](#), [TL Reported Time Report](#)
- View Time**: View calendars, balances, forecasted and payable time, accumulators and more. Sub-items: [Payable Time Summary](#), [Payable Time Detail](#), [Absence Request History](#), [Absence Balances](#)

The screenshot shows the 'Approve Time and Exceptions' page. The breadcrumb trail is 'Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions'. The page title is 'Approve Time and Exceptions' with a sub-description: 'Approve reported or payable time, overtime and absence requests, and manage exceptions.' There are five main sections:

- Reported Time**: Approve reported time and task details for a day, week, or time period.
- Payable Time**: Approve payable time.
- Exceptions**: Manage exceptions for a group of time reporters.
- Absence Requests** (highlighted with a red box): Approve, deny or push back an employee's absence request.
- Override Rules**: Override rules by Date Under Report for the selected time reporter.

- Click onto Absence Requests to view the pending absence requests for your employees.
- The page displays the name of the employee, employee ID, job title, type of absence, the start and end date and when the request was submitted.
- To view the details and take action on the request, click on the employee's name.

Absence Requests

Name

Click on the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status: Pending

Refresh

Absence Requests							
Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
		Asst, Teacher Certification	Sick	02/20/2013	02/20/2013	Submitted	02/04/2013
		Asst, Teacher Certification	Vacation	02/21/2013	02/21/2013	Submitted	02/04/2013
		Asst, Teacher Certification	Sick	02/05/2013	02/05/2013	Submitted	02/04/2013

Go To: [Request Employee Absence](#)

[View Absence Balances](#)

[View Absence Request History](#)

[View Monthly Calendar](#)

- Once you click on the employee's name, you will be able to review the details for this request.
 - This will also show the current and projected balance of leave for the employee.
- In this view, you are able to take action on this request which includes approving, denying or pushing the request back.
 - An email will be sent to the Time Approver and the Alternate and the Payroll Approver and Alternate
 - An Absence Request only has to be approved by the Time Approver
 - **Approve (1):** will approve the request. No other action can be taken. If the Absence Request needs to be modified, the TA will have to create an Absence Adjustment on the employee's electronic timesheet.
 - **Deny (2):** will deny the request. No other action can be taken.
 - **Push Back (3):** will send the Absence Request back to the employee. The employee is then able to edit and make corrections to the form and resubmit or cancel the request.
 - An email will be sent to the employee after any action is taken on the Absence Request
- For any comments, you can add them in the approver comments field.
 - Comments should be provided if request is denied or pushed back.

- Current Balance reflects the hours that the employee currently has available and includes any hours pending
 - For example, if an employee currently has 40 hours, but has an approved absence request for 16 hours next month, and has an absence request pending for 8 hours:
 - Current balance: 16 hours
- If an absence request is for a future month, a Projected Balance displays, which includes the current balance plus projected leave accruals for the future months

Request Details

Name

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Absence Detail

Start Date:	02/20/2013		
End Date:	02/20/2013		
Absence Name:	Sick	Current Balance:	0.00 **
Reason:	Employee/Self	Projected Bal	
Partial Days:	None		
Duration:	8.00	Hours	

Workflow

Status: Submitted

Comments

Requestor Comments:

Approver Comments:

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: [View Absence History](#)
[View Monthly Calendar](#)
[Pending Absence Request](#)
[View Absence Balances](#)

1

2

3

ABSENCE REQUEST CORRECTIONS

Manager Self Service > Time Management > Report Time > Timesheet

The screenshot shows the 'Time Management' section of the Manager Self Service interface. The breadcrumb trail is 'Main Menu > Manager Self Service > Time Management'. The 'Report Time' option is highlighted with a red box. Other options include 'Maintain Time Approvers', 'Manage Schedules', 'Approve Time and Exceptions', 'Time and Labor Reports', and 'View Time'.

This is a close-up of the 'Report Time' menu. The 'Timesheet' option is highlighted with a red box. The menu also includes 'Absence Request'.

- Delete or correct on the employee's Timesheet. If the absence request has already been approved, the time must be corrected on the timesheet.
- Absences on the timesheets are view only; they must be adjusted by adding additional entries
- Click on the plus sign on the row where you wish to correct the time. This will add a row below the entry. (1)

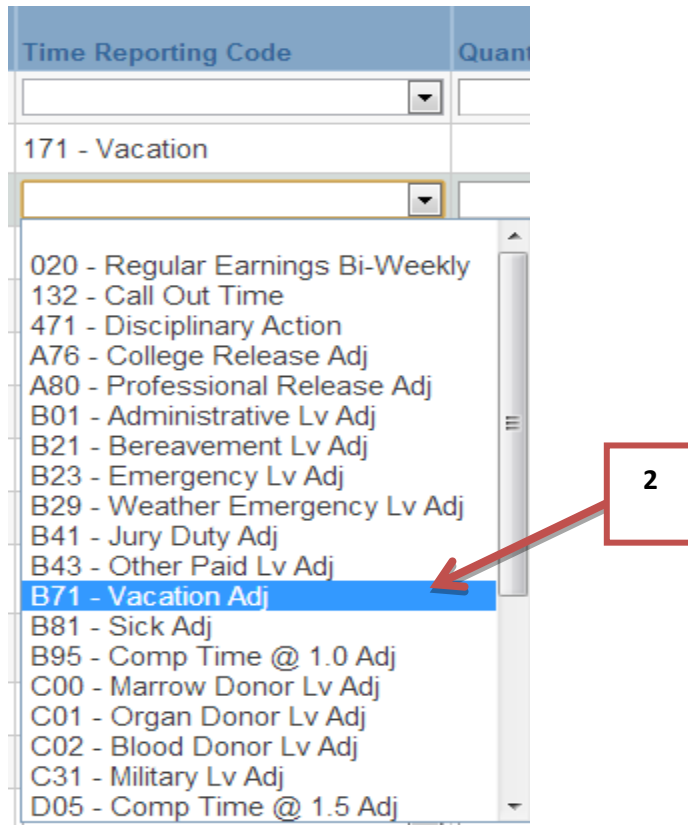
The screenshot shows the 'Timesheet' interface for an employee. The breadcrumb trail is 'Main Menu > Manager Self Service > Time Management > Report Time > Timesheet'. The employee's title is 'Asst, Teacher Certification' and the record number is '0'. The view is set to 'Time Period' for the date '02/13/2013'. The reported hours are 24.00 and scheduled hours are 80.00. The timesheet table shows the following data:

Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone	Time Collection Device ID	Date		
Wed	2/13	New								8.00	H0060	CST		2/13	-	+
Thu	2/14	Approved						171 - Vacation	8.00	8.00	H0060	CST		2/14	-	+

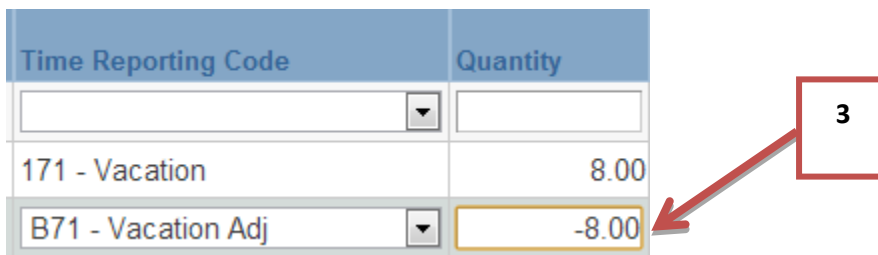
A red box labeled '1' points to the plus sign icon in the bottom right corner of the table row for Thursday, 2/14.

- Select the correct Time Reporting Code (TRC) from the drop down menu.

- For a vacation correction, select B71-Vacation Adj. (2)

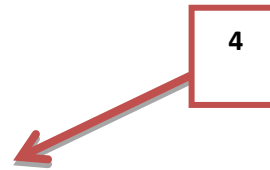


- In the quantity field, select the number of hours to reverse. (3)
 - This time will need to be negative since you will be taking away the hours.



- To correct the type of leave, click the plus sign to add an additional row for a new entry.
- Add the correct TRC.
 - If it is a correction from vacation hours to sick hours, select the TRC B81-Sick Adj.
- Add the hours for the new leave; this number will be positive. (4)

Time Reporting Code	Quantity
<input type="text"/>	<input type="text"/>
171 - Vacation	8.00
B71 - Vacation Adj	-8.00
B81 - Sick Adj	8.00



CREATING AN ABSENCE REQUEST ON BEHALF OF AN EMPLOYEE

Manager Self Service > Time Management > Report Time > Absence Request

Favorites | Main Menu > Manager Self Service > Time Management

Main Menu > Manager Self Service >

Time Management

Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

<p>Maintain Time Approvers Maintain Time Approvers</p>	<p>Manage Schedules Assign permanent work schedules, change schedules for a day, week, or range of dates.</p> <ul style="list-style-type: none"> Assign Work Schedule Manage Schedules 	<p>Approve Time and Exceptions Approve reported or payable time, overtime and absence requests, and manage exceptions.</p> <ul style="list-style-type: none"> Reported Time Exceptions Absence Requests
<p>Report Time Report time or request absences.</p> <ul style="list-style-type: none"> Timesheet Absence Request 	<p>Time and Labor Reports</p> <ul style="list-style-type: none"> TL Hierarchy Report TL Payable Time Report TL Reported Time Report 	<p>View Time View calendars, balances, forecasted and payable time, accumulators and more.</p> <ul style="list-style-type: none"> Payable Time Summary Payable Time Detail Absence Request History Absence Balances

Report Time
Report time or request absences.

- Timesheet
- Absence Request

- When submitting absence requests, the end date should be the last day of the leave request
- If an employee is not assigned the correct work schedule, the employee will be unable to submit an absence request for a date on when he/she is scheduled to be off. Please ensure that your employees are assigned the correct work schedule.

- With the Absence Request, you are able to add requests for employees.
- Enter today's date (1)
- Click continue (2)

The screenshot shows a web form titled "Request Absence". Below the title is a blue bar with a dropdown arrow and the text "Instructions". The instructions text reads: "Use this transaction to request absences. In order to proceed with this transaction, some additional information is required. Please provide the information requested below, then click the Continue button". Below this is another blue bar with the text "Enter the Effective Date". Underneath, it says "Enter the effective date for determining your direct reports." To the right of this text is a date input field labeled "As Of:" containing the date "02/04/2013" and a calendar icon. A red box labeled "1" is positioned below the date field with an arrow pointing up to the calendar icon. To the left of the date field is a "Continue" button. A red box labeled "2" is positioned to the right of the "Continue" button with an arrow pointing left to the button. Below the "Continue" button is a blue link that says "Return to Time Management".

- Select the group from the list (3)
 - Only one group can be selected at a time

Request Absence

Select a Group to Process

Instructions

On this page, you'll select the Group ID that defines the group of employees from which you can select the employee(s) to process.

Listed below are all of the Groups that specify as the Group Manager.

3

Select a Group

Select Group

<input type="radio"/>	HA010	H0058 0852221 TA
<input checked="" type="radio"/>	HA011	H0058 0085895 TA
<input type="radio"/>	HA012	H0058 1152489 TA
<input type="radio"/>	HA013	H0058 0090361 TA
<input type="radio"/>	HA014	H0058 0191261 TA
<input type="radio"/>	HA015	H0062 0082051 TA
<input type="radio"/>	HA016	H0058 0881298 TA
<input type="radio"/>	HA031	H0060 0088971 TA
<input type="radio"/>	HA050	H0062 0152133 TA
<input type="radio"/>	HA051	H0062 0082106 TA
<input type="radio"/>	HA052	H0062 0083874 TA
<input type="radio"/>	HA053	H0062 0092183 TA
<input type="radio"/>	HA054	H0062 0081146 TA
<input type="radio"/>	HA055	H0062 0081562 TA
<input type="radio"/>	HA056	H0062 0089635 TA
<input type="radio"/>	HA057	H0062 0082437 TA
<input type="radio"/>	HA059	H0062 0084674 TA
<input type="radio"/>	HA05A	H0062 0144155 TA
<input type="radio"/>	HA05B	H0062 0175602 TA
<input type="radio"/>	HA05C	H0062 0696873 TA
<input type="radio"/>	HA05D	H0062 0081539 TA
<input type="radio"/>	HA061	H0063 0082162 TA
<input type="radio"/>	HA062	H0063 0162819 TA
<input type="radio"/>	HA073	H0064 0090572 TA
<input type="radio"/>	HA074	H0064 0082441 TA
<input type="radio"/>	HA086	H0065 0081136 TA
<input type="radio"/>	HA111	H0296 0093039 TA

Continue

Cancel



- Select an employee (4)
 - Once again, only one employee can be selected at a time

Request Absence

Select Employees to Process

Instructions

On this page, you'll select the employee(s) you'll be working with. You can work only with employees who reported to you as of the date you entered on the first page.


The  'Org Chart' icon that optionally appears in the list of employees below indicates that other employees report to this employee. You may drill-down into the organization to select employees who indirectly report to you by clicking on these 'Org Chart' icons. You may also navigate back up the organization after drilling-down by clicking on the  'Drill-Up' icon above the list of employees.

After you've selected the employee(s) you'd like to work with, click the *Continue* button to continue to the next step of the process.

[Cancel](#)

Select Employees

Reports To: As Of: 02/04/2013

Select Employee Find |  First | 1-4 of 4 | Last

	Name	Empl ID	Empl Rcd#	Pay Status	HR Status	Jobcode Description
<input type="radio"/>			0	Active	Active	Associate Professor
<input type="radio"/>			0	Active	Active	Professor
<input type="radio"/>			0	Active	Active	Asst, Administrative
<input checked="" type="radio"/>			0	Active	Active	Exec Dir, CREATE


[Return to Time Management](#)

- Create a Leave Request by selecting the start date and selecting the type of absence (5)

Request Absence

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 02/04/2013  ← 5

Filter by Type: All ▼

*Absence Name: Select Absence Name ▼

Comments

Requestor Comments:

* Required Field

Go To: [View Absence Request History](#)
[View Absence Balances](#)
[Direct Reports](#)

- Through this system, you can filter the types of absences by the drop down menu to "Filter by Type" (6)
 - This will only show the absence types associated with this type of leave


Favorites Main Menu > Time Reporting > Absence Request

Request Absence

Name

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: 02/01/2013  [View Monthly Schedule](#)

Filter by Type: All ▼ ← 6

*Absence Name: All ▼

Comments

Requestor Comments:

* Required Field

Go To: [View Absence Request History](#)
[View Absence Balances](#)

- Or you can simply select the type of leave you wish to request by selecting from the "Absence Name" drop down menu (7)
 - This menu will include all absence types

- Select the type of absence; multiple fields will open on the form.
- Complete the required fields that include the end date of the absence as well as if partial days will be taken.
 - To complete the end date, (8)
 - Enter the last day of the employee's leave in the field with the MO/DY/YEAR format


- Click on the calendar icon and select the date
- If there are partial days, you will need to indicate what days will be partial days and enter the hours that will be missed in the duration field. (9)


Favorites Main Menu > Time Reporting > Absence Request

Request Absence

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date:  8 [View Monthly Schedule](#)

End Date:  8

Filter by Type: ▼

*Absence Name: ▼ Current Bal 165.00

*Reason: ▼

Partial Days: ▼ 9

Duration: Hours

Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: [View Absence Request History](#)


[View Absence Balances](#)


- Multiple absence types will require an additional reason. (10)
 - As an example, for sick days, you will need to indicate if it is for you, a spouse, a child, or a parent
- If there is additional information needed, you can add it to the comments field (11)
- After you complete the information requested, you can save for later or submit it. (12)


Request Absence


Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.



Absence Detail

*Start Date:  [View Monthly Schedule](#)

End Date: 


Filter by Type: 


*Absence Name:  Current Bal 165.00


*Reason:  


Partial Days:


Duration:














Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.




Go To: [View Absence Request History](#)

[View Absence Balances](#)

- When you submit the form, you will receive a confirmation
- Click "OK" (13)
- This absence will be automatically approved

Submit Confirmation

 The Absence Request was successfully submitted.



13

To View an Absence Request

Manager Self Service > Time Management > View Time > View Absence Request History

Favorites Main Menu > Manager Self Service > Time Management > View Time > Absence Request History

Absence Request History

Instructions

View Absence Requests for your employees

Enter the Effective Date

Enter the effective date for determining your direct reports.

As Of:

12/18/2013



Continue

1

- Click Continue to select your employees or the appropriate Group ID of Employees (1).

Absence Request History

Select a Group to Process

Instructions

Select the Group ID for the Employee

Select a Group

Select Group		
<input type="radio"/>	H2034	H0169 TA
<input type="radio"/>	H2037	H0169 TA
<input checked="" type="radio"/>	J2002	H0169 TA
<input type="radio"/>	J2023	H0169 TA
<input type="radio"/>	J2030	H0169 TA

Continue

Cancel

- Select the appropriate Group ID and click Continue (2).
- Select the appropriate Employee to view Absence Request History (3).

Absence Request History

Select Employees to Process

Instructions

On this page, you'll select the employee(s) you'll be working with. You can work only with employees who reported to you as of the date you entered on the first page.

The  'Org Chart' icon that optionally appears in the list of employees below indicates that other employees report to this employee. You may drill-down into the organization to select employees who indirectly report to you by clicking on these 'Org Chart' icons. You may also navigate back up the organization after drilling-down by clicking on the  'Drill-Up' icon above the list of employees.

After you've selected the employee(s) you'd like to work with, click the *Continue* button to continue to the next step of the process.




[Cancel](#)

Select Employees

Reports To:

[Continue](#)

As Of: 01/02/2014

Select Employee							Find 	First 	1-6 of
							6 	Last	
	Name	Empl ID	Empl Rcd#	Pay Status	HR Status	Jobcode Description			
<input checked="" type="radio"/>			0	Active	Active	Police Sergeant			
<input type="radio"/>			0	Active	Active	Police Sergeant			
<input type="radio"/>			0	Active	Active	Police Officer			
<input type="radio"/>			0	Active	Active	Police Officer			
<input type="radio"/>			0	Active	Active	Police Sergeant			
<input type="radio"/>			0	Active	Active	Police Corporal			

3

[Continue](#)

Corrections to Reported Time

Manager Self Service > Time Management > Report Time > Timesheet

- Review time
- Make corrections if necessary

There are a few instances when a correction is needed on a timesheet. These corrections include:

- **Missed punch:** When the employee misses a required punch, it is the TA responsibility to enter the correct punch
- **Call out time:** When an employee returns to work and does not work the minimum number of department call-out hours, it is the responsibility of the TA to enter the additional time required on the timesheet.
- **Disciplinary Action:** If an employee is off work due to disciplinary action, it is the TA responsibility to record this in TRAM
- **Off-Campus work** (i.e. campus training): If an employee is working off campus, such as offsite training, the TA will record the employee's time in the system
- **Leave time corrections:** Corrections to absence requests after they have been approved must be adjusted by the TA on the timesheet
- **Reg Hrs**, except as described above, and **Holidays** should **NOT** be changed

When such an instance occurs, it becomes unapproved reported time and must be “reapproved” as reported time by the Time Approver. It is imperative that the reported time be approved before the Time Administration process is run. Time Administration is the process that converts the approved reported time into unapproved payable time that needs to be approved by the Payroll Approver.

Auditing will occur to view any changes to timesheets. It is important that any corrections to the timesheet are accompanied by a comment regarding the reason for the adjustment.

- Approve the unapproved reported time

Favorites | Main Menu > Manager Self Service > Time Management

Main Menu > Manager Self Service >

Time Management

Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

Maintain Time Approvers
Maintain Time Approvers

Manage Schedules
Assign permanent work schedules, change schedules for a day, week, or range of dates.

- Assign Work Schedule
- Manage Schedules

Approve Time and Exceptions
Approve reported or payable time, overtime and absence requests, and manage exceptions.

- Reported Time
- Exceptions
- Absence Requests

Report Time
Report time or request absences.

- Timesheet
- Absence Request

Time and Labor Reports

- TL Hierarchy Report
- TL Payable Time Report
- TL Reported Time Report

View Time
View calendars, balances, forecasted and payable time, accumulators and more.

- Payable Time Summary
- Payable Time Detail
- Absence Request History
- Absence Balances

Report Time
Report time or request absences.

[Timesheet](#)

[Absence Request](#)

- Look up data by Group ID, Empl ID or employee name (1)
- Enter the information
- Click Get Employees (2)

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text" value="HA006"/>
Empl ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Show Schedule Information

View By:
 Date:

[Approve Reported Time](#)
[Approve Absence](#)
[Manager Self Service](#)
[Time Management](#)

- It will bring up a list of employees and a snap shot view of their reported hours, hours to be approved, scheduled hours, approved hours, denied hours
- Click on the Employee Name to access the timesheet.

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Show Schedule Information

Employees For Jose J Martinez, Totals From 01/02/2013 - 01/08/2013 Personalize | Find | First | 1-99 of 99 | Last

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Department	Department Description	Taskgroup
	Advisor, Academic 2	4.00	0.00	0.00			4.00	0.00		0	H0064	Educational Psychology	PSNONCATSK
	Advisor, Academic 1	0.00	0.00	0.00			0.00	0.00		0	H0064	Educational Psychology	PSNONCATSK
	Research Assistant	0.00	0.00	0.00			0.00	0.00		0	H0059	Inst for Urban Education	PSNONCATSK

- Review the time on the Timesheet for the selected individual
- Select the time period you wish to view by selecting the date (3)

View By: *Date: [<< Previous Time Period](#) [Next Time Period >>](#)
[<< Previous Employee](#) [Next Employee >>](#)

Scheduled Hours: 80.00 Hours

3

- The timesheet will appear
- Review the punches

From 10/09/2013 to 10/22/2013

Timesheet

Select	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone		
<input type="checkbox"/>	Wed	10/9	Approved	3:00:00PM				12.20			8.00	H0169	CST	-	+
<input type="checkbox"/>	Thu	10/10	Approved				3:12:00AM				8.00	H0169	CST	-	+
<input type="checkbox"/>	Thu	10/10	Approved	3:00:00PM			11:00:00PM	8.00			8.00	H0169	CST	-	+
<input type="checkbox"/>	Fri	10/11	Needs Approval	3:01:00PM			11:01:00PM	8.00			8.00	H0169	CST	-	+
<input type="checkbox"/>	Sat	10/12	New								0.00	H0169	CST	-	+
<input type="checkbox"/>	Sun	10/13	New								0.00	H0169	CST	-	+
<input type="checkbox"/>	Mon	10/14	Approved	6:59:00AM				8.00			8.00	H0169	CST	-	+
<input type="checkbox"/>	Mon	10/14	Approved				2:59:00PM				8.00	H0169	CST	-	+
<input type="checkbox"/>	Tue	10/15	Approved	6:59:00AM			2:59:00PM	8.00			8.00	H0169	CST	-	+
<input type="checkbox"/>	Wed	10/16	New								8.00	H0169	CST	-	+
<input type="checkbox"/>	Thu	10/17	Approved	6:59:00AM			4:01:00PM	9.03			8.00	H0169	CST	-	+
<input type="checkbox"/>	Fri	10/18	New								8.00	H0169	CST	-	+
<input type="checkbox"/>	Sat	10/19	New								0.00	H0169	CST	-	+
<input type="checkbox"/>	Sun	10/20	New								0.00	H0169	CST	-	+
<input type="checkbox"/>	Mon	10/21	New								8.00	H0169	CST	-	+
<input type="checkbox"/>	Tue	10/22	New								8.00	H0169	CST	-	+

Select All Deselect All

Leave Request Adjustments

- For some corrections, such as an Absence Request, you will need to insert a row and add a TRC code
- If the absence has already been approved, the time must be corrected on the timesheet.
- Absences on the timesheets are view only, they must be adjusted by adding additional entries
- Click on the plus sign (4) on the row where you wish to adjust the time. This will add a row below the entry.

The screenshot shows a web-based timesheet interface. At the top, there are navigation tabs: Favorites, Main Menu, Manager Self Service, Time Management, Report Time, and Timesheet. Below this, the user's name 'Asst, Teacher Certification' and 'Employee Record Number: 0' are displayed. The interface includes controls for 'View By: Time Period' and '*Date: 02/13/2013' with a 'Refresh' button and navigation links for 'Previous Time Period', 'Next Time Period', 'Previous Employee', and 'Next Employee'. It also shows 'Reported Hours: 24.00 Hours' and 'Scheduled Hours: 80.00 Hours' with a 'Show all Punch Types' link. The main data area is titled 'From 02/13/2013 to 02/26/2013' and contains a table with columns: Day, Date, Status, In, Lunch, In, Out, Punch Total, Time Reporting Code, Quantity, Sched Hrs, Taskgroup, Time Zone, Time Collection Device ID, and Date. The table has two rows: one for Wednesday 2/13 (Status: New) and one for Thursday 2/14 (Status: Approved, Time Reporting Code: 171 - Vacation, Quantity: 8.00, Sched Hrs: 8.00, Taskgroup: H0060, Time Zone: CST). Below the table, a detailed view of the Thursday 2/14 entry is shown, including a minus sign and a plus sign icon. A red box highlights the plus sign icon, and a red arrow points to it from a box containing the number '4'.

Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone	Time Collection Device ID	Date
Wed	2/13	New								8.00	H0060	CST		2/13
Thu	2/14	Approved						171 - Vacation	8.00	8.00	H0060	CST		2/14

- Select the correct Time Reporting Code (TRC) from the drop down menu. (5)
 - For a vacation correction, select B71-Vacation Adj.

Time Reporting Code	Quantity
171 - Vacation	
<ul style="list-style-type: none"> 020 - Regular Earnings Bi-Weekly 132 - Call Out Time 471 - Disciplinary Action A76 - College Release Adj A80 - Professional Release Adj B01 - Administrative Lv Adj B21 - Bereavement Lv Adj B23 - Emergency Lv Adj B29 - Weather Emergency Lv Adj B41 - Jury Duty Adj B43 - Other Paid Lv Adj B71 - Vacation Adj B81 - Sick Adj B95 - Comp Time @ 1.0 Adj C00 - Marrow Donor Lv Adj C01 - Organ Donor Lv Adj C02 - Blood Donor Lv Adj C31 - Military Lv Adj D05 - Comp Time @ 1.5 Adj 	

5

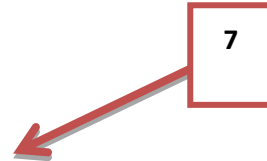
- In the quantity field, select the number of hours to reverse. (6)
 - This time will need to be negative since you will be taking away the hours.

Time Reporting Code	Quantity
171 - Vacation	8.00
B71 - Vacation Adj	-8.00

6

- To correct the type of leave, click the plus sign to add an additional row for a new entry.
- Add the correct TRC.
 - If it is a correction from vacation hours to sick hours, select the TRC B81-Sick Adj.
- Add the hours for the new leave; this number will be positive. (7)

Time Reporting Code	Quantity
<input type="text"/>	<input type="text"/>
171 - Vacation	8.00
B71 - Vacation Adj	-8.00
B81 - Sick Adj	8.00



Adjustment by Quantity

- To create an correction for a Call out time, disciplinary or off campus time:
 - Enter the quantity (1)
 - Enter the TRC code (2)
 - Enter a comment (see Adding Comments)
 - Save

Wed 10/16 New 471 - Disciplinary Action 8

- 020 - Regular Earnings Bi
- 132 - Call Out Time
- 471 - Disciplinary Action
- A76 - College Release Adj
- A80 - Professional Release Adj
- A83 - Wellness Leave Adj
- B01 - Administrative Lv Adj
- B21 - Bereavement Lv Adj
- B23 - Emergency Lv Adj
- B29 - Weather Emergency Lv Adj
- B41 - Jury Duty Adj
- B43 - Other Paid Lv Adj
- B71 - Vacation Adj
- B81 - Sick Adj
- B95 - Comp Time @ 1.0 Adj
- C00 - Marrow Donor Lv Adj
- C01 - Organ Donor Lv Adj
- C02 - Blood Donor Lv Adj
- C31 - Military Lv Adj

Missed Punch Correction

- When an employee misses a punch, it is the responsibility of the TA to enter the punch on the timesheet with a comment.
- To enter a miss punch, enter the time on the same line as the other punches for the day.
- Enter a comment (see Adding Comments)
- Save



From 10/09/2013 to 10/22/2013													
Timesheet													
Select	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone
<input type="checkbox"/>	Wed	10/9	Approved	3:00:00PM				12.20			8.00	H0169	CST
<input type="checkbox"/>	Thu	10/10	Approved				3:12:00AM				8.00	H0169	CST
<input type="checkbox"/>			Approved	3:00:00PM			11:00:00PM	8.00			8.00	H0169	CST
<input type="checkbox"/>	Fri	10/11	Needs Approval	3:01:00PM			11:01:00PM	8.00			8.00	H0169	CST
<input type="checkbox"/>	Sat	10/12	New								0.00	H0169	CST
<input type="checkbox"/>	Sun	10/13	New								0.00	H0169	CST
<input type="checkbox"/>	Mon	10/14	Approved	6:59:00AM				8.00			8.00	H0169	CST
<input type="checkbox"/>			Approved				2:59:00PM				8.00	H0169	CST
<input type="checkbox"/>	Tue	10/15	Approved	6:59:00AM			2:59:00PM	8.00			8.00	H0169	CST
<input type="checkbox"/>	Wed	10/16	New								8.00	H0169	CST
<input type="checkbox"/>	Thu	10/17	Approved	6:59:00AM			4:01:00PM	9.03			8.00	H0169	CST
<input type="checkbox"/>	Fri	10/18	New								8.00	H0169	CST
<input type="checkbox"/>	Sat	10/19	New								0.00	H0169	CST
<input type="checkbox"/>	Sun	10/20	New								0.00	H0169	CST
<input type="checkbox"/>	Mon	10/21	New								8.00	H0169	CST
<input type="checkbox"/>	Tue	10/22	New								8.00	H0169	CST

Select All Deselect All

Adding Comments

- If you must enter a correction or punch, a comment will be required.
 - To add a comment, click the callout icon (1)
 - This will open a field to enter comments

From 04/10/2013 to 04/23/2013

Timesheet

Select	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone	Time Collection Device ID		
<input type="checkbox"/>	Wed	4/10	Needs Approval	7:15:00AM	11:30:00AM	12:15:00PM	4:00:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Thu	4/11	Needs Approval	7:30:00AM	11:48:00AM	12:45:00PM	4:30:00PM	8.05			8.00	H0060	CST		-	+
<input type="checkbox"/>	Fri	4/12	Needs Approval	7:05:00AM	11:55:00AM	12:55:00PM	4:05:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Sat	4/13	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Sun	4/14	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Mon	4/15	Needs Approval	8:00:00AM	12:00:00PM	1:10:00PM	4:30:00PM	7.33			8.00	H0060	CST		-	+
<input type="checkbox"/>	Tue	4/16	Needs Approval	7:15:00AM	11:00:00AM	12:00:00PM	4:15:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Wed	4/17	Needs Approval	7:30:00AM	11:30:00AM	12:30:00PM	4:30:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Thu	4/18	Needs Approval	7:15:00AM	11:45:00AM	2:00:00PM	4:05:00PM	6.58			8.00	H0060	CST		-	+
<input type="checkbox"/>	Fri	4/19	Needs Approval	7:15:00AM	12:00:00PM	1:00:00PM	4:00:00PM	7.75			8.00	H0060	CST		-	+
<input type="checkbox"/>	Sat	4/20	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Sun	4/21	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Mon	4/22	Needs Approval	7:20:00AM	11:00:00AM	12:00:00PM	4:15:00PM	7.91			8.00	H0060	CST		-	+
<input type="checkbox"/>	Tue	4/23	Needs Approval	7:15:00AM	12:00:00PM	1:00:00PM	4:15:00PM	8.00			8.00	H0060	CST		-	+

Select All Deselect All

[Reported Hours Summary - select to view](#)

[Balances - select to view](#)

[Return to Select Employee](#)

[Approve Absence](#)

- Type in your comments in the comment field (2)
- Click Save (3)

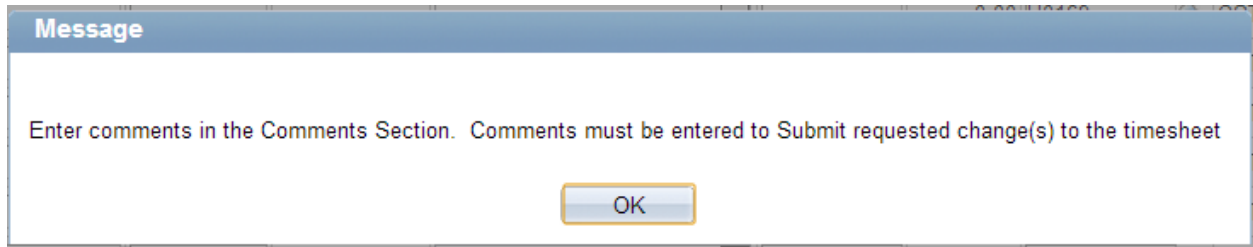
Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Comments

Date Under Report: 10/20/2013

Operator Id	DateTime Created	Source	Comment
1	10/22/2013 11:34AM	Time Reporting	<input type="text"/>

- If time is adjusted and no comment is entered, the system will not allow you to move forward. It will prompt you with the following message:



APPROVING REPORTED TIME

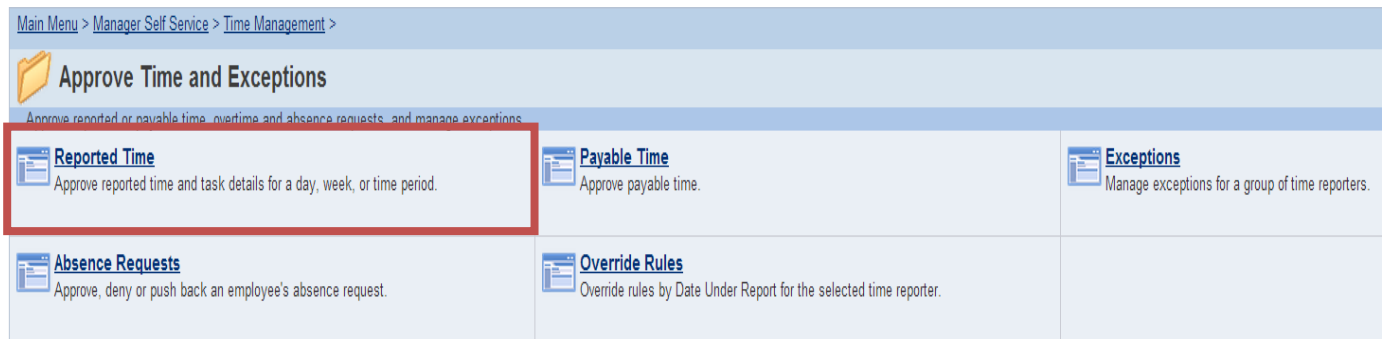
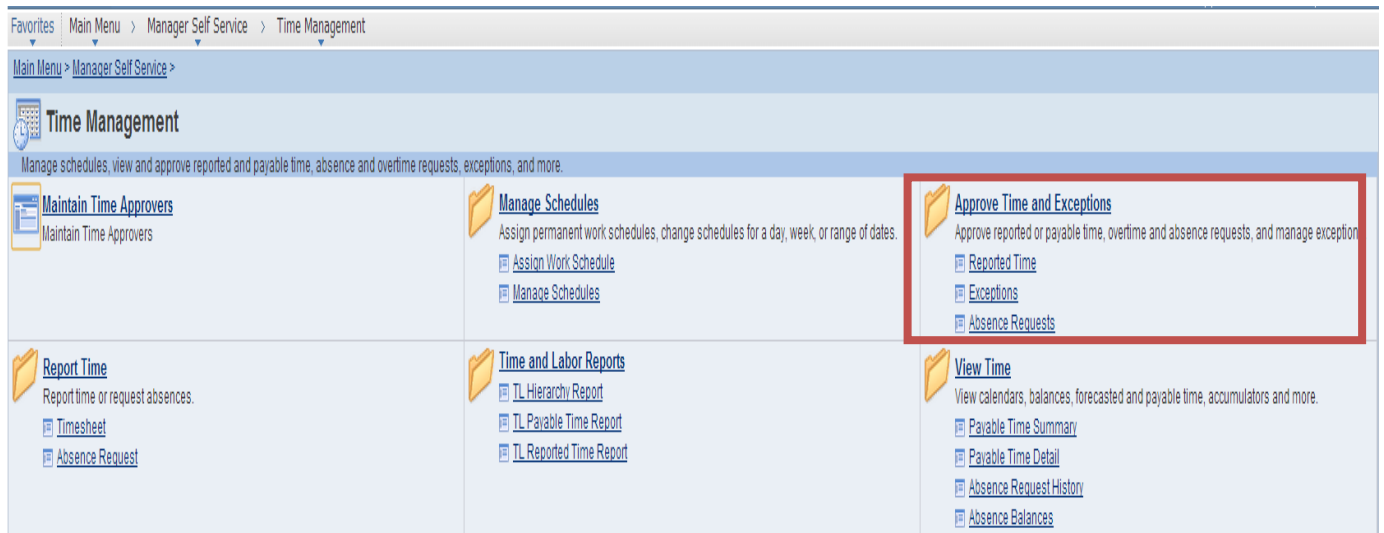
Time Approvers are responsible for approving reported time; reported time can be approved daily 24.7; however, all reported time must be approved by Wednesday at noon every week. The following is reported time that needs to be reviewed and approved

- Punches from TCDs or Web Clock
- Corrections entered by the TA

To identify employees with pending Reported Time, please use the following method:

Review Reported Time to be Approved in PeopleSoft

Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time



- Group ID: Enter your Group ID (1)
- View by: Select “All Time Before” (2)
- Date: Enter the date (usually the day after the pay period ends to you will see everything for the period) (3)
- Get Employees: Click “Get employees” to generate a list based on the criteria you selected. (4)
- Select Employee: Click on the name of the employee. Review the timesheet and approve. (5)

Favorites Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Approve Reported Time Timesheet Summary

Employee Selection Criteria

Description	
Group ID	HA006
Empl ID	
Last Name	
First Name	

Clear Selection Criteria Save Selection Criteria **Get Employees**

1

There were no employees found with Reported Time to approve based upon your selection criteria.

Show Schedule Information

View By: Week Date: 03/05/2013 Refresh

Include Absence

<< Previous Week Next Week >>

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[Report Time](#)
[Manager Self Service](#)
[Time Management](#)

2

3

Employees For Jose J Martinez, Time Rending Approval From 01/15/2013 - 01/22/2013

Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Absence Exception to be Approved	Approved/Submitted Hours	Serial Employee Hours ID	Email Sys No	Department	Department Description	Task Area
<input type="checkbox"/>	J. J. Martinez	Advisor, Academic 1	3.00	3.00	40.00		0.0	00 0014132	0-H0060	Educ Effectiveness & Outreach	PSNONCATSK	
<input type="checkbox"/>	J. J. Martinez	Dir, Program 1	8.00	8.00	40.00		0.0	00 0083042	0-H0062	Curriculum & Instruction	PSNONCATSK	
<input type="checkbox"/>	J. J. Martinez	Coord, Program 2	16.00	16.00	40.00		0.0	00 1148635	0-H0064	Educational Psychology	PSNONCATSK	

Selected Deselected

Approve Selected Deny Selected

[Report Time](#)
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A Time Administration process is run weekly that converts Reported Time into Payable Time. After the process is run, Payable Time generated and the associated Reported Time can be viewed by employee and week.

Review Payable/Reported Time by Week

Manager Self Service > Time Management > View Time > View Payable/Reported Time

The screenshot shows the 'Time Management' menu in Manager Self Service. The breadcrumb trail is 'Main Menu > Manager Self Service > Time Management'. The menu title is 'Time Management' with a sub-description: 'Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.' The menu is organized into three columns:

- Maintain Time Approvers**: Maintain Time Approvers
- Manage Schedules**: Assign permanent work schedules, change schedules for a day, week, or range of dates. Sub-items: Assign Work Schedule, Manage Schedules.
- Approve Time and Exceptions**: Approve reported or payable time, overtime and absence requests, and manage exceptions. Sub-items: Reported Time, Exceptions, Absence Requests.
- Report Time**: Report time or request absences. Sub-items: Timesheet, Absence Request.
- Time and Labor Reports**: Sub-items: TL Hierarchy Report, TL Payable Time Report, TL Reported Time Report.
- View Time** (highlighted with a red box): View calendars, balances, forecasted and payable time, accumulators and more. Sub-items: Payable Time Summary, Payable Time Detail, Absence Request History, Absence Balances.

The screenshot shows the 'View Time' menu in Manager Self Service. The breadcrumb trail is 'Main Menu > Manager Self Service > Time Management > View Time'. The menu title is 'View Time' with a sub-description: 'View calendars, balances, forecasted and payable time, accumulators and more.' The menu is organized into three columns:

- Payable Time Summary**: View a summary of an employee's payable time.
- Payable Time Detail**: View details of an employee's payable time.
- View Payable/Reported Time** (highlighted with a red box): View a summary of employee's payable time and associated time reported.
- Absence Request History**: View an employee's absence request history.
- Absence Balances**: View an employee's absence balances.
- Exceptions History**: View a time reporter's history of archived time exceptions.

- Group ID: Enter your Group ID (1)
- Get Employees: Click “Get employees” to generate a list based on the criteria you selected. (2)
- Select Employee: Click on the name of the employee. View Payable/Reported Time. (3)

Payable/Reported Time Summary

Select Employee

Employee Selection Criteria

Description	Value
Group ID	<input style="width: 80%;" type="text"/>
Empl ID	<input style="width: 80%;" type="text"/>

Employees For Jose J Martinez, Time Needing Approval From 8/15/2013 - 8/22/2013

Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception to be Approved	Approved/Submitted Hours	Reported Employee Hours \$	Empl Id	Department	Department Description	Task/Role
<input checked="" type="checkbox"/>	J. Roberts	Advisor, Academic	3.00	3.00	40.00		0.00	00.0014132	0	H0060	Educ Effectiveness & Outreach	PSNONCATEK
<input checked="" type="checkbox"/>	M. Federico	Dir, Program 1	8.00	8.00	40.00		0.00	00.0083042	0	H0062	Curriculum & Instruction	PSNONCATEK
<input checked="" type="checkbox"/>	E. Young	Coord, Program 2	16.00	16.00	40.00		0.00	00.1148635	0	H0064	Educational Psychology	PSNONCATEK

Select All Deselect All

[Report Time](#)
[Manager Self Service](#)
[Time Management](#)

1

Get Employees

2

3

EXCEPTIONS

Clearing exceptions is the responsibility of the Department Time and Payroll Approvers and/or the HRMS/Payroll Office. There are two types of exceptions:

- **Low Severity:** Exception allowed; no action required.
 - Late Punch
 - Long Lunch
- **High Severity:** Must be corrected.
 - Invalid punch order: This is the exception the departments should fix. This exception is when a punch is out of order.
 - Missed punch: When the employee misses a required punch, it is the TA's responsibility to enter the correct punch
- Once a correction is made, it becomes unapproved reported time that must then go back through the approval process
- When corrections are made in the system, they must be accompanied by a comment

ADDING COMMENTS

- If you must enter a punch, a comment will be required.
 - To add a comment, click the callout icon (1)
 - This will open a field to enter comments

From 04/10/2013 to 04/23/2013

Timesheet

Select	Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Time Zone	Time Collection Device ID		
<input type="checkbox"/>	Wed	4/10	Needs Approval	7:15:00AM	11:30:00AM	12:15:00PM	4:00:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Thu	4/11	Needs Approval	7:30:00AM	11:48:00AM	12:45:00PM	4:30:00PM	8.05			8.00	H0060	CST		-	+
<input type="checkbox"/>	Fri	4/12	Needs Approval	7:05:00AM		12:55:00PM	4:05:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Sat	4/13	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Sun	4/14	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Mon	4/15	Needs Approval	8:00:00AM		1:10:00PM	4:30:00PM	7.33			8.00	H0060	CST		-	+
<input type="checkbox"/>	Tue	4/16	Needs Approval	7:15:00AM	11:00:00AM	12:00:00PM	4:15:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Wed	4/17	Needs Approval	7:30:00AM	11:30:00AM	12:30:00PM	4:30:00PM	8.00			8.00	H0060	CST		-	+
<input type="checkbox"/>	Thu	4/18	Needs Approval	7:15:00AM	11:45:00AM	2:00:00PM	4:05:00PM	6.58			8.00	H0060	CST		-	+
<input type="checkbox"/>	Fri	4/19	Needs Approval	7:15:00AM	12:00:00PM	1:00:00PM	4:00:00PM	7.75			8.00	H0060	CST		-	+
<input type="checkbox"/>	Sat	4/20	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Sun	4/21	New								0.00	H0060	CST		-	+
<input type="checkbox"/>	Mon	4/22	Needs Approval	7:20:00AM	11:00:00AM	12:00:00PM	4:15:00PM	7.91			8.00	H0060	CST		-	+
<input type="checkbox"/>	Tue	4/23	Needs Approval	7:15:00AM	12:00:00PM	1:00:00PM	4:15:00PM	8.00			8.00	H0060	CST		-	+

Select All Deselect All

[Reported Hours Summary - select to view](#)

[Balances - select to view](#)

[Return to Select Employee](#)

[Approve Absence](#)

- This will open a field to enter comments
- Type in your comments in the comment field (2)
- Click Save (3)

Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

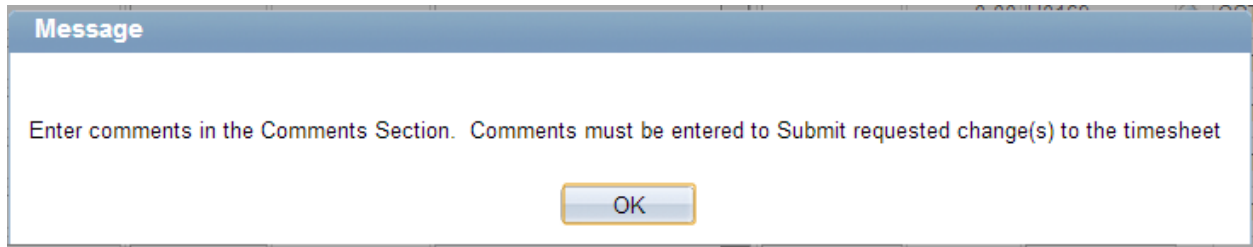
Comments

Date Under Report: 10/20/2013

Personalize | Find | View All | First 1 of 1 Last

Operator Id	DateTime Created	Source	Comment
1	10/22/2013 11:34AM	Time Reporting	<input type="text"/>

- If time is corrected and no comment is entered, the system will not allow you to move forward. It will prompt you with the following message:



To identify employees with High Severity Exceptions, please use either of the following methods:

Options 1: Review Exceptions in PeopleSoft:

Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

- Group Id: Enter Group ID (1)
- Click on Filter Option
 - Date Filter: Select “between” (2)
 - Start Date: Enter the beginning date of the pay period. (3)
 - End Date: Enter the ending date of the pay period. (4)
 - Severity: Select “High” (5)
 - Click OK: This will provide the results based on your filter options. (6)

Favorites Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions New Window

Manage Exceptions

Employee Selection Criteria

Description	Value
Group ID	HL030
Empl ID	

[View Instructions](#)

Filter Options

Date Filter:	between	Start Date:	06/18/2013
Employee Filter:	equal to	End Date:	06/25/2013
Exception Filter:	equal to	Employee ID:	
Severity:	High	Exception ID:	
Run Control ID:		<input type="button" value="OK"/>	

- Click on “Details”: This will show you the detail of the exception and the employees ID.

Exceptions						
Overview		Details				
Allow	Pay Group	Exception ID	Description	Date	Name	Source
<input type="checkbox"/>	HBW	TLX10064	Invalid punch order	06/25/2013		Time Administration
<input type="checkbox"/>	HBW	TLX10064	Invalid punch order	06/20/2013		Time Administration

TRAM TIME & PAYROLL APPROVER GLOSSARY:

Absence Management: is the process for managing absences. Absence Management is an Electronic Leave request form that employees use to request leave via P.A.S.S.

Cancel: is an action taken when an absence request for a time frame was denied or pushed backed to be edited or cancelled.

Deny: is a term used when a Time Approver denies an employee's absence request for leave.

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 clerical staff or a painter.

Exceptions: are errors generated after Time Administration has been run and rules are applied. These exceptions occur due to missed punches, invalid punch order, late punches and long lunches. However, only high severity exceptions need to be corrected (Missed punches and Invalid punch order only).

Final Verification: is a Payroll process that runs to produce a paycheck for time submitted by time reporters.

Load to Payroll: After all absences have been finalized and all payable time has been approved, Payroll runs the Load to Payroll process which loads all time to payroll for processing.

Time that is not approved by the designated deadlines will result in a delay of payment. Late approvals will be processed on the next payroll period.

Payable Time: is the term used once the time administration process has been run against the reported time. Time administration is the process that converts approved reported time into unapproved payable time and calculates rules such as overtime and generates exceptions if errors are found.

Payroll Approver (PA): reviews, corrects and approves unapproved payable time. They are responsible for reviewing time before it is submitted to Payroll and making sure that employees are in the system under the correct Workgroups.

Payroll Approvers are responsible for ensuring all Time Approvers have reviewed and approved absence request, unapproved reported time, corrected High Severity Exceptions and corrections for all Monthly and Biweekly employees for each Pay Period by the designated deadlines.

Proxy: is an alternate. TAs and PAs have the option of setting up a proxy or alternate approver. The proxy will have the same access as the original user.

Punch: is the term used to describe the action when a time reporter enters their time via a time clock or time collection device. Punches include, punching in, meal, in and out. A typical day for a time reporter would include the following punches:

In (arrive to work) Start Meal (leave for lunch) End Meal (arrive back to work) Out (leave for the day)

Push Back: is an action that a TA or PA can perform on the absence request. When an absence request is pushed back, it is sent to the employee to edit, resubmit or cancel if the request isn't going to be modified or taken.

Reported Time: is the time entered by time reporters and managers.

Rules: are generated by the Time Administration process that is run for each Pay Period. The process calculates all approved time and applies rules based on the approved time and workgroup the employee is assigned to. The main rules that are applied are:

- Overtime or Extra hours for hours over 40
 - If an employee is assigned to a workgroup that pays overtime and he works over 40 hours the system will apply the overtime rule that will automatically take the hours over 40 and pay as overtime.
- Comp Time 1.0 or 1.5 for hours over 40
 - If an employee is assigned to a workgroup that earns comp time and he works over 40 hours the system will apply the comp time rules that will automatically take the hours over 40 and pay as comp time earned.

Time Administration: Time Administration is the process that converts approved reported time to unapproved payable time that needs to be approved. It also applies the rules that create the exceptions. This process takes 30 minutes to 1 hour to run, so please allow this amount of time before approving any time. This process runs on a schedule that will be communicated each pay period.

Time Approver (TA): signs off on the time for an employee or group of employees. They are responsible for reviewing and cleaning up exceptions as well as enrolling employees in the system. A Time Approver reviews, corrects and approves reported time in PeopleSoft on a weekly basis.

Time Collection Device (TCD): is an electronic device used for hourly employees to punch in and out. TCDs are located in designated areas where the employee is responsible for clocking in by scanning their thumb or fingerprint to report their time worked. Data from TCDs are collected and loaded to the University's HR system for processing.

Time Reporter: (an hourly employee) enters his or her time into PeopleSoft on a daily basis via TCD or Webclock and submits Absence requests via PASS.

Time Reporting Code (TRC): is a time reporting code that corresponds to the time reported for an employee. Regular time is TRC020, overtime is TRC315, and comp time earned is TRC 190 or 300. There are also time reporting codes associated with absence requests and corrections made to absence requests on the timesheet.

Time Reporting and Absence Management: The University of Houston System (UHS) is excited to introduce the new TRAM (Time Reporting and Absence Management) system. TRAM is an automated and updated application for capturing and processing time and leave that will eliminate current paper processes.

Trial Verification: is a Payroll process that calculates the time entered for employees. This generates a report (Trial) that is run by the Department Payroll Approvers (PA's) to review time and pay generated for their employees. The report is reviewed and any necessary corrections are made before Payroll is finalized.

Web Clock: is a time collection system for hourly employees and is located in P.A.S.S. Hourly employees assigned to the web clock are responsible for punching in and out via the web clock to report their time worked. Time is transmitted from the web clock punches to the University's HR system for processing.

Workgroup: is a set of time reporters who share compensation requirements such as pay frequency and work location.

Examples are: Hourly employees and Salary employees. When an employee's HR data changes for reasons such as promotions, demotions, or transfers, their characteristics for Workgroup membership may change, requiring an update in the Time and Labor Workgroup enrollment. When employees are terminated, their Workgroup enrollment in Time and Labor must be inactivated.

TRAM Reports

Navigation:

Manager Self Service > Time Management > TRAM Reports

1. TRAM Absence Report

Review Absence Requests

Purpose

- Displays Absence Requests, including hours, and status of request by Employee and Empl Rcd #
- Displays Total Hours Approved, Submitted, Pushed Back by Employee, Empl Rcd #, and Absence Type; and by Report by Absence Type and Status
- Provides Absence Request history for Employee, including whether Employee or Manager submitted request, Date request Submitted and Date request Approved
- Provides Absence Requests for a pay period by Employee, Empl Rcd #
- Identifies Absence Requests Needing Approval

Run Parameters

- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By From Date and Thru Date (Report includes Absence Requests with a Begin Date in the time period requested)

Process Name: UPAY204

2. TRAM Available Leave Report

Review Leave Balances

Purpose

- Displays Projected Leave Balances by Employee; Projected Leave Balances include hours pending in Payroll, Time Reporting, and Absence Management
- Displays Maximum Vacation Accrual Hours at end of Fiscal Year to monitor employees at risk of losing vacation
- Identifies Employees with Negative Leave Balances

Run Parameters

- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By All Leave Types, Sick Leave Only, Vacation Leave Only, Sick & Vacation Leave Only, or Comp Time Only
- Options:
 - Only Display Employees with Projected Negative Leave Balances (Check to identify employees with negative leave balances)

Process Name: UPAY207

3. TRAM Absence Audit Report

Review Absence Request Transactions

Purpose

- Displays Absence Requests, including hours, by Employee and detailed Workflow Transaction History
- Provides Absence Request Workflow Transaction History for a pay period by Employee, Empl Rcd #
- Provides Absence Request Workflow Transaction History to research approvals and discrepancies

Run Parameters

- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By From Date and Thru Date (Report includes Absence Requests with a Begin Date in the time period requested)

Process Name: UPAY208

4. TRAM Time Report

Evaluate Reported Time to Payable Time

Purpose

- Displays Payable Time and associated Reported Time by Employee, Empl ID, and Date; totals Payable Time Hours by Employee, Emp Rcd #, and Time Reporting Code (TRC)
- Displays Total Payable Time Hours Approved, Needs Approval, and Taken by Payroll and Rejected by Payroll once hours have been loaded into Payroll
- Allows Time Approvers and Payroll Approvers to compare Reported Time to Payable Time generated
- Identifies Payable Time to be approved and Payable Time Rejected by Payroll

Run Parameters

- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By From Date and Thru Date (Enter Pay Period Begin and End Dates to review by Pay Period)

Process Name: UPAY205

5. TRAM Time Audit Report

Review Time Approver Corrections

Purpose

- Displays Reported Time Added, Deleted, and/or Changed and Comments entered by Time Approver or Payable Approver by Employee, Empl ID, and Date
- Displays Number of Days Corrected by Employee and Empl ID
- Identifies Corrections entered by Time Approvers and Payable Approvers for review for Comments and appropriate justification

Run Parameters

- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By From Date and Thru Date (Enter Pay Period Begin and End Dates to review by Pay Period)

Process Name: UPAY206

6. TRAM Hierarchy Report

Review Time Reporter assignment to TAs and PAs

Purpose

- Displays Time Reporters assigned to Time Approvers, and Time Approvers assigned to Payroll Approvers
- Displays Time Approver Alternates (Proxy) and Payroll Approver Alternates (Proxy)
- Displays Time Approver and Payroll Approver Group IDs
- Identifies unassigned Time Reporters and unassigned Time Approvers

Run Parameters

- By Business Unit (Campus), Division, College, Department
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters

- By “As of Date” (Enter Current Date unless report is to review historical data)
- Options:
 - Display Time Reporters (Uncheck to display only Time Approvers and Payroll Approvers)
 - Display Time Reporters with No Approver (Uncheck to remove unassigned Time Reporters from report)

Process Name: UPAY160

Helpful Queries

HRMS_AM_LV_RQS_PND_APR_DEPT

Absence Requests Pending Approval by Division, College, or Department ID

Prompts:

Leave Begin Date

Leave End Date

Div/Coll/Dept #

(Leave Begin/End Dates are based upon Absence Request Begin Dates)

HRMS_TR_BW_RT_NA_BY_DEPT

Bi-Weekly Reported Time Pending Approval by Division, College, or Department ID

Prompts:

TR Report Date >=

TR Report Date <=

Div/Coll/Dept #

(Enter Pay Period Begin and End Dates for TR Report Dates)

HRMS_TR_MO_RT_NA_BY_DEPT

Monthly Reported Time Pending Approval by Division, College, or Department ID

Prompts:

TR Report Date >=

TR Report Date <=

Div/Coll/Dept #

(Enter Pay Period Begin and End Dates for TR Report Dates)

HRMS_TR_BW_PT_NA_BY_DEPT

Bi-Weekly Payable Time Pending Approval by Division, College, or Department ID

Prompts:

TR Report Date >=

TR Report Date <=

Div/Coll/Dept #

(Enter Pay Period Begin and End Dates for TR Report Dates)

HRMS_TR_MO_PT_NA_BY_DEPT

Monthly Payable Time Pending Approval by Division, College, or Department ID

Prompts:

TR Report Date >=

TR Report Date <=

Div/Coll/Dept #

(Enter Pay Period Begin and End Dates for TR Report Dates)