UNIVERSITY OF ALBERTA

**PeopleSoft HCM**

# Payable Time Management

Prepared by: HR Operations

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# Table of Contents

# Payable Time Management

## Overview

This section will provide an understanding of all time and labour related functions specific to administering and managing time and labor at the Faculty/Department level.

## Objectives

Upon completion of this section you will have a general understanding of:

- Understanding the Time and Labor WorkCenter for TimeKeepers
- Entering Time on Behalf of Employees
- Correcting or Modifying Time
- Modifying an Employee Time Sheet
- Overriding Chartfields
- Overriding the Hourly Rate
- Pushing Back Payable Time Request
- Understanding Payable Time Offsetting Entries
- Viewing and Managing Exception Errors as a Timekeeper
- Viewing General Inquiry Job Page
- Cross-referencing Speed Type to Combo Code
- Understanding the View GL Funding Page
- Time Entry - Common Issues and Other Information
- Departmental Suspense Notification
- Approval Delegation
- Approving Employee Payable Time

## Related Reference Material

All related reference material is stored on the Learning Reference Materials (http://www.hrs.ualberta.ca/Learning/LearningPeopleSoft/LearningSupportMaterials) web page within the Human Resource Services website.

Reference Material may include Training Guides, Quick Reference Guides, and Other Documentation.

# Understanding the Time and Labor WorkCenter for Timekeepers

All time related activities can be accessed using the regular menu navigation but you need to remember the specific navigation paths or add them to your favorites menu. In order to simplify the navigation, the **Time and Labor WorkCenter** is available and provides a one stop shop to access the most commonly used time related activities.

The activities provided within the Time and Labor WorkCenter include Approving, Reporting, and Viewing time related transactions. However, the activities you will have access to is dependant on the role you have been assigned within PeopleSoft HCM. For example, if you are a Time Approver (i.e. have employees directly reporting to you) your Time and Labor WorkCenter will include approving, reporting, and viewing activities. Whereas if you are a Timekeeper or help manage employee time entries, your Time and Labor WorkCenter is limited to reporting and viewing activities.

The reports and queries accessed via the WorkCenter only include the Time Approver queries, for all Timekeeper queries the Query Viewer must be used.

In this topic you will learn how to navigate and utilize the Time and Labor WorkCenter provided to Timekeepers to assist in time and labor related tasks.

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**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

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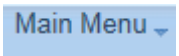
## Procedure

Navigation Path: **Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter**

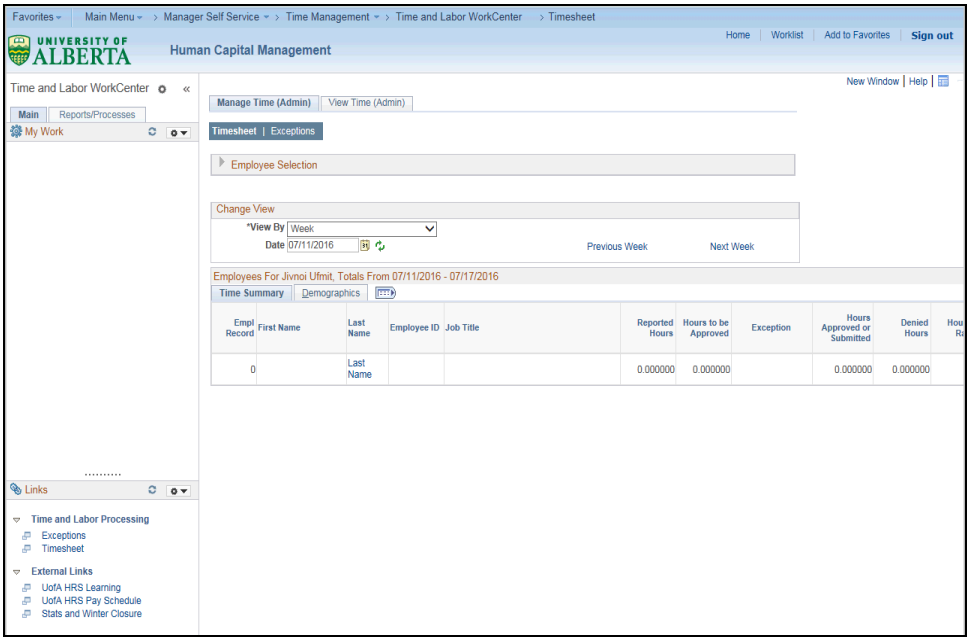
1. Click the **Main Menu** button.



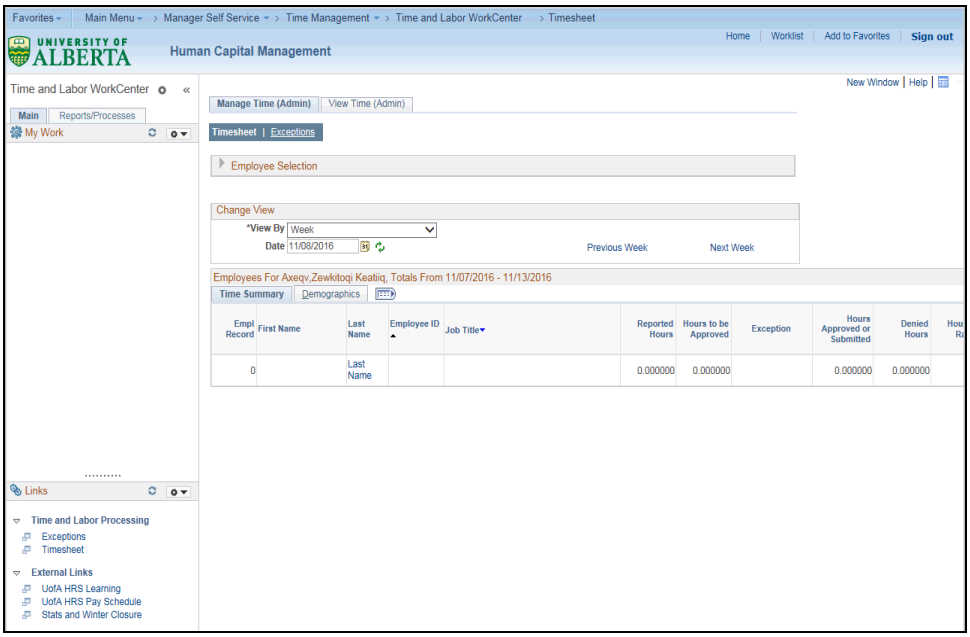

2. Click the **Manager Self Service** menu.


3. Click the **Time Management** menu.


4. Click the **Time and Labor WorkCenter** menu.

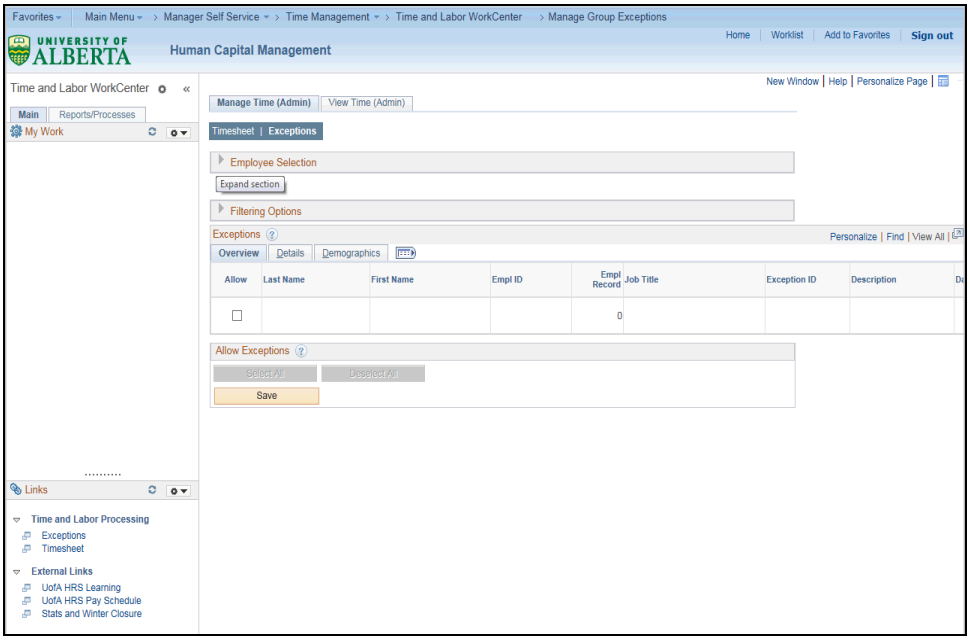




5. The **Time and Labor WorkCenter** is a one stop shop for Timekeepers.




6. The first step of the time administration process is to review any Exception Errors that may have been generated.

   Click the **Exceptions** link.

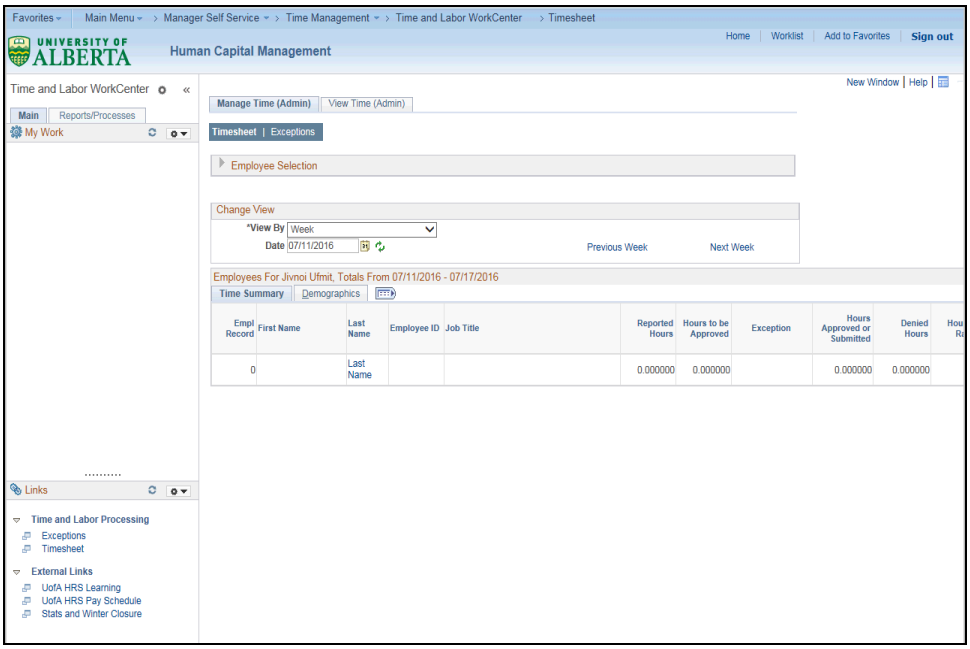



7. Click the **Expand section** button.

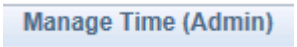
8. Click the **Get Employees** button.

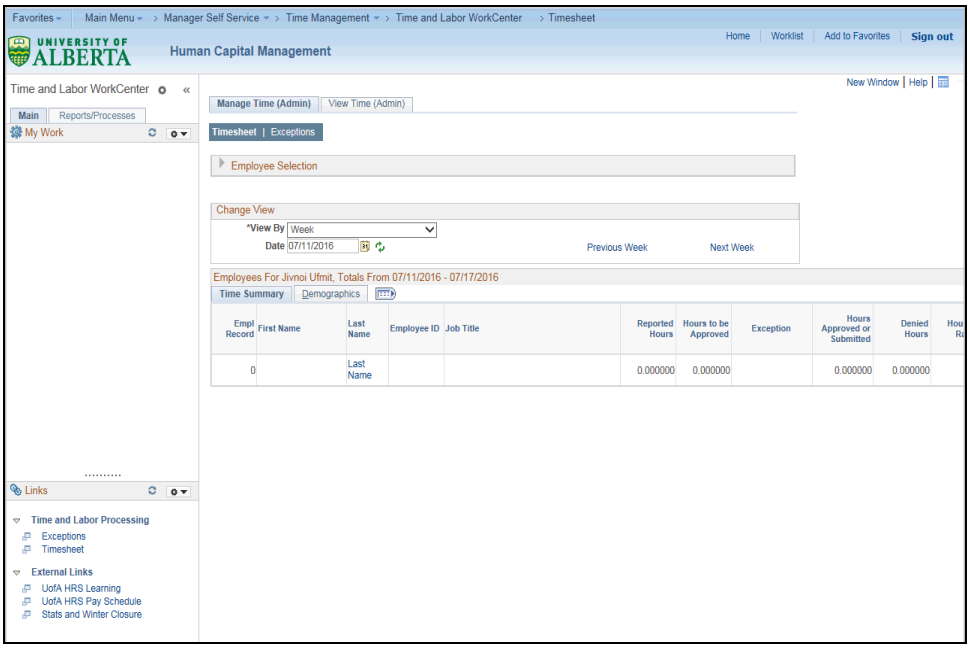

9. The details tab will expand the list of exception errors for additional information on next steps.

   Please refer to the topic **Viewing and Managing Exception Errors as a Timekeeper** for information on how to use this page.




10. Click the **Manage Time** tab.

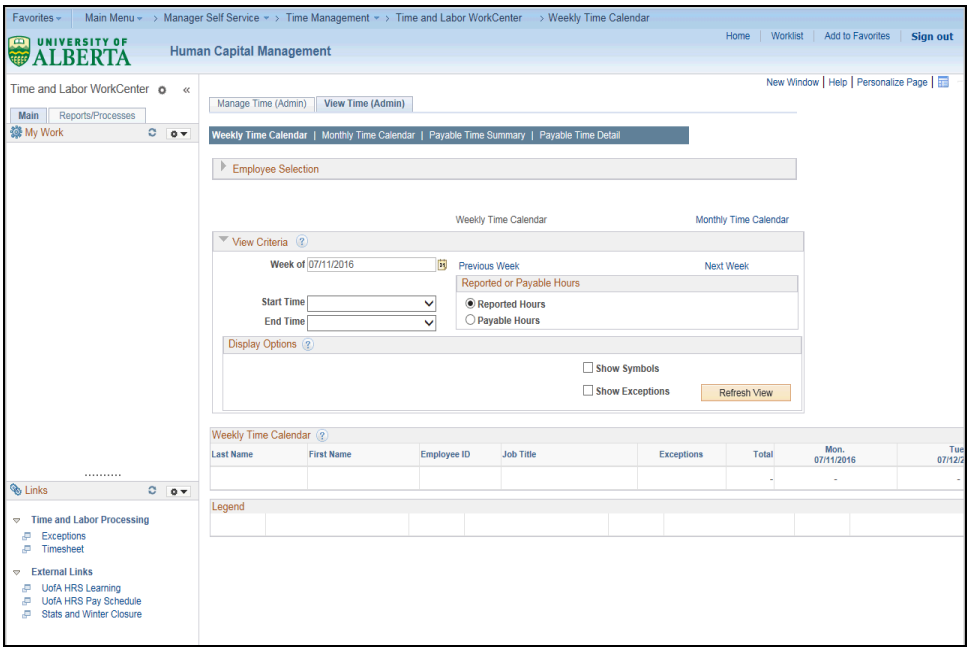




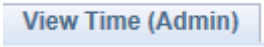

11. Click the **Employee Selection** button.

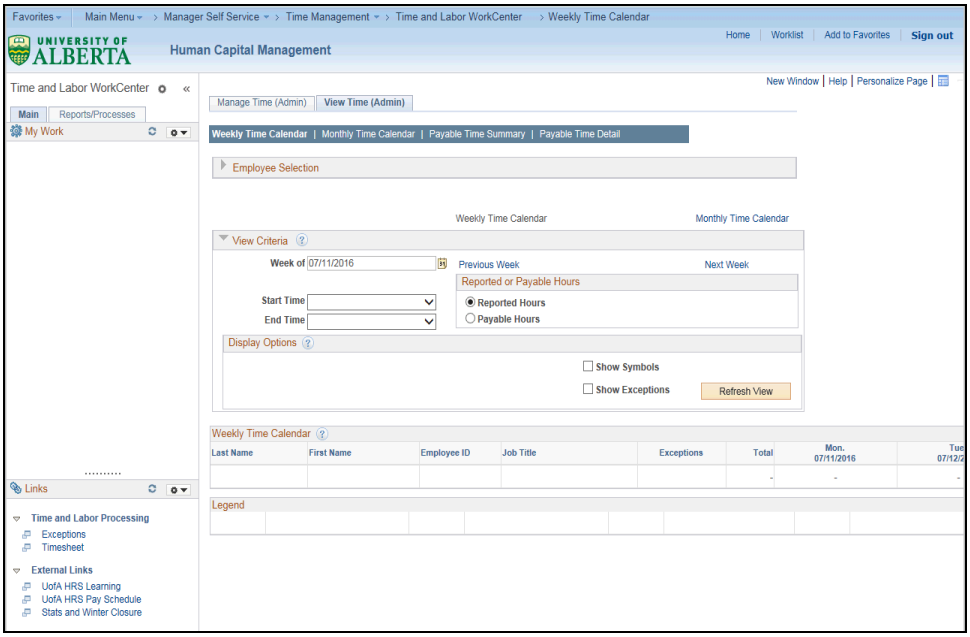

12. The Timesheet tab contains the Timesheet Summary page.

    Please refer to the topic **Entering Time on Behalf of Employees** for information on how to use this page.



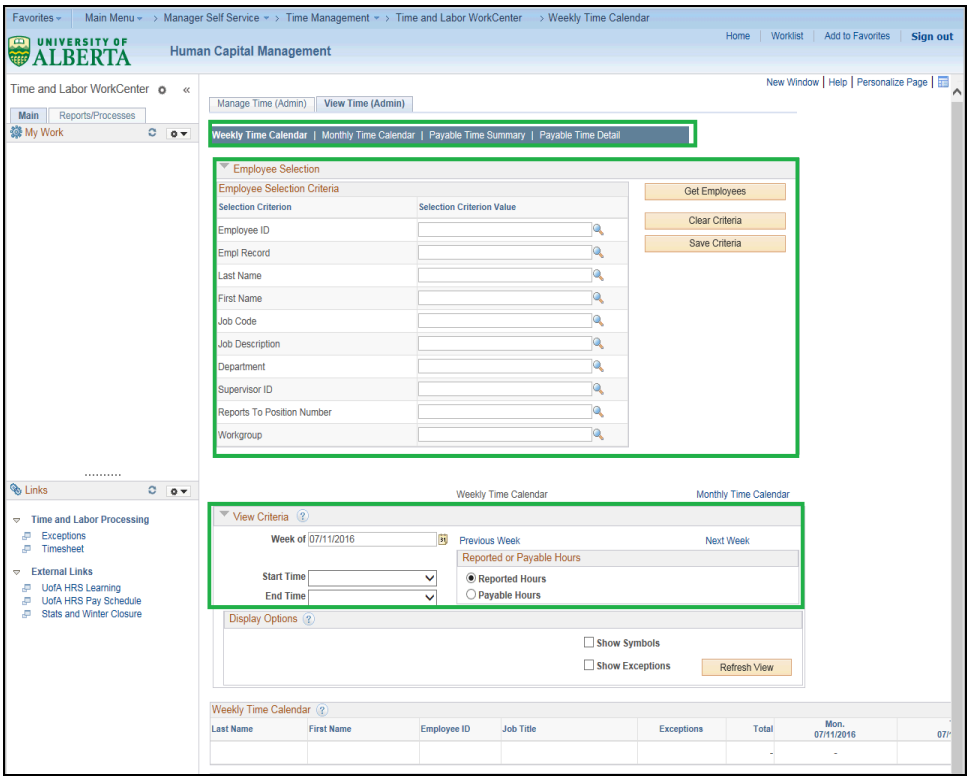
13. Click the **View Time** tab.




14. <u>Weekly Time Calendar View</u>

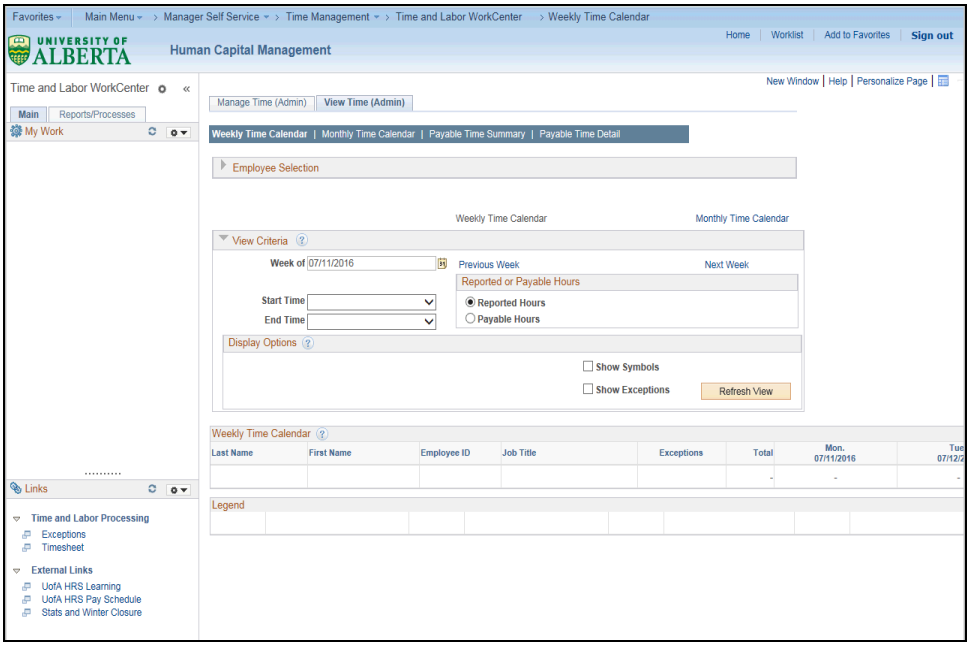
Click the **Employee Selection** button.




15. The **View Time** page provides different views to review an Employee's time.
    - Weekly Calendar (default)
    - Monthly Time Calendar
    - Payable Time Summary
    - Payable Time Detail

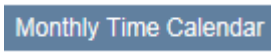
16. In the **Employee Selection** area, enter an Employee ID or a Department and click on the **Get Employees** button to retrieve information.

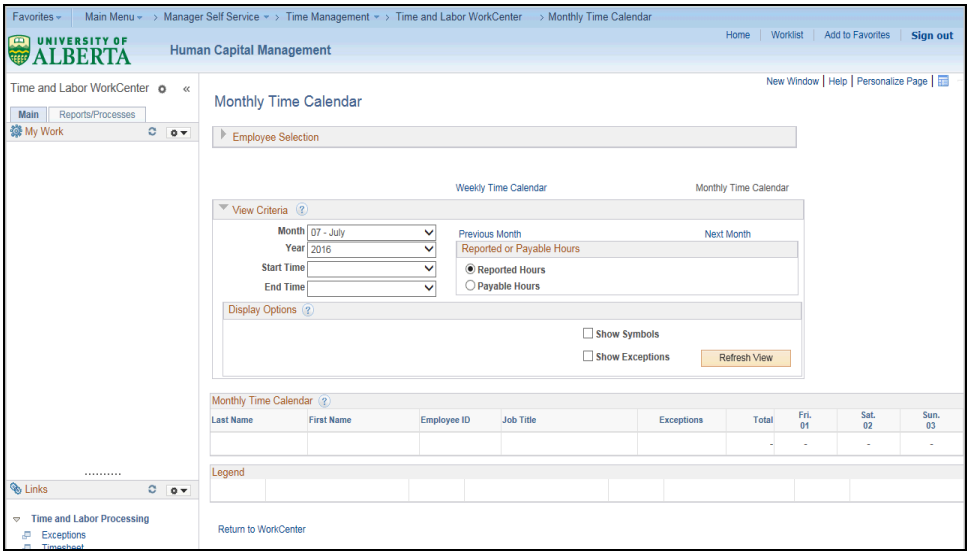
17. You can also use the **View Time** tab to view the **Reported Hours** or **Payable Hours** for a given time period.




18. <u>Monthly Time Calendar View</u>

Click the **Monthly Time Calendar** tab.




19. Click the **Employee Selection** button.

20. Enter an Employee ID and Click the **Get Employees** button.

21. To review information for the previous month Click the **Previous Month** link.

22. To review information for the next month Click the **Next Month** link.

23. To review the employee's time by week Click the **Weekly Time Calendar** link.

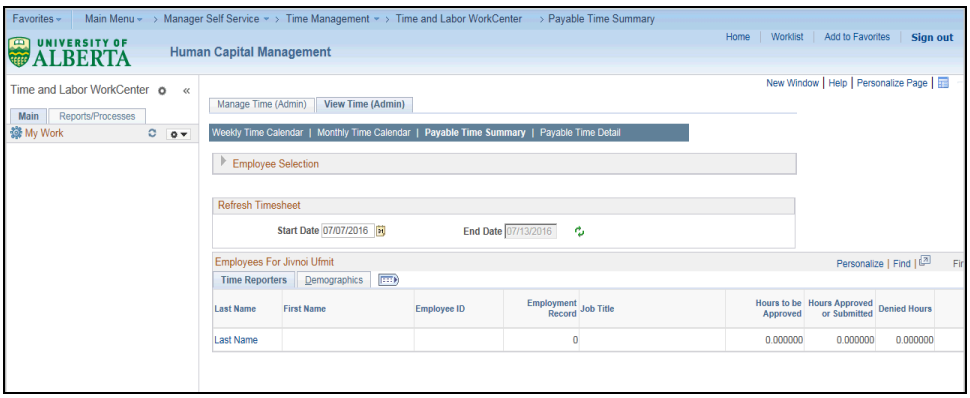
24. Click the **Employee Selection** button.

    **Note**: when you switch to a different Time Calendar (e.g. Monthly to Weekly), you will need to re-enter the Employee ID in the Employee Selection section.

25. Click the **Return to WorkCenter** link.

26. <u>Payable Time Summary View</u>

    Click the **Payable Time Summary** link.




27. Click the **Employee Selection** button.

28. Enter the Employee Number into the **Employee ID** field.

    For example purposes, enter "**1086761**".

    Employee ID 1086761

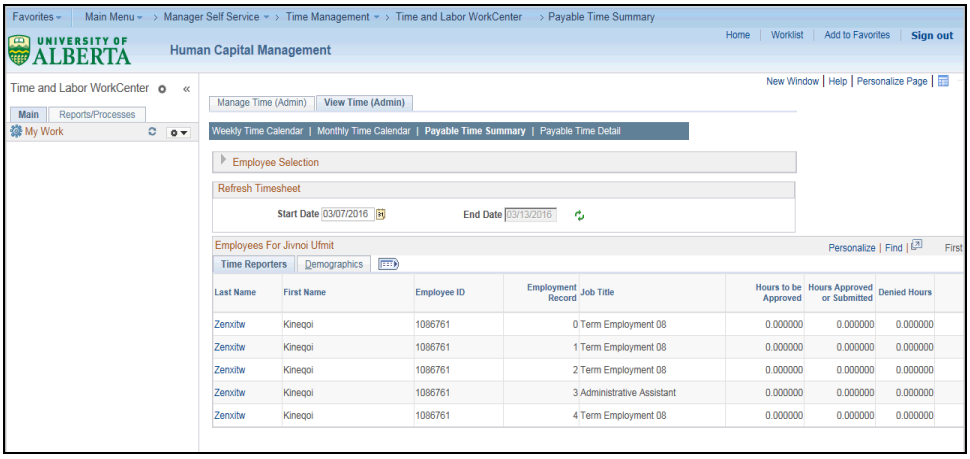
29. Enter the Start Date into the **Start Date** field.

    For example purposes, enter "**03/07/2016**".

    Start Date 03/07/2016

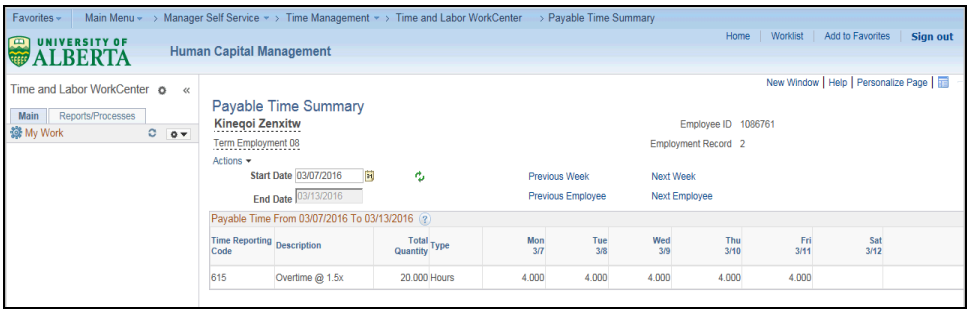
30. **Note**: The End Date defaults to the current date and cannot be changed.

31. Click the **Get Employees** button.

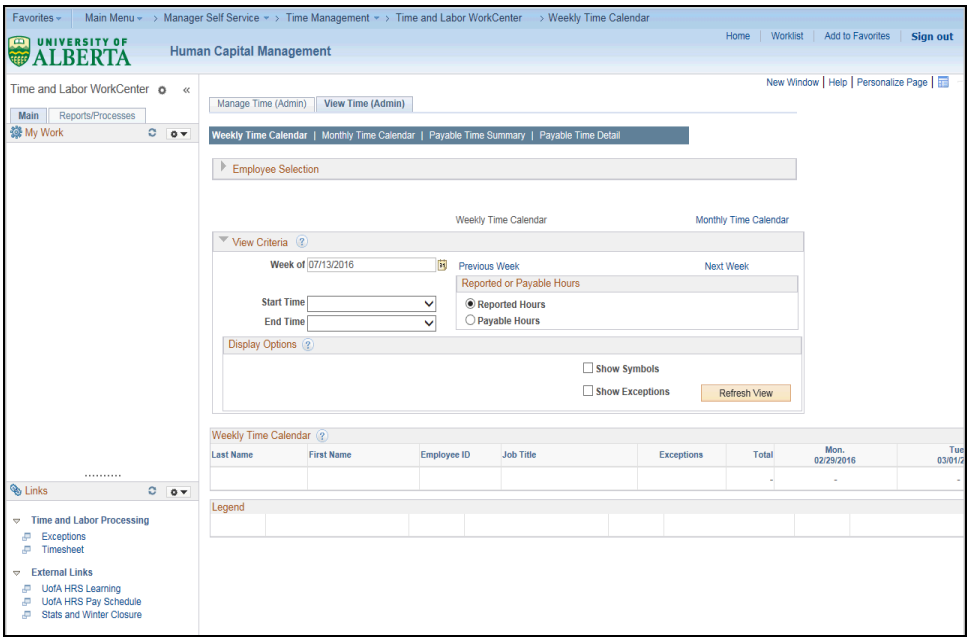

32. All Employment Records will be displayed for the Employee (if they have multiple Jobs).

    Click the **Last Name of Employee**.




33. To view Payable Time Summary for the next week Click the **Next Week** link.

34. To view Payable Time Summary for the last week Click the **Previous Week** link.




35. <u>Payable Time Detail View</u>

To view details of an employee's Payable Time, Click the **Payable Time Detail** link.

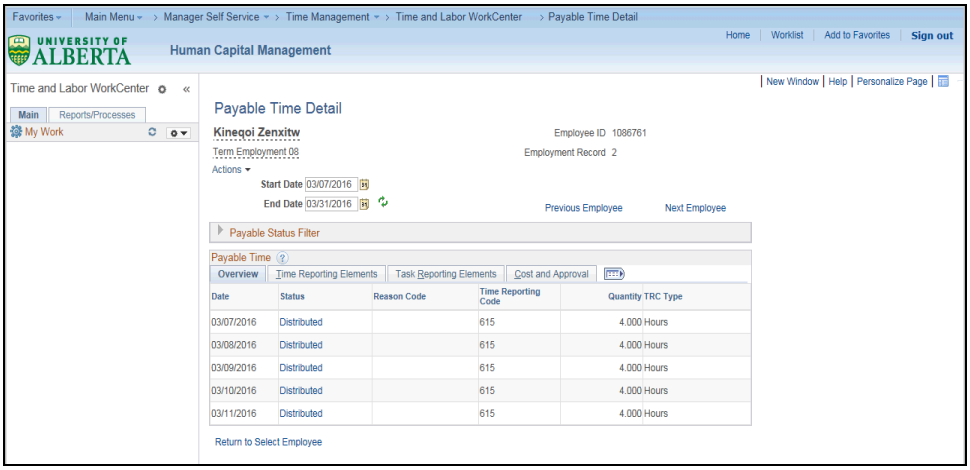
36. Click the **Employee Selection** button.

37. Enter the Employee ID and Click the **Get Employees** button.


38. Click the **Last Name of Employee**.

39. In the **Payable Time Detail** page you can review an employee's time by each day including the Status for a specific time period.

Enter or Select the Start and End Dates and click on the refresh icon.




40. To access Queries and Reports Click the **Reports/Processes** tab.

41. The **Reports/Processes** tab includes the Time and Labor Queries and Reports available to Supervisors, Managers, and Timekeepers.

42. **Note:** Additional queries are available to Timekeepers which are accessible via the Query Viewer.

    Refer to the section "**Supporting ESS Time Entry > Reporting - Queries**" for further details.

43. Congratulations! You have completed the training on using the Time and Labor WorkCenter.

    **End of Procedure.**

# Entering Time on Behalf of Employees

Timekeepers have the ability to enter Time on behalf of Employees. The Time Entry functions a Timekeeper may be required to perform are as follows:

**Hourly Time Entry**

Enter hours worked for Hourly employees within the Faculty/Department (if required).

**Leave Time Entry**

Enter Leaves and Absences for Salary employees within the Faculty/Department (if required).

**Vacation Time Entry**

Enter Vacation taken for APOs/SOTS/Librarians within the Faculty/Department (if required).

**Overriding the Hourly Rate**

Timekeepers/Supervisors and Human Resource Services are able to override the Hourly Rate for time entered by Hourly employees within the Faculty/Department (if required).

**Chartfield Overrides**

Timekeepers/Supervisors and Human Resource Services will be able to override the Chartfield for time entered by Hourly employees within the Faculty/Department (if required).

### Time Entry for Restricted TRCs

A number of TRCs (Time Reporting Codes) can only be entered by a *Timekeeper, Supervisor* or *Human Resource Services* personnel.

| TRC | DESCR |
|---|---|
| 032 | Winter Closure Hours |
| 431 | Boot Allowance(One Time Pymnt) |
| 650 | Call Back Travel Allowance |
| 653 | Special Duty - Peace Officer |
| 654 | Special Duty - Sergeant |
| 670 | Bank Time Payout |
| 685 | Responsibility Pay |
| 816 | 25th  Anniversary Day Off |
| 819 | 25th Anniversary Day Payout |
| 823 | Witness or Jury Duty Pay |
| 828 | Gen Illness Prior Year Pay |
| 829 | Special Leave Prior Year |
| 831 | Casual Illness Prior Year Pay |
| 833 | Special Leave Prior Year Pay |
| 837 | Witness or Jury Duty Leave |
| 848 | DiscretionaryCompassionateTime |
| 849 | DiscretionaryCompassionatePay |
| 858 | Casual Illness Prior Yr Leave |
| 864 | General Illness Prior Yr Leave |

Time related to the following TRCs can only be entered by *Human Resource Services*:

| TRC | DESCR |
|---|---|
| 667 | Banked Time Earned Adjustment |
| 668 | Banked Time Taken Adjustment |
| 732 | Vacation Pay by Amount only |
| 770 | Disability Pay Recovery |
| 780 | Rehabilitative Salary |
| 854 | Casual 2 Illness Payout |
| 959 | HRDF - Payment for courses |

For a complete list of TRCs refer to the **Time and Labor TRC** reference sheet located within the Learning Resource Materials webpage on the HRS web site.

**Future Time Entry**

Leave time can be entered beyond the current pay period and up to 90 days in the future.

**Prior Period Time Entry**

Employees have a 1 month limitation (current semi-monthly pay plus two more pay periods)

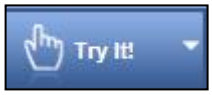
Timekeepers have a 4 month limitation (current semi-monthly pay plus eight more pay periods)

Any entries outside of these windows need to be entered by central payroll.

In this topic you will learn how to enter Time on behalf of Employees.

| | |
|---|---|
| | Employee Time Entry is available to all applicable staff; however, you should consult the lead within your Department/Faculty regarding the Time Entry business process. |

**To Begin the Online Tutorial:**

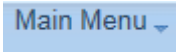
- Click the 

button located in the top left of the screen and follow the instructions provided.

## Procedure

Navigation Path: **Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**

1. Click the **Main Menu** button.

2. Click the **Manager Self Service** menu.

3. Click the **Time Management** menu.

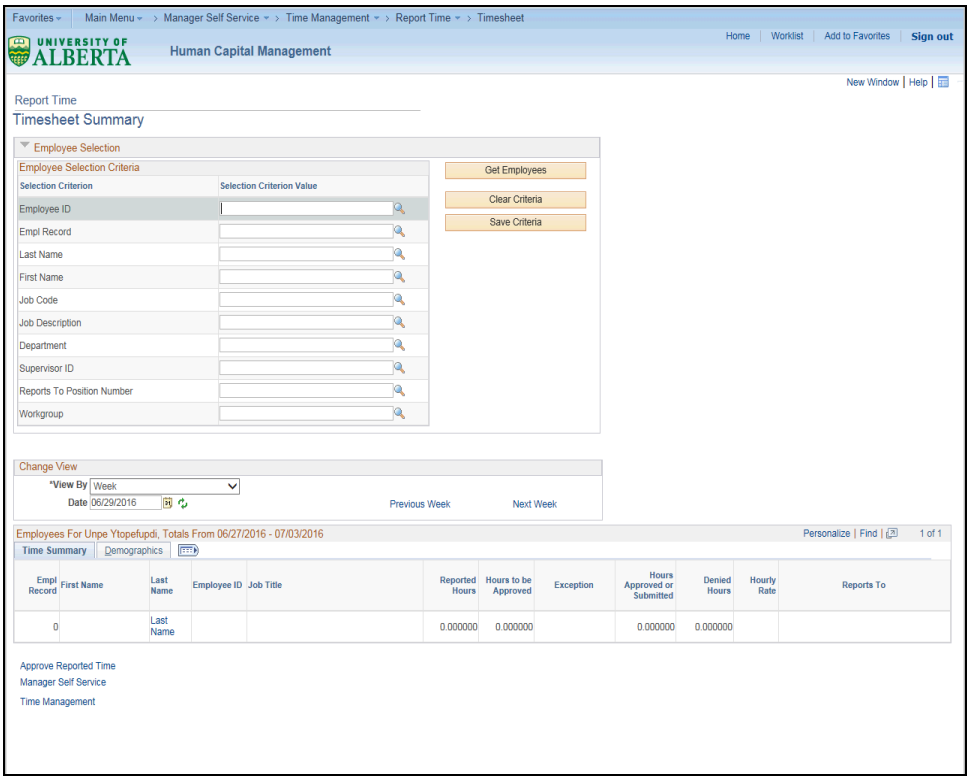
   
   

4. Click the **Report Time** menu.

5. Click the **Timesheet** menu.




6. Enter the Employee ID into the **Employee ID** field to search for the employee and to view the Employment Record Numbers.

   For example purposes, enter "**1293161**".

7. Click the **Get Employees** button.

   Get Employees

8. In the **Time Summary** tab, you can view the Employee's Time Summary by each Employment Record Number/Job the Employee has.

   If an Employee has multiple jobs, they would be reported here as well.

9. Click the **Demographics** tab.

   Demographics

10. In the **Demographics** tab you can view the Employee's Job Demographic information for each Employment Record Number/Job the Employee has.

    If an Employee has multiple jobs, they would be reported here as well for the jobs you have access to.

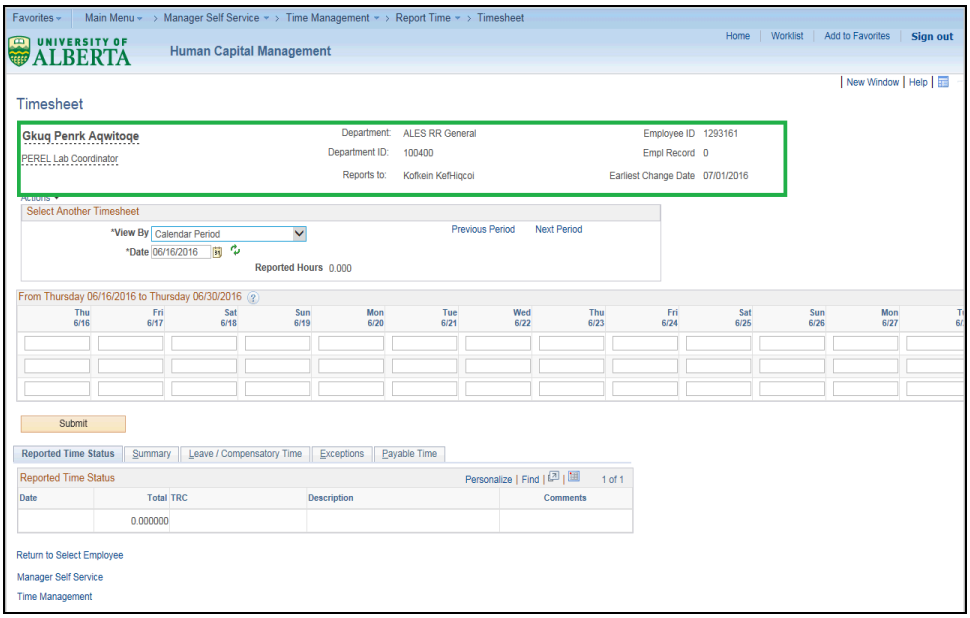
11. To open the Timesheet page, click the **Last Name of Employee**.

    If the employee has more than one Employment Record Number within your department/faculty you will need to select the Employment Record Number where the hours were worked.

    This can be determined from the Hourly Rate or the Reports To information.

12. **Note:** The period displayed on this page will depend on the date selected. The date defaults to the current pay period.

    To enter time for a Prior/Future period use the "Previous Period" and "Next Period" links




13. On the **Timesheet** page you can verify the employee's name, department, job title, employment record number, and hourly rate of pay.

14. **Note:** Empl Record field is important when the employee has multiple jobs.

15. To view Employee Status, hover your mouse over the Employee's name

16. To view Job Information for the Employee hover your mouse over the **Job Title**.

17. Click the **View By** list.

18. Click the **Week** list item for ease of entry.


19. **Note:** If an employee is not active on the first day of a given pay period, enter the employees actual start date in the Date field after you select the View By 'Week' and you will be able to enter their time.

    Once you enter/select a date, click on the Refresh icon beside it.

20. For mid pay period job transfers, change the **View By** field to “Day”.

    This allows you to enter time for all relevant days within the pay period. If you don't change the View By field, some of the days will be greyed out and will not allow time entry.

21. Enter the hours to be reported for the pay period in the appropriate date column.

    For example purposes, enter "**7**" into the **Thu 6/16** field.

22. Use the Tab key to move to the next column.

    For example purposes, additional hours have already been entered.

    Press **[Tab]**.

23. Time Periods are as follows:
    - Semi-monthly: 1-15th and 16th to end of the month
    - Monthly: 1st to the end of the month

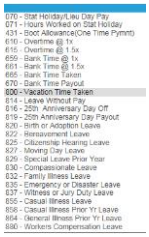
24. **Note:** Negative or Zero values should not be entered.

25. Click the **Time Reporting Code** list.

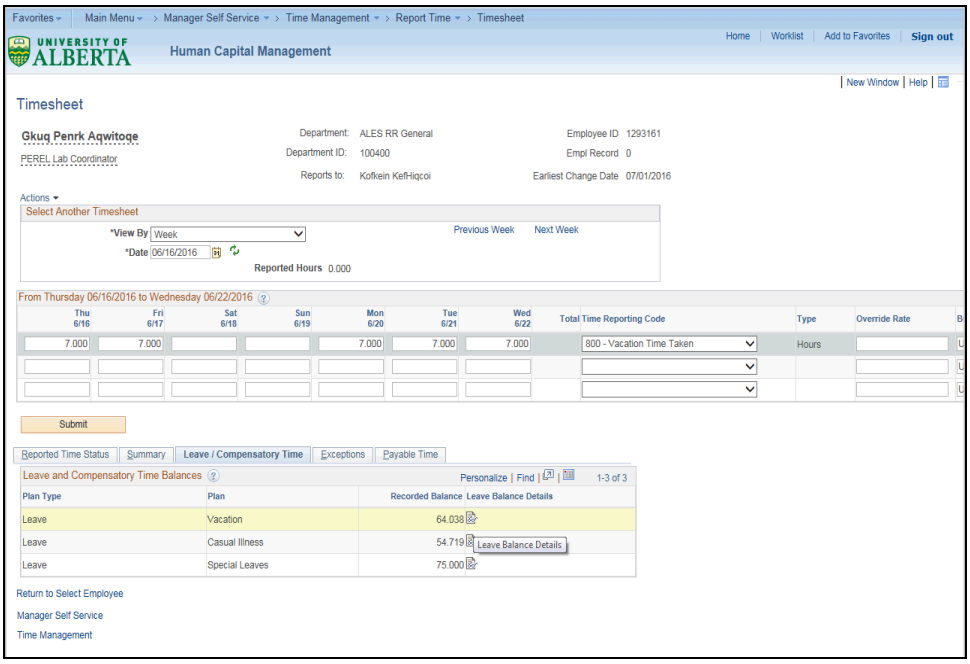
26. Select a Time Reporting Code (TRC) from the drop down list.

    **Note:** only one TRC can be selected per row.

    For example purposes, click the list item **800 - Vacation Time Taken**.



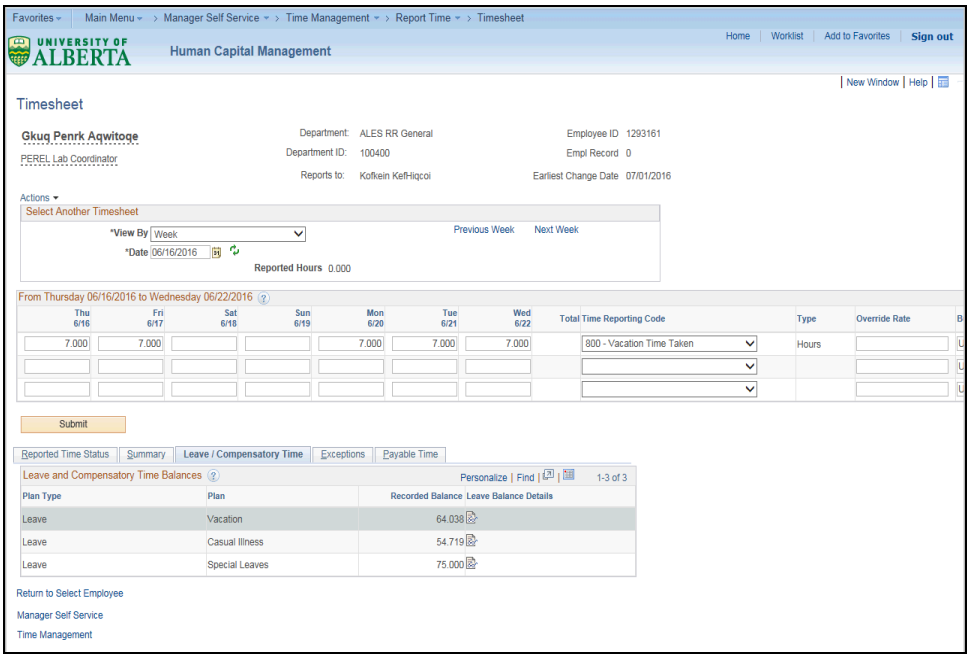

27. **Note:** Only one TRC can be selected per row.




28. **Note**: If you are entering Vacation/Leave Time, you need to verify the employee has enough Vacation/Leave Balance to cover the hours.

    This information can be found under the Leave/Compensatory Time tab.

    Refer to the topic "Reviewing Employee Leave Balances" for further details.




29. When you submit an employee's time, the system verified the Leave balances if applicable (e.g. Illness leave).

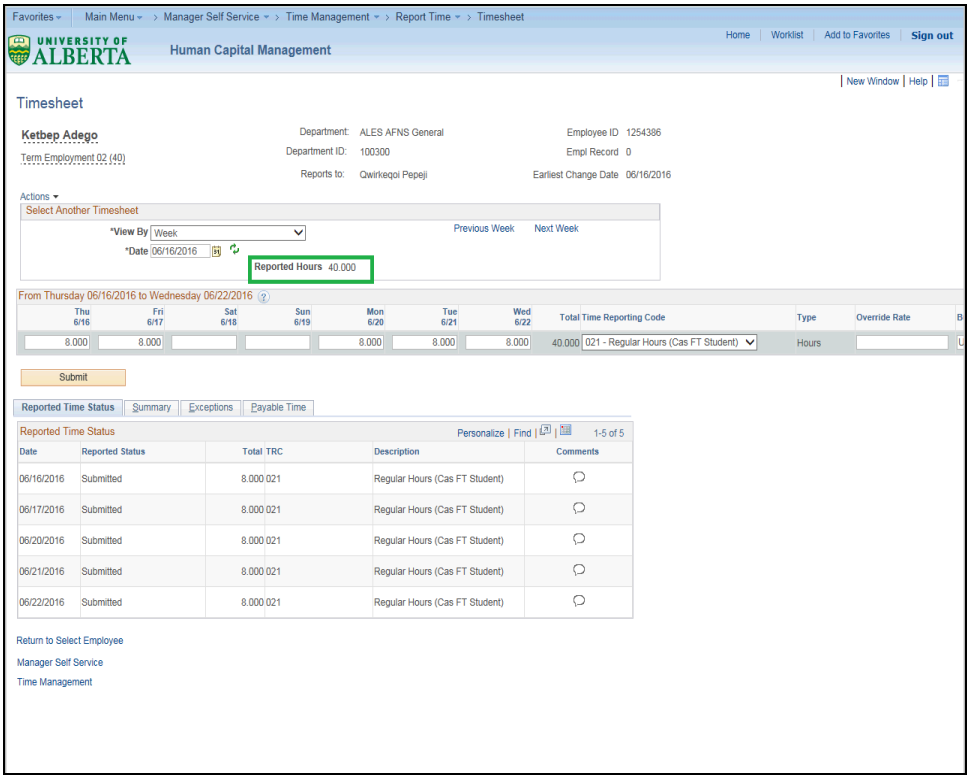
    If the hours entered exceed the available balance, an error message will appear and you will need to correct the timesheet and resubmit.

    Click the **Submit** button.

    Submit

30. Click the **OK** button.

    OK




31. Ensure the ‘Reported Hours’ field has the correct number of hours.

32. Congratulations! You have completed the training on entering time on behalf of employees.

**End of Procedure.**

# Correcting or Modifying Time Entered

Time previously entered and submitted can be modified by Employees, Timekeepers, Supervisors and Human Resource Services. The length of time someone can go back and change time is different for these groups.

Employees are able to modify time transactions within the past month of the current pay period.

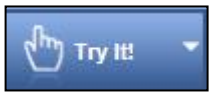
Timekeepers and Supervisors are able to modify time transactions, on behalf of an Employee, within the past 4 months of the current pay period.

Human Resource Services is able to modify time transactions, on behalf of the Employee, beyond four months of the current pay period.

In this topic you will learn how to modify time previously entered.

| | |
|---|---|
| | Modifications to time entered prior to the implementation of PeopleSoft HCM V9.2 is to be completed by Timekeepers, Supervisors, Managers, or Human Resource Services. |

**To Begin the Online Tutorial:**

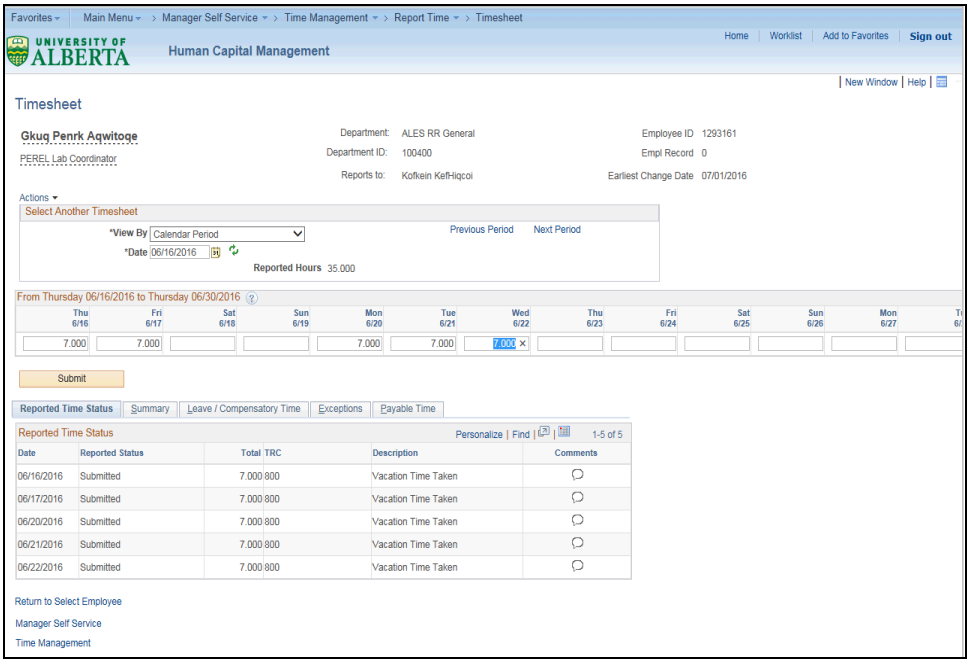
- Click the 

button located in the top left of the screen and follow the instructions provided.

**Procedure**

Navigation Path: **Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**

1. Navigate to the **Timesheet** page and select the date of the timesheet to be modified.



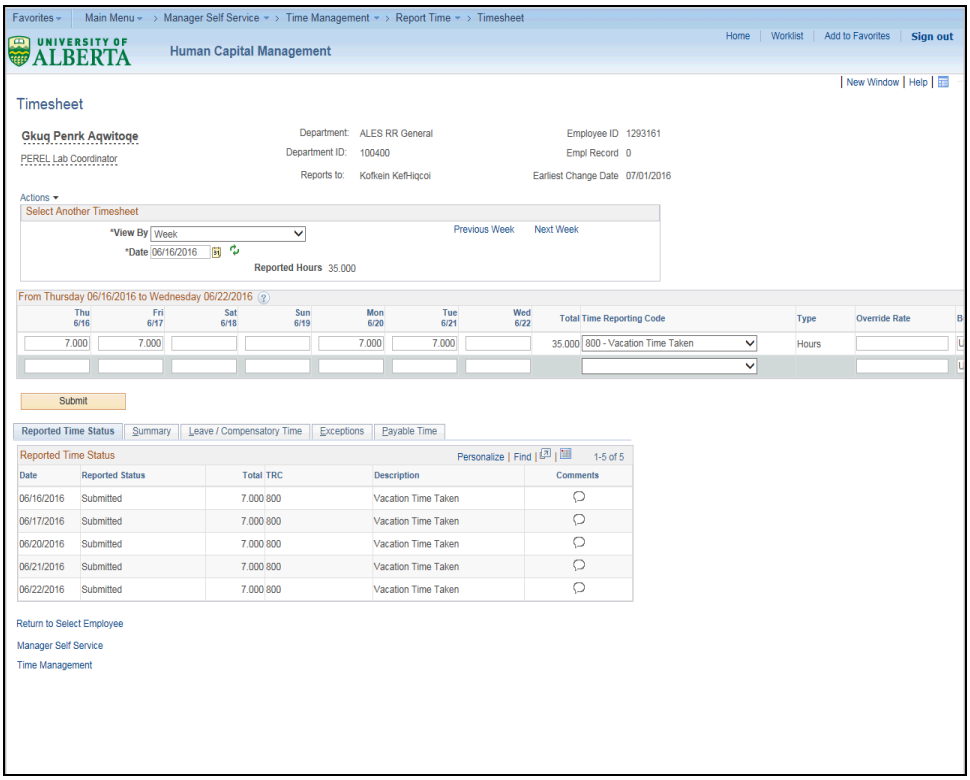

2. Select the hours you would like to modify and either delete the number or enter a different number of hours.

   For example purposes, delete the hours in the **Wed** field.

   We will enter these hours on a separate row and apply them to a different TRC (Bank Time Taken).

3. **Note**: Do not enter zero or negative values.

4. When you make adjustments, the Total hours will not update until the hours have been submitted.

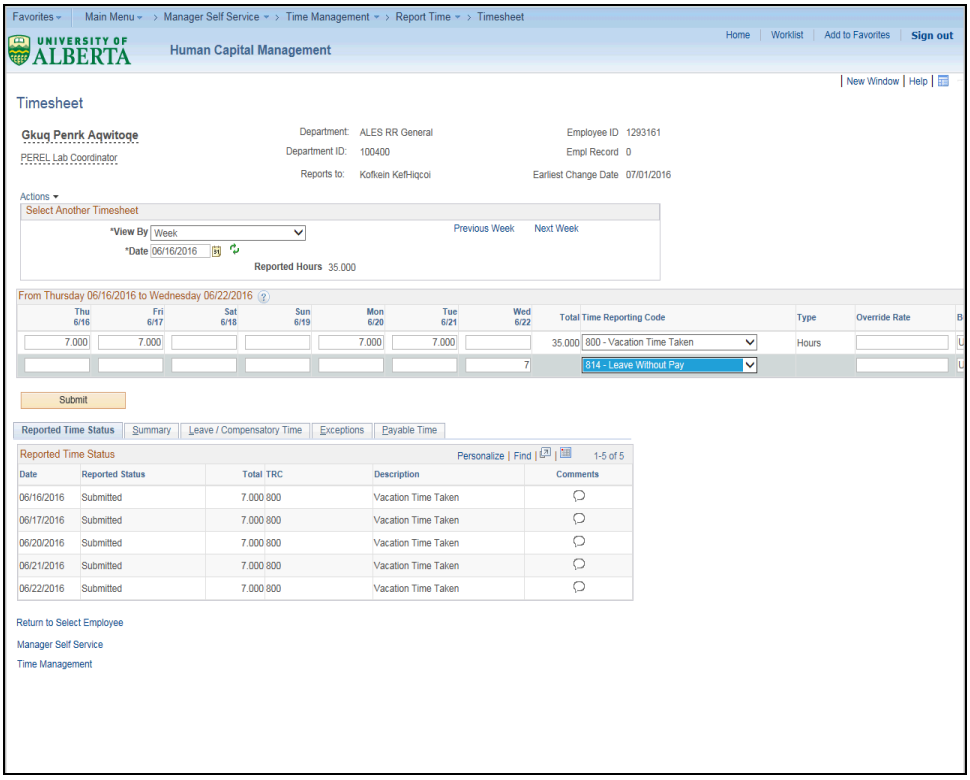



5. For example purposes, enter "**7**" into the **Wed** field on the next line.

6. Using the drop down menu of the Time Reporting Code field select the appropriate code.

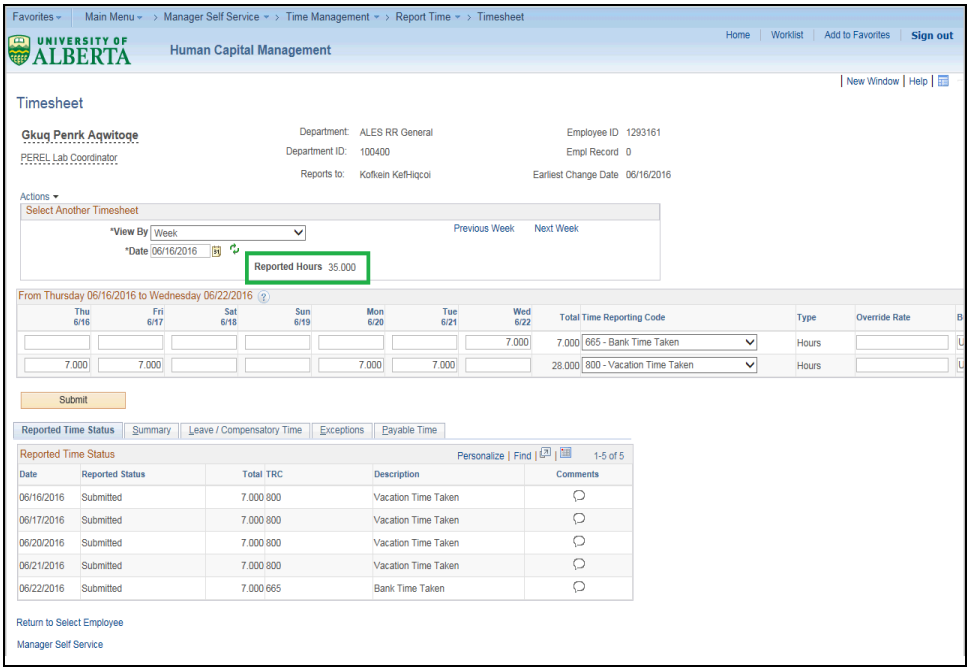
   For example purposes, select the TRC **665 - Bank Time Taken** list item.

   665 - Bank Time Taken




7. Click the **Submit** button.


8. Click the **OK** button.

9. Ensure the **Reported Hours** field reflects the correct number.

   Press **[Enter]**.

10. Congratulations! You have completed the training on Correcting or Modifying Time.

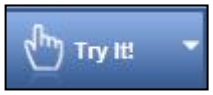
    **End of Procedure.**

# Modifying an Employee Timesheet

In this topic you will learn how to modify an employee's timesheet.

---

**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

---

**Procedure**

Navigation Path: **Sign In to PeopleSoft HCM**

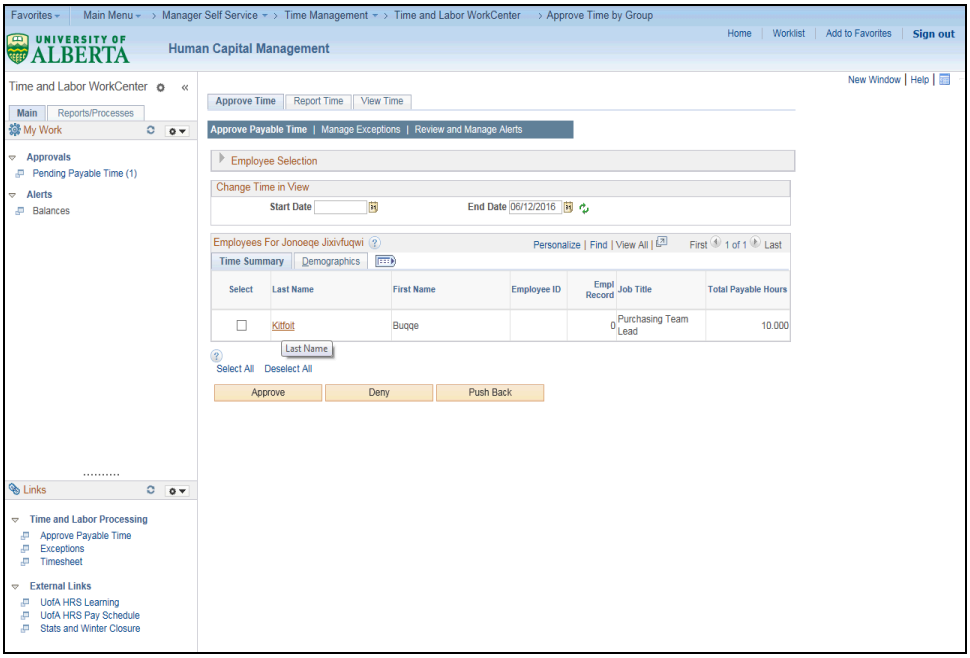
1. The most efficient way to review payable time pending your approval is to navigate to the **Time and Labor WorkCenter.**

2. And the quickest path to the **Time and Labor WorkCenter** is through your Manager Dashboard.

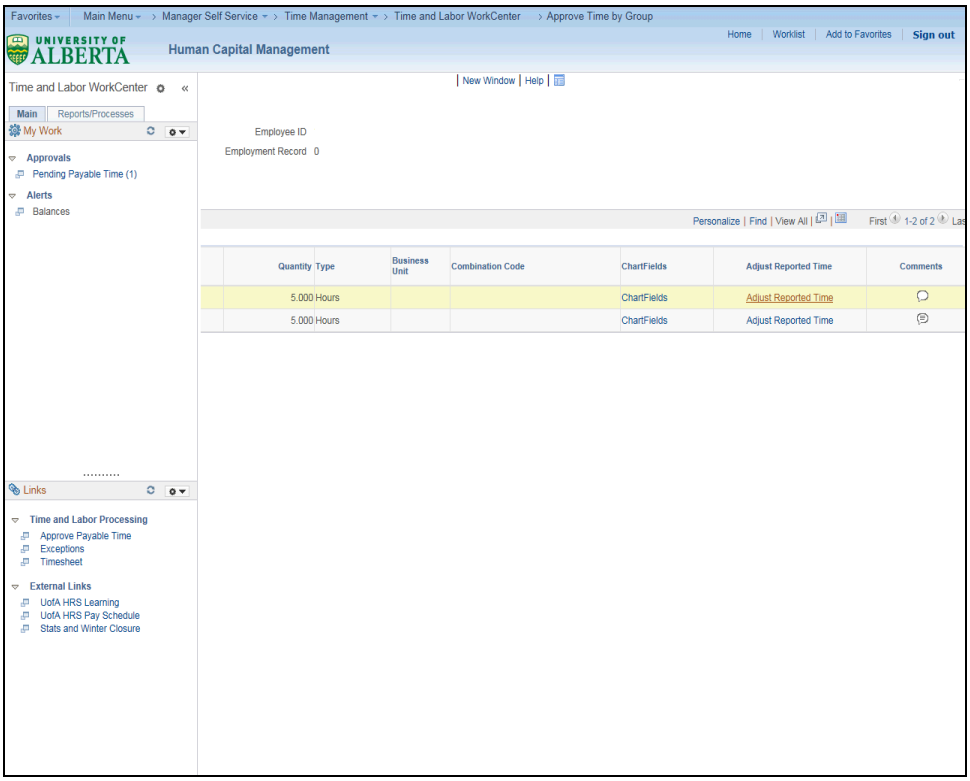
   Click the **Time and Labor WorkCenter** link.

3. Click the **Pending Payable Time** link.

4. A list of your employee's time transactions requiring your approval will be displayed.

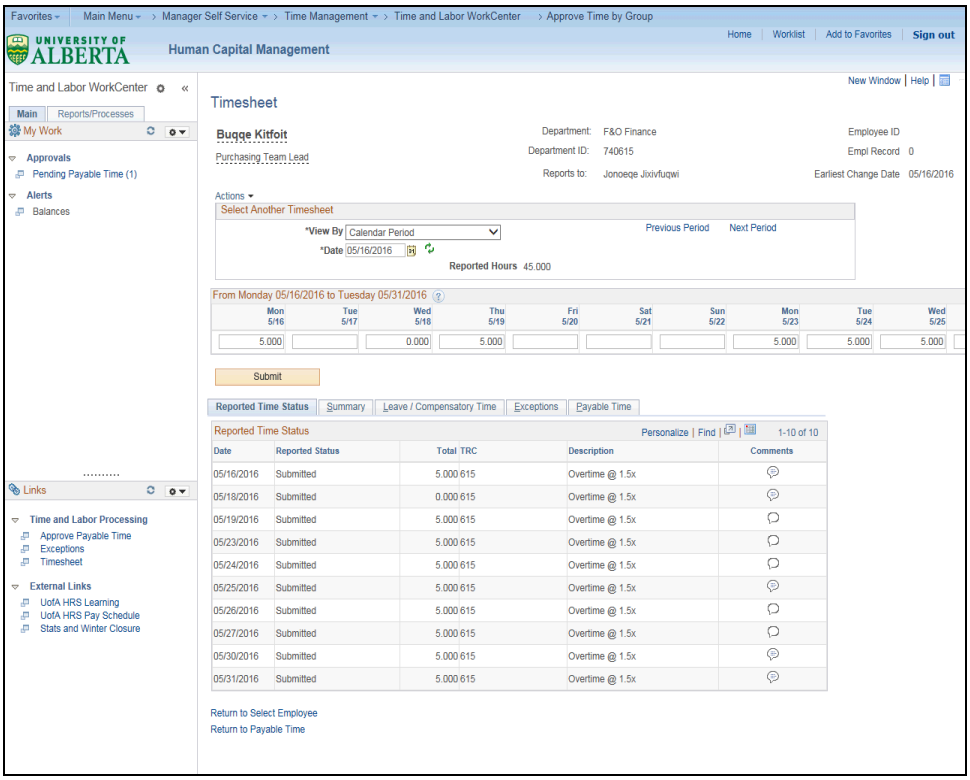



5. To view the details of an employee's time Click the **Last Name** link.




6. Scroll to the right and Click the **Adjust Reported Time** link.

7. The **Timesheet** page for the employee will appear.




8. Go to the day that requires adjustment.

   For example purposes, Click in the **hours** field.

9. Change the hours accordingly.

   For example purposes blank out the field.

10. **Delete the incorrect hours and leave a blank field.** If those hours were the only entry on the row, the entire row must be removed.

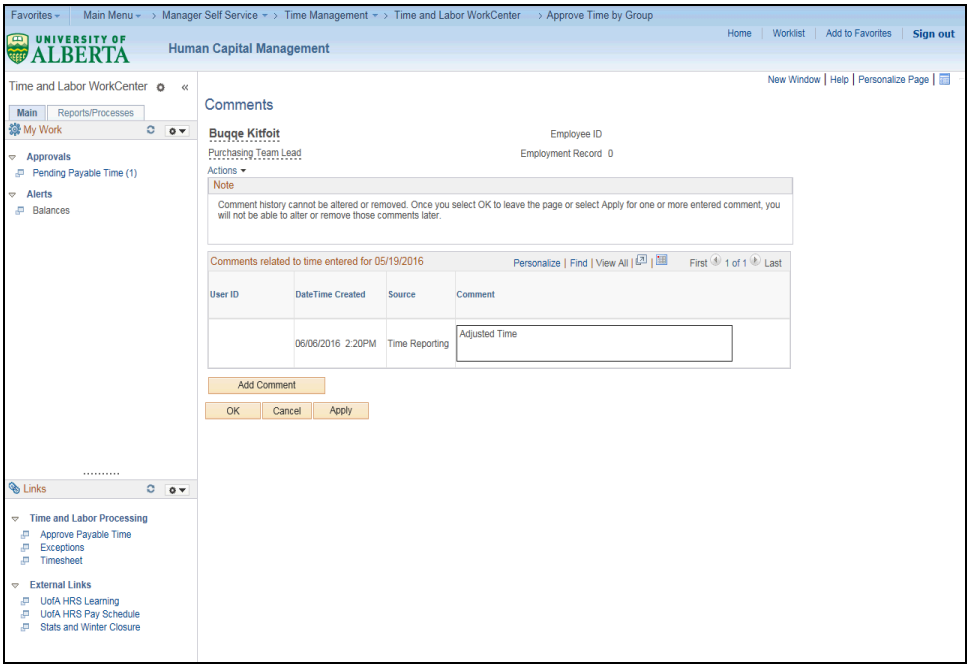
    If the corrected time was already paid in a prior pay period, there should be time entered for the current pay period to offset the pay recovery.

11. When a revision is made to the timesheet an explanation should be added in the comments section.

12. Click the **Comments** button.

13. In the comments section make a note of what changes were made and why.

    Click in the **Comment** field.

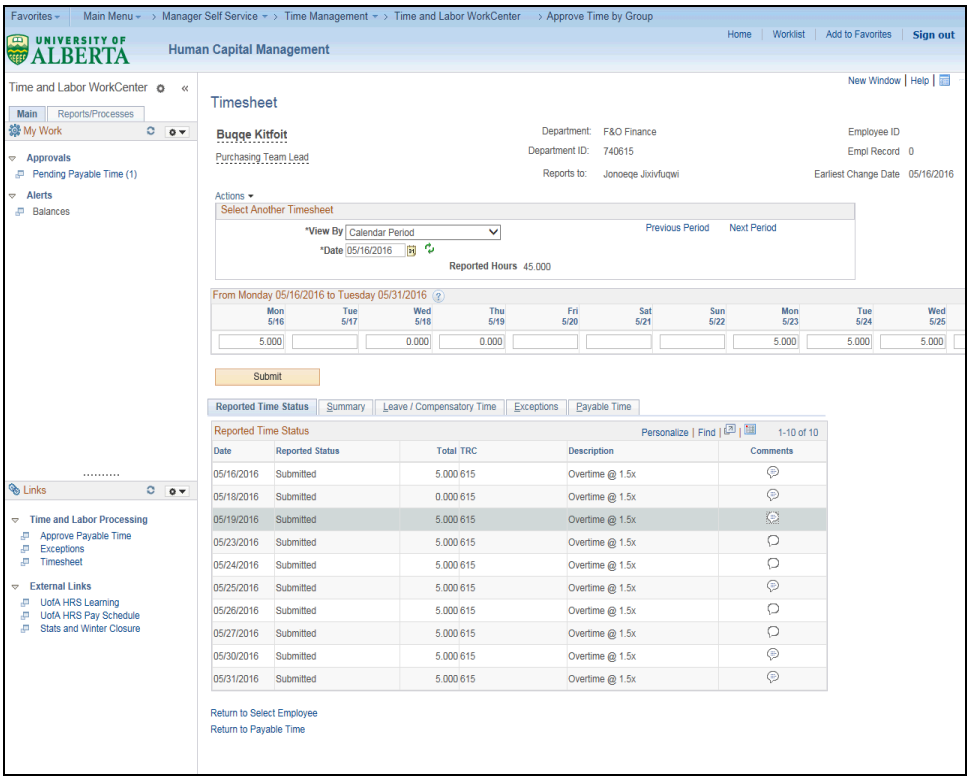



14. To save the comment Click the **OK** button.

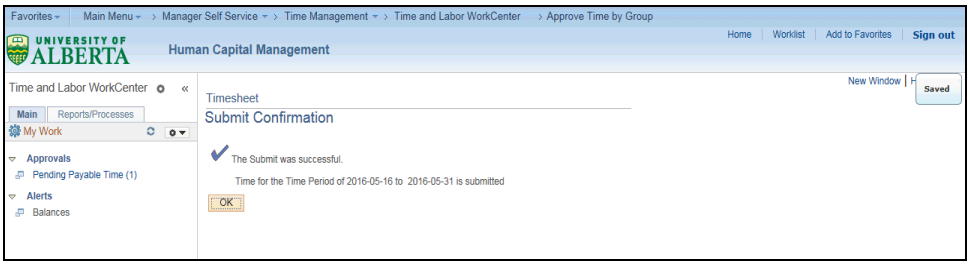
    OK

15. When the Submit button has been clicked there is a validation process that looks to ensure the changes you have made are correct.

    If there is an error, correct as requested and resubmit.




16. Once the correction has been made Click the **Submit** button.


17. A message will appear confirming your submission was successful.

Click the **OK** button.


18. The changes you made will not require further approval. These hours are ready for the Time Administration process to evaluate and send to payroll for processing.

19. Congratulations! You have completed the training on Modifying an Employee Timesheet.

    **End of Procedure.**

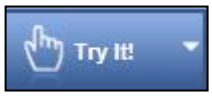
# Overriding Chartfields

If an Employee's work is funded from a different project and not directly from their default Job record, then Chartfield (Combination Code) overrides are required. The chartfield should be provided by the Employee's Supervisor/Manager.

In this topic you will learn how to override chartfields.

---

**To Begin the Online Tutorial:**

- Click the 

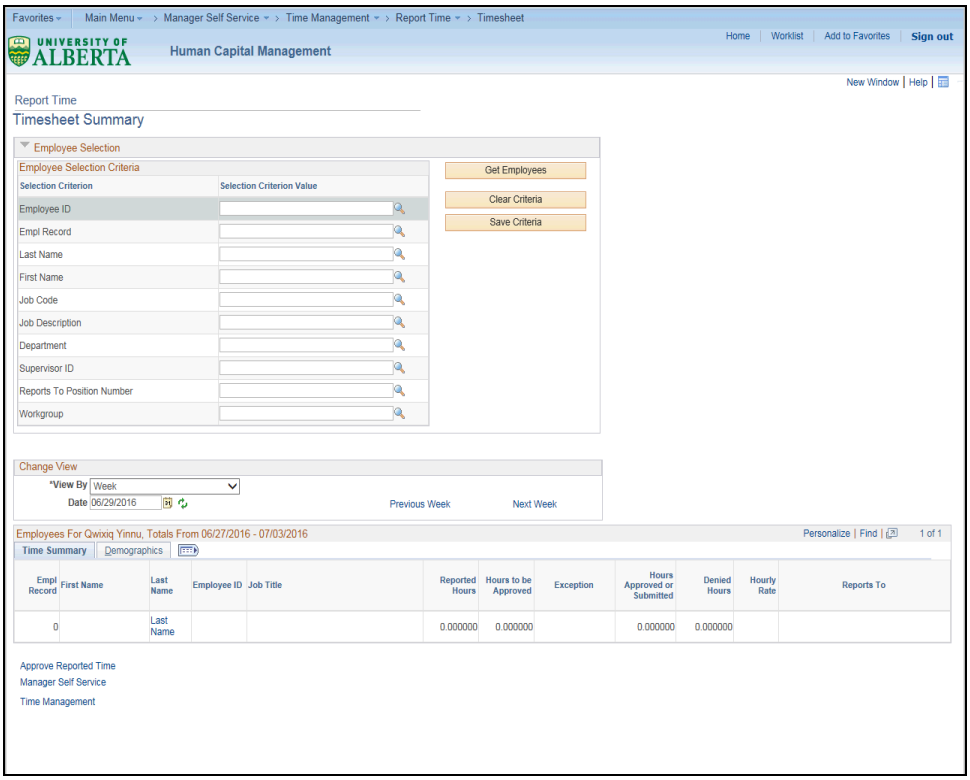
button located in the top left of the screen and follow the instructions provided.

---

**Procedure**

Navigation Path: **Main Menu > Self Service > Time Reporting > Report Time > Timesheet**

1. Once you have navigated to the **Timesheet Summary** page, search for the employee requiring the chartfield override.




2. For example purposes, enter "**1278998**" into the **Employee ID** field.

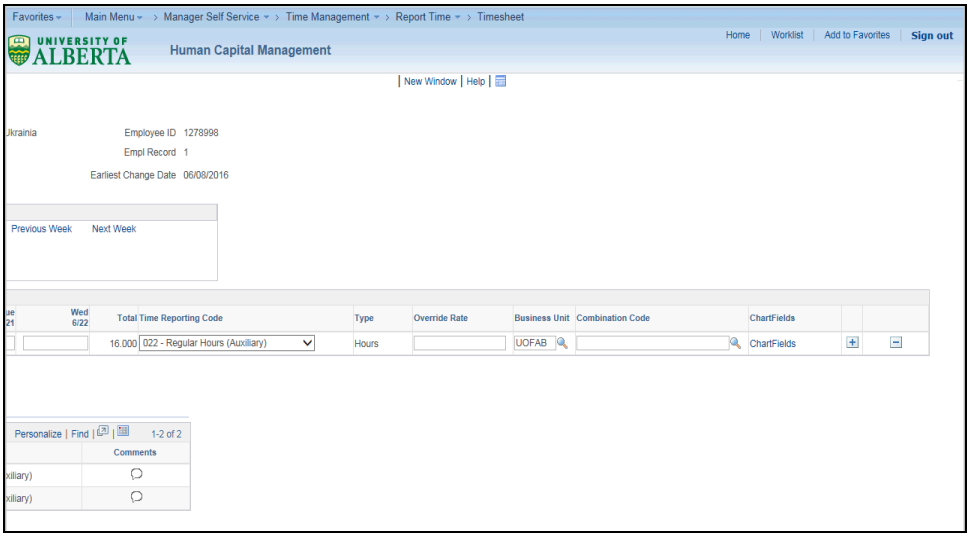
3. Click the **Get Employees** button.

   Get Employees

4. The employee record(s) associated with the searched employee will be listed in the **Time Summary** tab.

   To view the details of the employee's timesheet, Click the **Last Name of Employee** link.

5. Find the transaction requiring the override and go to the Combination Code column.




6. If you know the Combination Code you can enter it directly into the field.

   For example purposes enter "**000001724**" into the **Combination Code** field.

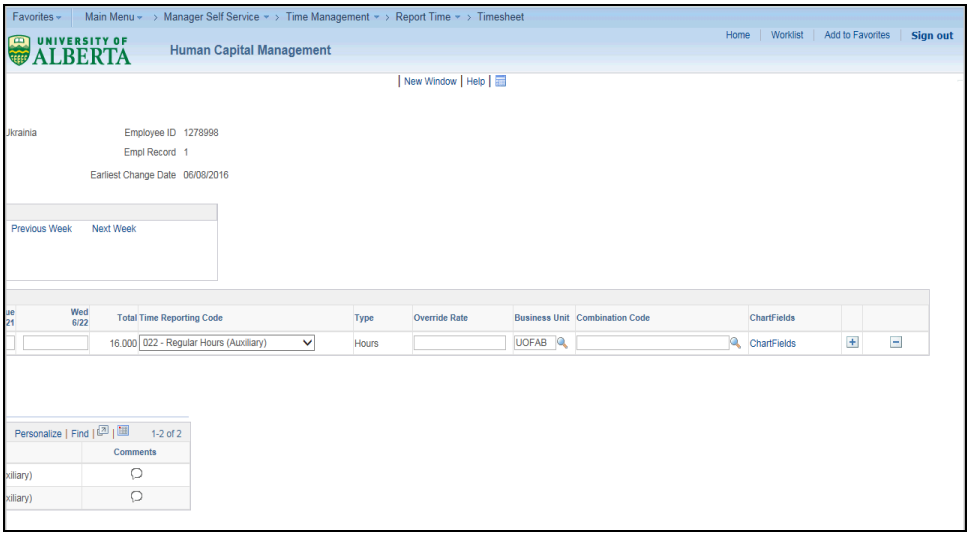
7. **Note:** Changing the Combination Code will only apply to the row you change it for and not the entire timesheet.

8. To save the change, Click the **Submit** button.

9. Click the **OK** button.



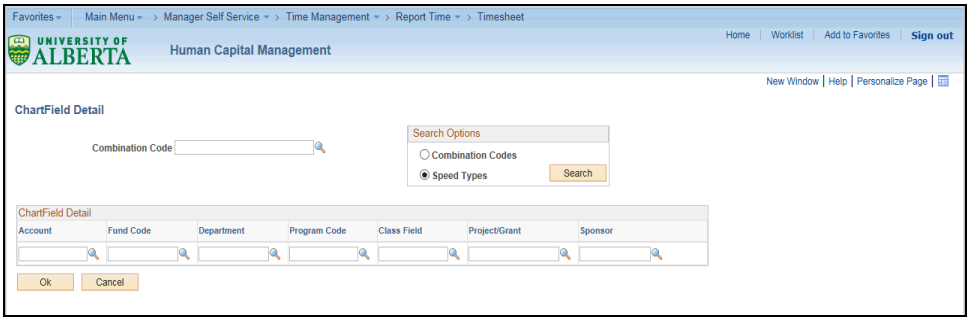
10. If you do not know the Combination Code, you can use the Speed Type to search for the matching combo code using the Chartfields link.

    Click the **Chartfield** link.

11. Within the **Chartfield Detail** page you can search by speed type.

    Click the **Speed Types** option.

    Speed Types

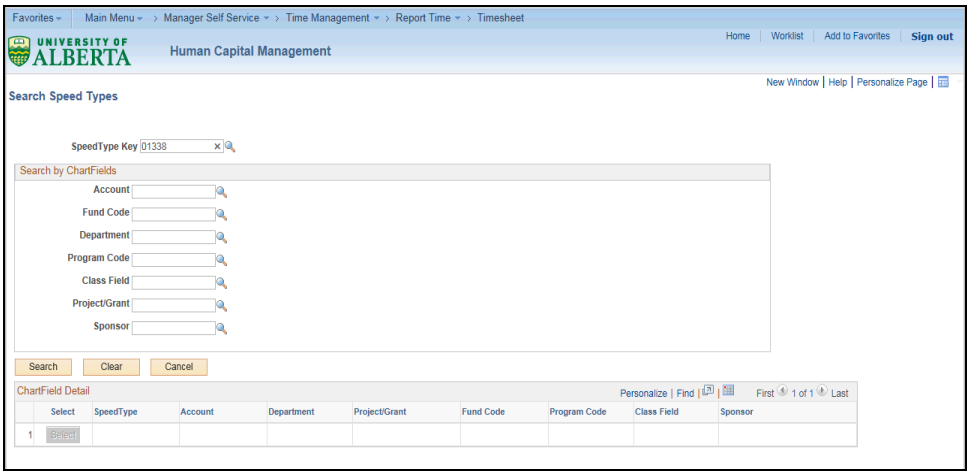



12. Click the **Search** button.

    Search

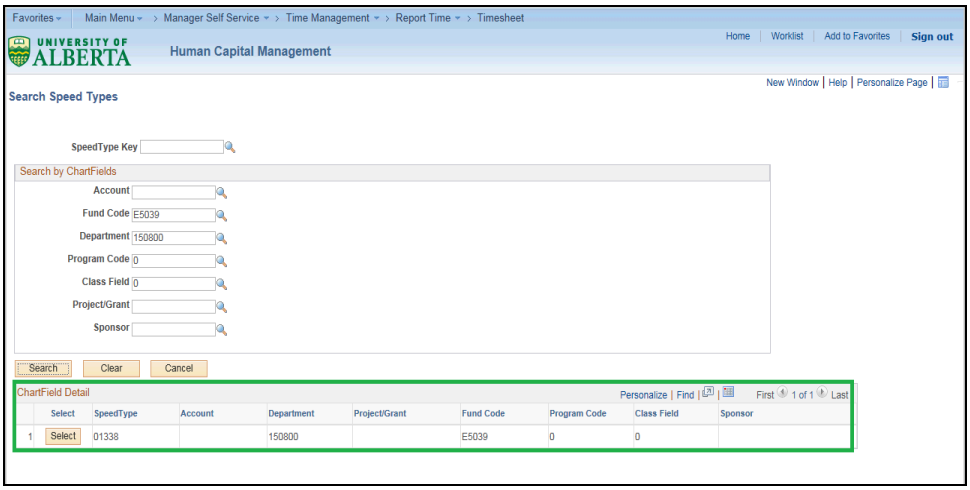
13. In the **Search Speed Types** page, enter the Speed Type into the **Speed Type Key** field.

    For example purposes, enter "**01338**".




14. Click the **Search** button.

    Search




15. Chartfield details matching the speed type are provided in the details area and can be selected to populate the chartfield 'Search' parameter.

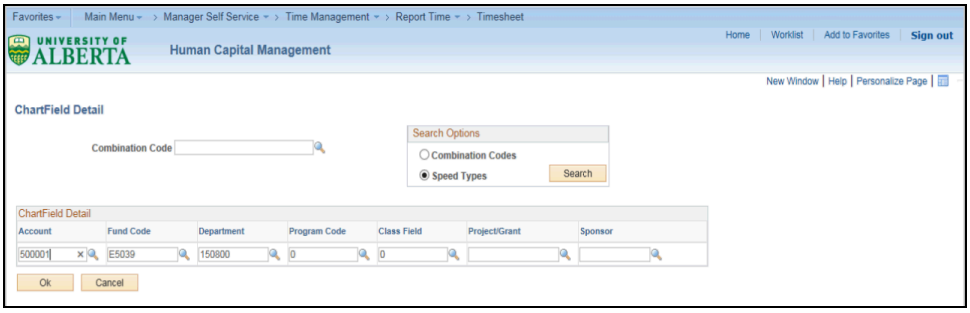
16. Click the **Select** button.


17. In the **ChartField Detail** page, the information from the **Search Speed Type** page is automatically populated into their corresponding fields.

    The default account code 500001 must ALWAYS be entered into the Account field.

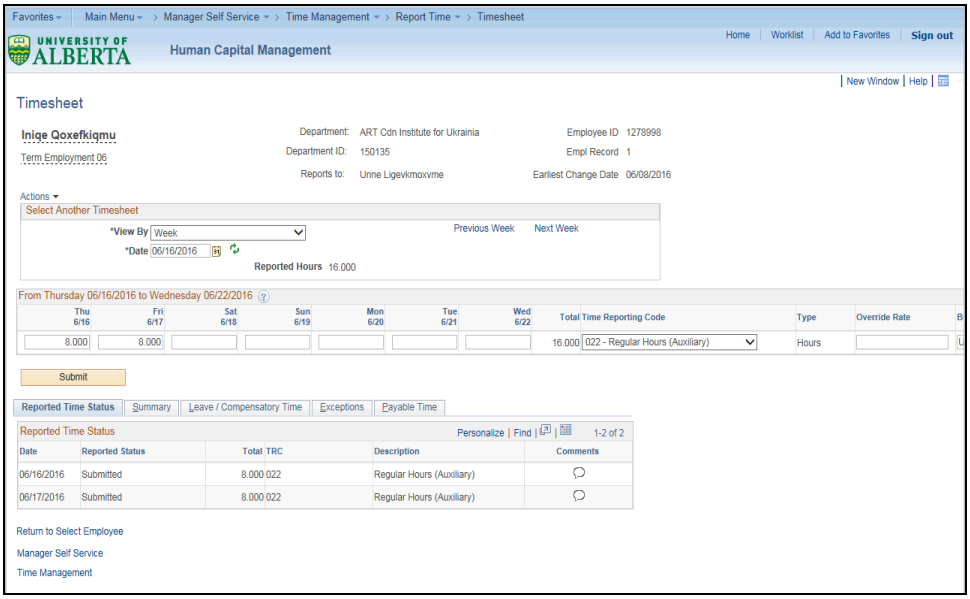
    Enter the default account code "**500001**" into the **Account** field.

18. By using the **default account code 500001**, the system will automatically assign the correct account code based on the parameters setup behind the scenes.




19. Click the **Ok** button.

20. The Combination Code that matched the speed type will automatically populate into the Combination Code field.

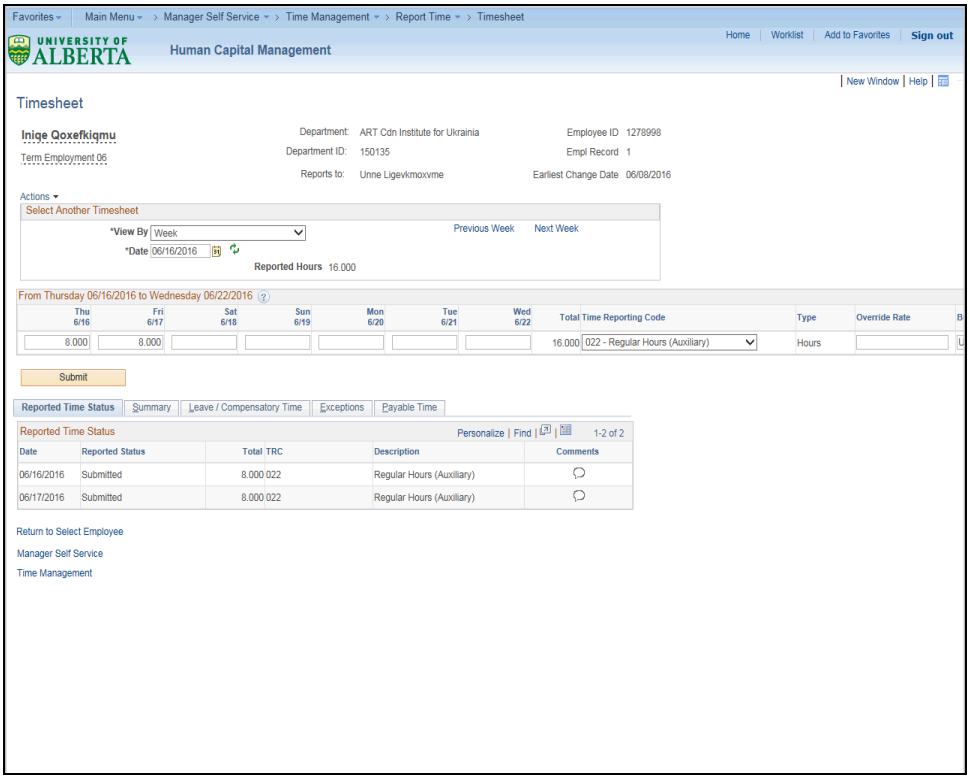



21. To save the changes, Click the **Submit** button.


22. Click the **OK** button.


23. Don't forget to add a Comment to the line that you changed the chartfield on. The comments are used for audit trail purposes and should be added whenever a change is made.

    Refer to the topic "Adding Comments to Time Entered" for further details.




24. Once you have saved and submitted the changes you can return to the Employee Search page.

    Click the **Return to Select Employee** link.

25. Congratulations! You have completed the training on how to override chartfields.

    **End of Procedure.**

# Overriding the Hourly Rate

Rate overrides should rarely be used. The hourly rate can only be overridden by a Supervisor, Timekeeper or Human Resource Services. If an employee is to be working on a different project, which is for an ongoing basis at a different rate of pay that does not match the rate currently in the system, then a concurrent job should be created and all time should be processed through that record rather than overriding the Hourly Rate every time.

In this topic you will learn how to override the hourly rate on a timesheet.

| | |
|---|---|
| | Under the NASA collective agreements all Support employees must be placed on the proper grade and step based on the work they are performing instead of continually overriding the Hourly Rate. |

---

**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

---

## Procedure

Navigation Path: **Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**

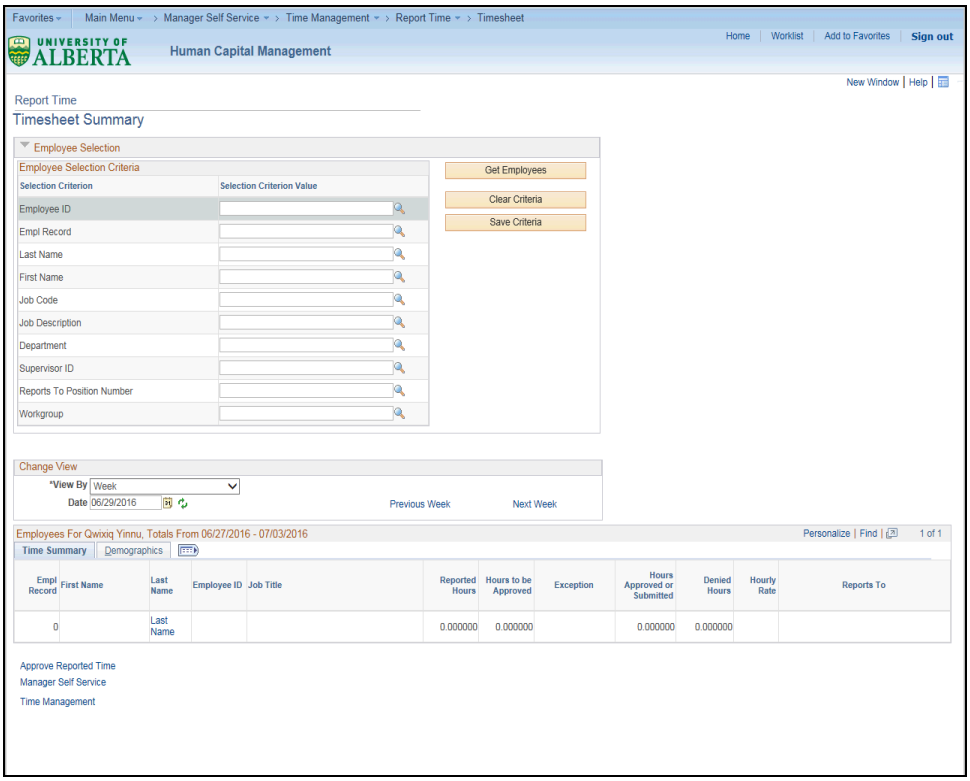
1. Click the **Main Menu** button.


2. Click the **Manager Self Service** menu.

3. Click the **Time Management** menu.


4. Click the **Report Time** menu.


5. Click the **Timesheet** menu.

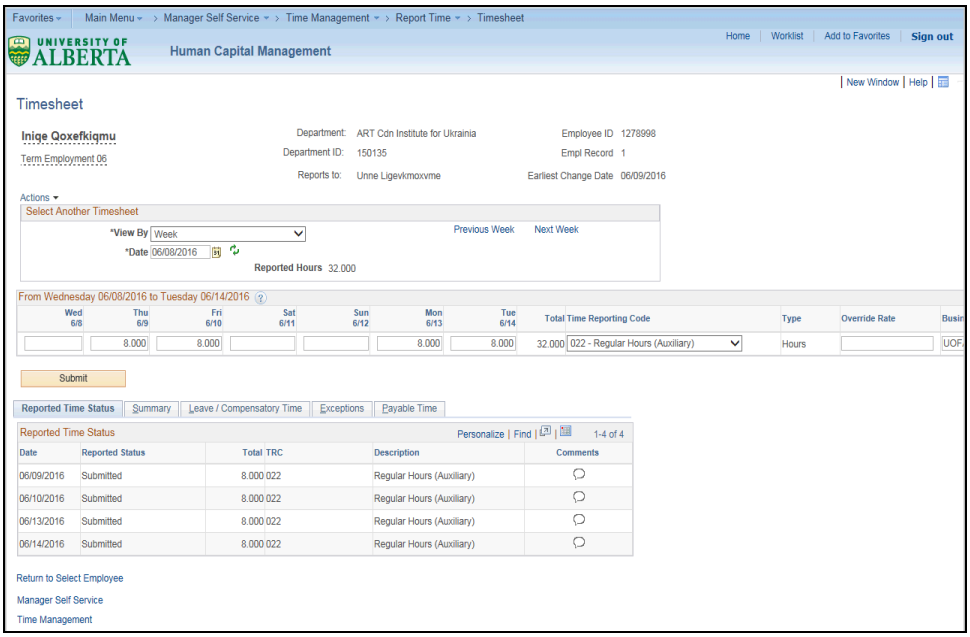

6. Enter the Employee Id into the **Employee ID** field.

   For example purposes, enter "**1278998**".

7. Click the **Get Employees** button.


8. Click the **Last Name of Employee**.

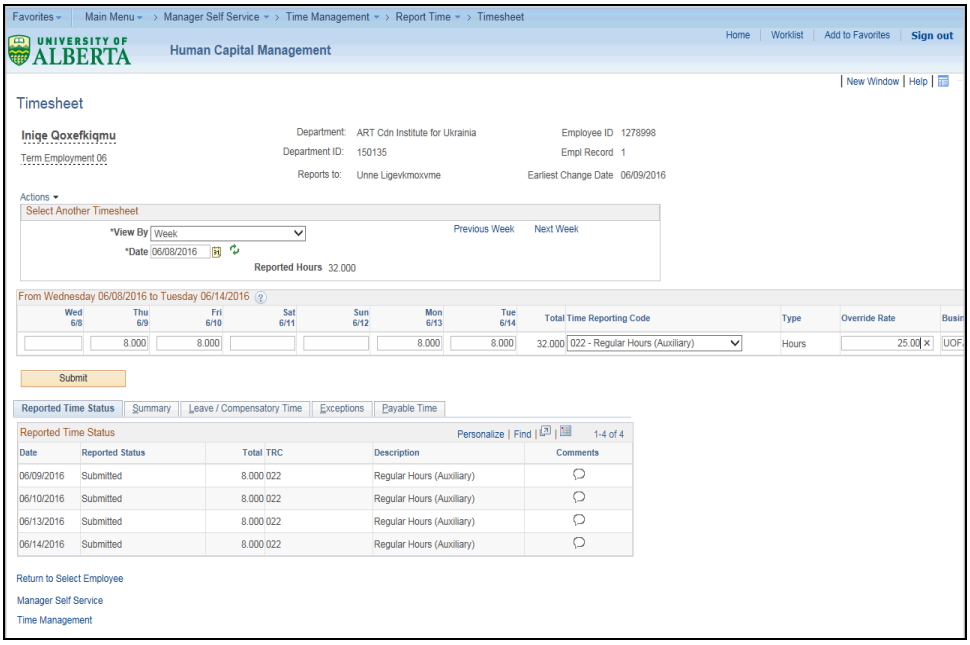
9. Navigate to the timesheet where the rate needs to be Overridden by using either the Date field or the Previous/Next Week links.




10. Enter the new rate in **Override Rate** field.

    For example purposes, enter "**25.00**".

11. **Note:** when you override the rate, it will only apply to the row you change it for and not the entire timesheet.




12. Click the **Submit** button.

13. Click the **OK** button.


14. Congratulations! You have completed the training on overriding the hourly rate.

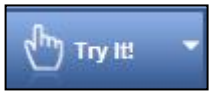
    **End of Procedure.**

# Pushing Back Payable Time

In this topic you will learn how to push back payable time to the employee for correction.

---

**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

---

**Procedure**

Navigation Path: **Sign In to PeopleSoft HCM**

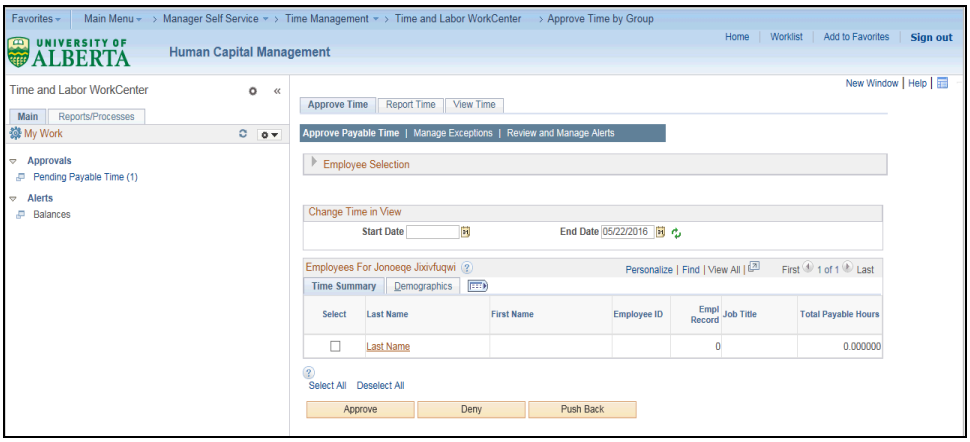
1. The most efficient way to review payable time pending your approval is to navigate to the **Time and Labor WorkCenter.**

2. And the quickest path to the **Time and Labor WorkCenter** is through your Manager Dashboard.

   Click the **Time and Labor WorkCenter** link.

3. Click the **Pending Payable Time** link.

4. A list of your employee's time transactions requiring your approval will be displayed.




5. To view the details of an employee's time
   Click the **Last Name** link.

6. Select the row(s) that require correction by the employee.

   Click the **Select** option.

7. All transactions being sent back to the employee for correction should include an explanation indicating why the row requires revision.

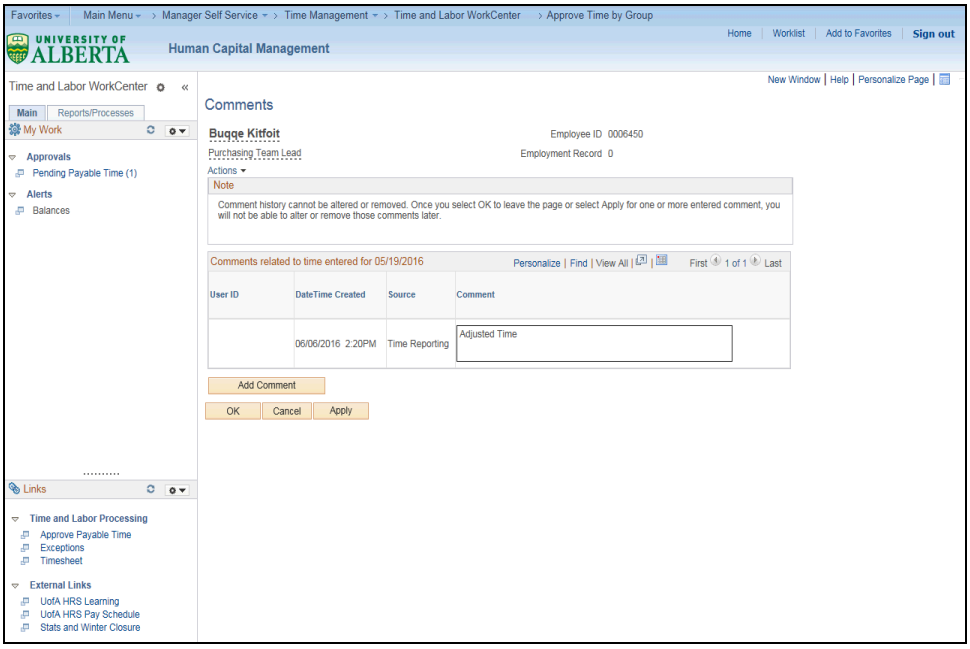
8. To add a comment, scroll to the far right of the screen and
   Click the **Comments** graphic.

9. In the **Comments** page, scroll to the far right of the screen to view the Comment field.

   Click the **Comment** pane.

10. Enter an explanation into the **Comment** field.

    For example purposes, enter "**Please adjust time for this day. You were out of the office.**"

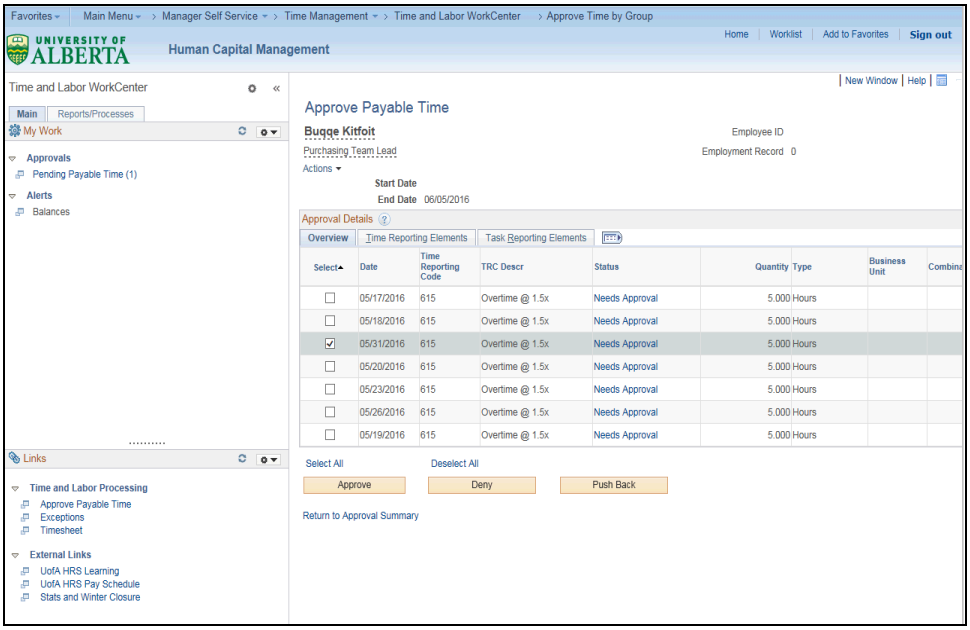



11. To save the comment Click the **OK** button.

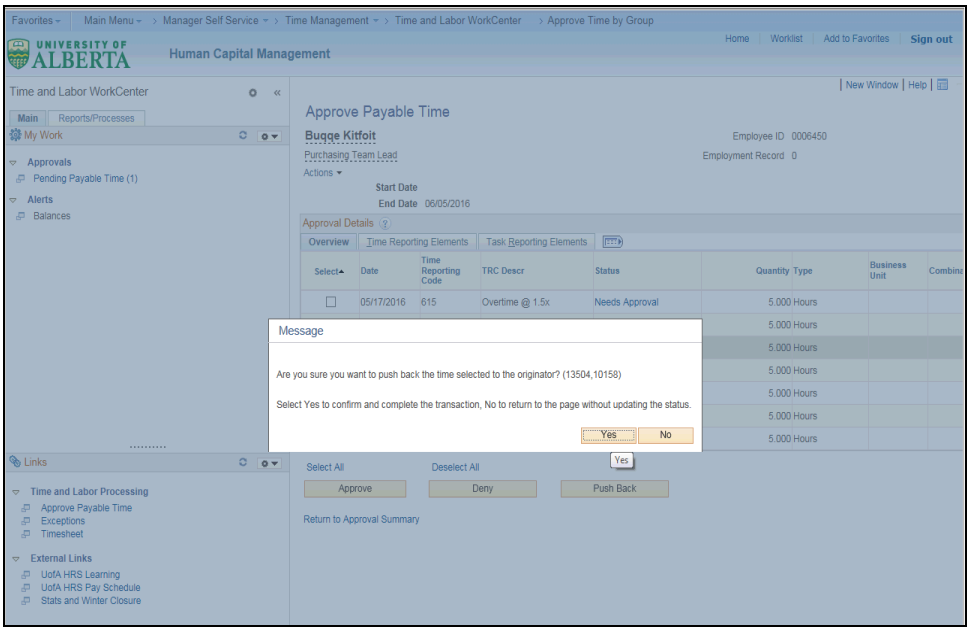

12. You will be returned to the **Approve Payable Time** page.

Ensure the row(s) you want to push back to the employee are selected.

Click the **Select** option.

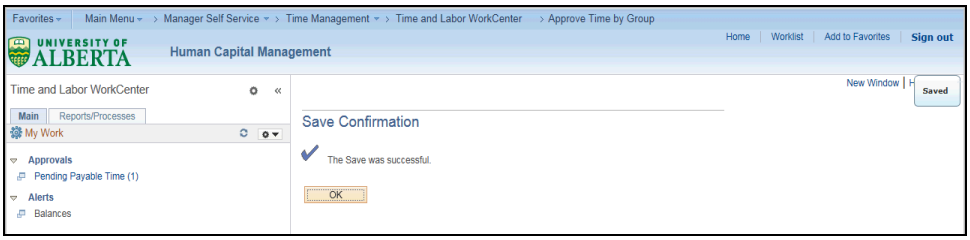


13. Click the **Push Back** button.


14. A message will appear asking you to verify that you want to push back the selected transactions.

Click the **Yes** button.


15. Another message will appear confirming your save was successful.

Click the **OK** button.

16. **Note:** The employee will be notified that the time has been pushed back, and they will need to correct or modify the time.

    Any changes the employee makes will then be resubmitted for approval.

17. Congratulations! You have completed the training on Pushing Back Payable Time.

    **End of Procedure.**

# Understanding Payable Time Offsetting Entries

When viewing the details of an employee's Payable Time, you may see rows with a negative entry. These are called offsetting entries and will appear when an approved transaction row is corrected, changed, or updated.

The negative line zero's out the original line and a new positive line is entered. This is all done automatically by the system.

A negative row indicates that something was changed on the original line such as the TRC, override rate, combo code, or quantity.

These lines need to be approved by the Time Approver to ensure that all payable time rows are balanced.

In this topic you will learn about Payable Time Offsetting Entries.

| | |
|---|---|
| | Most but not all negative entries will be offsets (e.g. Leave without pay is entered as a negative transaction) |

---

**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

---

## Procedure

Navigation Path: **Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail**

1. Click the **Main Menu** button.

   Main Menu

2. Click the **Manager Self Service** menu.

   Manager Self Service

3. Click the **Time Management** menu.

   Time Management

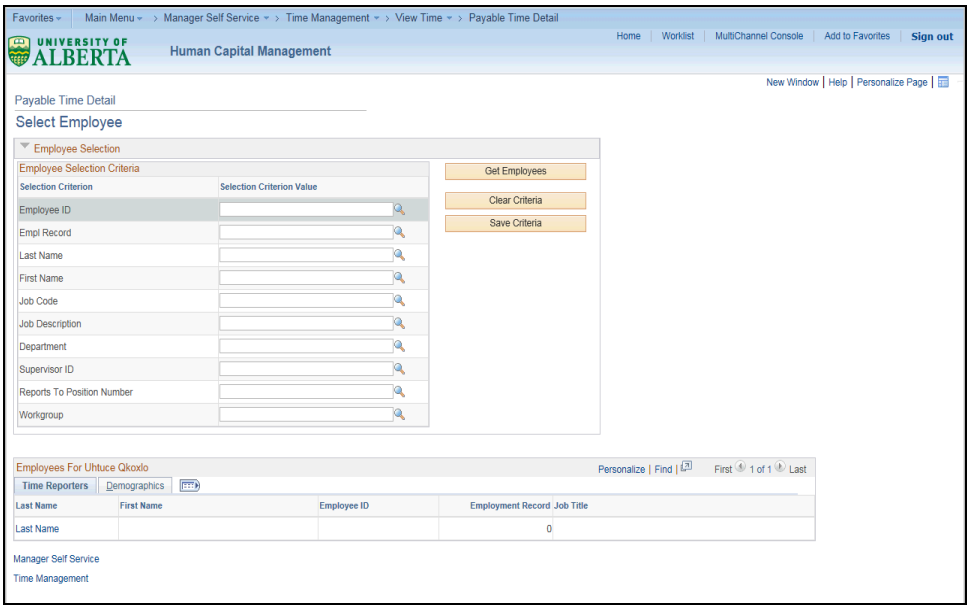
4. Click the **View Time** menu.

   View Time

5. The following will provide an example of how to identify offsetting entries.

   Click the **Payable Time Detail** menu.

   Payable Time Detail

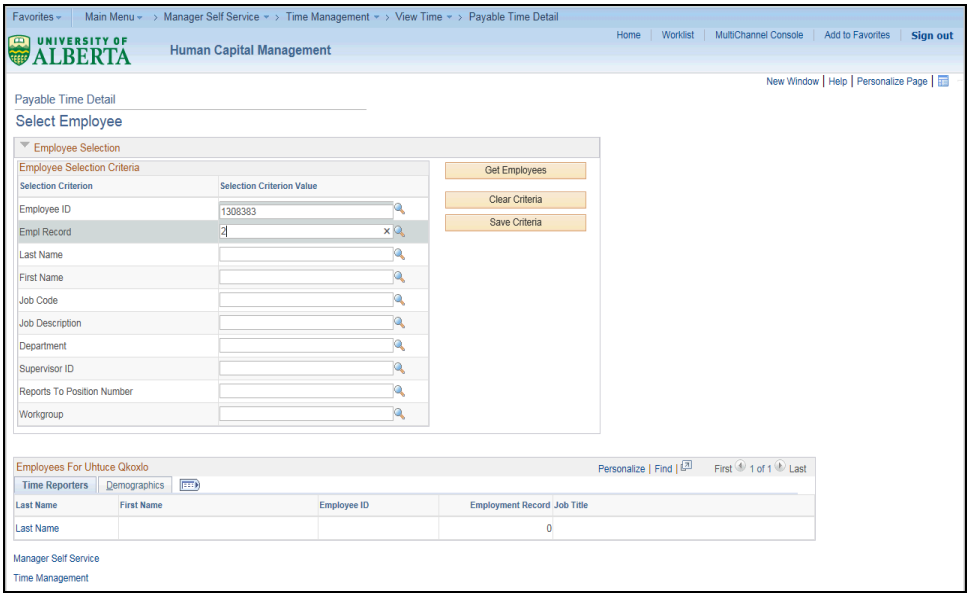


6. Enter the Employee ID into the **Employee ID** field.

   For example purposes, enter "**1308383**".

7. Enter the Employee Record into the **Empl Record** field.

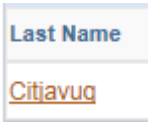
   For example purposes, enter "**2**".

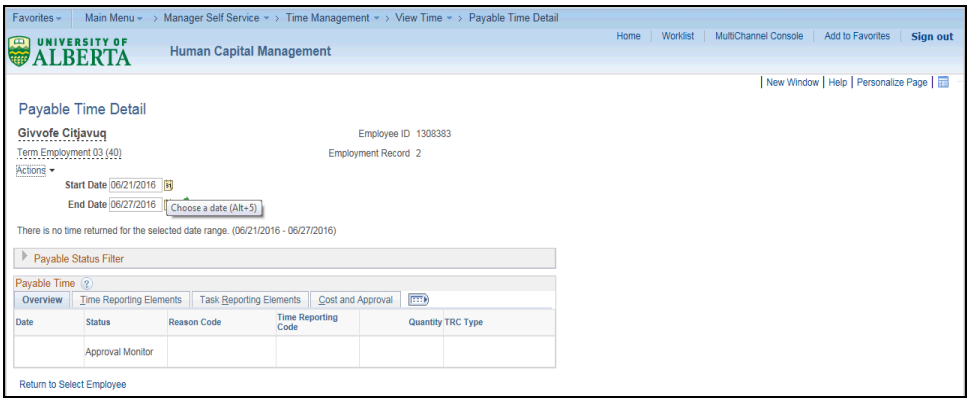



8. Click the **Get Employees** button.

9. Click the **Last Name of Employee**.




10. In the **Start Date** field, Click the **Calendar** graphic.

11. Select a Start Date from the calendar.

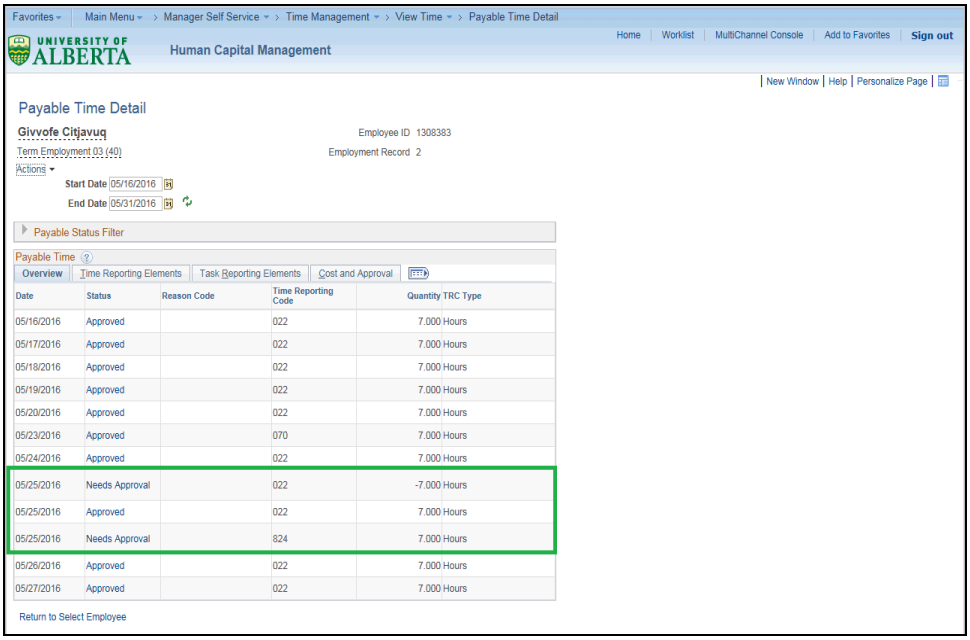
    For example purposes, select the **May 16** date.

12. In the **End Date** field, Click the **Calendar** graphic.

13. Select an End Date from the calendar.

    For example purposes, select **May 31**.

14. Click the **Refresh** button.




15. In this example, for the date 05/25/2016:
    - 7 hours were initially entered against TRC 022 and approved (As shown in the 2nd row) then
    - 7 hours were removed from TRC 022 (As shown in the 1st row) then
    - 7 hours were re-entered against TRC 824 (As shown in the 3rd row)

16. Congratulations! You have completed the training on Understanding Payable Time Offsetting Entries.

**End of Procedure.**

# Viewing and Managing Exception Errors as a Timekeeper

In this topic you will learn how to troubleshoot issues and errors related to time entry.

**Exception Errors** are generated after reported time is submitted and either incorrect information has been entered or the transaction does not comply with a defined rule.

There are two different types of exception errors:

- **High Exception Errors**

  The offending time transactions must be changed/fixed to clear out the exception in order for the employee to be paid. If these exceptions are not cleared up, the payable time for the entire day will not be processed and the employee will not get paid for that day or, if it is a leave entry, it will not process to reduce their balances.

  The employee, Manager, Timekeeper, and Human Resource Services can correct the time entries that caused these exception errors; however there are a few that the employee would not be able to correct such as an incorrect rate override.

  As a Timekeeper you can choose to advise the employees of any corrections required to fix high exception errors or you can make the corrections on their behalf.

  For example:

  > You see exception error: TLX01540 – More than 24 hours reported
  >
  > Occurs when total hours for a day are entered in excess of the daily maximum. The Employee, Timekeeper or Time Approver can make the changes to correct this specific exception.

- **Low Exception Errors**

  These errors do not impact payable time and the employee will still get paid. Low Exception Errors represent warnings that can be allowed.

  Only Managers, Timekeepers, and Central HR can allow these on the exception page. If the warning is not allowed then anyone can correct the time entries that caused the exception error.

  For example:

  > You see exception error: UAEX_03G – Casual Illness >3 days (General Illness)

This error requires a Doctor's note. The Time Approver can override and approve the transaction once receipt of a Doctor's note has been confirmed.

| | |
|---|---|
| | Since Exception Errors can impact an employee's pay, it is highly recommended that all exceptions be reviewed and cleared prior to approving time and labor transactions. |

Below is a list of the most common Exception Errors that may occur.

For a complete list of Exception Errors refer to the reference document **'Time and Labor Exception Messages**' stored within the Learning Reference Materials (http://www.hrs.ualberta.ca/Learning/LearningPeopleSoft/LearningSupportMaterials) web pge on the Human Resource Services website.

**Note:** Comp Time refers to an employee's overtime bank balance

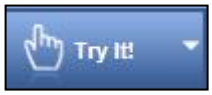
| Exception ID | Description | Issue | Resolution | Severity |
|---|---|---|---|---|
| TLX00001 | Invalid Comp Time TRC/Balance | An invalid bank time transaction has been created; entries that result in a balance higher than the maximum allowed, or lower than minimum allowed (zero). | Change the time entry to correct the situation after reviewing the balance available. | H |
| TLX00010 | Invalid Leave Time Taken | Occurs when a leave absence is taken in excess of their available balance. The employee is not enrolled in the plan or the entry resulted in an invalid balance. | Confirm the current balance by referring to your balance on the timesheet page, any hours in excess of the balance needs to be changed to Vacation or Leave Without Pay.<br><br>If it is believed that there is an error with the | H |

| Exception ID | Description | Issue | Resolution | Severity |
|---|---|---|---|---|
| | | | bank time balance, contact your Supervisor to investigate. | |
| UAEX_03G | Casual Ill > 3 Days (General Ill) | Occurs when Employees eligible for GI have entered more than 3 consecutive days of Casual Illness | Employee to change time to GI code and resubmit. (this will trigger Doc note exception) | L (allowable) |
| UAEX_03D | Casual Ill > 3 Days (Doc Note) | For employees who have entered 3 or more consecutive days of Casual Illness (not eligible for GI) | Doctor's note to be provided then Supervisor can allow. If no note provided, time needs to be removed | L (allowable) |

* TRC – Time Reporting Code is the code used when entering earnings or leave time.

---

**To Begin the Online Tutorial:**

- Click the 

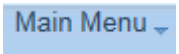
button located in the top left of the screen and follow the instructions provided.

---

**Procedure**

Navigation Path: **Main Menu > Manager Self Service > Time Management > Time & Labor WorkCenter**

1. Click the **Main Menu** button.



2. Click the **Manager Self Service** menu.


3. Click the **Time Management** menu.


4. Click the **Time and Labor WorkCenter** menu.


5. **<u>8 Steps for Clearing Exception Errors</u>**

**<u>Navigate to Time & Labor WorkCenter</u>**

**Step 1**. Click on Exceptions Tab

**Step 2**. Click on Employee Section Tab

**Step 3.** Click on Get Employees

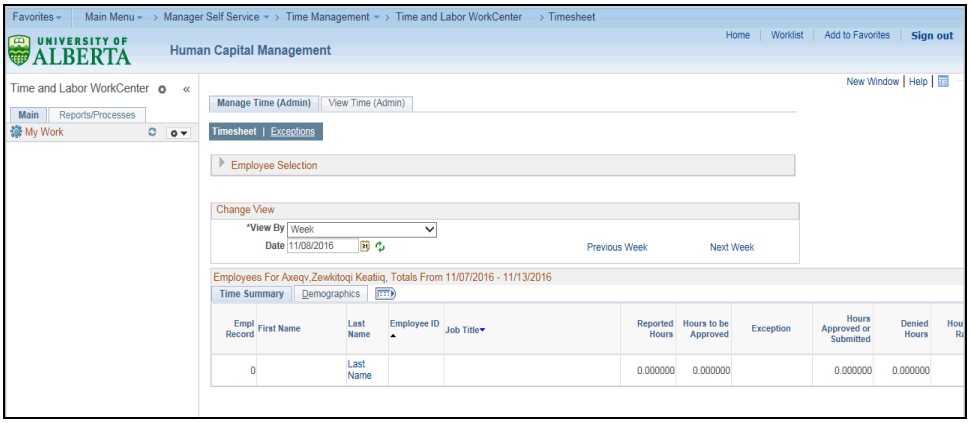
**Step 4**. Click on Details Tab

**Step 5**. Scroll to Explanation and Click and Click Return

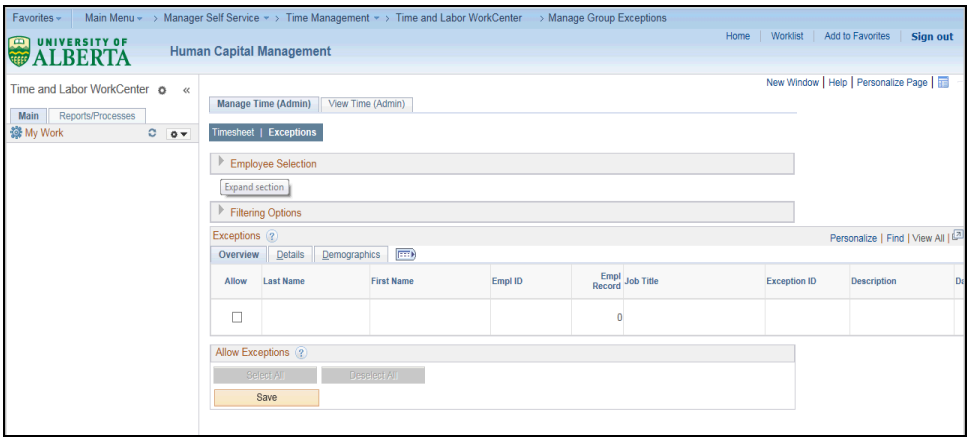
**Step 6**. Correct as per Explantion

**Step 7**. Enter Comments of what action was taken

**Step 8**. Click SAVE




6. Click the **Exceptions** link.



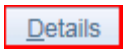

7. Click the **Expand section** button.

8. Click the **Get Employees** button.


9. The **Exceptions** page provides a list of time entry transactions that have exceptions that need to be resolved or allowed.

   Once the Time Administration process has run (noon and nightly), a review of any Exception Errors that may have been generated is required.

10. Click the **Details** tab.

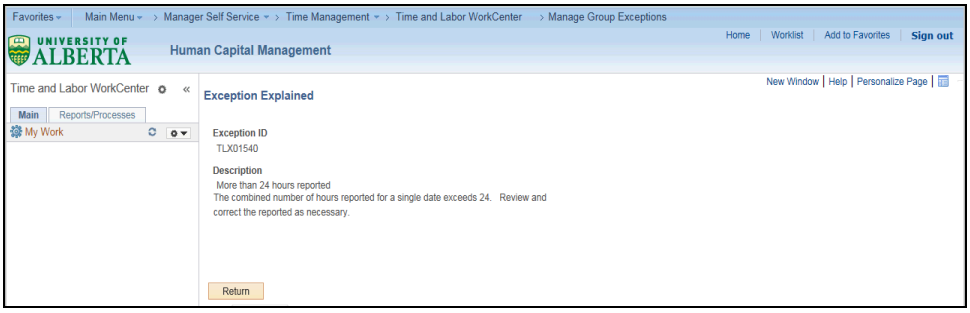



11. The Details tab provides additional information on the Exception (e.g. Source, Last Updated, etc).

12. Click the **Explanation** link under the Details tab.

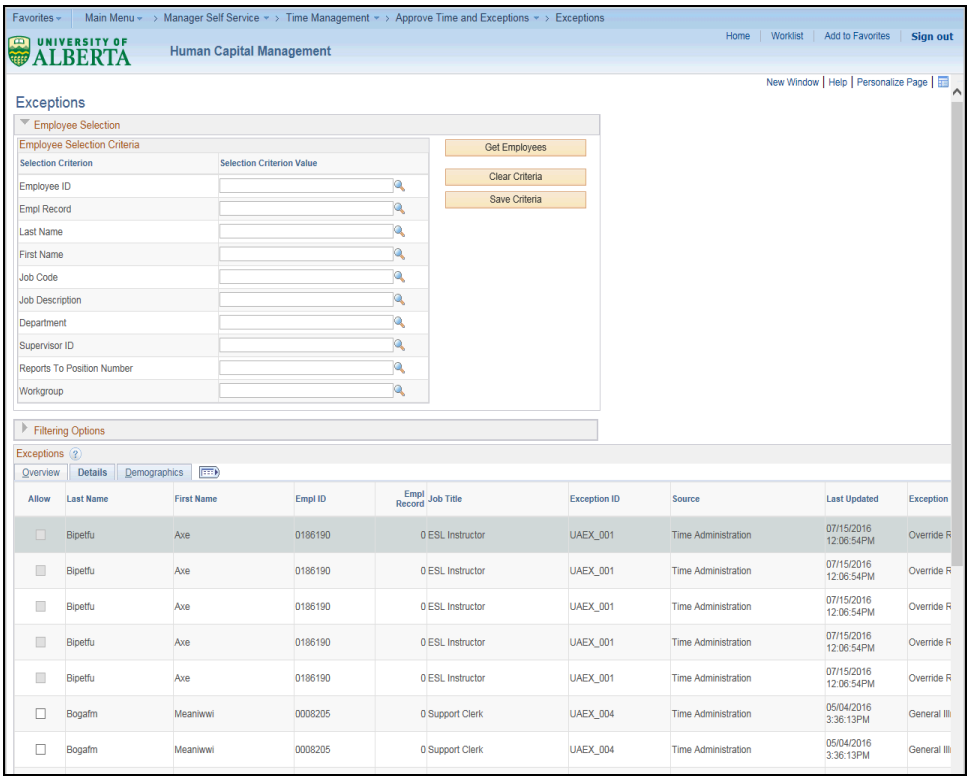
13. The **Exception Explained** page provides a detailed description of the Exception Error.

    Correct the error as per the Description.

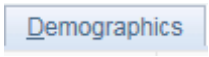



14. Click the **Return** button to go back to the **Exceptions** page.


15. Once the error has been corrected, you can add comments under the Details tab, describing the action taken.




16. Click the **Demographics** tab.



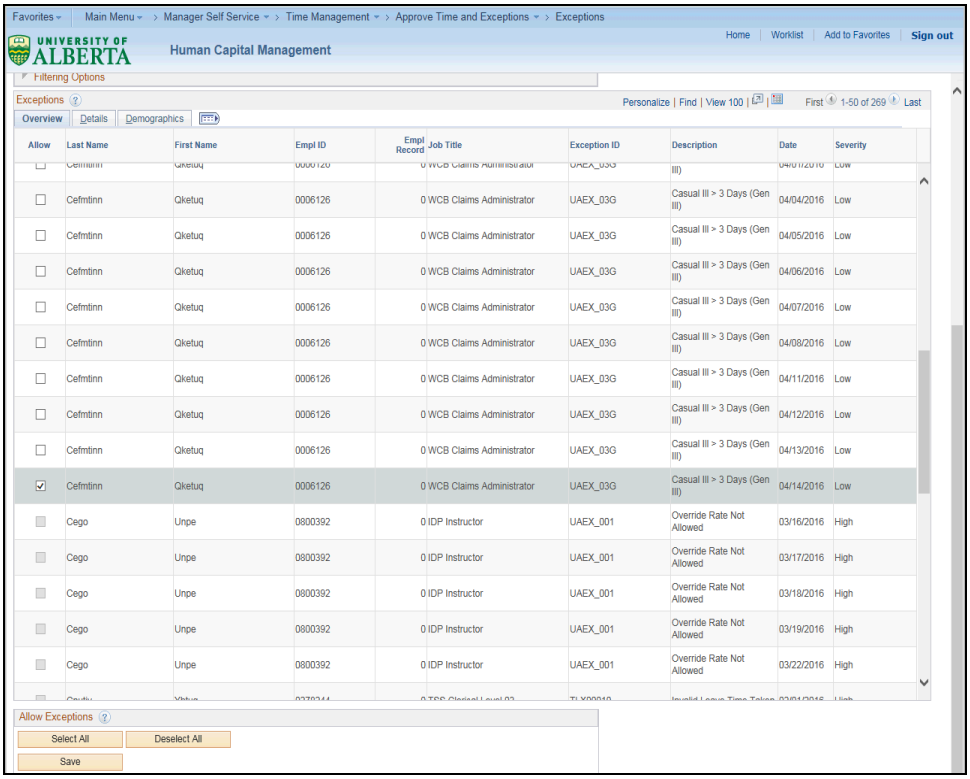

17. The **Demographics** tab provides information regarding the Employee's Job Code, Reports To, Department, etc.

18. **Note**: Low severity exceptions are more of a warning providing you a heads up. The Allow option will be active. Once you have met the exception requirements check off the Allow option and when you click save, the exception will disappear.

    High Severity Exceptions require further action with the time entry transaction before it will be available for approval. The Allow option will be greyed out.

    Clearing of all exceptions is important; however High Exceptions must be cleared in order for any time entered for that day to be available for approval and be processed.

19. To allow a Low Exception,
    Click the "Allow" **checkbox** beside the Low Exception you would like to allow.




20. Click the **Save** button.

    Save

21. Congratulations! You have now completed the training on Viewing and Managing Exceptions as a Timekeeper.

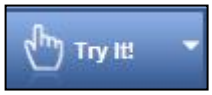
    **End of Procedure.**

# Viewing General Inquiry Job Page

In this topic you will learn how to use the customized General Inquiry Job page to search for and view job related information.

---

### To Begin the Online Tutorial:

- Click the 

button located in the top left of the screen and follow the instructions provided.

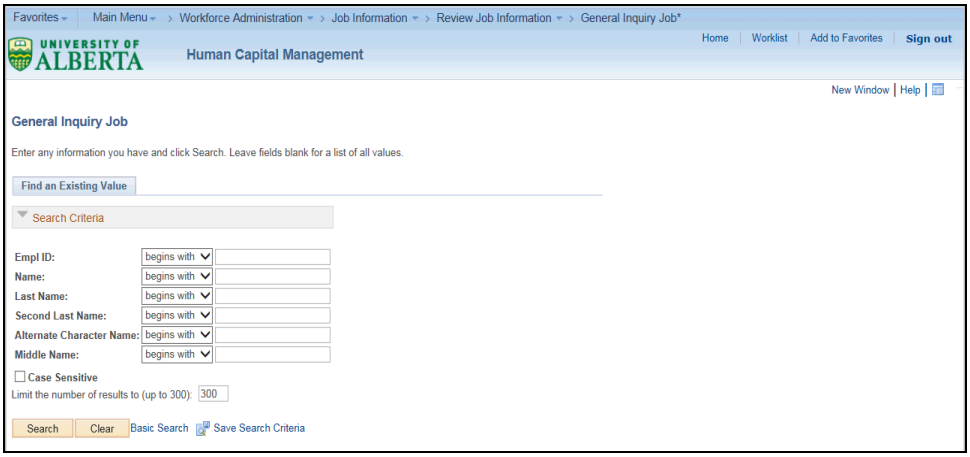
---

## Procedure

Navigation Path: **Main Menu > Workforce Administration > Job Information > Review Job Information > General Inquiry Job***

1. The **General Inquiry Job*** view allows you to search for and view information related to the Job that an employee has been assigned to.

   You can search by Employee ID, Employee First Name, Employee Last Name or a combination of this information.



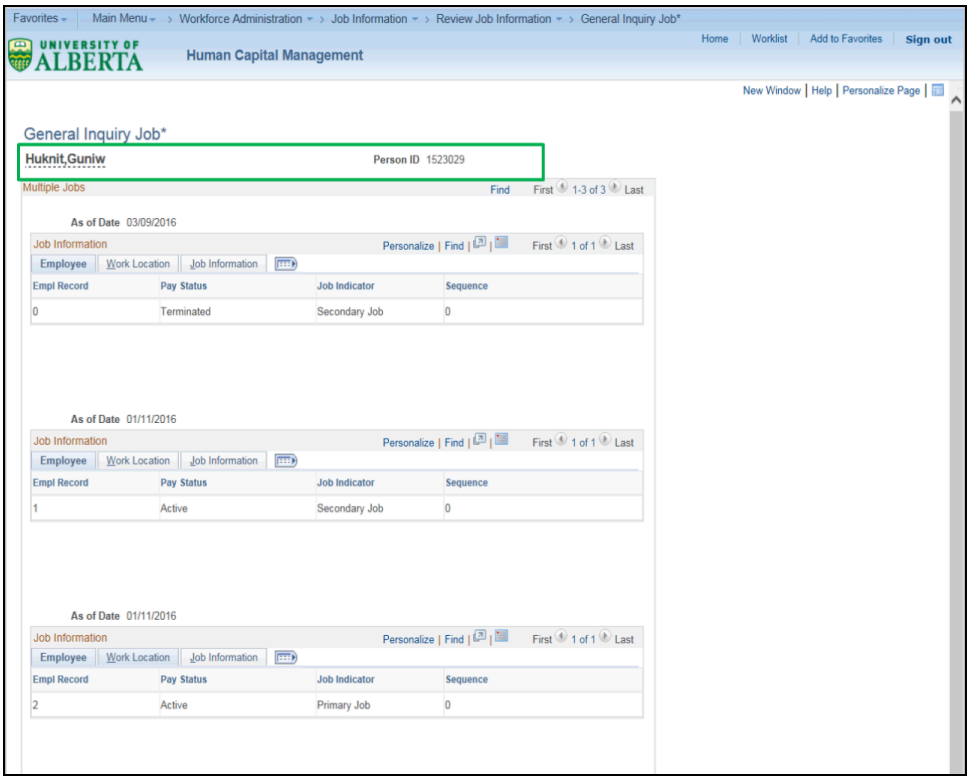
2. In the Search Criteria section, enter the employee related information that you have, in the appropriate fields provided.

   For example purposes, enter "**1523029**" into the **Empl ID** field.

   Empl ID: begins with

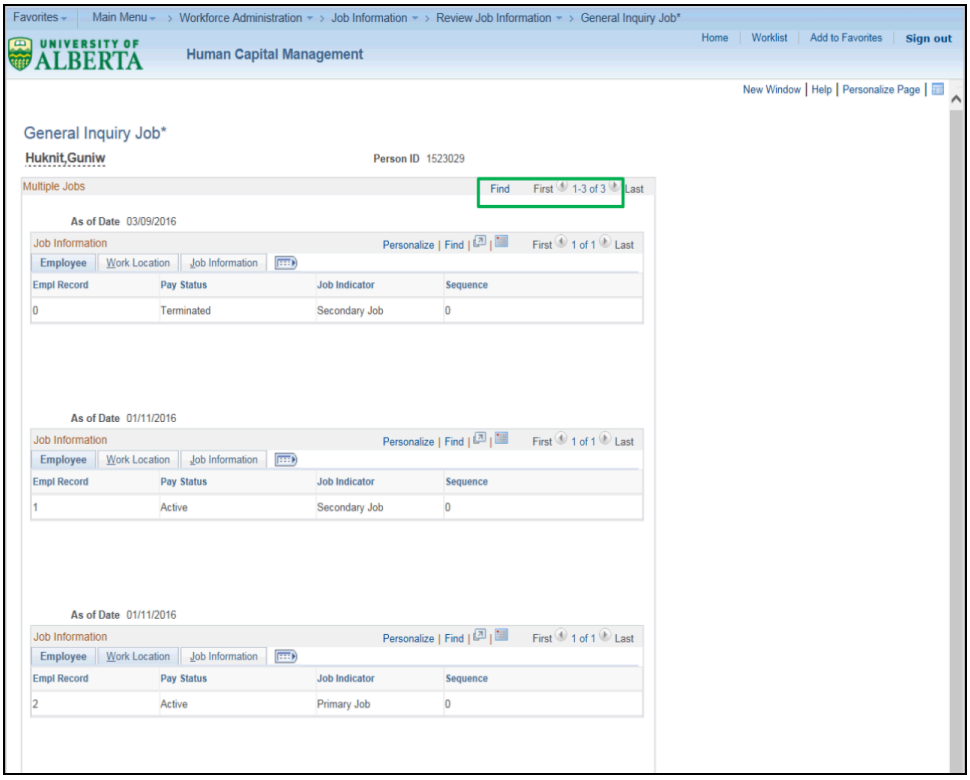
3. Click the **Search** button.

   Search



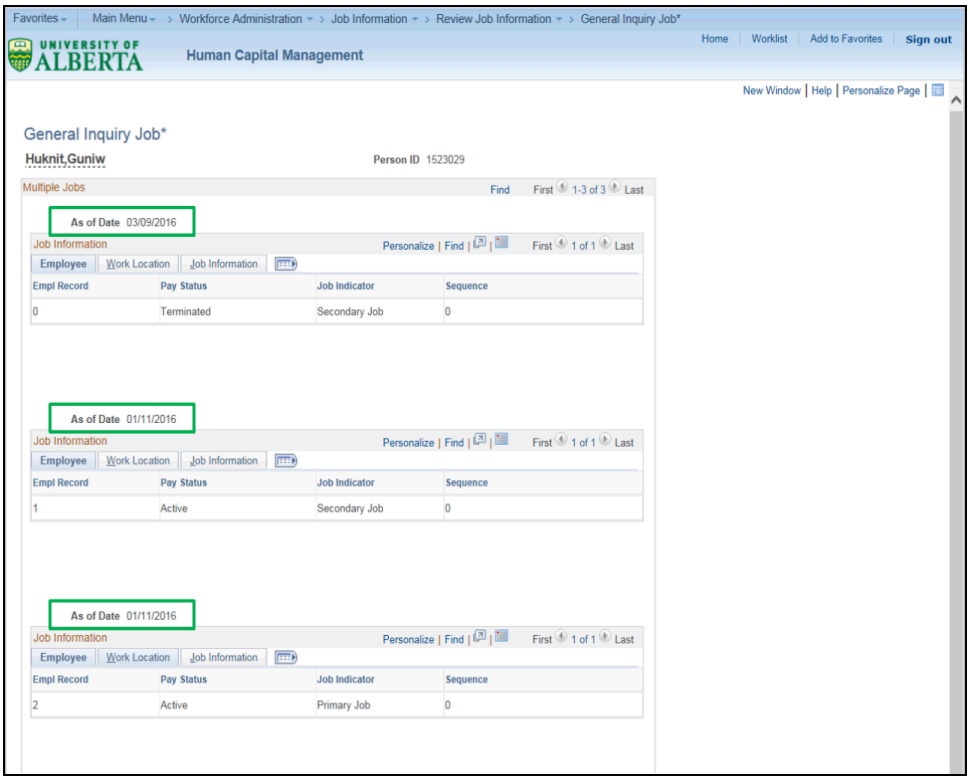

4. The **General Inquiry Job*** page will appear with your search results. <u>All</u> Jobs assigned to the employee, including previous jobs as well as current active jobs, will be listed

   The header area contains the Employee Name and Employee ID/Person ID.




5. The **Multiple Jobs** section provides the details of each job that the employee has been assigned to and is listed by effective date.

   In the top right of this section you can find the total number of assigned job records.

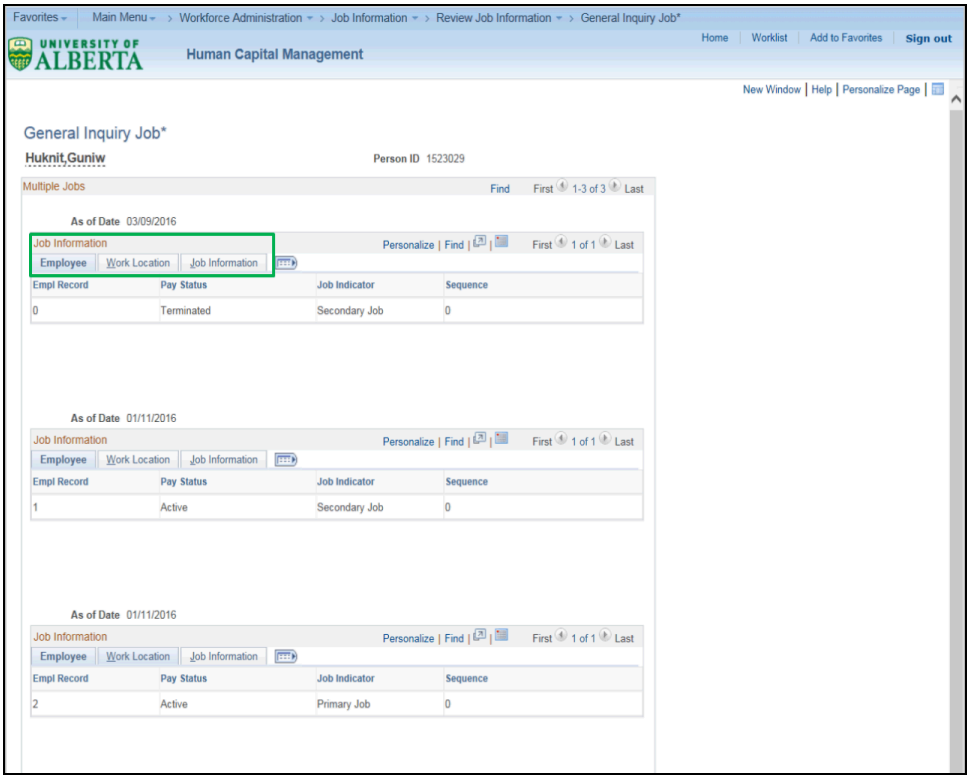



6. The **As of Date** provided before each subsection indicates the effective date of the current row of the employee's job record.

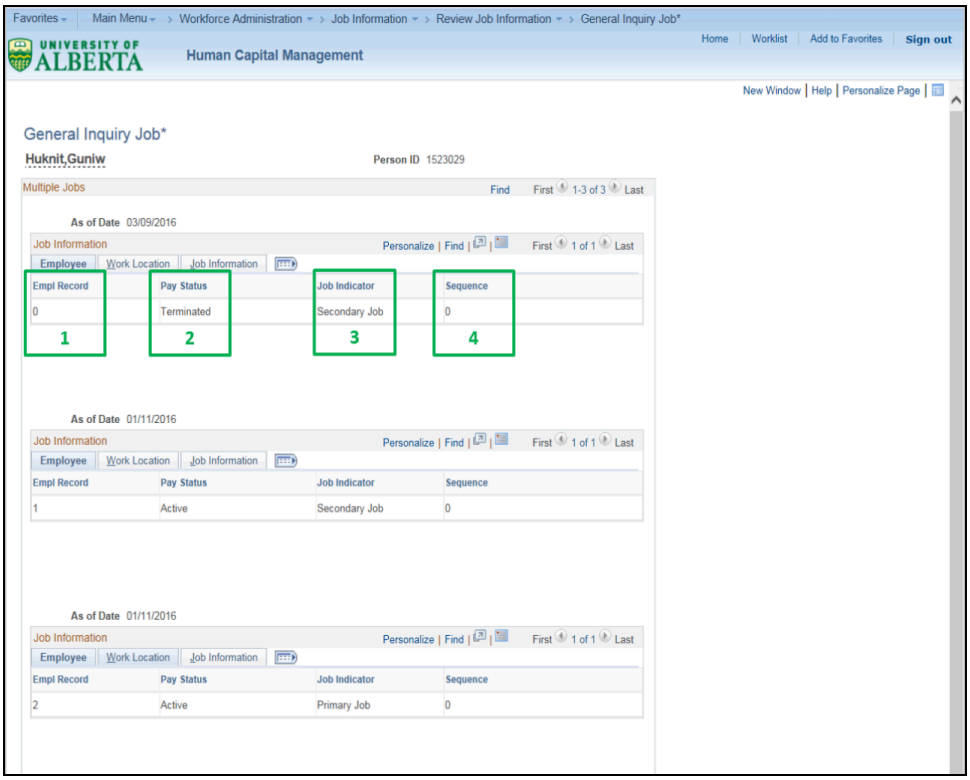
7. In the example provided the employee has 3 Job Records that have been assigned to them.

   The first record is effective September 03, 2016 and the other two records are effective as of November 01, 2016.

   **NOTE:** The format of the date is dependent on how your desktop computer is set up, so the date on your computer may be in a different format than the example provided.




8. Each Job Record is a subsection within this page and has an Employee tab, a Work Location tab and a Job Information tab providing further details.




9. The Employee tab provides information related to the status of the employee and job record.

**<u>Empl Record</u>** (Employee Record Number) Field [ 1 ]
A system generated number used to identify concurrent jobs (multiple appointments) for an employee.

**<u>Pay Status</u>** Field [ 2 ]
Provides the payroll status of the employee for that employee record number.

**<u>Job Indicator</u>** Field [ 3 ]
Identifies if the Job record is the primary or secondary. The primary job determines the primary pay group and benefit deductions, if applicable.

**<u>Sequence</u>** Field [ 4 ]
Identifies the current job row when there is overlapping of dates for job information. When more than one job record exists for the same date, the highest sequence number identifies the current job row.

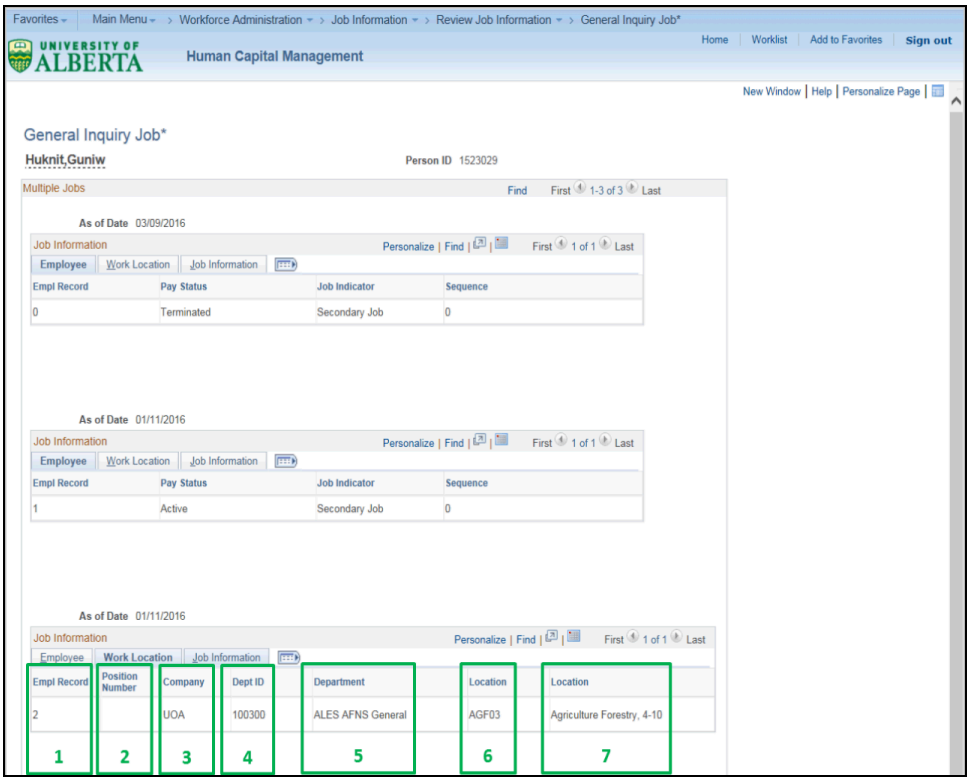
10. In the example provided, the employee is no longer actively working in the first Job Record as the Pay Status is 'Terminated'.

    However, the 'Active' Pay Status in the following two Job Records indicates that the employee is employed and may be paid for work done on these jobs.

11. The last Job Record on this page is used to illustrate the other two tabs within each subsection.

    Click the **Work Location** tab.

    Work Location



12. The Work Location tab provides information related to the department the employee has been assigned to.

    **Empl Record** (Employee Record Number) Field [ 1 ]
    A system generated number used to identify concurrent jobs (multiple appointments) for an employee.

    **Position Number** Field [ 2 ]
    Unique number used to identify a position on campus.

    **Company** Field [ 3 ]
    Always set to UOA = University of Alberta

    **Dept ID** (Department ID) [ 4 ]
    Provides the Department ID the employee's job belongs to.

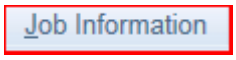
    **Department** Field [ 5 ]
    Provides the description of the Department ID

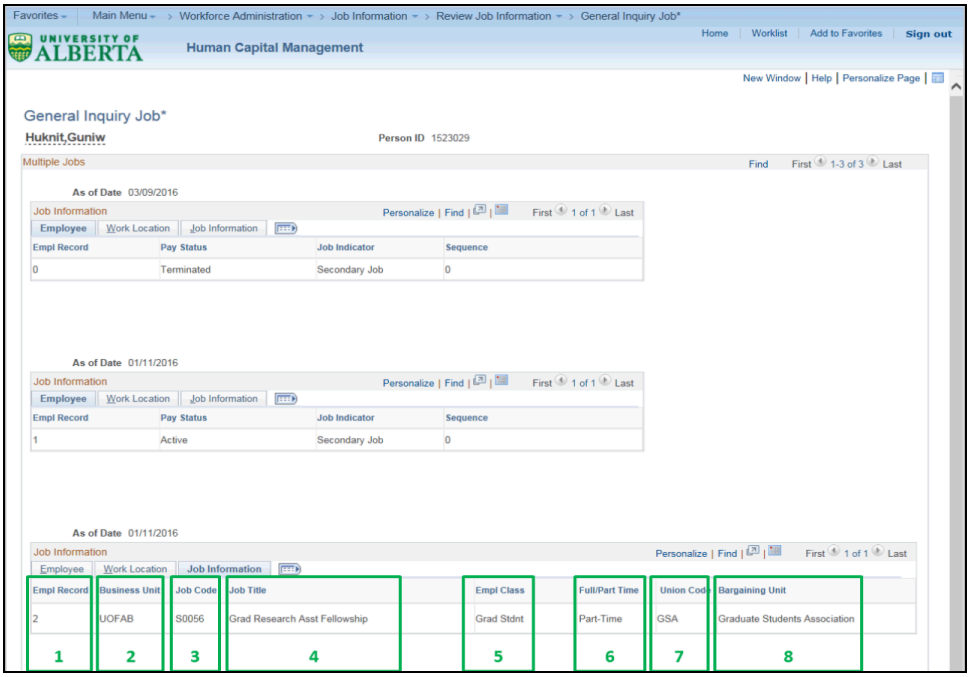
    **Location Number** Filed [ 6 ]
    Provides the system code linked to the department location.

    **Location Description** [ 7 ]
    Provides the description of the location of the employee's department.

13. In the example provided, the last job record is indicates that the employee belongs to department 100300 which is the General ALES AFNS department located in the Agriculture Forestry building.

14. Click the **Job Information** tab.




15. The Job Information tab provides information related to the Job the employee is assigned to.

**<u>Empl Record</u>** (Employee Record Number) Field [ 1 ]
A system generated number used to identify concurrent jobs (multiple appointments) for an employee.

**<u>Business Unit</u>** Field [ 2 ]
Always set to UOFAB = University of Alberta.

**<u>Job Code</u>** Field [ 3 ]
Identifies the job classification group that the job belongs to.

**<u>Job Title</u>** Field [ 4 ]
Provides a description of the job code associated with the employee.

**<u>Empl Class</u>** (Employee Class) Field [ 5 ]
Provides the category code that the employee has been assigned to.

**<u>Full/Part Time</u>** Field [ 6 ]
Identifies if the employee has been hired as full time or part time employment.

**<u>Union Code</u>** Field [ 7 ]
Identifies the association with which the employee is affiliated

**<u>Bargaining Unit</u>** Field [ 8 ]
Identifies the association with which the employee is affiliated

16. To view all the columns described under each tab at once, Click the **Show all columns** button.

17. Once you are done viewing the employee's job information you can return to the main search area.

    Click the **Return to Search** button.

18. You can continue to search for another employee's job information by clearing the existing search criteria fields and entering the employee's information into the fields provided.

    **NOTE**: You can only view one employee at a time.

19. Congratulations! You have completed the training on how to use the General Inquiry Job query.

    **End of Procedure.**

# Cross-referencing Speed Type to Combination Code

With the upgrade to PeopleSoft HCM 9.2, the usage of Speed Types (commonly known as **Speed Codes** at U of A) has become obsolete within PeopleSoft HCM. Instead, **Combination Codes (Combo Code)s** are used.

In this topic you will learn how to search for the matching combination code for an old speed type.

This is a two step process.

Step 1: Find the Corresponding Chartfield String of a Speed Type

Step 2: Use the Chartfield String information to find the Combination Code

---

**To Begin the Online Tutorial:**

- Click the 

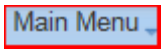
button located in the top left of the screen and follow the instructions provided.

---

## Procedure

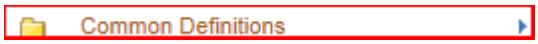
Navigation Path: **Main Menu > Set Up HCM > Common Definitions > ChartField Configuration > ChartField Speedtypes**

1. Click the **Main Menu** button.

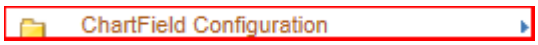



2. Click the **Set Up HCM** menu.

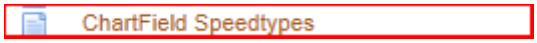

3. Click the **Common Definitions** menu.

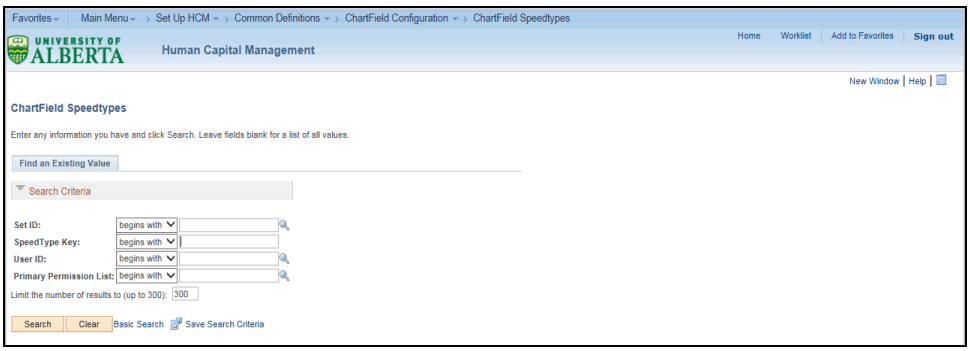


4. Click the **ChartField Configuration** menu.

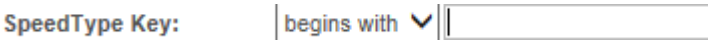



5. Click the **ChartField Speedtypes** menu.

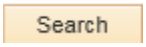


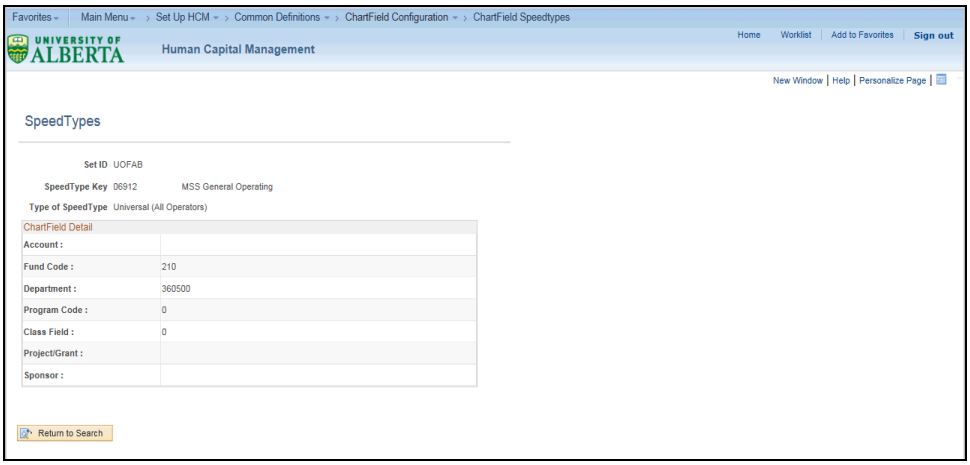

6. In the **SpeedType Key** field, enter "**06912**".




7. Click the **Search** button.




8. The ChartField Detail will be provided.



9. Write down the provided information including those fields with a zero value entered.

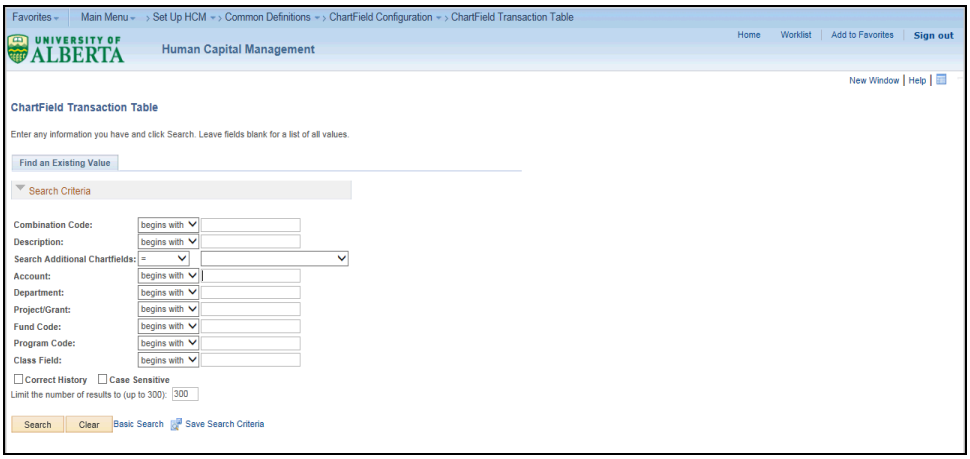
   You will need to enter this same information in the next search page.

   Within the breadcrumb on the page, Click the **ChartField Configuration** link.

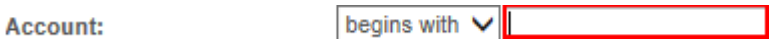
10. Click the **ChartField Transaction Table** list item.


11. Enter all information you recorded earlier into the corresponding fields.

    Note: Leave fields blank to view ALL values of that field.




12. In the **Account** field **ALWAYS** enter the default account number "**500001**".

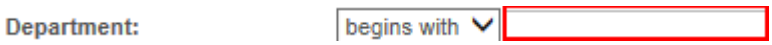



13. PeopleSoft uses the default account number 500001 as a trigger to assign the appropriate payroll account based on the following criteria:

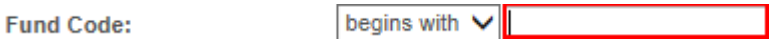
    - Employee Type
    - Employee Class
    - Regular/Temporary
    - Pay Group
    - Salary Plan

    Therefore ALWAYS enter 500001 in the account field when using search parameters.

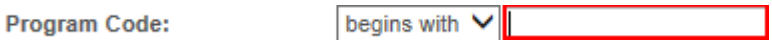
14. In the **Department** field, enter the Department Number you recorded e.g. "**360500**".



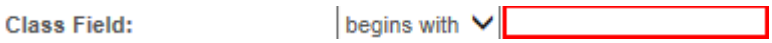

15. In the **Fund Code** field enter the Fund Code you recorded e.g. "**210**".

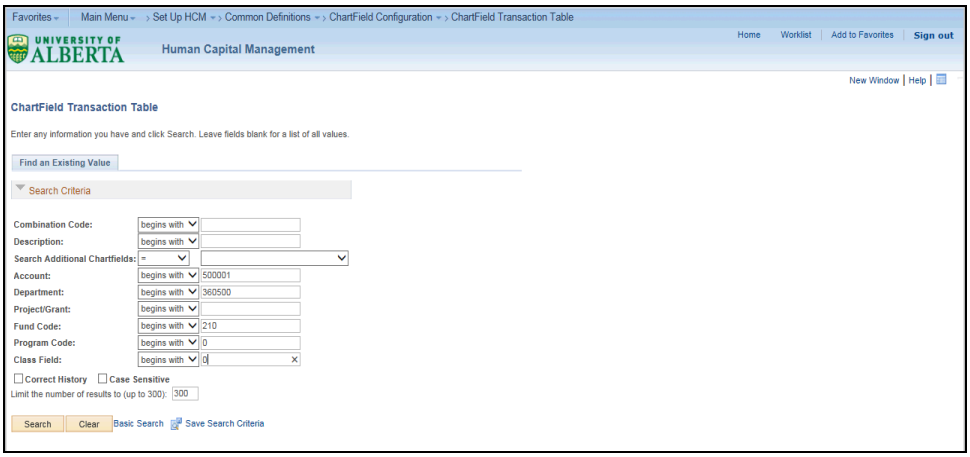



16. In the **Program Code** field enter "**0**".

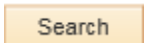


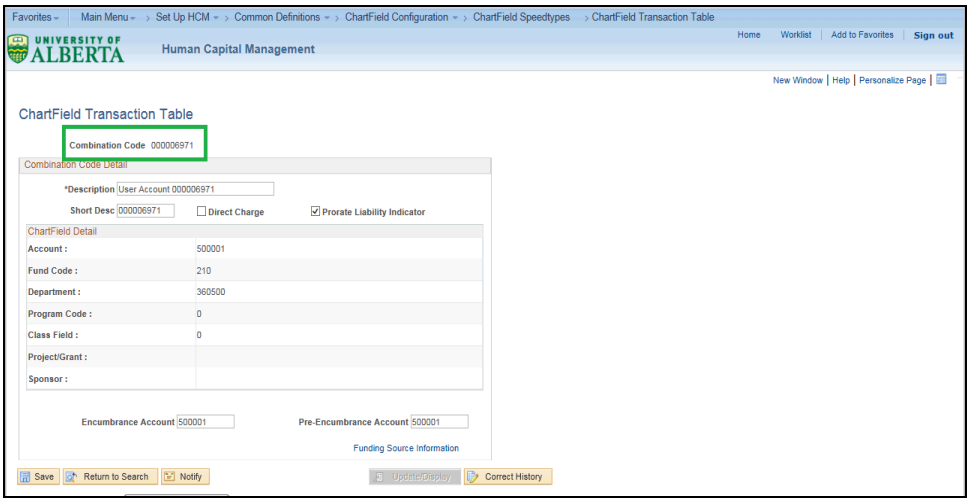

17. In the **Class Field** field enter "**0**".




18. Click the **Search** button.



19. The Combination Code is provided at the top of the page.

20. Click the **Return to Search** button.


21. You may continue to enter other search criteria to find other combo codes as required.

22. Congratulations! You have completed the training on how to Cross-reference a Speed Type to a Combo Code.

    **End of Procedure.**

# Understanding the View GL Funding Page

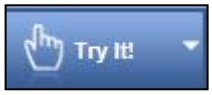
The GL Funding page can be used for multiple purposes including:

- Viewing details of where employee costs are being charged
- Troubleshooting suspense account and distribution issues
- Determining if job changes are required

In this topic you will review the GL Funding page and the information it provides.

---

**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

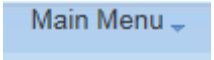
---

## Procedure

Navigation Path: **Main Menu > Payroll for North America > Payroll Distribution > Commitment Accounting CAN > View GL Funding Page**

In addition to this Navigation Path, a **Quick Link** on the **Manager Dashboard** has been added for convenience and quick access purposes.

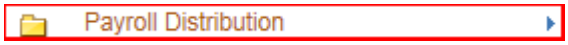
1. Click the **Main Menu** link.

2. Click the **Payroll for North America** menu.

3. Click the **Payroll Distribution** menu.

4. Click the **Commitment Accounting CAN** menu.

5. Click the **View GL Funding*** menu.

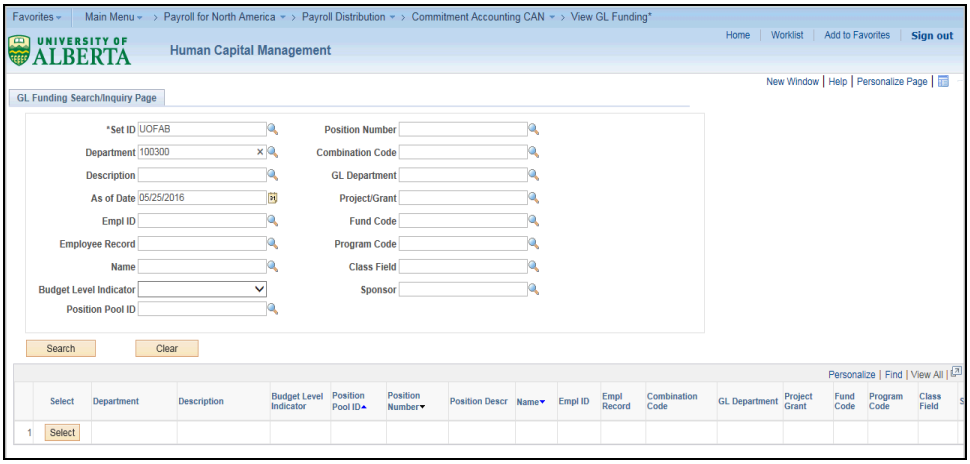
6. When you open the GL Funding Page, create a 'Favourite' for easy navigation if the quick link is not under your **Quick Links** pagelet of your Manager Dashboard.

7. There are several ways to retrieve the information you require.

   One way is to enter the Department ID of the Department you would like to review.

   All employees and positions attached to that Department ID will be returned in the search.

8. **Note:** It is suggested to always enter search criteria. **Never run a search with blank fields.**




9. Once you have entered the search criteria, Click the **Search** button.


10. The **GL Funding Search/Inquiry** page allows you to see everyone in the department and includes the details of where the employee's costs are being charged.

11. You can use the information provided to determine if something requires correction or updating.

12. Keep in mind, inactive values will not be shown.

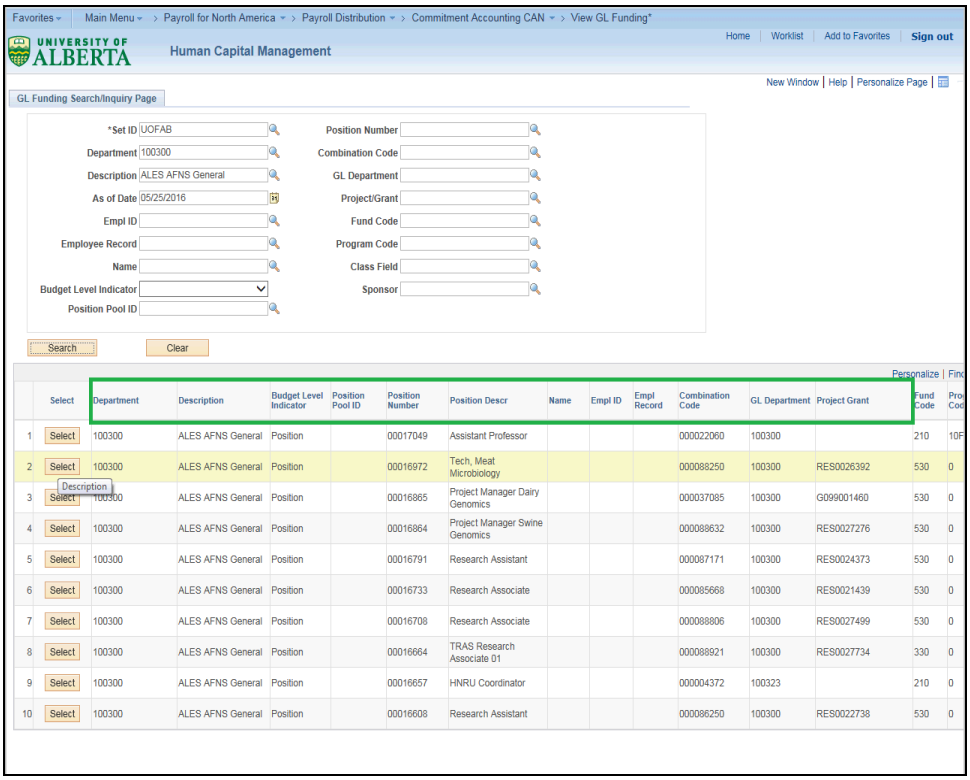
13. The details can be sorted by clicking on the column header.

    For example, if you are looking for all chartfield strings with the same Combination Code, click on **Combination Code** column header and the rows will sort, in numerical order, by Combo Code.

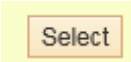
14. The Budget Level Indicator will display the level the Department Budget Table has grouped employees with the same Combination Code.

    The details can be sorted by Budget Level Indicator.

    For example purposes, click the field 'Budget Level Indicator' and it will sort all employees by the 4 budget levels.

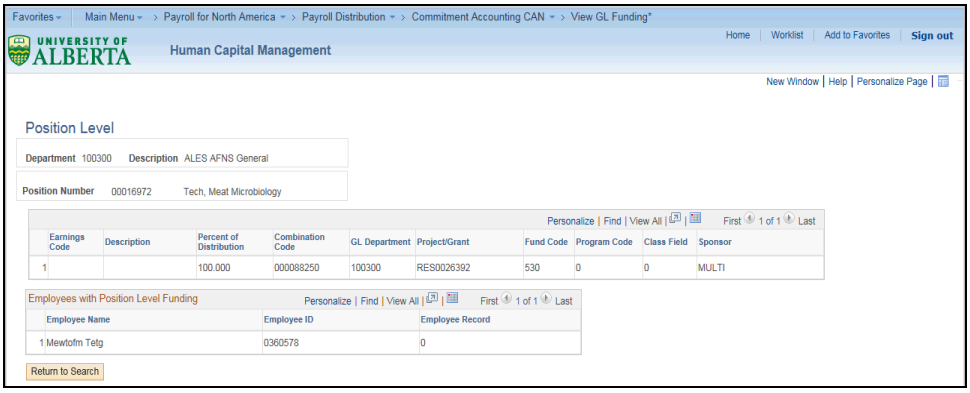



15. Click the **Select** button.




16. To view all employees in that Budget Level and Combo Code, click on the **SELECT** button.

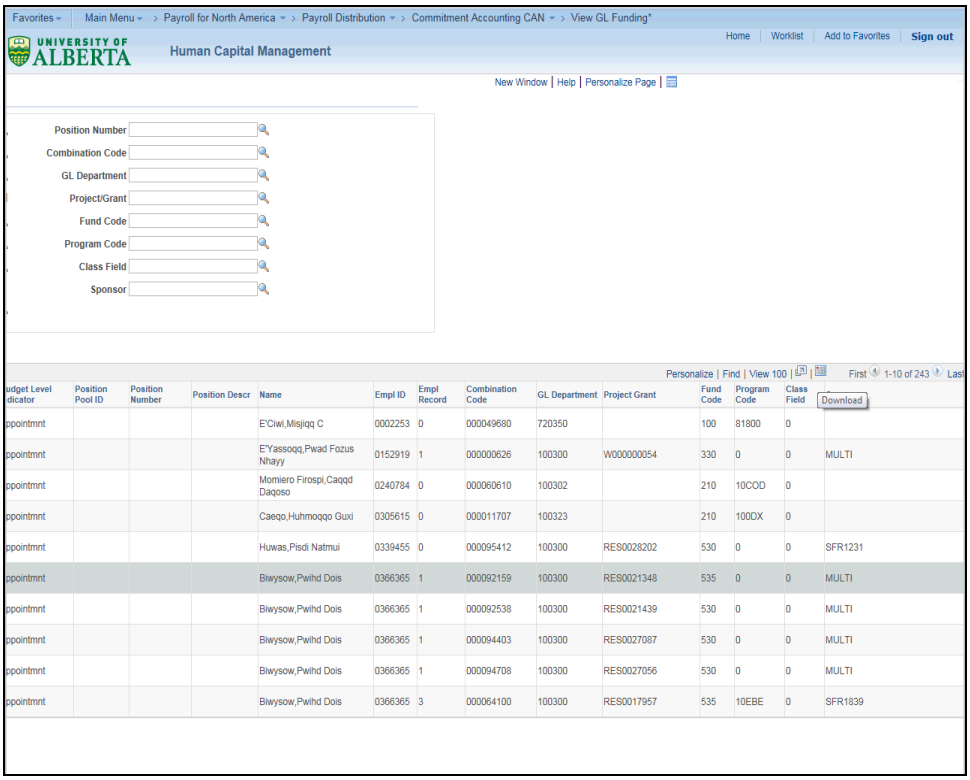
In this example, there is only one employee with the unigue Combination Code of 000088250 at the Position Level.



17. This page also includes the chartfiled string which is the details of where the employee's costs are being charged.

    To exit this page Click the **Return to Search** button.

    Return to Search




| udget Level dicator | Position Pool ID | Position Number | Position Descr | Name | Empl ID | Empl Record | Combination Code | GL Department | Project Grant | Fund Code | Program Code | Class Field | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ppointmnt | | | | E'Ciwi,Misjiqq C | 0002253 | 0 | 000049680 | 720350 | | 100 | 81800 | 0 | |
| ppointmnt | | | | E'Yassoqq,Pwad Fozus Nhayy | 0152919 | 1 | 000000626 | 100300 | W000000054 | 330 | 0 | 0 | MULTI |
| ppointmnt | | | | Momiero Firospi,Caqqd Daqoso | 0240784 | 0 | 000060610 | 100302 | | 210 | 10COD | 0 | |
| ppointmnt | | | | Caeqo,Huhmoqqo Guxi | 0305615 | 0 | 000011707 | 100323 | | 210 | 100DX | 0 | |
| ppointmnt | | | | Huwas,Pisdi Natmui | 0339455 | 0 | 000095412 | 100300 | RES0028202 | 530 | 0 | 0 | SFR1231 |
| ppointmnt | | | | Biwysow,Pwihd Dois | 0366365 | 1 | 000092159 | 100300 | RES0021348 | 535 | 0 | 0 | MULTI |
| ppointmnt | | | | Biwysow,Pwihd Dois | 0366365 | 1 | 000092538 | 100300 | RES0021439 | 530 | 0 | 0 | MULTI |
| ppointmnt | | | | Biwysow,Pwihd Dois | 0366365 | 1 | 000094403 | 100300 | RES0027087 | 530 | 0 | 0 | MULTI |
| ppointmnt | | | | Biwysow,Pwihd Dois | 0366365 | 1 | 000094708 | 100300 | RES0027056 | 530 | 0 | 0 | MULTI |
| ppointmnt | | | | Biwysow,Pwihd Dois | 0366365 | 3 | 000064100 | 100300 | RES0017957 | 535 | 10EBE | 0 | SFR1839 |

18. To export the information from the page to an Excel spreadsheet Click the **Download** button.

19. There are several ways to narrow the search information. The Budget Level Indicator is one of those ways.

20. For example purposes, Click the **Department** list item.

    Department

21. Click the **Search** button.

    Search

22. Click the **Select** button.

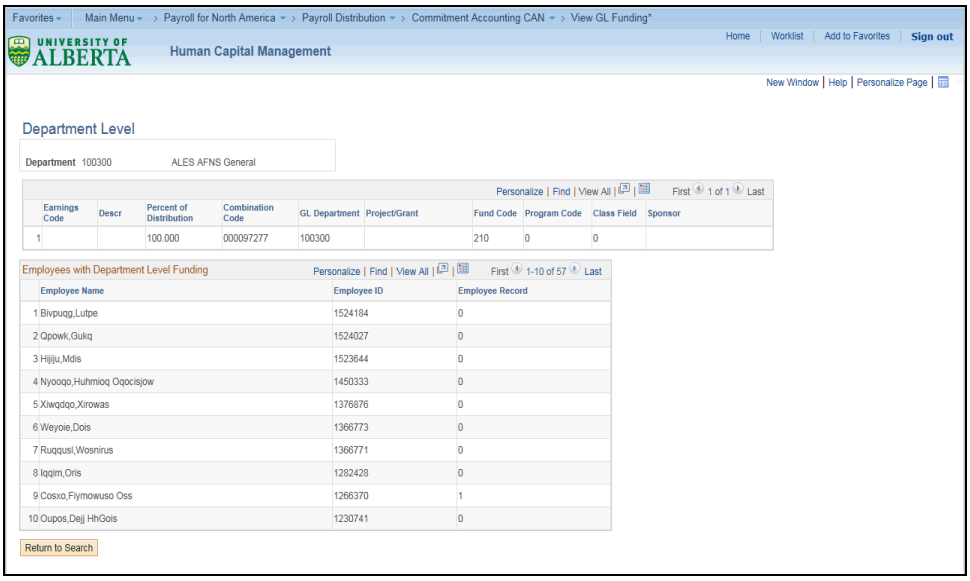
Select

23. This page reveals the Combination Code for the employees listed below and the Chartfield string the Combination Code represents.

This page also shows the percentage of distribution, which in this case is 100% distributed to Combination Code '000097277'.

24. This example shows 57 employees listed at the Department Budget Level who all share the same Combination Code.

To see all 57 records, click the **View All** option.




25. To exit this page, Click the **Return to Search** button.

Return to Search

26. Congratulations! You have completed the review of the View GL Funding page.

**End of Procedure.**

# Time Entry - Common Issues and Additional Information

The following is a list of some of the common Time Entry issues:

- Approver cannot approve a transaction
- Unable to Enter Time
- Partially Disabled (Grayed out) timesheet
- Invalid Values (red field)

The following is a list of some additional Information related to Time Entry:

- Prior Year Leave
- TRC 660 - Banked Time Premium
- Override Rates
- Delegation Administration

Details and resolutions can be found in the '**Time Entry - Common Issues and Additional Information**' reference document within the Learning Reference Material (http://www.hrs.ualberta.ca/Learning/LearningPeopleSoft/LearningSupportMaterials) web page on the Human Resource Services website.

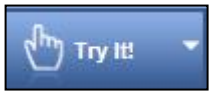
# Departmental Suspense Notification

Every night during payroll processing, an e-mail may be generated and sent to Department Managers. This e-mail identifies problem transactions that will be posted to the departmental suspense account (Account 500001, Fund 210), if not corrected prior to being sent to the General Ledger.

Departments will have about **9 days** to correct **semi-monthly transactions** and about **2-3 days** to correct **monthly transactions.**

---

## To Begin the Online Tutorial:

- Click the 

button located in the top left of the screen and follow the instructions provided.

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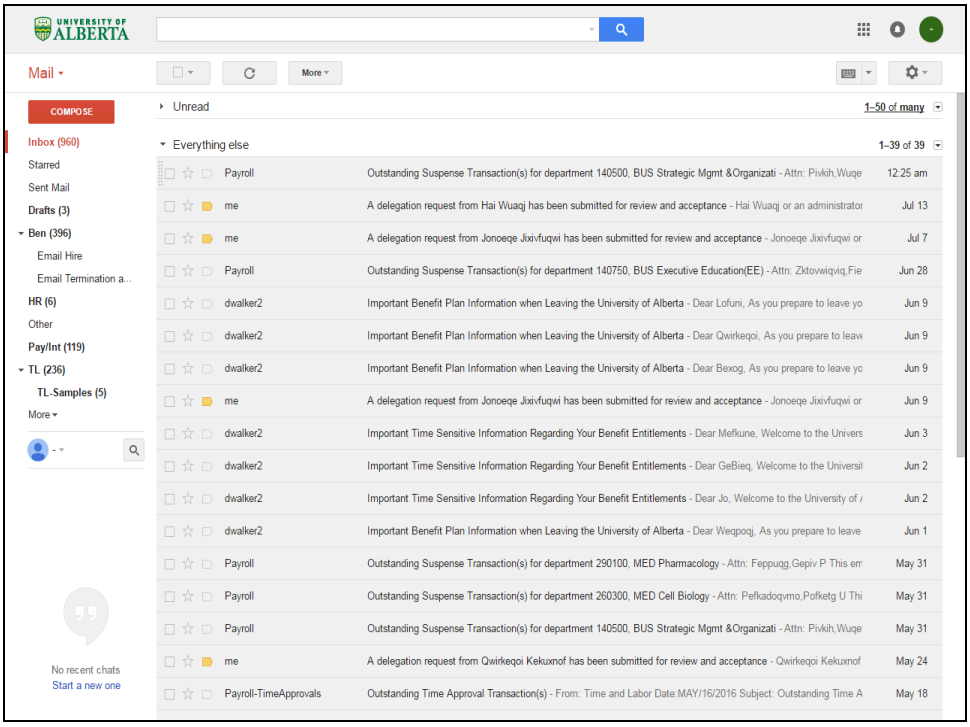
## Procedure

Navigation Path: **Open University Email account.**



1. The departmental suspense e-mail notification initiates the correction process.

   This notification e-mail is sent to the **Department Manager** and copied to those that support the redistribution process when a transaction is going to go into suspense.

   Click the **Outstanding Suspense Transaction e-mail** link.

2. The e-mail Subject Line includes the Department ID and Department description that the transaction(s) applies to.

3. This notification provides a summary of the transactions in question, such as the number of transactions requiring your attention.

4. The Total Monetary Value of the transaction(s) is also provided and is separated out by Earnings, Deductions, and Taxes.

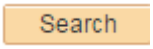
5. A link to the PeopleSoft Suspense Distribution page is provided at the end of the email notification called 'Review Suspense Distribution'.

   Click the **Review Suspense Distribution** link.

6. When you click on the link it will take you to the Review Suspense Distribution search screen.

   Select UOA for the Company and enter the Department ID from the e-mail notification.

   Click the **Search** link.

7. A list of transactions that require your attention will be returned in the search. Select the transaction that corresponds to the e-mail notification to view the details of the transaction.

   Click the **Pay Period** link.

8. The details provided within the **Distribution** section identifies two things.
   - Original Combo Code which identifies the original chartfield string that was entered
   - Suspense Combo Code which identifies where the transaction will be coded if nothing is done to fix the original coding.

9. The **Description** field identifies what the Error is as well as the source of the transaction.

10. In the event you have difficulty meeting the correction timelines before the General Ledger runs, it is important to identify the issues and submit the corrections **before the next pay cycle.**

11. Congratulations! You have completed training on the Departmental Suspense Notification process.

**End of Procedure.**

# Payable Time Approval

## Overview

This section will provide an understanding of time approval and the actions involved in approving, modifying, and pushing back payable time requests.

| | |
|---|---|
| | It is imperative that a manager leaving a department (either resignation or transfer), must have all time for their direct reports entered, processed and approved **BEFORE** their last day worked. |

| | |
|---|---|
| | The same applies for a manager's direct reports leaving their department (either resignation or transfer). The employee must have all hours worked in their department, entered and approved **BEFORE** their last day worked. |

## Objectives

Upon completion of this section you will have a general understanding of:

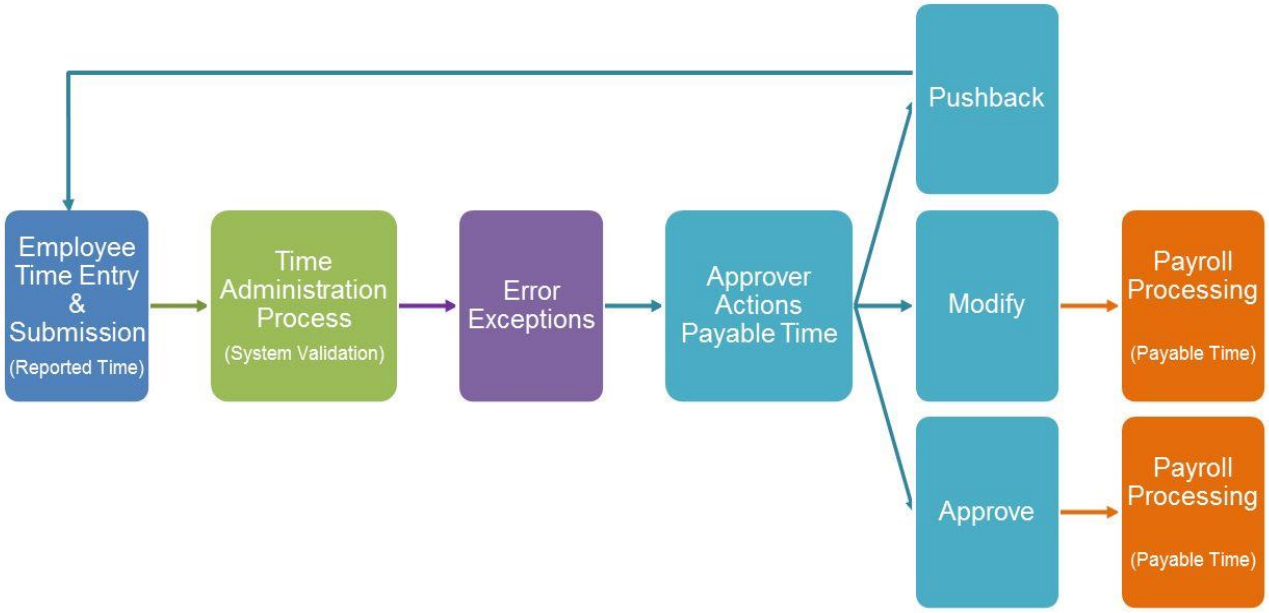
- Time Approval Process
- Time and Labor WorkCenter for Approvers
- How to Approve Payable Time Requests
- How to Correct/Modify an Employee Time Sheet
- How to Push Back Payable Time Requests
- Payable Time Offsetting Entries
- How to View and Manage Exception Errors

## Related Reference Material

All related reference material is stored on the Learning Reference Materials (http://www.hrs.ualberta.ca/Learning/LearningPeopleSoft/LearningSupportMaterials) web page within the Human Resource Services website.

Reference Material may include Training Guides, Quick Reference Guides, and Other Documentation.

## Time & Labor Life Cycle




## Time Approval

**Time Approval** enables University of Alberta departments and faculties to approve payable time entered on-line in PeopleSoft HCM. Supervisor approval is required for payable time entered by employees, not reported time. As shown in the Time and Labor Life Cycle chart, payable time is created once the Time Administration process runs. This batch process runs automatically every day at noon and in the evening. During this process, the system searches for an active approver using reporting relationships based on the 'Reports To' position or Supervisor ID first, and then if not found the Department Manager. The initial validation of the hours submitted is done when the employee clicks the submit button on their time sheet. The second evaluation of the hours is done during the Time Administration process.

Any time entered using manager self-service (by timekeepers, Human Resource Services, or managers) on behalf of an employee is considered pre-approved time. No additional approval is required.

All rows where Time Administration cannot determine who made the change will result in offsets which require approval. There may be situations where the only transaction requiring approval will be offsets, both when an employee deletes an approved transaction and when the programming cannot properly determine that a manager added/changed/removed the row.

## Time Approval Process

It is the Supervisors responsibility to approve time for their direct reports in a timely manner. Approval cut-off times for each semi-monthly pay period will be published in the Pay Processing Calendar on the HRS website.

The Time Approval Process is a Three Step Process:

1. Check for Exceptions
2. Review Payable Time
3. Approval Action ( Approve, Pushback, or Modify)

Once the system identifies an approver for a transaction, the time is routed to the approver for action.

## Approval Actions

Time Approval is required for payable time entered by employees, not reported time. It is the Supervisors responsibility to approve time for their direct reports in a timely manner. The approver has multiple action options depending on the situation.

**Approve** the time request**.**

- This action is used when the submitted time transactions have been reviewed and no further changes or exception errors need to be resolved.
- The system will update the workflow transaction and properties of the Payable Time Transaction

**Deny** the time request. **DO NOT USE**

- The system terminates the approval process. The originator of the time request (employee) receives a notification indicating that the time request has been denied. The transaction will not be processed by payroll; and must be deleted or updated by the employee. Denied transactions will **never** be removed or paid, and that same time reporting code/quantity will **never be processed or paid on that date**.

**Push Back** the time request

- This action is used when changes to the submitted time transactions require changes or further information.
- The originator (employee) of the time request receives a notification indicating that the time request requires their attention. The transaction will not be processed by payroll; and must be updated by the employee.

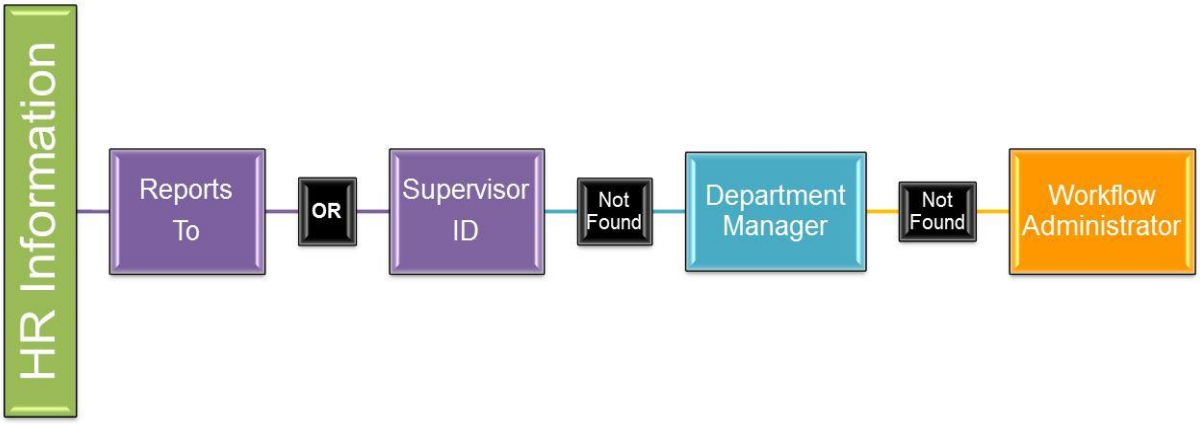
**Modify** the employee's time sheet.

- The approver may correct or modify a time entry, and the employee will be notified that this has occurred.
- Changes made by the approver do not require further approval. Once these changes have been submitted the time transactions will be processed by payroll.

## Assigning Approvers

A custom workflow based on Human Resource information is used to assign the appropriate approver for an employee's payable time.

The system searches for a reporting relationship based on the 'Reports To' position first, and then for Supervisor ID, if neither is found then the information in the Manager ID/Manager Position on the Department page is used. Any transaction that cannot be routed to a position will be sent to the Workflow administrator(s).




## Approval Notification Process

A custom **Approval Notification Process,** manually run by Human Resource Services, will send an e-mail notification to all approvers when approval transactions are outstanding and require immediate attention. It is expected that these notifications will be sent when the approval cut-off is approaching.

# Understanding the Time and Labor WorkCenter for Approvers

All time related activities can be accessed using the regular menu navigation but you need to remember the specific navigation paths or add them to your favorites menu. In order to simplify the navigation, the **Time and Labor WorkCenter** is available and provides a one stop shop to access the most commonly used time related activities.

The activities provided within the Time and Labor WorkCenter include Approving, Reporting, and Viewing time related transactions. However, the activities you will have access to is dependant on the role you have been assigned within PeopleSoft HCM. For example, if you are a Time Approver (i.e. have employees directly reporting to you) your Time and Labor WorkCenter will include approving, reporting, and viewing activities. Whereas if you are a Timekeeper or help manage employee time entries, your Time and Labor WorkCenter is limited to reporting and viewing activities.

The reports and queries accessed via the WorkCenter only include the Time Approver queries, for all Timekeeper queries the Query Viewer must be used.

In this topic you will learn how to navigate and utilize the Time and Labor WorkCenter provided to Approvers to assist in time and labor related tasks.

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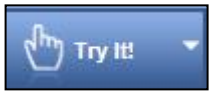
**To Begin the Online Tutorial:**

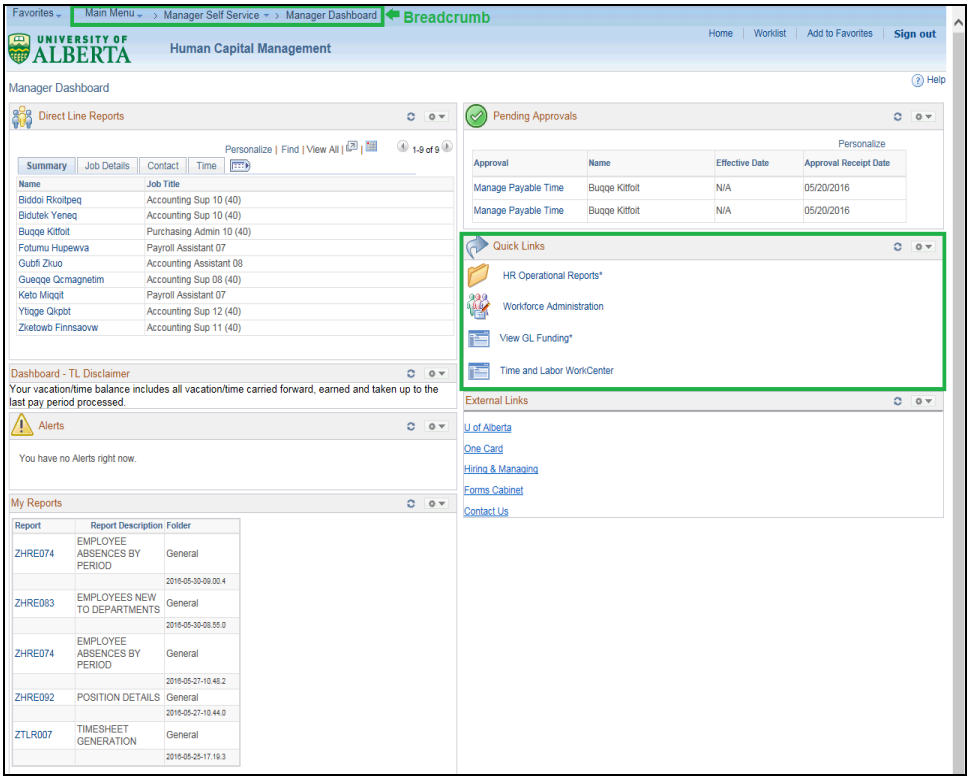
- Click the 

button located in the top left of the screen and follow the instructions provided.

---

## Procedure

Navigation Path: **Sign In to PeopleSoft HCM**




1. The quickest path to the Time and Labor WorkCenter is through your Manager Dashboard under the Quick Links pagelet.

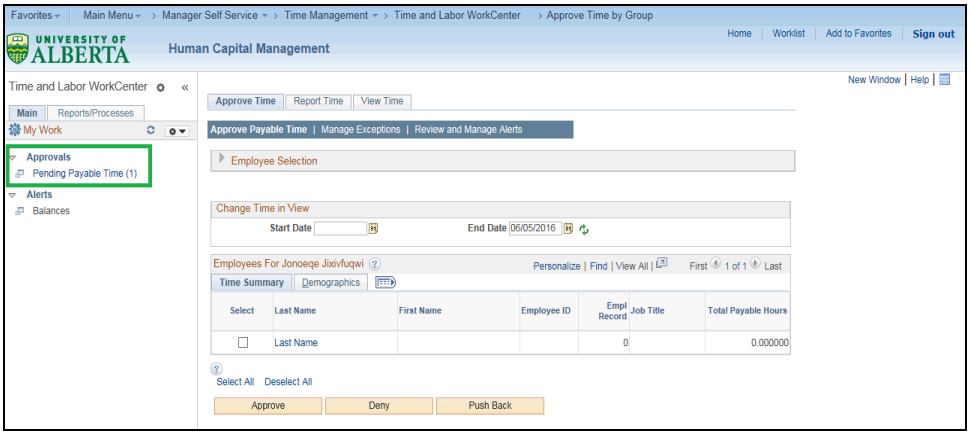
   Click the **Time and Labor WorkCenter** link.

2. The **Time and Labor WorkCenter** is a one stop shop for handling all time and labor related tasks.

   This page allows you to:
   - Review payable time before approving,
   - Review Alerts for further action for temporary employee contract end dates and
   - Make corrections to payable time as needed

   You also have the ability to run specific reports for Time and Labor information.

3. On the far left of the page is your Time and Labor WorkCenter navigation which includes two main tabs: **Main** and **Reports/Processes**




4. Within the **Main** tab there are two sections.

   The **My Work** area includes links to pages you commonly use.

   The **Approvals** section will indicate if you have pending time to approve.

   The number appearing in brackets indicates how many employees have transactions that are waiting for your approval.

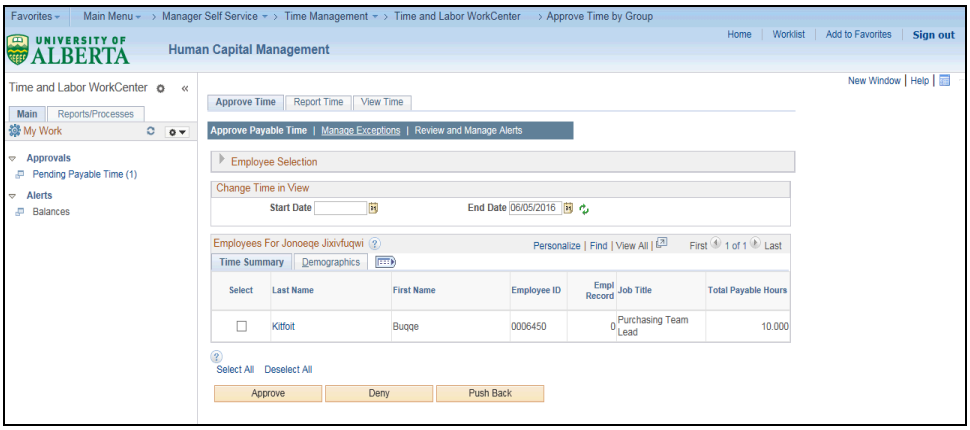
5. The **Links** area provides you quick access to commonly used pages related to managing payable time such as 'Timesheet'.

   There are also links to other commonly used external sites and information.

6. To view the details pertaining to the pending payable time transactions, Click the **Pending Payable Time** link.

7. The **Approve Time** page opens in the right hand pane of the WorkCenter and defaults to the **Approve Payable Time** section.

8. The **Approve Payable Time** section lists the payable time transactions pending waiting for your approval.




9. You can also **Manage Exception Errors** within your WorkCenter.

   Click the **Manage Exceptions** link.

   Manage Exceptions

10. Any payable time transactions that have exception errors will be listed on this page.

    If no employees are returned after clicking on the Manager Exceptions option, there is nothing to fix or address.

    Further details pertaining to **Managing Exception Errors** is provided under a separate topic of its own.

11. The **Reports/Processes** tab provides links to Time and Labor Queries and Reports.

12. The **Queries** section provides a list of queries available for you to run. When you click on the link, a page will open in the right hand pane of the WorkCenter prompting you to enter the search criteria as applicable.

    Refer to the HCM Reporting and Queries section for details regarding the queries listed. A separate topic is provided for each of the queries listed.

13. The **Reports/Processes** section provides links to the time and labor related reports you can run.

    Refer to the HCM Reporting and Queries section for details regarding these reports. A separate topic is provided for each of the reports listed.

14. Congratulations! You have completed the training on Understanding the Time and Labor WorkCenter.

    **End of Procedure.**

# Approving Payable Time

In this topic you will learn how to approve payable time, which is the second step in the Time Approval Process.

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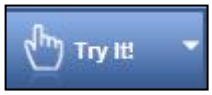
**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

---

## Procedure

Navigation Path: **Main Menu > Manager Self Service > Manager Dashboard**

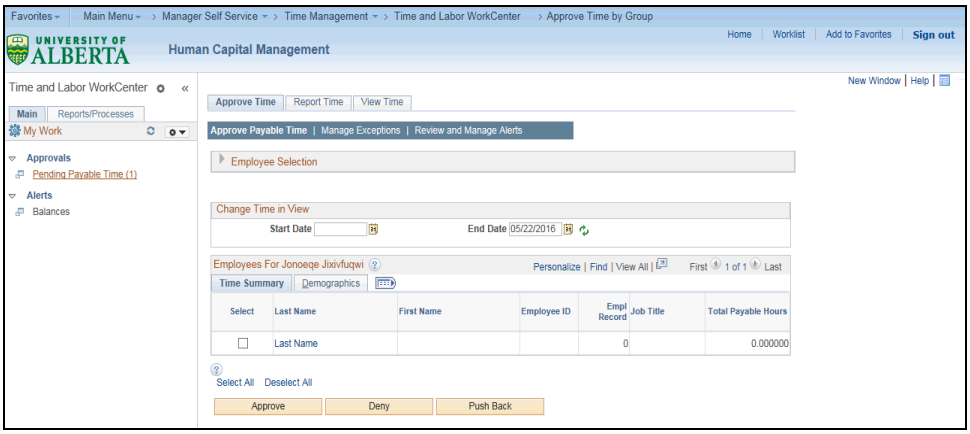
1. The most efficient way to review payable time pending your approval is to navigate to the **Time and Labor WorkCenter.**

2. The quickest path to the **Time and Labor WorkCenter** is through your Manager Dashboard.

   Navigate to your Manager Dashboard and under the Quick Links section
   Click the **Time and Labor WorkCenter** link.

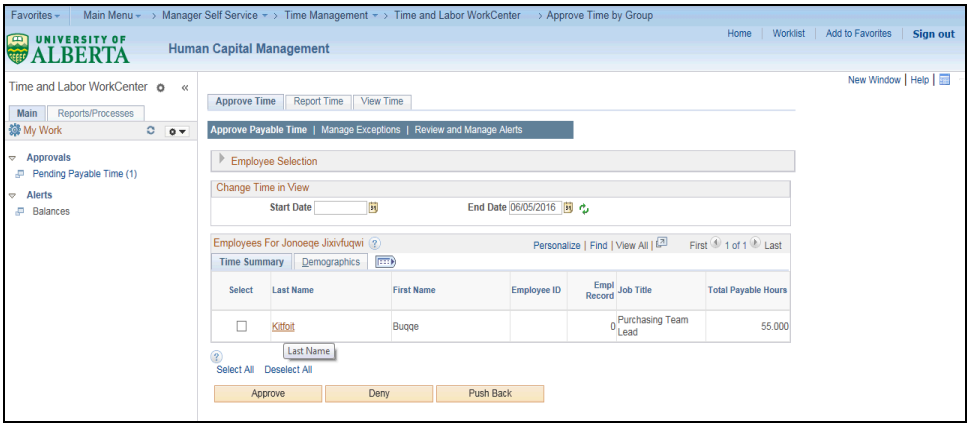
3. The first step when approving **Payable Time** is to review the **Exception Errors** for all hours submitted for the pay period.

   Further details pertaining to Managing Exceptions is provided under a section on its own.

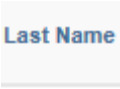



4. To view time that requires approval, Click the **Pending Payable Time** link.

5. A list of your employee's time transactions will be displayed.




6. To view the details of an employee's time,
   Click the **Last Name** link.

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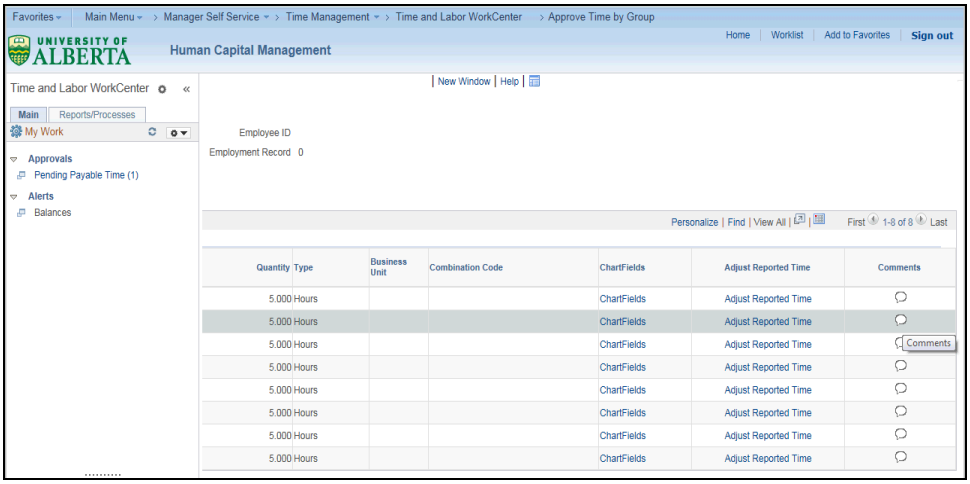
7. A detailed list of the employee's hours by day and Time Reporting Code (TRC) will be displayed.

8. Hours submitted for your approval may include comments provided by the employee or timekeeper. The comments column can be seen by scrolling to the right.




9. To view the comments, scroll to the far right of the screen and Click the **Comments** option.

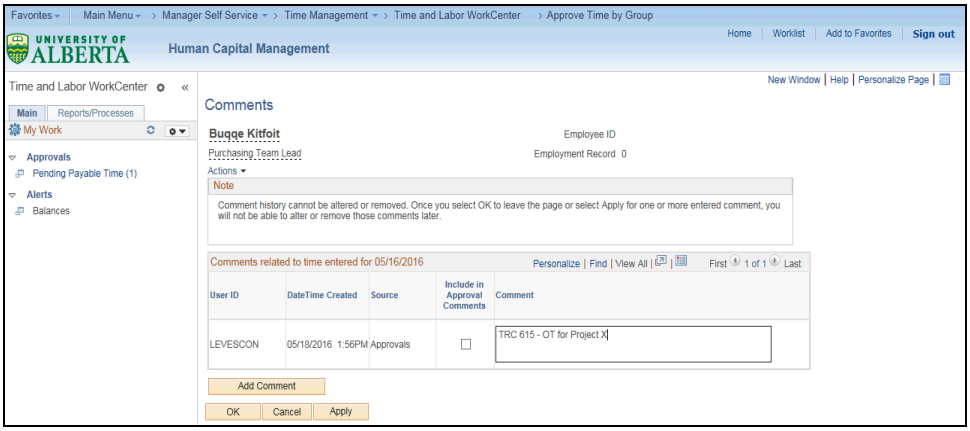
10. Any **Comments** entered will appear in the comment box on the right.

    You can add to the comments provided by the employee or timekeeper.

11. If no comments are entered you have the ability to enter information on their behalf.

    If there are multiple transactions on a single day, the appropriate TRC and reason for the hours submitted should be entered as comments attached to a date and not a transaction.

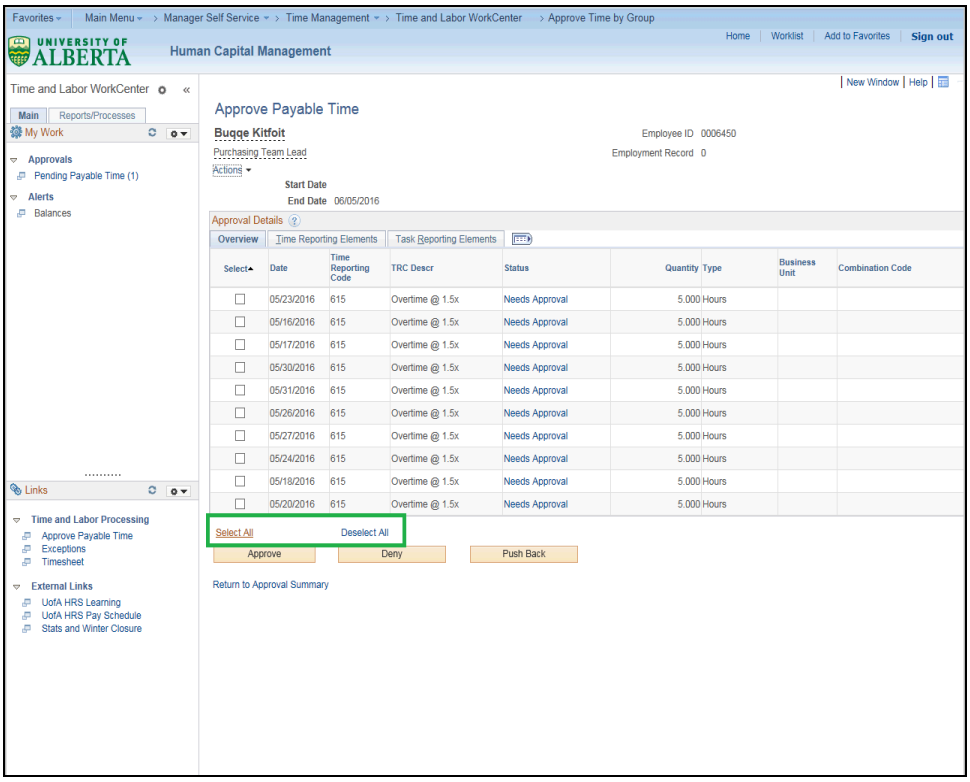
    For example purposes, enter the following into the **Comment** field. Type "**TRC 615 - OT for Project X**".




12. To save any additions or changes to the Comments, Click in the **OK** field.

13. You will be returned to the **Approve Payable Time** page.

    The Comments icon will have a different look. The lines indicate a comment has been added to the Comments field.




14. At the bottom of the grid are the **Select All** and the **Deselect All** options.

15. Clicking on the **Select All** option will mark all rows in the grid as ready to be actioned.

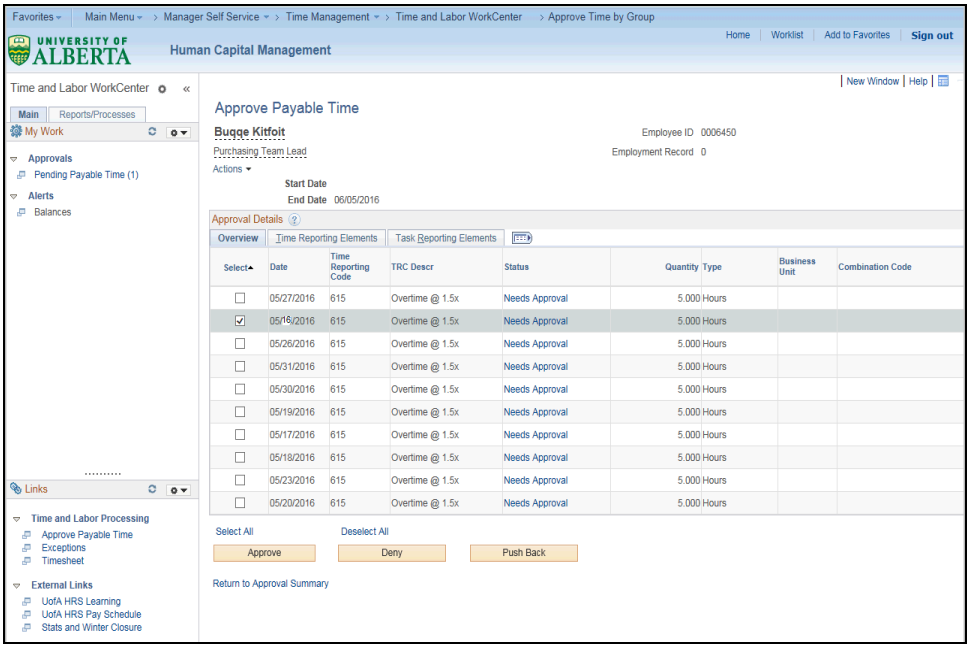
16. Only use the Select All function if you are comfortable with the information submitted without reviewing every submission.

    **It is recommended that each line be reviewed prior to approval.**

17. The **Deselect All** option is used to remove the check mark from the rows you previously selected.

18. To approve a specific line(s), select the row(s) you want to approve.

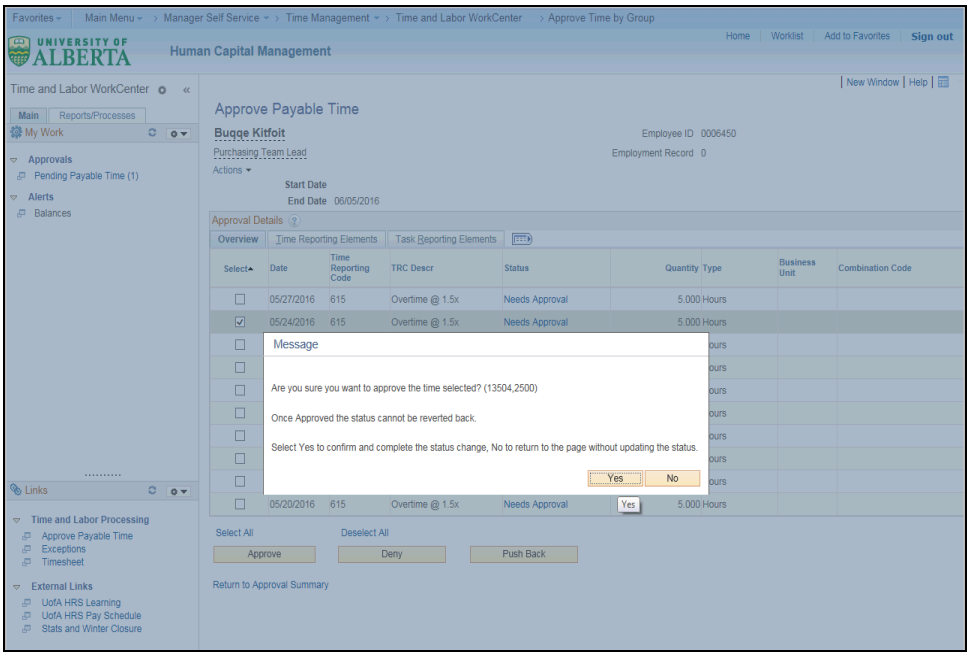
    Click the **Select** option.




19. Once you have reviewed and verified the selected time transactions, Click the **Approve** button.

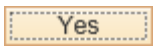

20. When the Approval button is clicked, the system will validate the entries and provide an error message if further action is required.

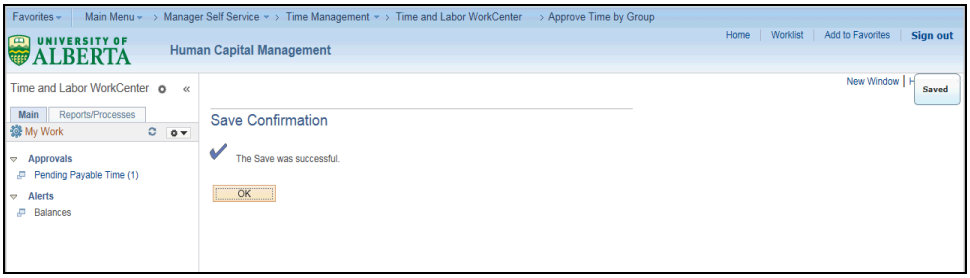
    A reference document labelled '**Time Entry Validation Errors'** provides a list of errors and corrections and is available within the Learning Reference Materials web page on the HRS Web site.




21. If there are no errors, a message will appear asking you to confirm your approval request.

Click the **Yes** button.




22. Another message will appear confirming your save was successful.

Click the **OK** button.


23. Congratulations! You have completed the training on Approving Payable Time.

**End of Procedure.**

# Approving Payable Time as a Delegate

In this topic you will learn how to approve payable time on behalf of another Supervisor or time approver.

---

**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

---

**Procedure**

Navigation Path: **Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter**

1. From your Home Page, Click the **View Time** button.

2. Delegated Approvers who do not have Direct Reports will have access to the Time and Labor WorkCenter for the time period of the delegation request.

   Click the **Time and Labor WorkCenter** menu.

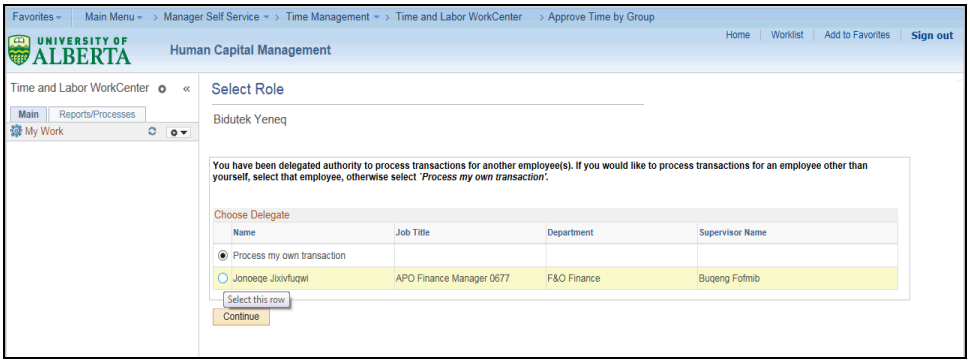
   
   

3. **Note**: Once you navigate to the Time and Labor WorkCenter, a message will appear asking you to 'Choose Delegate'. This message will appear whether you are an approver yourself or not. If you do have direct reports that you approve time for, you will perform approvals as yourself (Option 1) and then again as a delegate (Option 2).

   You have 2 choices.

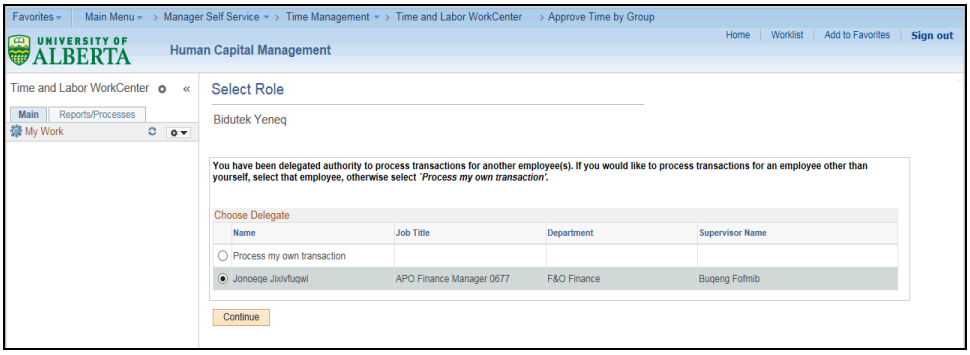
   1. Approve payable time transactions for those that report to you. (Process my own transaction)

   2. Approve payable time as a delegate for the person listed.



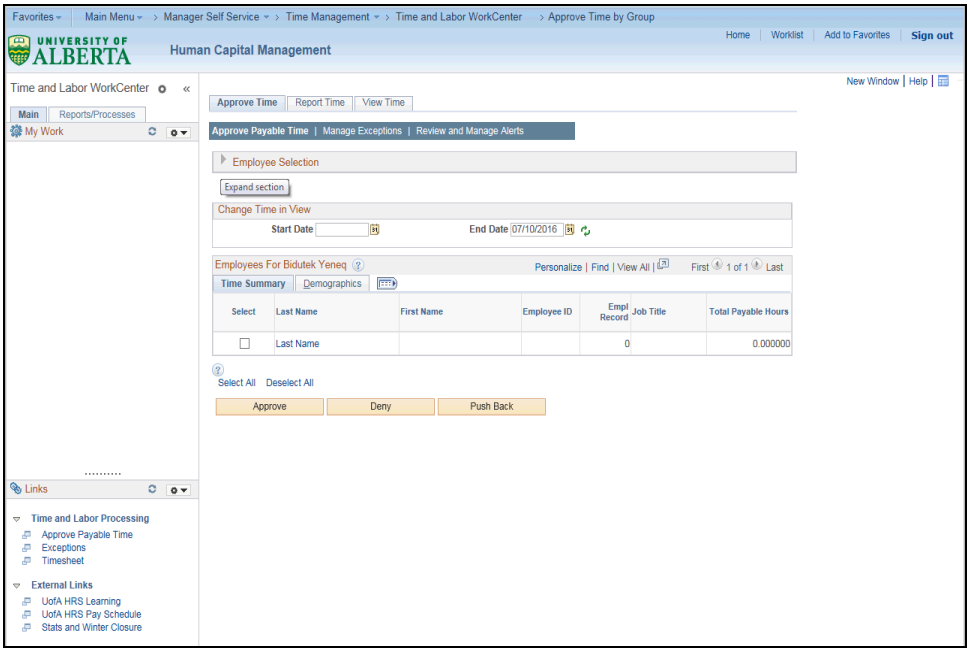

4. As you are approving time on behalf of another Manager or Supervisor, select the 2nd option from this example.

   Select the box before the **Delegator's Name** item.




5. Click the **Continue** button.



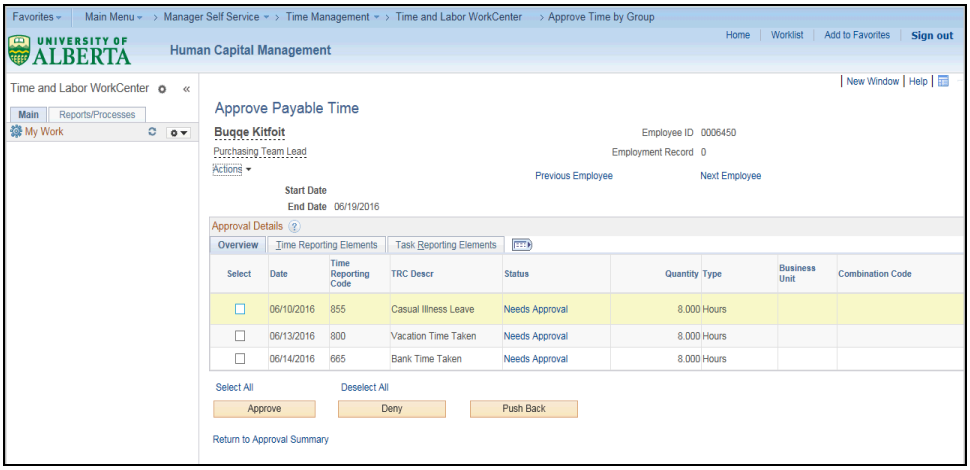

6. Click the **Expand section** button.

7. Click the **Get Employees** button.


8. All employees with payable time ready for approval will show on this page.

9. Click the **Select** option.

10. Click the **Last Name** link.

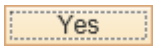


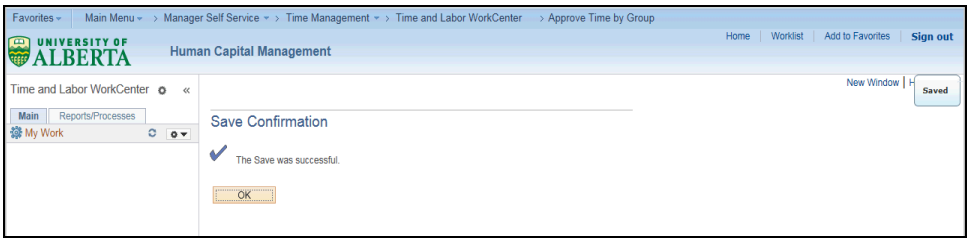
11. Click the **Select** option.

12. Click the **Approve** button.


13. A message will appear asking you to verify that you want to approve the selected transactions.

Click the **Yes** button.




14. Another message will appear confirming your SAVE was successful.

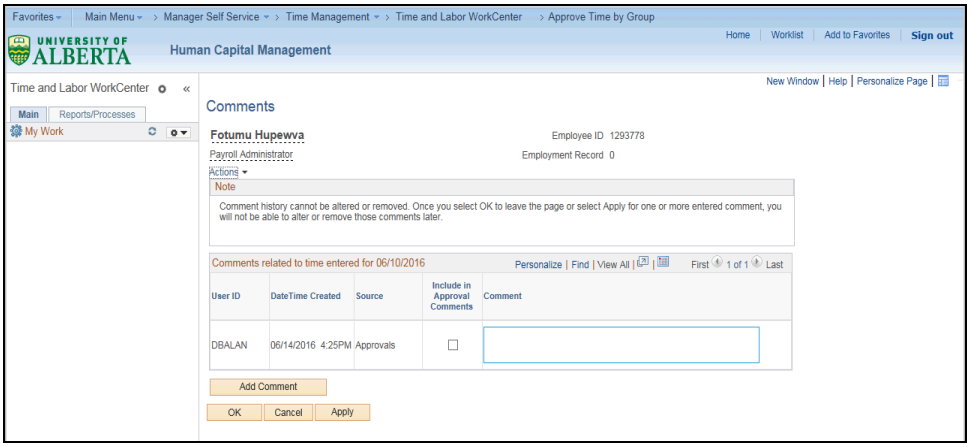
Click the **OK** button.



15. Click the **Return to Approval Summary** link.

16. Click the **Select** option.

17. Click the **Comments** button.

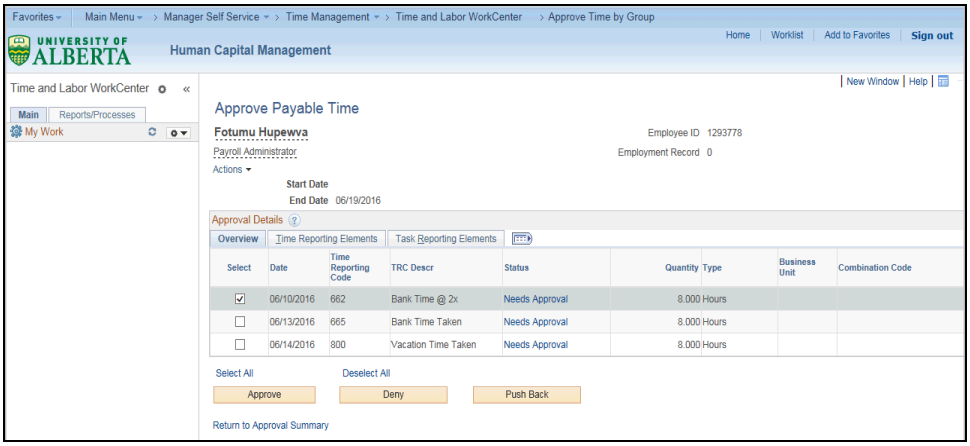



18. Click in the **Comment** field.

19. Enter a comment as required.

    For example purposes, enter "**Please correct these hours.**" into the **Comment** field.

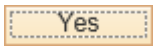
20. Click the button.

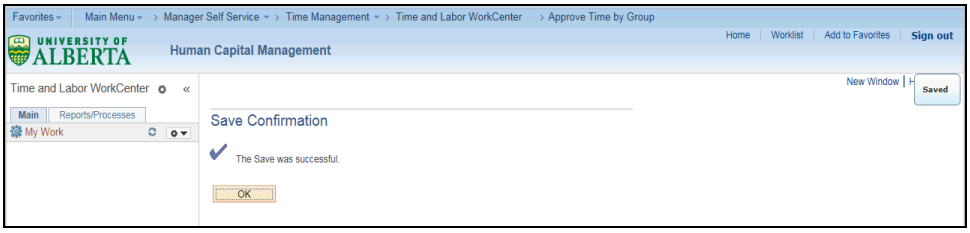




21. Remember to only Pushback the <u>incorrect hours</u>. Not hours for the entire day.

    Click the **Push Back** button.

22. Click the button.

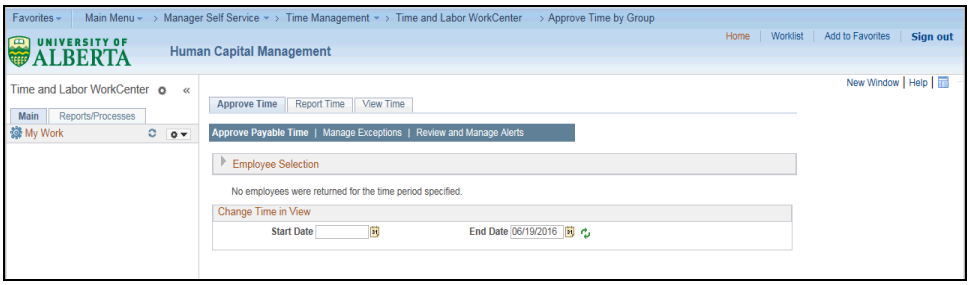



23. Click the **OK** button.



24. Click the **Return to Approval Summary** link.




25. To navigate to the Main Menu

Click the **Home** link.


26. Congratulations! You have completed training on Approving Payable Time as a Delegate.

**End of Procedure.**

# Correcting or Modifying Time Entered

Time previously entered and submitted can be modified by Employees, Timekeepers, Supervisors and Human Resource Services. The length of time someone can go back and change time is different for these groups.

Employees are able to modify time transactions within the past month of the current pay period.

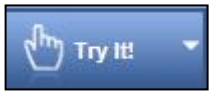
Timekeepers and Supervisors are able to modify time transactions, on behalf of an Employee, within the past 4 months of the current pay period.

Human Resource Services is able to modify time transactions, on behalf of the Employee, beyond four months of the current pay period.

In this topic you will learn how to modify time previously entered.

| | |
|---|---|
| | Modifications to time entered prior to the implementation of PeopleSoft HCM V9.2 is to be completed by Timekeepers, Supervisors, Managers, or Human Resource Services. |

**To Begin the Online Tutorial:**

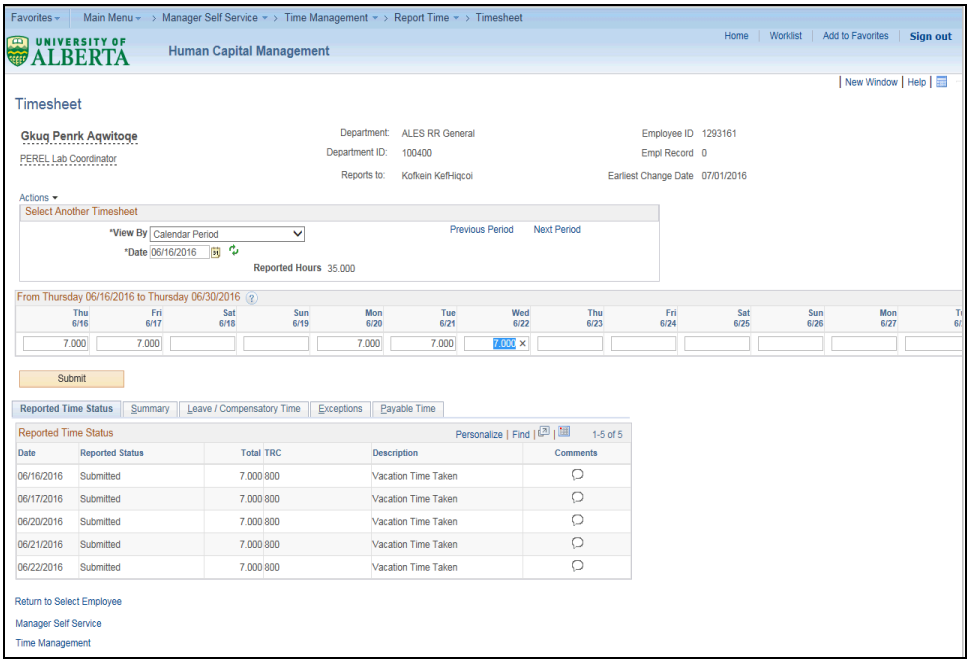
- Click the 

button located in the top left of the screen and follow the instructions provided.

## Procedure

Navigation Path: **Main Menu > Manager Self Service > Time Management > Report Time > Timesheet**

1. Navigate to the **Timesheet** page and select the date of the timesheet to be modified.



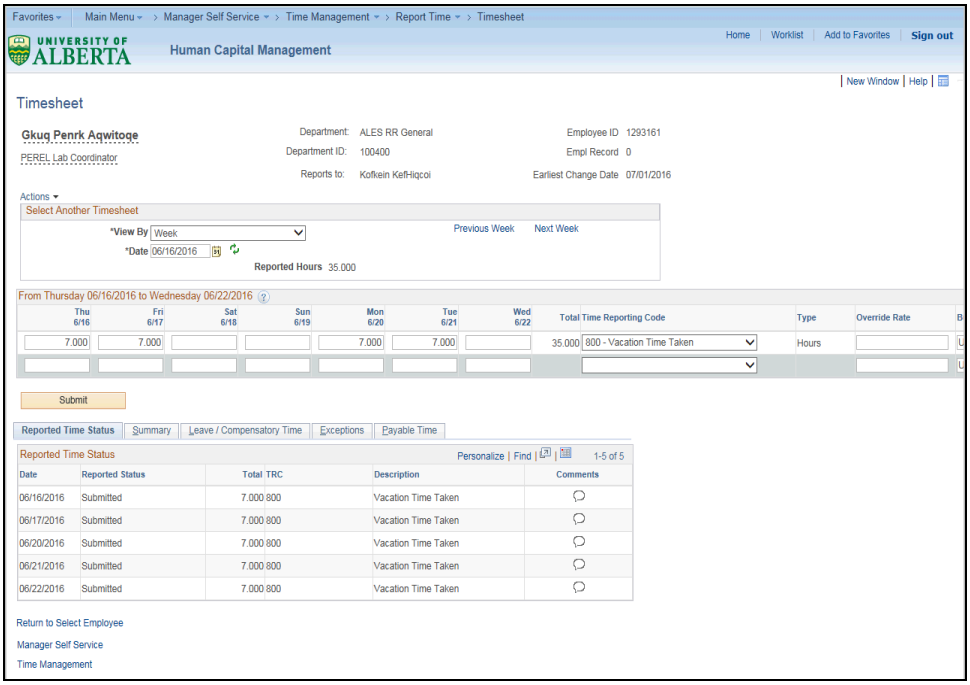

2. Select the hours you would like to modify and either delete the number or enter a different number of hours.

   For example purposes, delete the hours in the **Wed** field.

   We will enter these hours on a separate row and apply them to a different TRC (Bank Time Taken).

3. **Note**: Do not enter zero or negative values.

4. When you make adjustments, the Total hours will not update until the hours have been submitted.

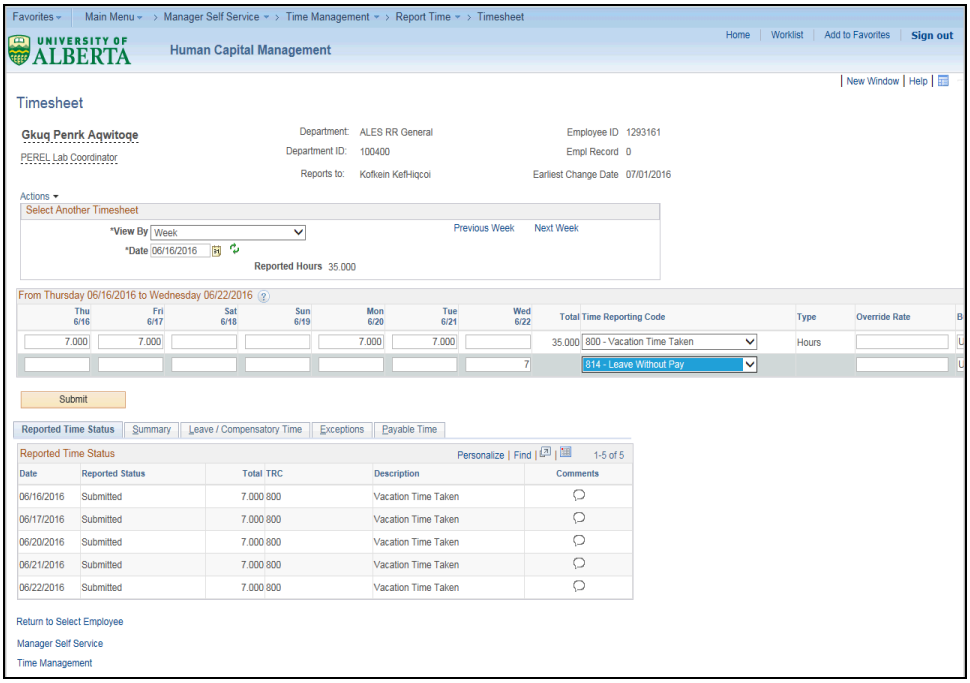



5. For example purposes, enter "**7**" into the **Wed** field on the next line.

6. Using the drop down menu of the Time Reporting Code field select the appropriate code.

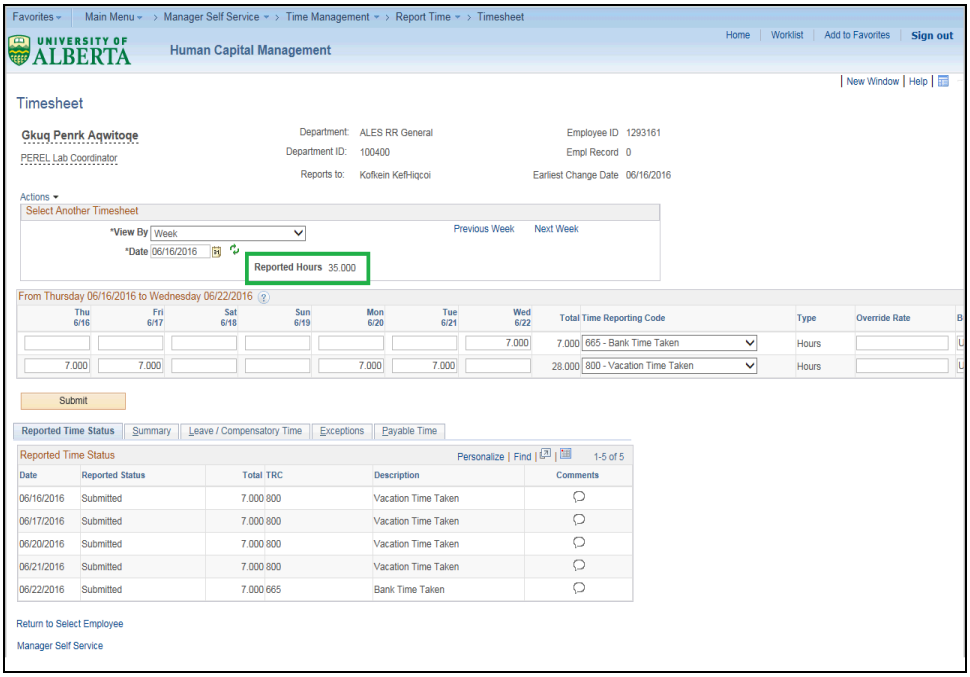
   For example purposes, select the TRC **665 - Bank Time Taken** list item.

   665 - Bank Time Taken



7. Click the **Submit** button.


8. Click the **OK** button.


9. Ensure the **Reported Hours** field reflects the correct number.

   Press **[Enter]**.

10. Congratulations! You have completed the training on Correcting or Modifying Time.

**End of Procedure.**

# Modifying an Employee Timesheet

In this topic you will learn how to modify an employee's timesheet.

---

**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

---

## Procedure

Navigation Path: **Sign In to PeopleSoft HCM**

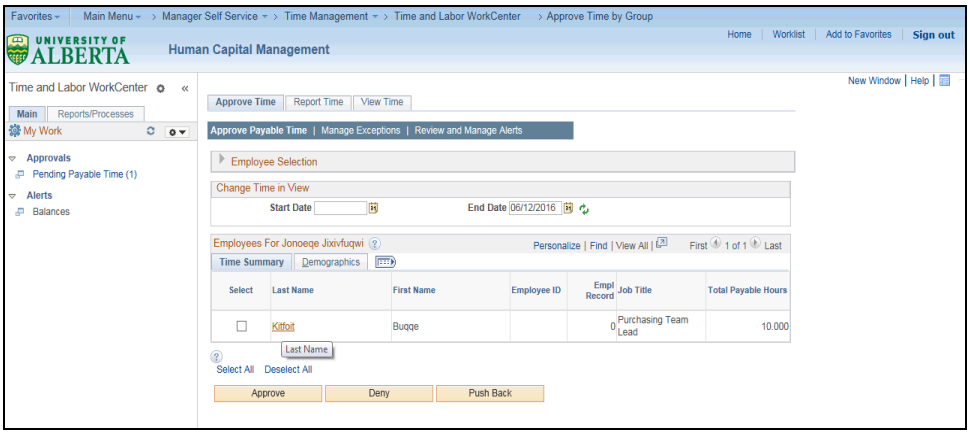
1. The most efficient way to review payable time pending your approval is to navigate to the **Time and Labor WorkCenter.**

2. The quickest path to the **Time and Labor WorkCenter** is through your Manager Dashboard.

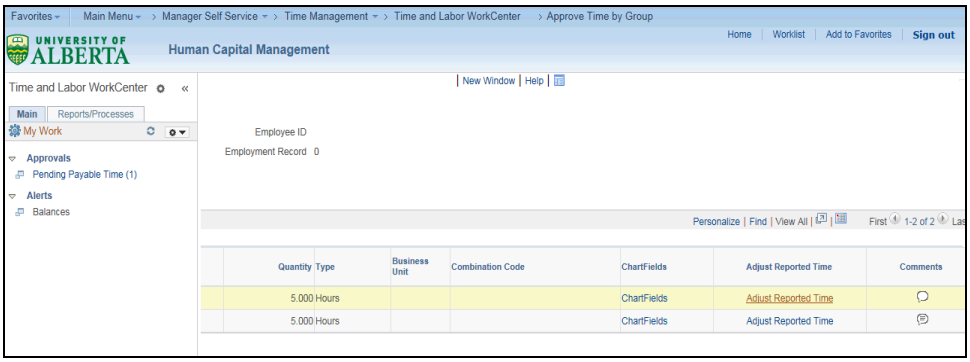
   Click the **Time and Labor WorkCenter** link.

3. Click the **Pending Payable Time** link.

4. A list of your employee's time transactions requiring your approval will be displayed.

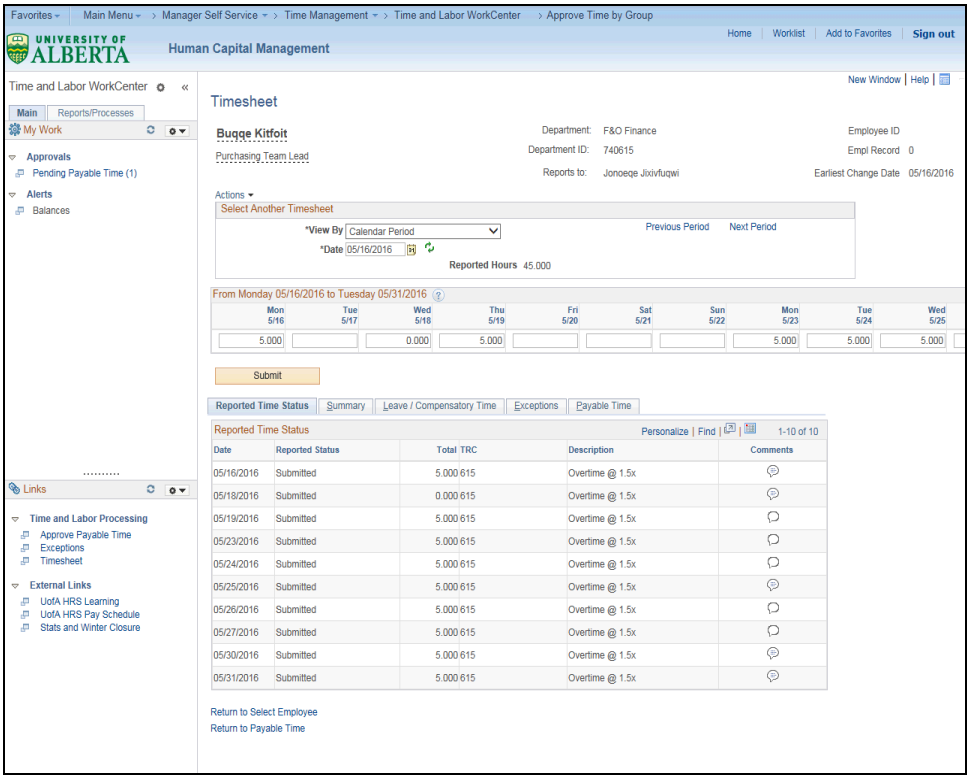



5. To view the details of an employee's time Click the **Last Name** link.




6. Scroll to the right and Click the **Adjust Reported Time** link.


7. The **Timesheet** page for the employee will appear.




8. Go to the day that requires adjustment.

   For example purposes, Click in the **hours** field.

9. Change the hours accordingly.

   For example purposes, blank out the field.

10. **Delete the incorrect hours and leave a blank field.** If those hours were the only entry on the row, the entire row must be removed.

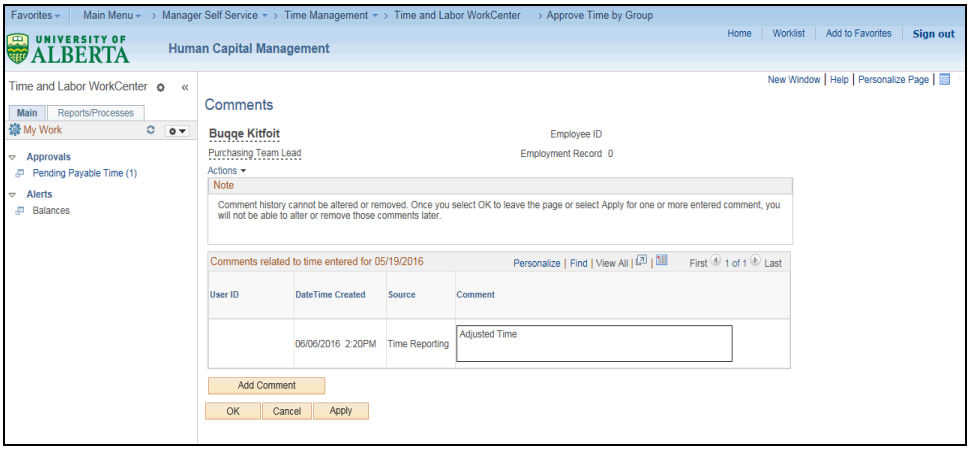
    If the corrected time was already paid in a prior pay period, there should be time entered for the current pay period to offset the pay recovery.

11. When a revision is made to the timesheet an explanation should be added in the comments section.

12. Click the **Comments** button.

13. In the comments section make a note of what changes were made and why.

Click in the **Comment** field.

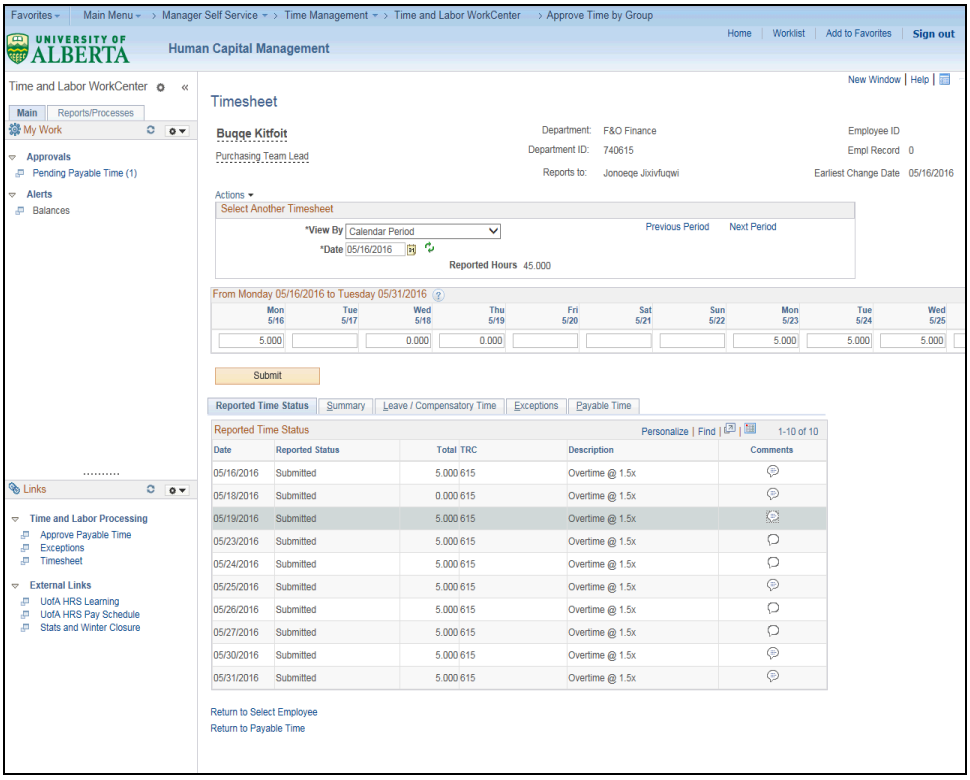



14. To save the comment Click the **OK** button.

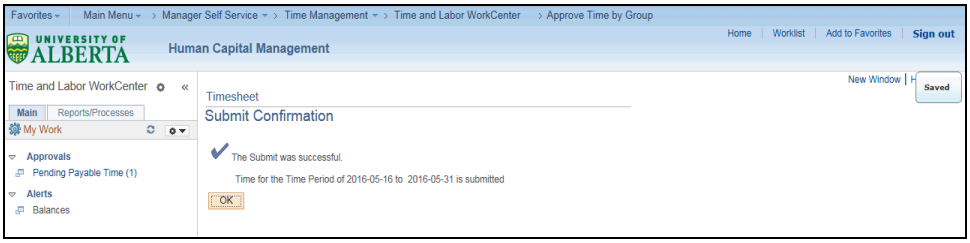

15. When the Submit button has been clicked there is a validation process that looks to ensure the changes you have made are correct.

If there is an error, correct as requested and resubmit.

(Details on validation errors are provided within the **'Time Entry Validation Errors** reference document.)




16. Once the correction has been made Click the **Submit** button.


17. A message will appear confirming your submission was successful.

    Click the **OK** button.


18. The changes you made will not require further approval. These hours are ready for the Time Administration process to evaluate and send to payroll for processing.

19. Congratulations! You have completed the training on Modifying an Employee Timesheet.

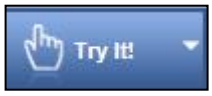
    **End of Procedure.**

# Pushing Back Payable Time

In this topic you will learn how to push back payable time to the employee for correction.

---

**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

---

## Procedure

Navigation Path: **Sign In to PeopleSoft HCM**

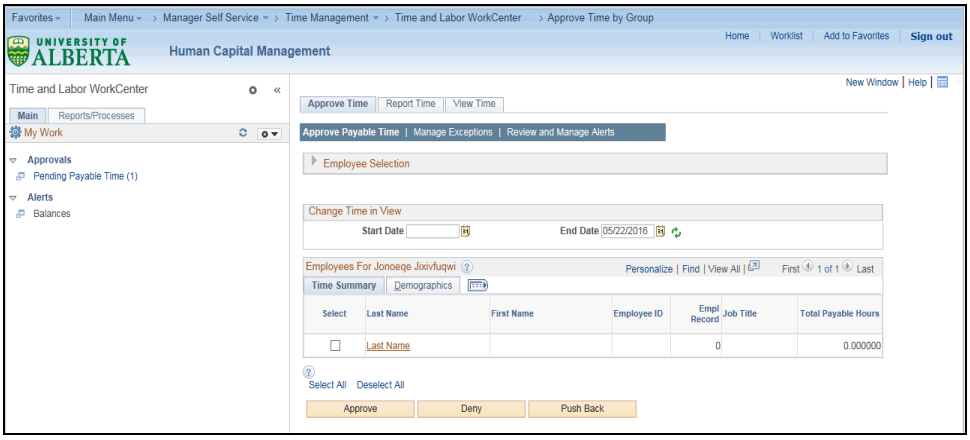
1. The most efficient way to review payable time pending your approval is to navigate to the **Time and Labor WorkCenter.**

2. And the quickest path to the **Time and Labor WorkCenter** is through your Manager Dashboard.

   Click the **Time and Labor WorkCenter** link.

3. Click the **Pending Payable Time** link.

4. A list of your employee's time transactions requiring your approval will be displayed.




5. To view the details of an employee's time Click the **Last Name** link.

6. Select the row(s) that require correction by the employee.

   Click the **Select** option.

7. All transactions being sent back to the employee for correction should include an explanation indicating why the row requires revision.

8. To add a comment, scroll to the far right of the screen and Click the **Comments** graphic.

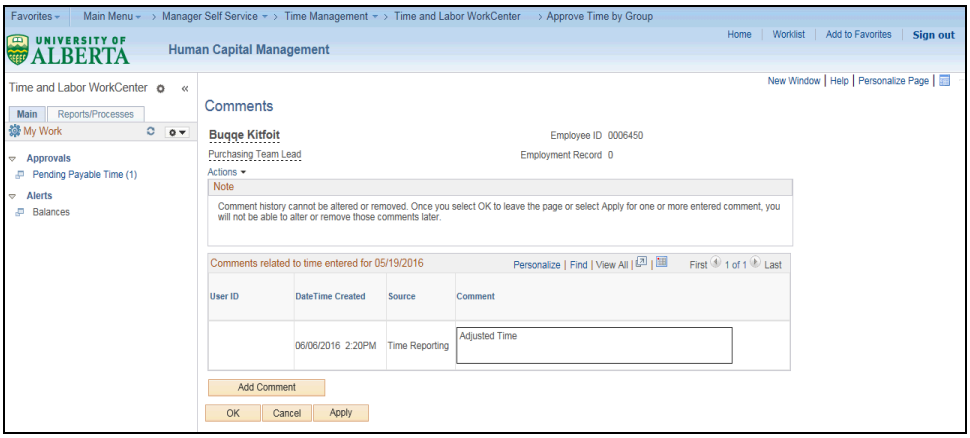
9. In the **Comments** page, scroll to the far right of the screen to view the Comment field.

   Click the **Comment** pane.

10. Enter an explanation into the **Comment** field.

    For example purposes, enter "**Please adjust time for this day. You were out of the office.**"

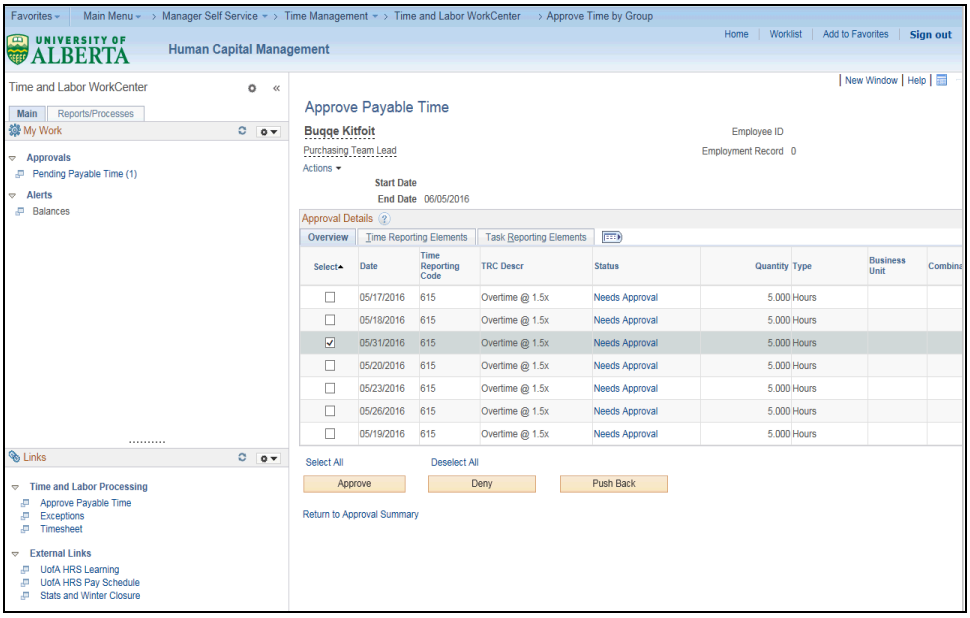



11. To save the comment Click the **OK** button.

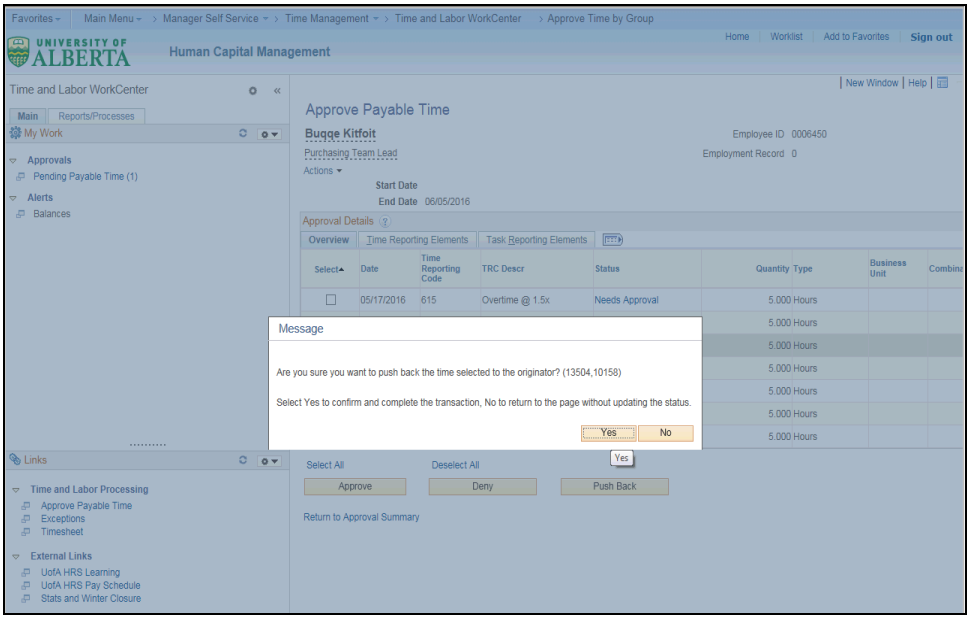

12. You will be returned to the **Approve Payable Time** page.

Ensure the row(s) you want to push back to the employee are selected.

Click the **Select** option.

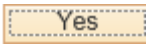


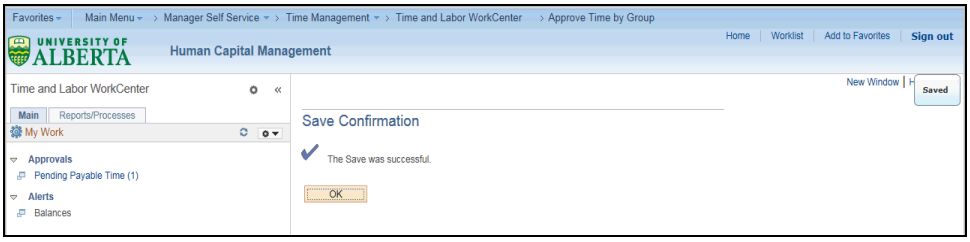

13. Click the **Push Back** button.




14. A message will appear asking you to verify that you want to push back the selected transactions.

    Click the **Yes** button.




15. Another message will appear confirming your save was successful.

    Click the **OK** button.

16. **Note:** The employee will be notified that the time has been pushed back, and they will need to correct or modify the time.

    Any changes the employee makes will then be resubmitted for approval.

17. Congratulations! You have completed the training on Pushing Back Payable Time.

    **End of Procedure.**

# Understanding Payable Time Offsetting Entries

When viewing the details of an employee's Payable Time, you may see rows with a negative entry. These are called offsetting entries and will appear when an approved transaction row is corrected, changed, or updated.

The negative line zero's out the original line and a new positive line is entered. This is all done automatically by the system.

A negative row indicates that something was changed on the original line such as the TRC, override rate, combo code, or quantity.

These lines need to be approved by the Time Approver to ensure that all payable time rows are balanced.

In this topic you will learn about Payable Time Offsetting Entries.

| | |
|---|---|
| | Most but not all negative entries will be offsets (e.g. Leave without pay is entered as a negative transaction) |

**To Begin the Online Tutorial:**

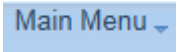
- Click the 

button located in the top left of the screen and follow the instructions provided.

## Procedure

Navigation Path: **Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail**

1. Click the **Main Menu** button.



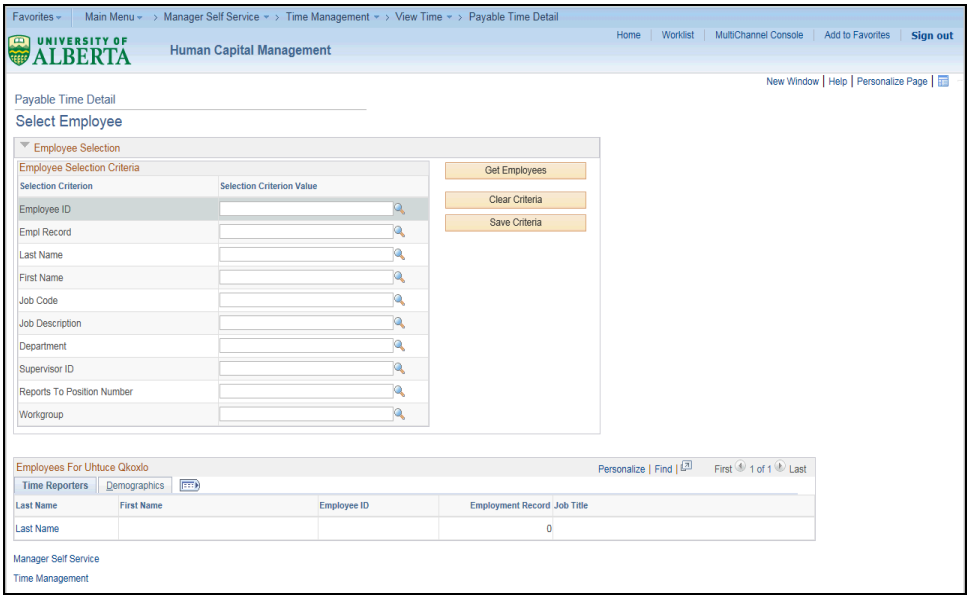

2. Click the **Manager Self Service** menu.


3. Click the **Time Management** menu.


4. Click the **View Time** menu.


5. The following will provide an example of how to identify offsetting entries.

   Click the **Payable Time Detail** menu.

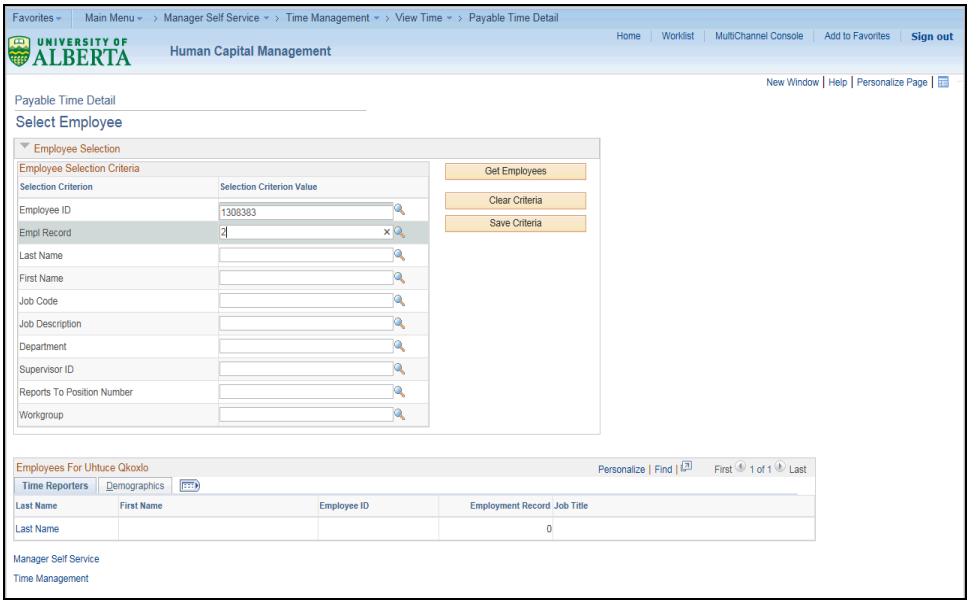



6. Enter the Employee ID into the **Employee ID** field.

   For example purposes, enter "**1308383**".

7. Enter the Employee Record into the **Empl Record** field.

   For example purposes, enter "**2**".

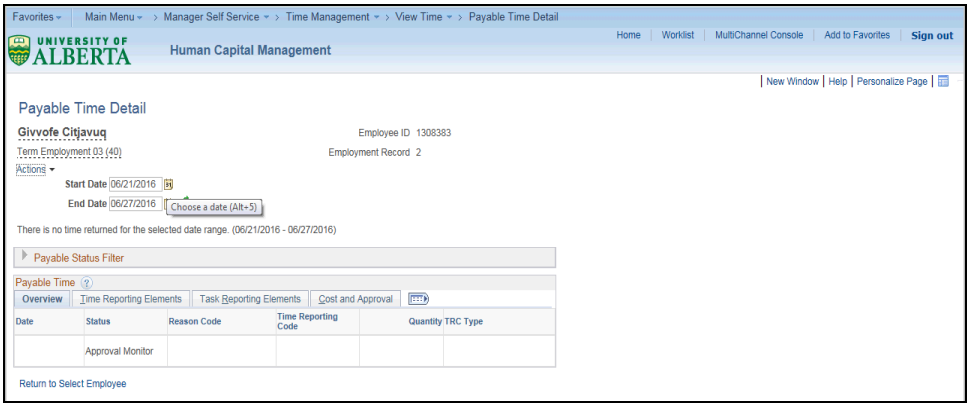



8. Click the **Get Employees** button.

9. Click the **Last Name of Employee**.




10. In the **Start Date** field, Click the **Calendar** graphic.

11. Select a Start Date from the calendar.

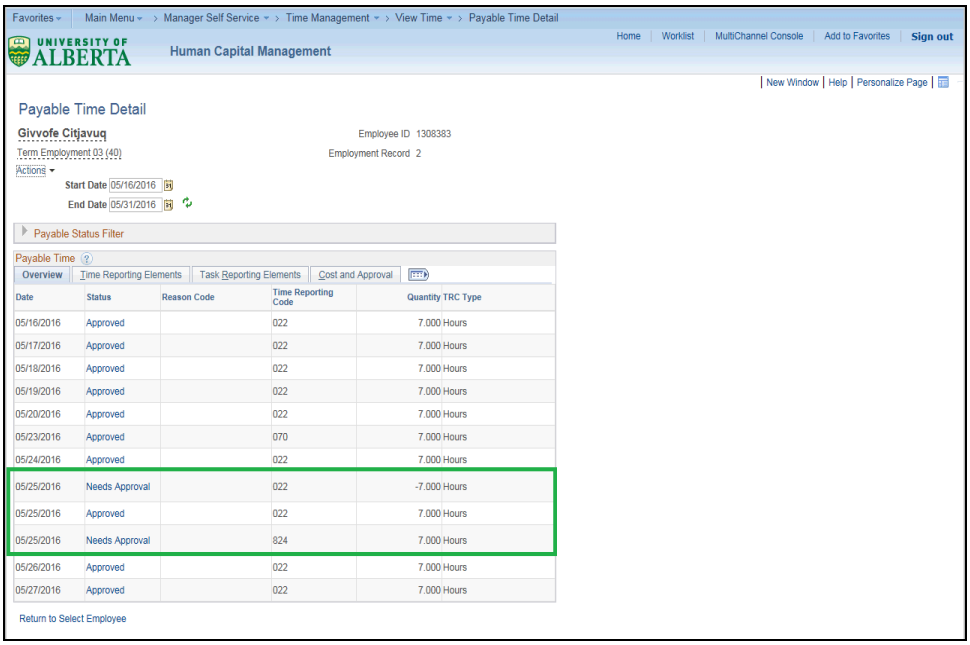
    For example purposes, select the **May 16** date.

12. In the **End Date** field, Click the **Calendar** graphic.

13. Select an End Date from the calendar.

    For example purposes, select **May 31**.

14. Click the **Refresh** button.




15. In this example, for the date 05/25/2016:
    - 7 hours were initially entered against TRC 022 and approved (As shown in the 2nd row) then
    - 7 hours were removed from TRC 022 (As shown in the 1st row) then
    - 7 hours were re-entered against TRC 824 (As shown in the 3rd row)

16. Congratulations! You have completed the training on Understanding Payable Time Offsetting Entries.

    **End of Procedure.**

# Viewing and Managing Exception Errors as an Approver

In this topic you will learn how to troubleshoot issues and errors related to time entry.

**Exception Errors** are generated after reported time is submitted and either incorrect information has been entered or the transaction does not comply with a defined rule.

There are two different types of exception errors:

- **High Exception Errors**

  The offending time transactions must be changed/fixed to clear out the exception in order for the employee to be paid. If these exceptions are not cleared up, the payable time for the entire day will not be processed and the employee will not get paid for that day or, if a leave entry, will not process to reduce their balances.

  The employee, Manager, Timekeeper, and Central HR can correct the time entries that caused these exception errors; however, there are a few that the employee would not be able to correct such as an incorrect rate override.

  As an Approver you can choose to either advise the employees of any corrections required to fix high exception errors or you can make the corrections on their behalf.

  For example:

  > You see exception error: TLX01540 – More than 24 hours reported
  >
  > This error occurs when the total hours for a day are entered in excess of the daily maximum. The Employee, Timekeeper or Time Approver can make the changes to correct this specific exception.

- **Low Exception Errors**

  These errors do not impact payable time and the employee will still get paid. Low Exception Errors represent warnings that can be allowed.

  Only Managers, Timekeepers, and Central HR can allow these on the exception page. If the warning is not allowed then anyone can correct the time entries that caused the exception error.

  For example:

  > You see exception error: UAEX_03G – Casual Illness >3 days (General Illness)

This error requires a Doctor's note. The Time Approver can override and approve the transaction once receipt of a Doctor's note has been confirmed.

| | |
|---|---|
| | Since Exception Errors can impact an employee's pay, it is highly recommended that all exceptions be reviewed and cleared prior to approving time and labor transactions. |

Below is a list of the most common Exception Errors that may occur.

For a complete list of Exception Errors refer to the reference document **'Time and Labor Exception Messages**' stored within the Learning Reference Materials (http://www.hrs.ualberta.ca/Learning/LearningPeopleSoft/LearningSupportMaterials) web page on the Human Resource Services website.

**Note:** Comp Time refers to an employee's overtime bank balance

| Exception ID | Description | Issue | Resolution | Severity |
|---|---|---|---|---|
| TLX00001 | Invalid Comp Time TRC/Balance | An invalid bank time transaction has been created; entries that result in a balance higher than the maximum allowed, or lower than minimum allowed (zero). | Change the time entry to correct the situation after reviewing the balance available. | High |
| TLX00010 | Invalid Leave Time Taken | Occurs when a leave absence is taken in excess of their available balance. The employee is not enrolled in the plan or the entry resulted in an invalid balance. | Confirm the current balance by referring to your balance on the timesheet page, any hours in excess of the balance needs to be changed to Vacation or Leave Without Pay.<br><br>If it is believed that there is an error with the bank time balance, | High |

| Exception ID | Description | Issue | Resolution | Severity |
|---|---|---|---|---|
| | | | contact your Supervisor to investigate. | |
| UAEX_03G | Casual Ill > 3 Days (General Ill) | Occurs when Employees eligible for GI have entered more than 3 consecutive days of Casual Illness | Employee to change time to GI code and resubmit. (this will trigger Doc note exception) | L (allowable) |
| UAEX_03D | Casual Ill > 3 Days (Doc Note) | For employees who have entered 3 or more consecutive days of Casual Illness (not eligible for GI) | Doctor's note to be provided then Supervisor can allow. If no note provided, time needs to be removed | L (allowable) |

* TRC – Time Reporting Code is the code used when entering earnings or leave time.

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**To Begin the Online Tutorial:**

- Click the 

button located in the top left of the screen and follow the instructions provided.

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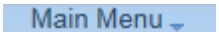
**Procedure**

Navigation Path: **Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions**

1. Click the **Main Menu** link.

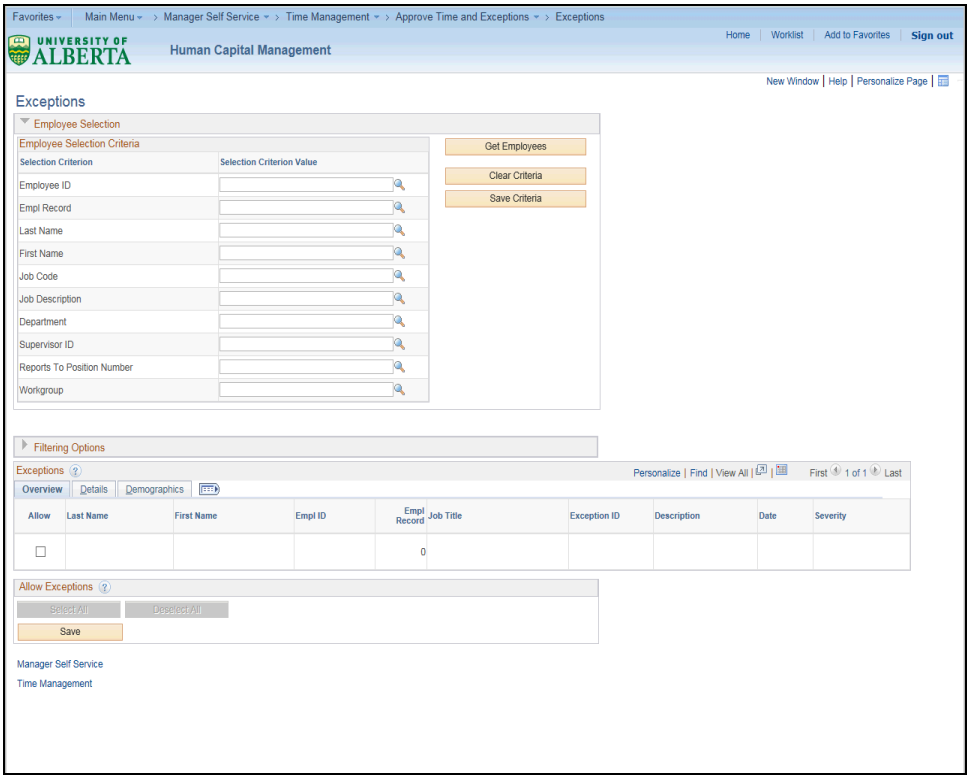


2. Click the **Manager Self Service** menu.


3. Click the **Time Management** menu.


4. Click the **Approve Time and Exceptions** menu.


5. Click the **Exceptions** menu.


6. Click the **Get Employees** button.

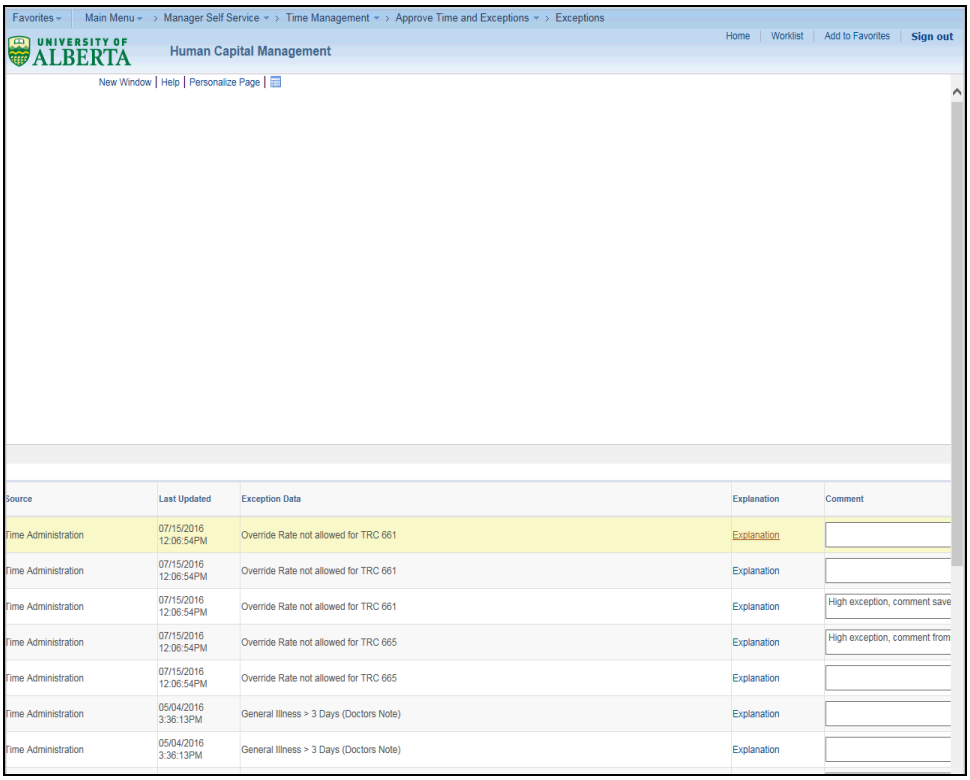
7. The **Exceptions** page provides a list of time entry transactions that have exceptions that need to be resolved or allowed.

   Once the Time Administration process has run (noon and nightly), a review of any Exception Errors that may have been generated is required.

8. Click the **Details** tab.

   Details

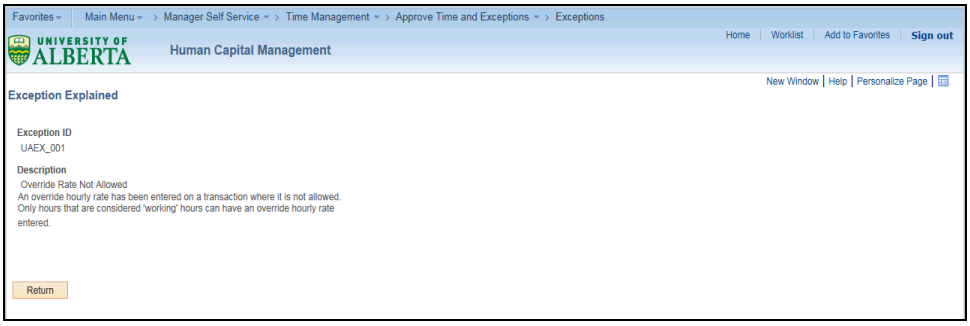
9. The Details tab provides additional information on the Exception (e.g. Source, Last Updated, etc).



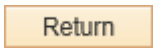

10. Click the **Explanation** link under the Details tab.

    Explanation

11. The **Exception Explained** page provides a detailed description of the Exception Error.

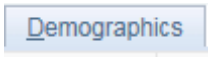



12. Click the **Return** button to go back to the Exceptions page.




13. You can also add comments under the Details tab.

14. Click the **Demographics** tab.



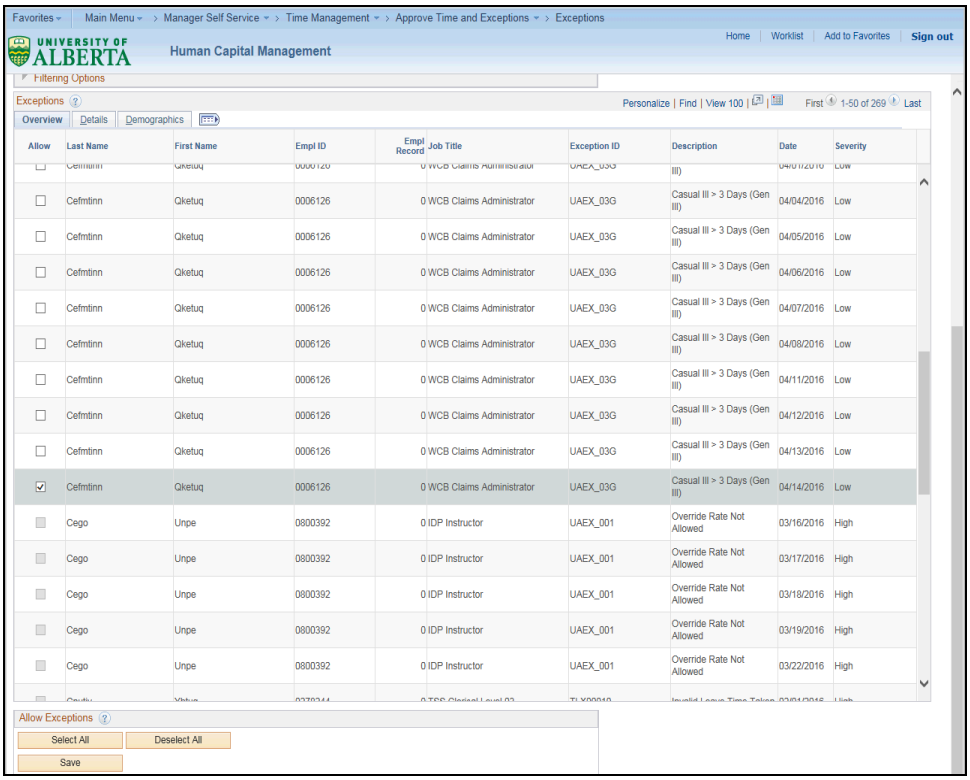

15. The Demographics tab provides information regarding the Employee's Job Code, Reports To, Department, etc.

16. Low Severity Exceptions are more of a warning providing you a heads up. The **Allow** option will be active. Once you have met the exception requirements check off the Allow option and when you click save, the exception will disappear.

    High Severity Exceptions require further action with the time entry transaction before it will be available for approval. The Allow option will be greyed out.

17. Clearing all exceptions is important; however High Exceptions must be cleared in order for any time entered for that day to be available for approval and be processed.

18. To allow a Low Exception,
    Click the "Allow" **checkbox** besides the Low Exception you would like to allow.




19. Click the **Save** button.


20. Congratulations! You have completed the training on Viewing and Managing Exceptions as an Approver.

**End of Procedure.**

# Reporting - Time and Labor WorkCenter Reports and Queries

In this topic you will learn how to run the Reports and Queries located on the Time and Labor WorkCenter page. The WorkCenter is a single place that allows you to perform multiple time related activities, all of which are also available through the regular menu navigation as described in other sections of this training.

If you are a Time Approver as well as a Timekeeper, you will only see the T&L WorkCenter developed for approval activities. The queries accessed via the WorkCenter only include the Time Approver queries, for all Timekeeper queries the Query Viewer must be used.

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### To Begin the Online Tutorial:

- Click the 

button located in the top left of the screen and follow the instructions provided.

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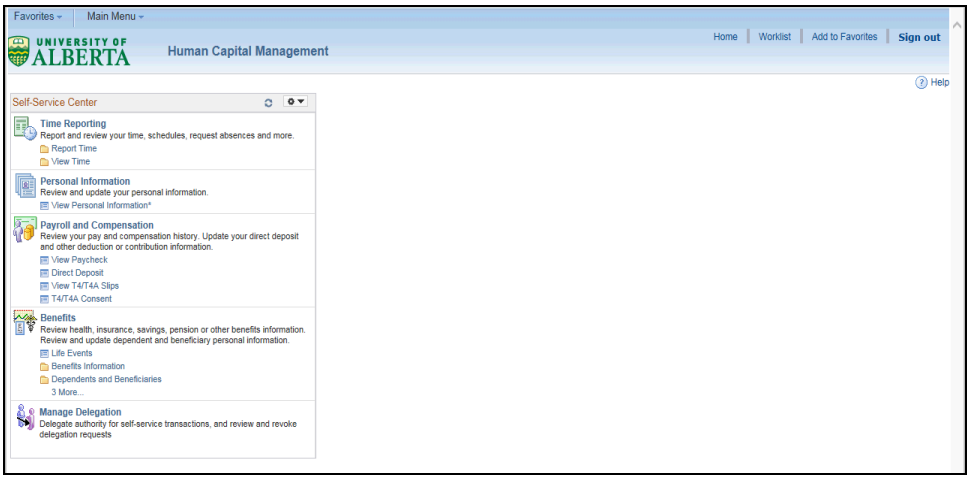
### Procedure

Navigation Path: **Main Menu > Manager Self Service > Time Management > Time & Labor WorkCenter**

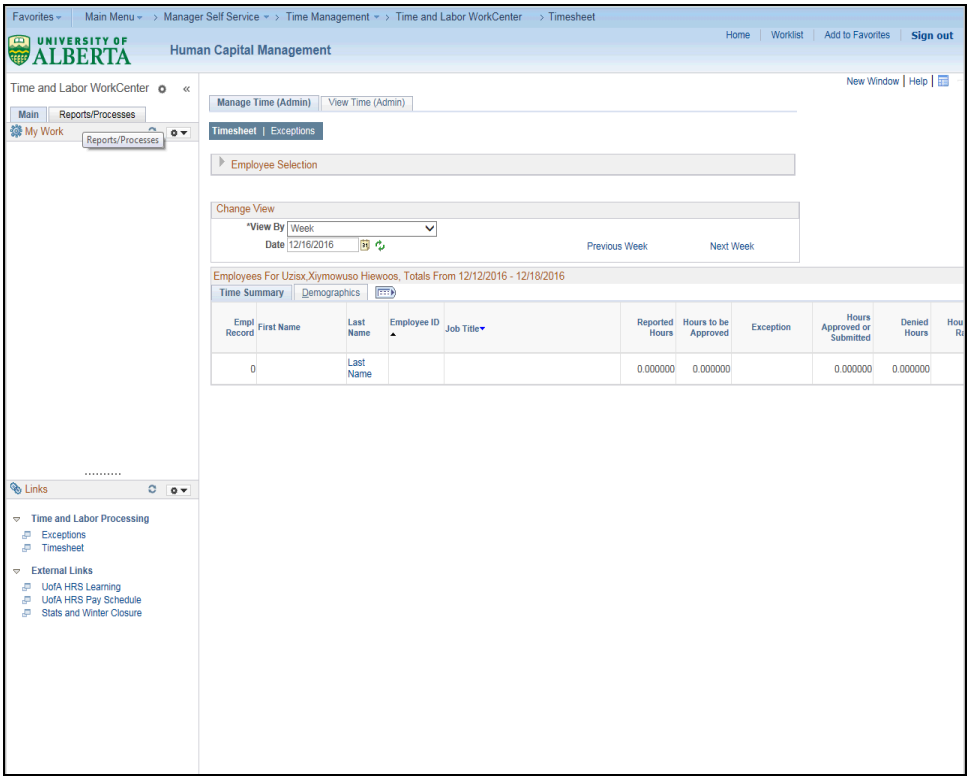


1. Click the **Main Menu** button.

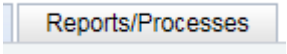

2. Click the **Manager Self Service** menu.

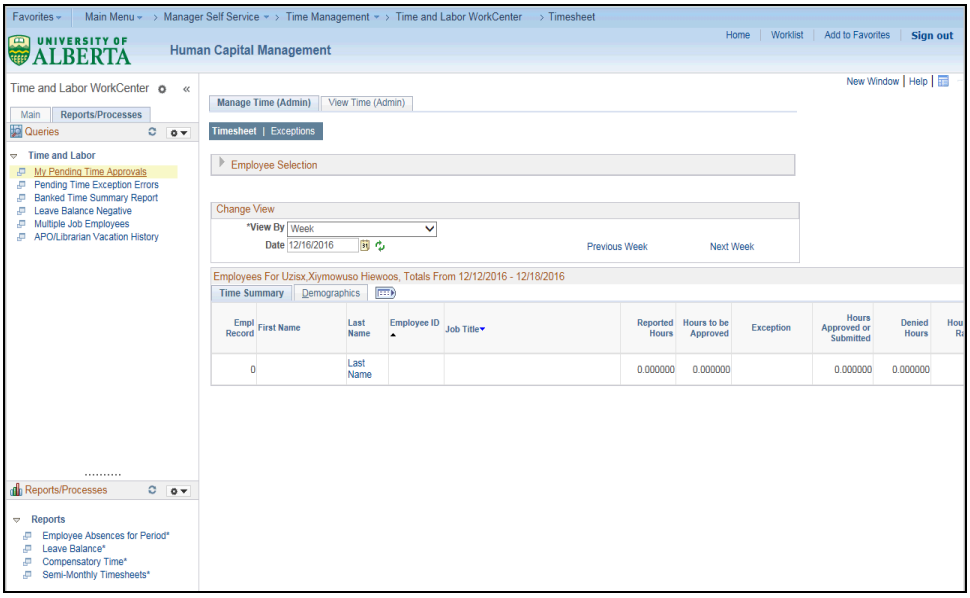

3. Click the **Time Management** menu.


4. Click the **Time and Labor WorkCenter** menu.


5. Click the **Reports/Processes** tab.






6. Click the **My Pending Time Approvals** link.

7. The Date you enter is optional. Best practice would be to enter the pay period end date.

   For example purposes enter September 16, 2016


8. Click the **Choose a date (Alt+5)** button.

9. Click the **September 16** list item.

10. Click the **View Results** button.


11. Results from each query will return on the page.

    These queries are meant to be for quick reference.

12. Click the **Banked Time Summary Report** link.

13. The search criteria is available at the top of each page for the query you wish to run:

    **Box 1** - Enter an individual Dept ID or '0000' for all Dept ID's you have access to

    **Box 2** - Enter a the same Dept ID as Box 1 for a single Dept ID or 'ZZZZ' for all Depts you have access to

    **Box 3** - Enter '%' for all or an individual Empl ID of the Supervisor

    **Box 4** - Enter % for all

    **Box 5** - Enter % for all

    **Box 6** - Enter % for all

    **Box 7** - Enter the current Date

14. Click the **Leave Balance Negative** link.

15. The search criteria is available at the top of each page for the query you wish to run:

    **Box 1** - Enter an individual Dept ID or ';0000' for all Dept ID's you have access to

    **Box 2** - Enter a the same Dept ID as Box 1 for a single Dept ID or 'ZZZZ' for all Depts you have access to

    **Box 3** - Enter '%' for all or an individual Empl ID of the Supervisor

    **Box 4** - Enter % for all

    **Box 5** - Enter % for all

    **Box 6** - Enter % for all

    **Box 7** - Enter the current Date

16. Click the **Multiple Job Employees** link.

17. The report will automatically return all employees with multiple jobs that you have access to view.

18. Click the **APO/Librarian Vacation History** link.

19. The search criteria is available at the top of each page for the query you wish to run:

    **Box 1** - Enter an individual Dept ID or ';0000' for all Dept ID's you have access to

    **Box 2** - Enter a the same Dept ID as Box 1 for a single Dept ID or 'ZZZZ' for all Depts you have access to

    **Box 3** - Enter '%' for all or an individual Empl ID of the Supervisor

    **Box 4** - Enter % for all

    **Box 5** - Enter % for all

    **Box 6** - Enter % for all

    **Box 7** - Enter the current Date

20. The running of HR Operational Reports are covered under seperate topics.

21. Congratulations! You have completed training on Manager Support for Reporting from the Timekeeper Time & Labor WorkCenter

    **End of Procedure.**

# Approval Delegation

## Overview

This section will provide an understanding of approval delegation and when to delegate your approval authority to another person. You will also be provided instructions on how to create and change delegations within PeopleSoft HCM.

## Objectives

Upon completion of this section you will have a general understanding of:

- Approval Delegation Process
- How to Create a New Delegation
- How to Change an Existing Delegation
- How to Review Outstanding Delegations

## Related Reference Material

All related reference material is stored on the Learning Reference Materials (http://www.hrs.ualberta.ca/Learning/LearningPeopleSoft/LearningSupportMaterials) web page within the Human Resource Services website.

Reference Material may include Training Guides, Quick Reference Guides, and Other Documentation.

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## Approval Delegation Process

The **Approval Delegation Process** encompasses the creation, change and review of reassigning (delegating) your approval authority in the event you are on leave.

If you are unable to assign a delegate in your absence, a Delegation Administrator has the ability to submit a request on your behalf.

| | |
|---|---|
|  | To contact the Delegation Administrator open an IST Helpdesk ticket for 'HCM T&L Approval Delegation' via the IST website or by phone. |

## Long Term Delegation

If a delegation is still active and the delegate has terminated or will terminate in the next few days, an e-mail is generated and sent to the original delegator as well as the delegation administrator to notify them that the delegate is going to become inactive.

In these instances the original delegator should revoke the existing delegation and create a new one.

# Creating a New Delegation

In situations where an Approver is away on leave, the Approver has the ability to delegate their approval authority to someone else. In this topic you will learn how to delegate your approval authority in PeopleSoft HCM.

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### To Begin the Online Tutorial:

- Click the 

button located in the top left of the screen and follow the instructions provided.

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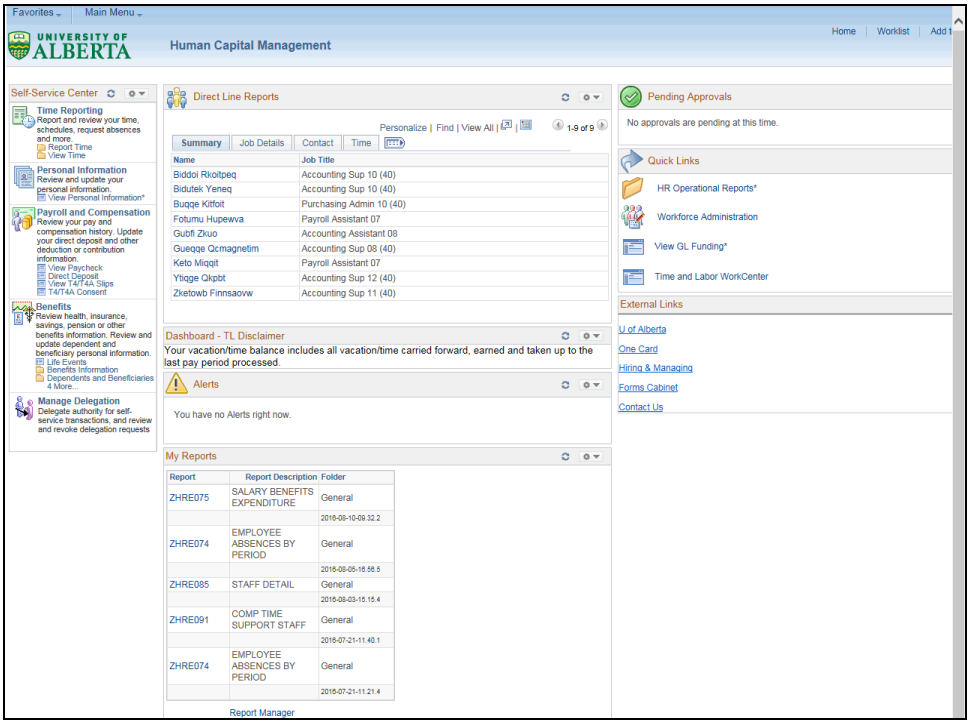
### Procedure

Navigation Path: **Sign In to PeopleSoft HCM**



1. On your Home Page within the **Self-Service Center** pagelet, Click the **Manage Delegation** link.

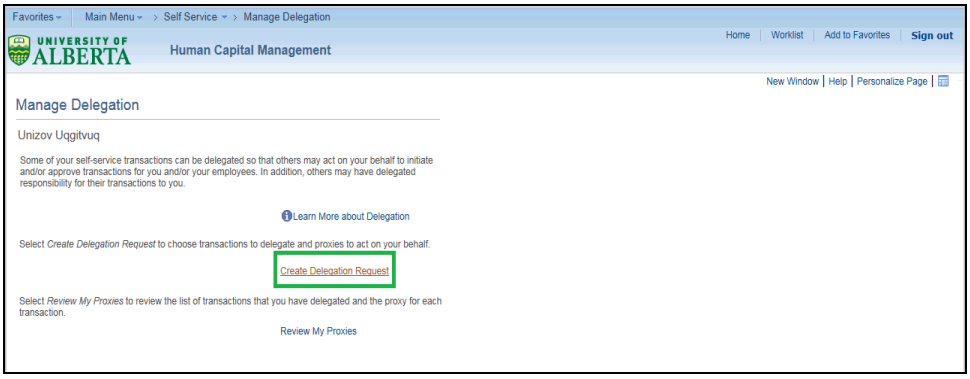
2. The **Manage Delegation** page provides a few options related to delegation.

   The **Learn More about Delegation** link provides an introduction to Managing your Delegation.

   All new users of the system are encouraged to click on this link before continuing.

3. The **Review My Proxies** link will only appear after a delegation has been submitted.

   This link is discussed in more detail within the 'Changing an Existing Delegation' topic.




4. To start the approval delegation process, Click the **Create Delegation Request** link.

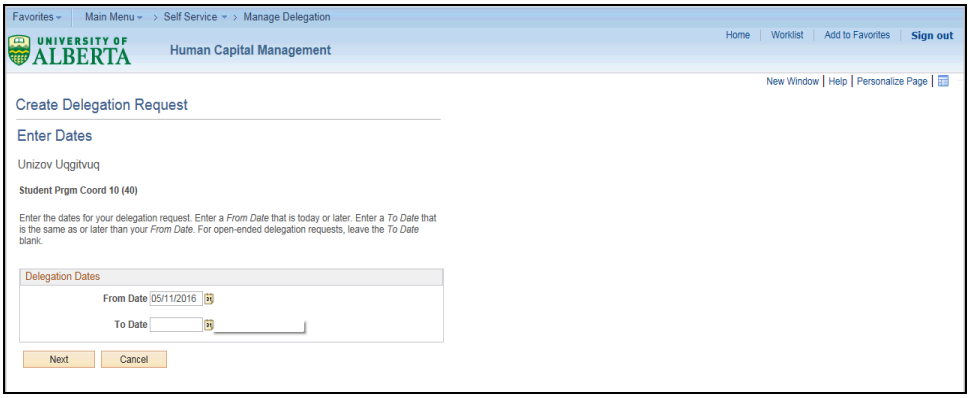
5. **Note**: Before you begin the delegation process, **remember to do 4 things**:

   Step 1 - Speak to your potential delegate first to check for availability

   Step 2 - Ensure your Delegate knows NOT to use the DENY button

   Step 3 - Review your Proxies to ensure you only have one active proxy at a time

   Step 4 - Clear your queue of all **Pending Payable** time before you submit your delegation request



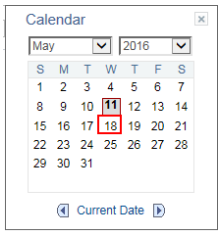

6. The **From Date** will automatically default to the current date.

   To change the date, Click the **Calendar** graphic.

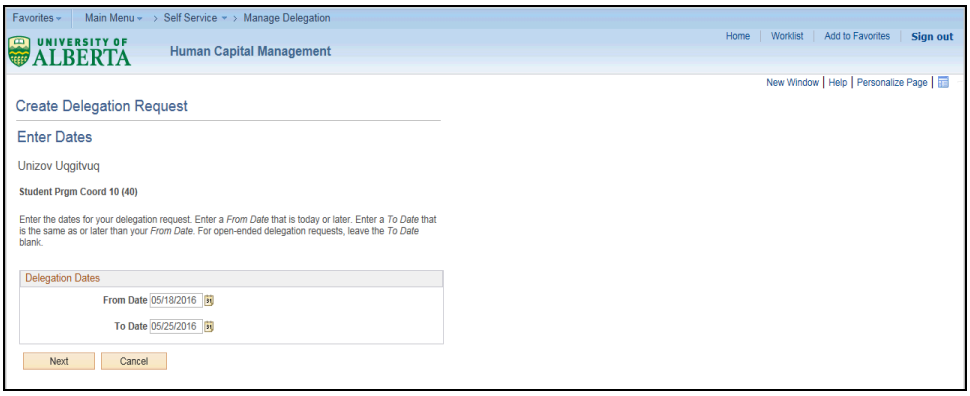
7. **Note: A delegation cannot begin prior to the current date.**

   Click on the day you want the delegation to begin in the future.

   For example purposes, Click the **May 18, 2016** option.




8. **Note:** The dates selected are for the days you will be absent. All transactions submitted during these dates will be routed to the delegate for approval.



9. For this tutorial the **To Date** has been populated for you.

   Once your calendar dates are selected, Click the **Next** button.

   Next

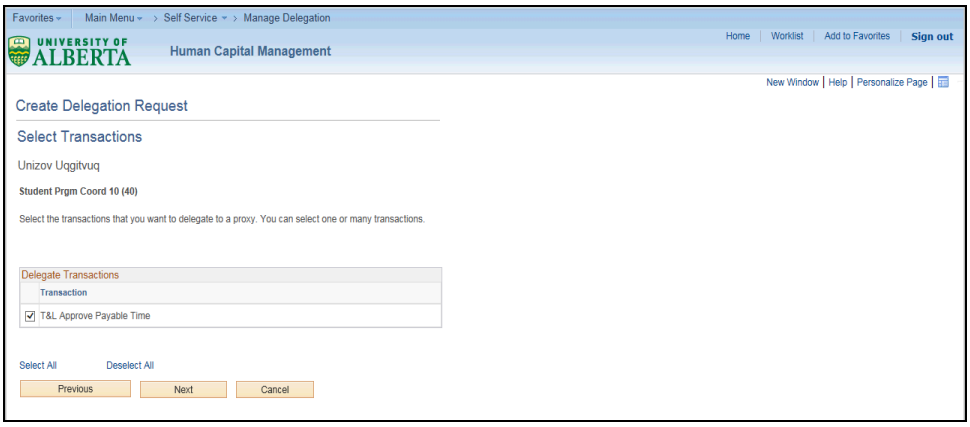
10. The next step is to select the type of transactions you want to delegate approval authority for.

    **Note:** Assigning a delegate is all or nothing. You cannot delegate approval for specific employees. You are delegating the entire task of labor approval for all of your direct reports.

    However, if there are multiple transaction type options listed, you can assign a different delegate to each transaction type line.

11. Within the **Delegate Transactions** section, Click the **T&L Approve Payable Time** option.

    T&L Approve Payable Time




12. Click the **Next** button.

    Next

13. Now you need to select a Proxy (a person to delegate your approval authority to).

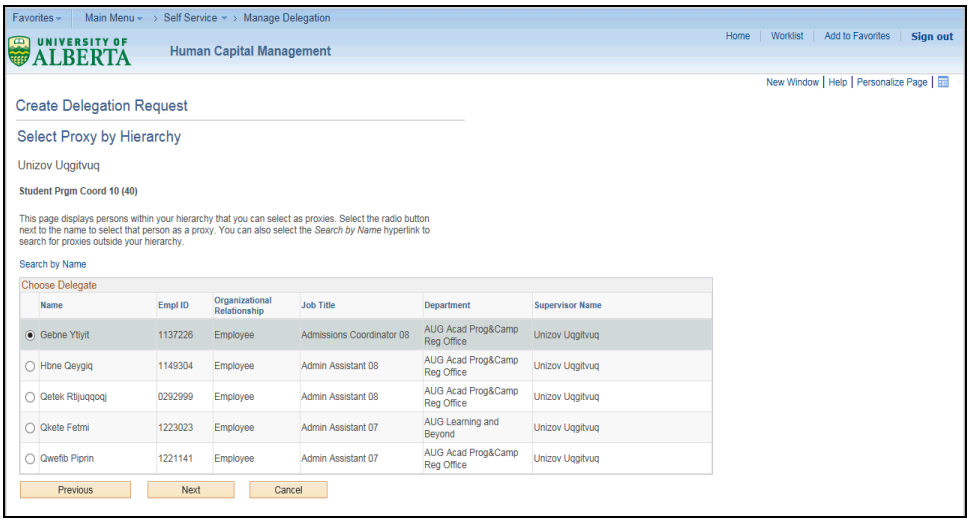
    The **Select Proxy by Hierarchy** page provides a list of all employees you can delegate to. This list includes all employees linked to you based on the 'Reports To' structure within PeopleSoft.

    The system does not restrict who you can delegate to.

14. **Warning:**
You can delegate to anyone within the list. This includes those that are not employees or do not normally have approval authority.

If the person you want to choose as a delegate is not in the initial list, use the **Search by Name** link provided.

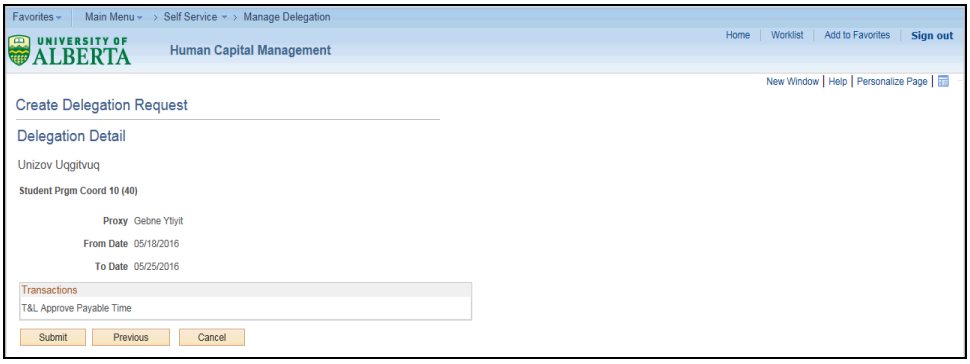
15. Once you have found the appropriate person, Select the box before the **Name** item.




16. Ensure the name you want is highlighted.

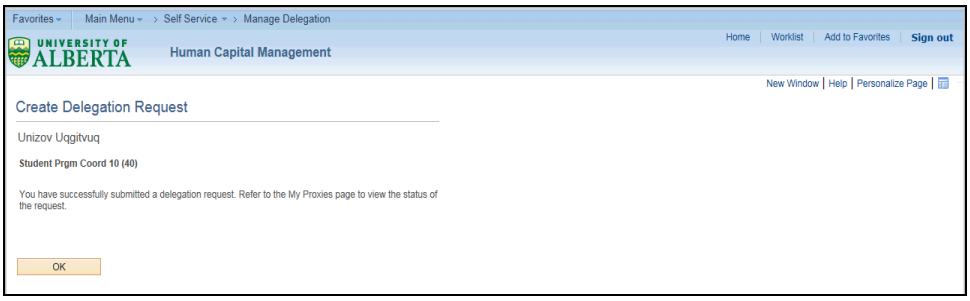
Click the **Next** button.


17. The **Delegation Detail** page summarizes your selections and provides an opportunity to ensure you have created the delegation as you intended.



18. Once you have confirmed the detail is correct Click the **Submit** button.

Submit




19. The last page indicates if your submission was successful or not.

Click the **OK** button.

OK

20. **What happens after the delegation request is submitted?**

• An e-mail is sent to the person you delegated approval to.

• The e-mail recipient will open the link provided within the e-mail and either accept or reject the delegation request.

• A response e-mail is sent to the requestor and the status under delegation proxy is updated.

21. Congratulations! You have completed the training on how to Create a New Delegation.

**End of Procedure.**

# Changing an Existing Delegation

In the event that you return from leave early or the existing delegate has rejected your delegation request, you will be required to change your approval delegation request. In this topic you will learn how to change an existing delegation request.

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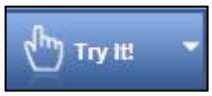
### To Begin the Online Tutorial:

- Click the 

button located in the top left of the screen and follow the instructions provided.

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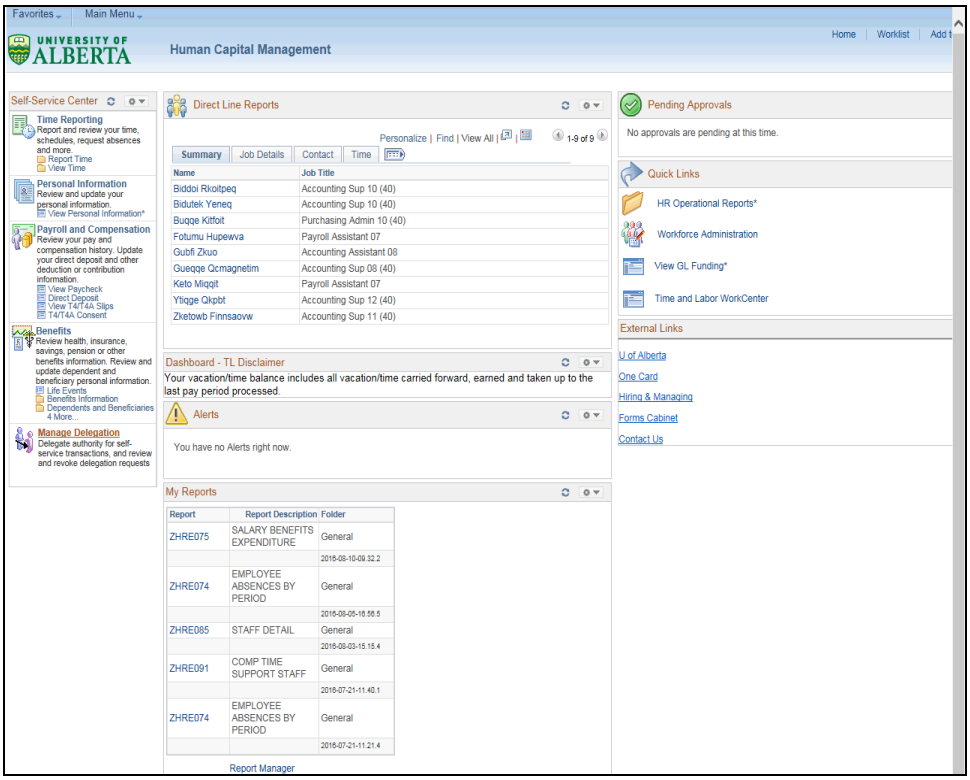
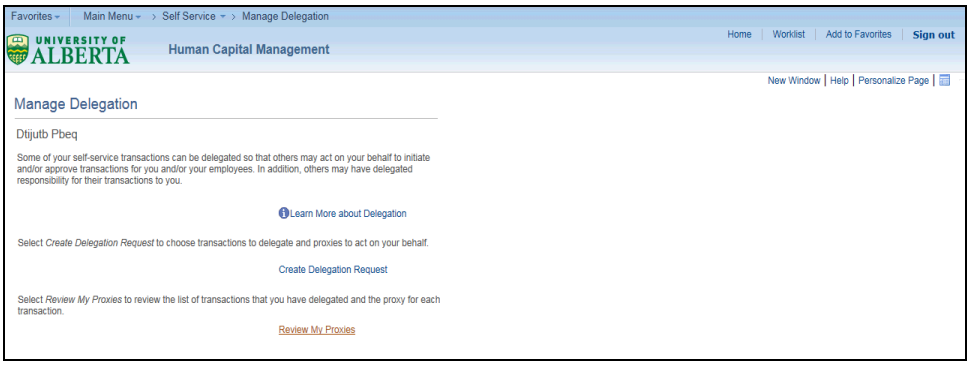
### Procedure

Navigation Path: **Sign In to PeopleSoft HCM.**



1. On your Home Page within the **Self-Service Center** pagelet, Click the **Manage Delegation** link.

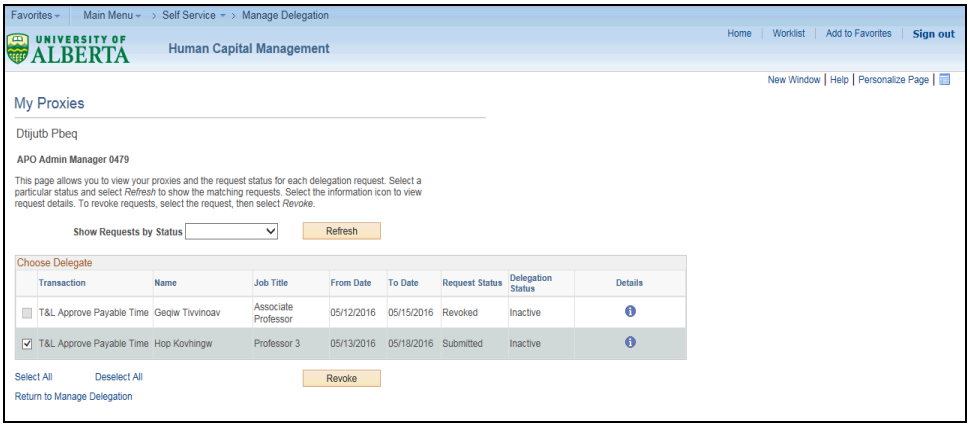
2. The Manage Delegation page provides you the ability to '**Revoke**' or '**Change**' an existing approval delegation.




3. Click the **Review My Proxies** link.

4. Find the line with the person you want to change.

   Select the box before the **Transaction** item.

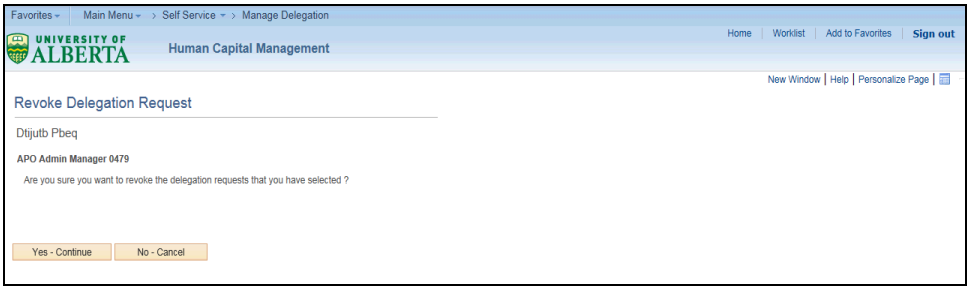



5. Ensure the intended line is highlighted.

   Click the **Revoke** button.

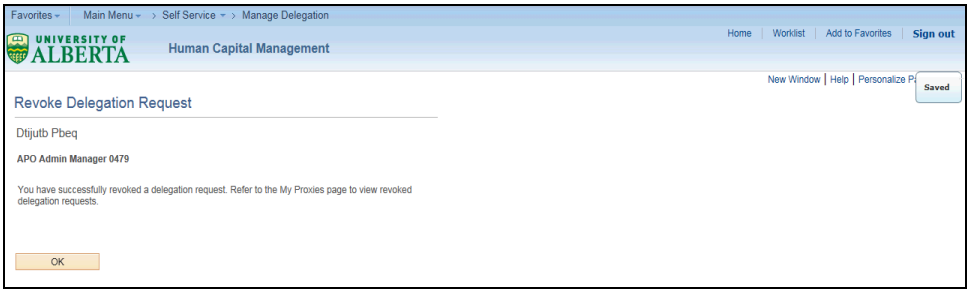
   
   

6. The **Revoke Delegation Request** page provides an opportunity to cancel the request just in case the Revoke button was clicked accidentally.




7. Click the **Yes - Continue** button.


8. A message will appear indicating if you have successfully revoked the delegation or not.

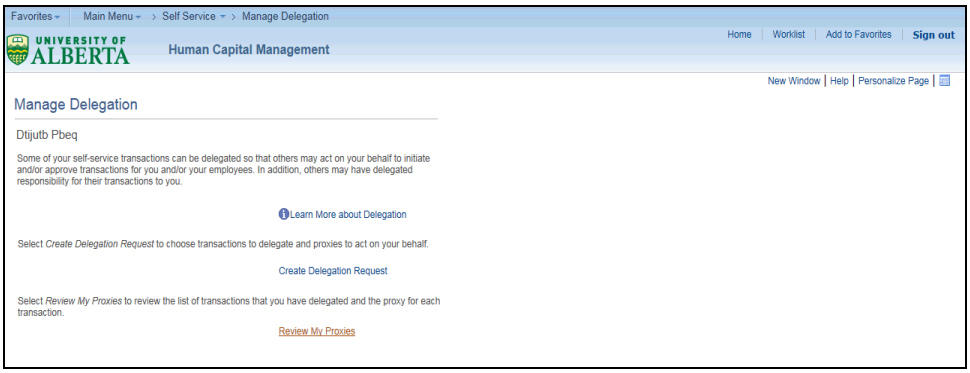



9. Click the **OK** button.


10. **Note:** Once **OK** has been clicked the system will send an e-mail notification to the delegate stating their delegation has been revoked.

    The delegation will stop immediately. No action is required by the delegate to 'accept' the revoke action.

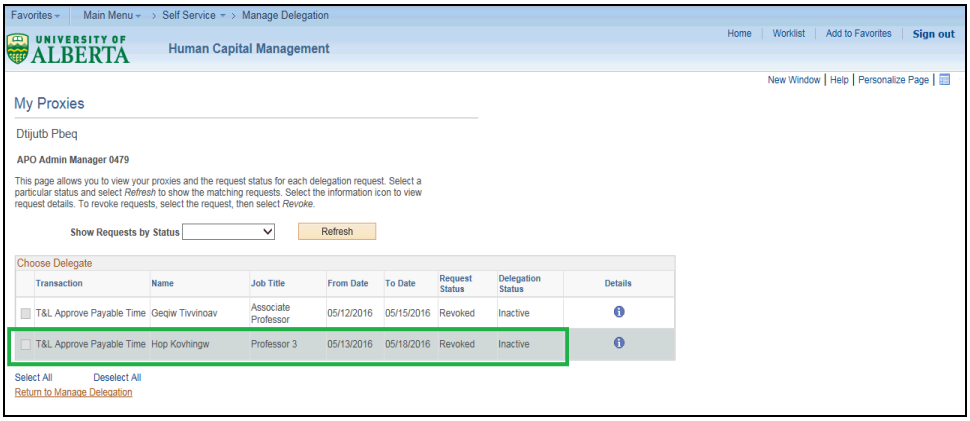
11. **Note**: A reminder that any **Pending Payable** time your Delegate did not approve will now be yours to approve.




12. You will be returned to the **Manage Delegation** page.

    To ensure the status has changed.

    Click the **Review My Proxies** link.




13. The **My Proxies** page will show your selection as being **Revoked and Inactive**.

    Click the **Return to Manage Delegation** link.

14. To <u>Change</u> an existing delegation:

    • First **Revoke** the existing delegation
    • Then **Create** a new delegation request

15. Congratulations! You have completed the training on how to Change an Existing Delegation.

    **End of Procedure.**

# Accepting a Delegation Request

In this topic you will learn how to accept a delegation request from a Manager/Supervisor.

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### To Begin the Online Tutorial:

- Click the 

button located in the top left of the screen and follow the instructions provided.

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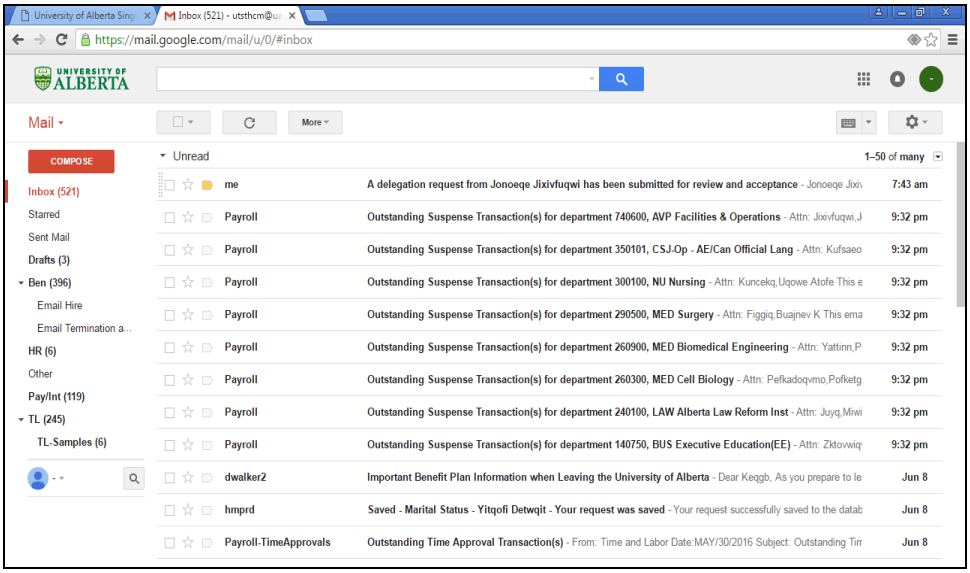
## Procedure

The first step for Delegation is to receive an email with the request.

1. When a Supervisor submits a delegation request, the system automatically creates and sends an e-mail to the person they requested as a delegate.




2. In your e-mail inbox, Click the **Delegation Request e-mail**.

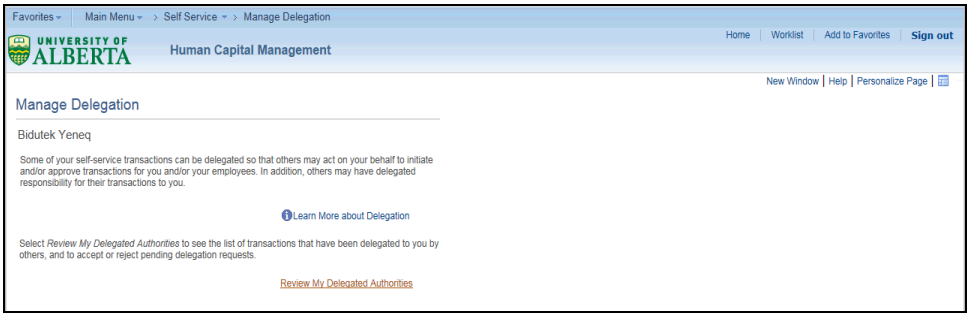
3. Review the e-mail for the details of the delegation request.

   In this example the delegation request is to Approve Time and Labor Payable Time from June 9, 2016 up to and including June 16, 2016.

4. The link provided within the e-mail will take you to the Manage Delegation page in PeopleSoft HCM.

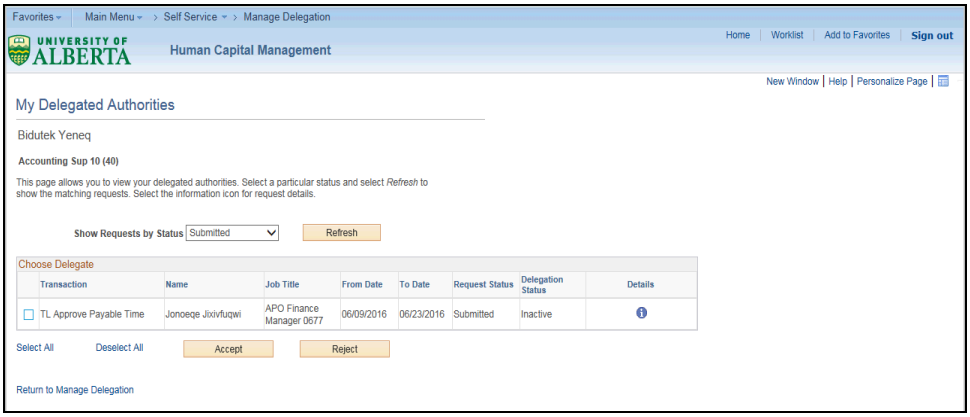
   Click the **Link in the e-mail**.

5. When you click on the e-mail link you may be prompted to sign in once more using your network CCID and Password.




6. From the login page you will be directed automatically to the PeopleSoft HCM Manage Delegation page.

   Click the **Review My Delegated Authorities** link.




7. Clicking on the link will automatically come to this page. The **Show Requests by Status** will default to **Submitted**.

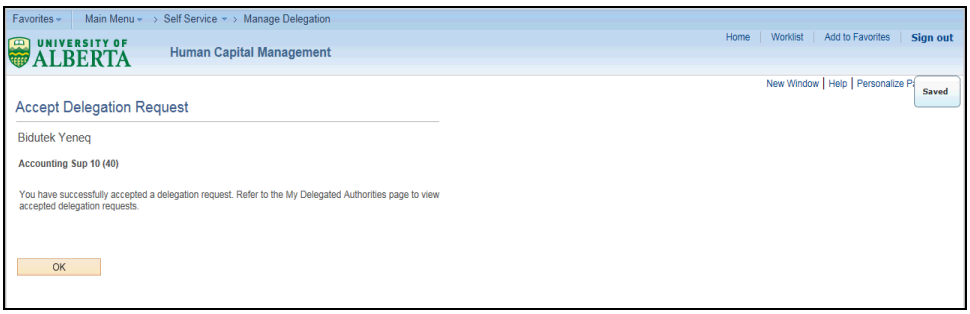
   Select the box before the **Transaction** item.

8. Ensure the appropriate line is selected.

   Click the **Accept** button.

   Accept

9. The **Accept Delegation Request** page indicates if your acceptance was successful or not.

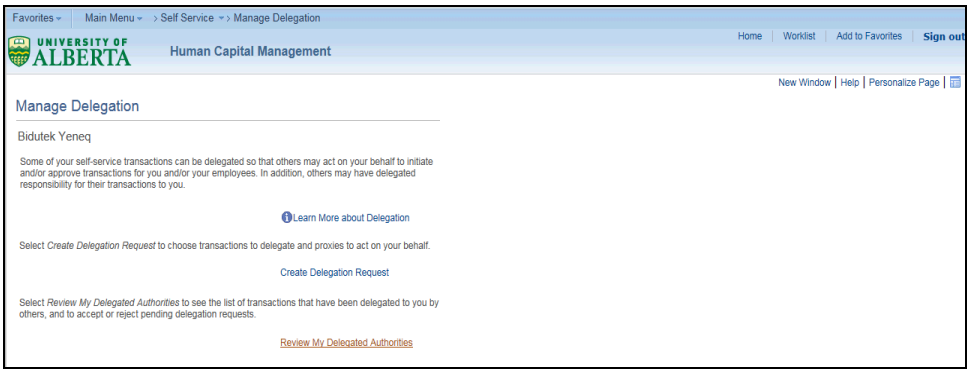



10. Click the **OK** button.

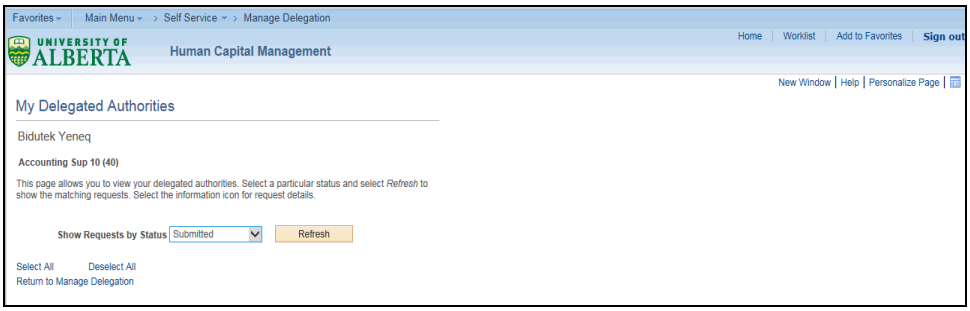
    OK

11. **Note:** Once you accept a Delegation Request the system automatically provides you access to the approval pages, even if you did not have approval authority prior to accepting the delegation.

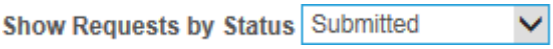
12. The system will automatically generate and send an e-mail to the requestor indicating your acceptance.




13. To view the status of transactions delegated to you Click the **Review My Delegated Authorities** option.




14. In the **My Delegated Authorities** page Click the down arrow next to the **Show Requests by Status** field.




15. Click an entry in the list.

    For example purposes, Click the **Accepted** list item.

16. Click the **Refresh** button.


17. A list of your delegated authority transactions for the specified status will appear.

18. The Delegated Authority for the time period you agreed to should show Accepted and Active.

    To exit from this page, Click the **Return To Manage Delegation** option.

19. Congratulations! You have completed the training on how to Accept a Delegation Request.

    **End of Procedure.**