UNIVERSITY OF ALBERTA

PeopleSoft HCM

Payable Time Approval

Prepared by: HR Operations

Created on 7/10/2017 4:28:00 PM
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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
- How to Manage Exceptions
- How to Approve Payable Time Requests
- How to Push Back Payable Time Requests
- How to Modify an Employee Time Sheet

Related Reference Material


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

   Time and Labor WorkCenter

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.**

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**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.


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

<table>
<thead>
<tr>
<th>Exception ID</th>
<th>Description</th>
<th>Issue</th>
<th>Resolution</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLX00001</td>
<td>Invalid Comp Time TRC/Balance</td>
<td>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).</td>
<td>Change the time entry to correct the situation after reviewing the balance available.</td>
<td>High</td>
</tr>
<tr>
<td>TLX00010</td>
<td>Invalid Leave Time Taken</td>
<td>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.</td>
<td>Confirm the current balance by referring to your balance on the timesheet page, any</td>
<td>High</td>
</tr>
<tr>
<td>Exception ID</td>
<td>Description</td>
<td>Issue</td>
<td>Resolution</td>
<td>Severity</td>
</tr>
<tr>
<td>--------------</td>
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<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>UAEX_03G</td>
<td>Casual Ill &gt; 3 Days (General Ill)</td>
<td>Occurs when Employees eligible for GI have entered more than 3 consecutive days of Casual Illness</td>
<td>Employee to change time to GI code and resubmit. (this will trigger Doc note exception)</td>
<td>L (allowable)</td>
</tr>
<tr>
<td>UAEX_03D</td>
<td>Casual Ill &gt; 3 Days (Doc Note)</td>
<td>For employees who have entered 3 or more consecutive days of Casual Illness (not eligible for GI)</td>
<td>Doctor’s note to be provided then Supervisor can allow. If no note provided, time needs to be removed</td>
<td>L (allowable)</td>
</tr>
</tbody>
</table>

* 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.
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.**

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.**

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.**
Approving Payable Time

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

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.

   [Pending Payable Time (1)]

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.
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.


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.**
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.

   Time and Labor WorkCenter

3. Click the Pending Payable Time link.

   Pending Payable Time (1)

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.*

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**Modifying an Employee Timesheet**

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

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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. 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. **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.

   Adjust Reported Time

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

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.**
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.

   ![Manager Self Service](image)

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

   ![Time Management](image)

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

   ![View Time](image)

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

   Click the **Payable Time Detail** menu.

   ![Payable Time Detail](image)

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 TimeOffsetting Entries.

**End of Procedure.**