Quick Reference Guide

Time & Labor Life Cycle with Processing Times

This Quick Reference Guide provides a summary of the Time and Labor Life Cycle including the processing times up to Pay Confirm. Examples of different scenarios are also provided to help clarify processing times and data availability. If you have questions or need further information please contact your Department HR Contact or Timekeeper.

- **Employee Time Entry & Submission**
  - Referred to as Reported Time
  - Stops invalid entries such as:
    - Invalid Leave Balance
    - Invalid Banked time,
    - Over 24 hours in a single entry of worked hours,
    - etc.

- **Validation on Submit**
  - Validation against Business Rules

- **Time Administration Process**
  - Exception Time is not submitted for approval

- **Error Exceptions**
  - Error Exceptions to be addressed by either the Employee or Timekeeper/Approver
  - Employee Fixes Error Exceptions
  - No Error Exceptions Found
  - Timekeeper/Approver fixes Error Exceptions

- **Approver Actions Payable Time**
  - Approve
  - Payroll Processing (Pay Confirm)
  - Pushback
  - Modify

- **Payable Time**
  - Referred to as Payable Time
  - No Time should be entered on this day

- **Run Immediately After Clicking Submit.**
- **Run Monday - Friday at Noon and at 7pm**
  *Not Run on Day of Pay Confirm*
- **Error Exceptions appear on the Time & Labor WorkCenter and must be addressed within**
- **Payable Time Appears on Manager Dashboard**
- **Run at Noon on Pay Confirm Day**

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The following scenarios provides examples of the Good, the Bad, and the Ugly of the Time Entry process using the Pay Period Schedules published on the Human Resource Services website.

**Scenario 1 (GOOD):** Employee Enters their time into PeopleSoft on the day of the ESS Time Entry Deadline at 8:30am with no issues.

1. **Employee enters and submits time at 8:30am on day of Time Entry Deadline**
2. **System Validation done Immediately and is Successful**
3. **Time Administration Process Runs at Noon on that day**
4. **No Error Exceptions Detected**
5. **Approver Views/Reviews the Employee's time on the day of Time Approval Deadline at 1:00pm**
6. **Approver Approves Time on the day of Time Approval Deadline at 1:30pm**
7. **Payroll Processing runs at Noon on day of Pay Confirm. Employee Paid for Time Entered for Current Pay Period**

**Scenario 2 (GOOD):** Employee Enters their time into PeopleSoft on the day of the ESS Time Entry Deadline at 8:30am. Error Exceptions are detected and fixed by the Approver.

1. **Employee enters and submits time at 3:00pm on day of Time Entry Deadline**
2. **System Validation done Immediately and is Successful**
3. **Time Administration Process Runs at 7:00pm on that day**
4. **Error Exceptions Detected**
5. **Approver Views/Reviews the Employee's time on the day of Time Approval Deadline at 1:00pm**
6. **Approver Fixes Error Exceptions on the day of Time Approval Deadline at 1:00pm**
7. **Payroll Processing runs at Noon on day of Pay Confirm. Employee Paid for Time Entered for Current Pay Period**
Scenario 3 (BAD): Employee Enters their time into PeopleSoft on the day of the ESS Time Entry Deadline at 8:30am. Error Exceptions are detected and entries are pushed back to the Employee with instructions on what needs to be corrected.

Scenario 4 (UGLY): Employee Enters their time into PeopleSoft on the day of the ESS Time Entry Deadline at 3:30pm. Error Exceptions are detected and entries are pushed back to the Employee with instructions on what needs to be corrected.

Payroll Processing runs at Noon on the day of Pay Confirm. Because Time Administration does not run on the day of Pay confirm, the employee's time for those days that were pushed back or have High exception errors will not get processed for approval and in turn does not get picked up during Mass Approval. This time would be approved and processed for the following pay period.