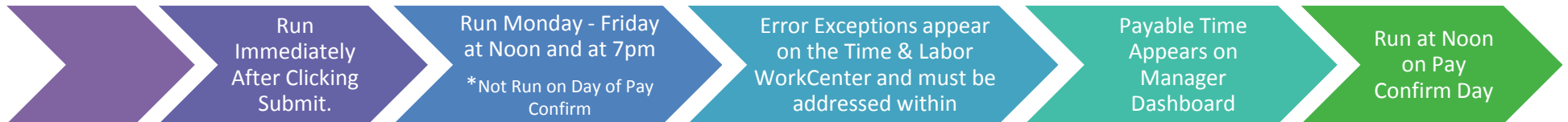
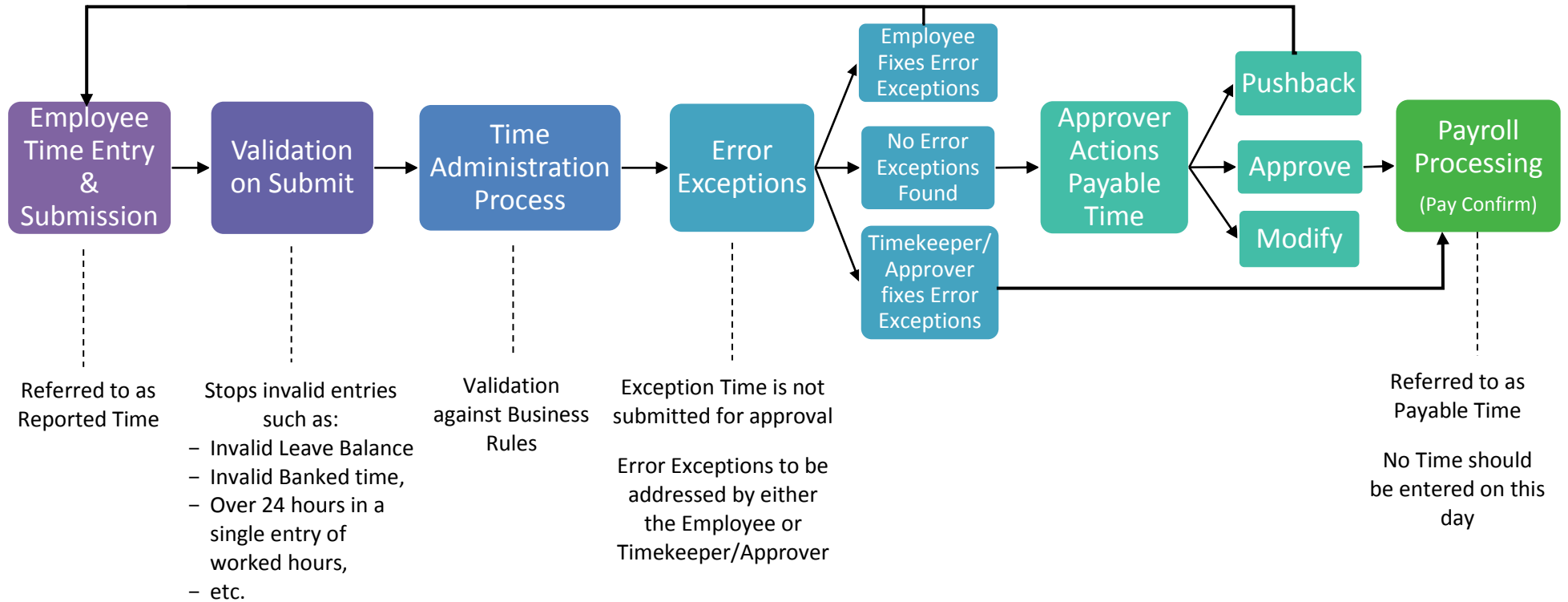


Time & Labor Life Cycle with Processing Times

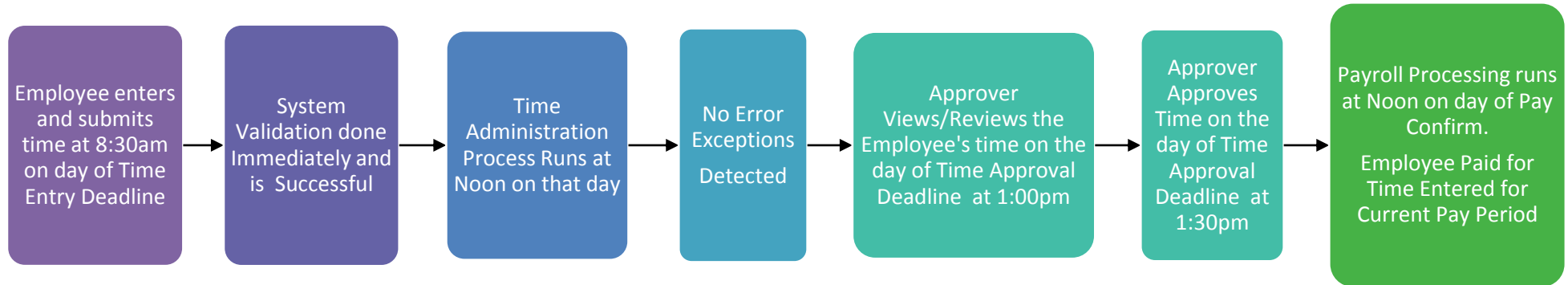
This Quick Reference Guide provides a summary of the Time and Labor Life Cycle including the processing times up to Pay Confirm. Examples of different scenarios are also provided to help clarify processing times and data availability. If you have questions or need further information please contact your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



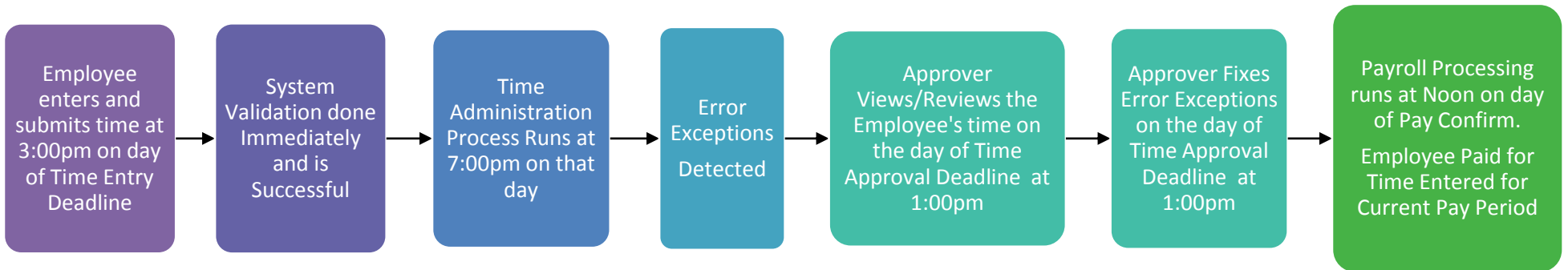
Quick Reference Guide

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.

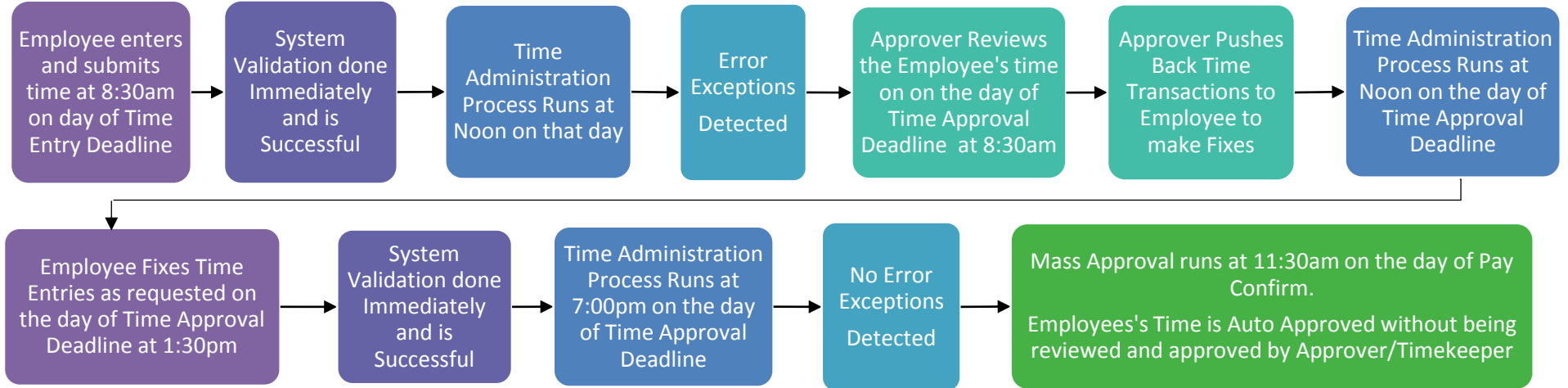
Scenario 1 (GOOD): Employee Enters their time into PeopleSoft on the day of the ESS Time Entry Deadline at 8:30am with no issues.



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.



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

