

Time and Labour – Auditing Payable and Reported Time

This Quick Reference Guide provides the process for auditing payable (after pay confirm) and reported time (before pay confirm) during the current pay period, as well as at the end of the pay period before the Mass Approval process is run by Human Resource Services as part of the pay confirm process.

Reported and Payable Time Audit Process

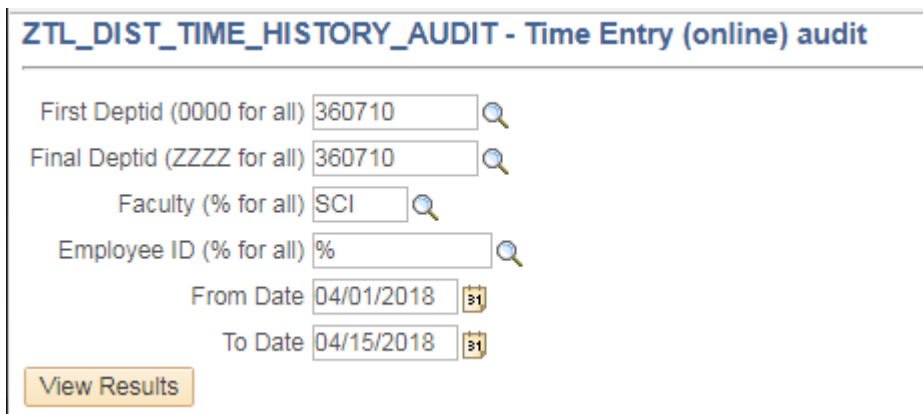
Navigation: [PeopleSoft](#) > [Main Menu](#) > [Reporting Tools](#) > [Query](#) > [Query Viewer](#)

Process – Search Criteria set-up







1. In “Search By Query Name begins with” field; Enter ZTL and click Search
2. Look for: **ZTL_DIST_TIME_HISTORY_AUDIT (Time Entry online audit) – Click and add to Favorites**
3. Select either:
 - a. Run to HTML (returns data directly to your screen) OR
 - b. Run to Excel (creates an Excel spreadsheet)
4. Enter the Search Criteria for the Query – Dept ID is either one at a time or for all that are in a series
5. The From Date and To Date should be for the **Current Pay Period**

TIP: Continue to review prior pay periods due to late entries or corrected time.

6. If you require ALL Department ID's; First Deptid field = 0000 and Final Deptid field = ZZZZ. Don't forget the Faculty code.



The screenshot shows the search criteria for the query 'ZTL_DIST_TIME_HISTORY_AUDIT - Time Entry (online) audit'. The fields are as follows:

First Deptid (0000 for all)	<input type="text" value="360710"/>	
Final Deptid (ZZZZ for all)	<input type="text" value="360710"/>	
Faculty (% for all)	<input type="text" value="SCI"/>	
Employee ID (% for all)	<input type="text" value="%"/>	
From Date	<input type="text" value="04/01/2018"/>	
To Date	<input type="text" value="04/15/2018"/>	

7. All fields MUST be entered

Audit #	Time Filter	Audit Type	Column	Filter
#1	Payable	Pushed Back	N	PB
#2	Payable	Not Approved	N	NA
#3	Payable	Reg vs OT	J and L	By TRC
#4	Payable	Mass Approved	T	ZBATCH_APPROVE
#5	Payable	Override Rate	M	Rate > 0
#6	Payable	Stat Holiday	I and J	By Date and TRC
#7	Reported	Hours in the Future	I	Date under Report
#8	Reported	0 on Timesheet	L	Quantity = Blank

Audit 1 – Pushed Back Time – Audit Weekly

An employee with hours in the Payable Status of **Pushed Back** requires correction by the employee and resubmitted to the Supervisor for approval before the employee will receive payment for these hours.

REMINDER: Hours that have been Pushed Back in error must be corrected differently. Remind the employee and Supervisor of the correction differences. **Refer to QRG Managing Pushed Back Time.**

Banked Time (TRC 659/661/662/665) in the **Pushed Back** status must be corrected **IMMEDIATELY**.

When TRC 660 (Banked Time Premium) and negative off-setting entries are in **Pushed Back** status, the Timekeeper will be required to work with Central HR to fix the hours in question.

1. Filter on column **A - Payable_Time** and navigate to column **N - Payable Status PB** (Pushed Back)
2. Click on the filter down arrow for Payable Status and select PB
3. If PB is not identified in the drop down list, no further steps are required for this audit
4. If hours are in the Pushed Back status the Timekeeper should:
 - Alert the employee that correction is required and give the employee a time frame when this **MUST** be corrected by **OR**
 - Correct the hours based on the comments from the Supervisor, if timeline is too close to Pay Confirm
 - If the Timekeeper corrects the time sheet, add comments for audit trail. Alert employee of Timekeeper action on their behalf
 - If the hours are not corrected within the Timekeeper window for correction, these hours will be deleted from the employee timesheet by Central Human Resources (Central HR)

Audit 2 – Not Approved – Audit Weekly and BEFORE and AFTER Pay Confirm

An employee with hours in the Payable Status of **Not Approved** requires action by the Timekeeper and/or Supervisor. A salaried employees exception hours are not massed approved. These hours will show as 'Not Approved' until the Supervisor reviews the hours and approves them.

Other 'Not Approved' hours could be those that were keyed on the day of pay confirm and missed the Mass Approval process or the Supervisor approved too late.

1. Filter on column **A - Payable_Time** and navigate to column **N - Payable Status NA** (Not Approved)
2. Click on the filter down arrow for Payable Status and select NA
3. If NA is not identified in the drop down list, no further steps are required for this audit
4. If hours are in the Not Approved status the Timekeeper should:
 - Alert the employee that hours submitted too late will not be paid in the current pay period.
 - Communicate to the Supervisor that hours for exception time requires approval in the pay period it was incurred.
 - Timekeeper to continue to monitor 'Not Approved' hours. Follow up with Supervisors to determine why they are not approving on time.

Audit 3 – Regular Hours VS Overtime Hours – Audit Weekly

The timesheet cannot differentiate between a regular hour versus an overtime hour. Nor does the time sheet know what an employee's standard hours of work are. In order to comply with the overtime rules by Employee Type, an audit of Reported or Payable Time is required. Any hours worked over the standard hours per day or week are considered overtime hours and must be coded accordingly.

Ensure you review the overtime rules for each Employee Type.

TRC 002 – Standard Hours up to 8 hours per day / 40 hours per week – Supplemental Trades

TRC 002 – Standard Hours up to 8 hours per day / 44 hours per week – Academic Hourly

TRC 011 - Standard Hours up to 8 hours per day / 40 hours per week

TRC 013 - Standard Hours 35 per week / 7 hours per day
Standard Hours 37.5 per week / 7.5 hours per day
Standard Hours 40 per week / 8 hours per day

TRC 021 – Standard Hours up to 8 hours per day / 40 hours per week

TRC 022 – Standard Hours 35 per week / 7 hours per day
Standard Hours 37.5 per week / 7.5 hours per day
Standard Hours 40 per week / 8 hours per day

TRC 024 – Standard Hours up to 8 hours per day / 44 per week

1. Filter on column **A - Payable_Time** and column **J - Time Reporting Code** (TRC) and column **L - Quantity**
2. Select TRC's with the same weekly standard hours for the hourly employee – Group 1- TRC 011 & 021 & 002 and Group 2 - TRC 013 & 022 and Group 3 - TRC 024 & 002 (Academic Hourly)
3. If the TRC is not identified in the drop down list, no further steps for that TRC is required for this audit
4. If hours are displayed, the Timekeeper should filter and look for :
 - All hours for the week, by employee, and ensure the hours do not go above the standard weekly hours for the job **OR** above the standard daily hours for the job (Select any hours over 8 for a single day)
 - Alert the employee and Supervisor if an error has been made and requires correction **OR**
 - Correct the time sheet on behalf of the employee and add a note in the comments section of the time sheet for audit trail
5. If the hours are not corrected, the employee will not be paid correctly.

TIP: The standard weekly hours for the job will show on column H - Job Title

Job Title
Research Assistant 10 (40)
Statistical Analyst 09 (40)
Admin Secretary 06 (40)
Admin Secretary 08 (40)

NOTE: Casual 2, Auxiliary and Regular support staff have a Minimum 1 Hour Overtime Requirement. Add this review step to Audit 3.

Audit 4 - Mass Approved Hours – Audit after Pay Confirm

4 Days out from pay confirm Central HR will begin to send email reminders to all Supervisors, with Pending Payable Time that requires approval.

If these hours are not approved by the day before Pay Confirm, all semi-monthly hourly employee hours will be Mass Approved. Any hours approved through this process will be audited and sent to the Supervisor for confirmation the hours were paid accurately.

1. Filter on column **A - Payable_Time** and navigate to column **T - Approver User**
2. Click on the filter for Approver User and select **ZBATCH_APPROVE**
3. If ZBATCH_APPROVE is not identified in the drop down list, no further steps for that code is required for this audit
4. If hours are identified as Mass Approved the Timekeeper should:
 - Perform all audit procedures for each audit listed.

Audit 5 – Override Rate and Combo Code on the Timesheet – Audit Weekly

An employee with multiple jobs or duties has the ability to override their hourly rate and combo code on their time sheet. This may be common practice in some departments. A quick review of all overrides is as follows:

1. Filter on column **A - Payable_Time** and navigate to column **M – OvrRate** and column **Y – Combo Code**
2. Click on the Override Rate filter and select any rates greater than 0.000000
3. If 0.000000 is not identified in the drop down list, no further steps are required for this audit
4. If override rates are identified the Timekeeper should:
 - Verify the rates are correct with the Supervisor OR
 - Correct the rate based on the comments from the Supervisor
 - If the Timekeeper corrects the time sheet, add comments for audit trail. Alert employee of Timekeeper action on their behalf
5. Repeat the audit steps one more time on column Y for any Combo Code overrides

Audit 6 – General Holiday Pay – Audit General Holiday in the Pay Period

General Holiday Pay is calculated at 5% of an employee's wages, vacation pay and stat pay earned in the previous 4 weeks (2 pay periods for semi-monthly or 1 pay period for monthly) immediately preceding the holiday.

Casual Level 1/Casual Level 1 FT Student, Casual Level 2 - receives 5% General Holiday Pay for all regular hours worked exclusive of overtime.

- If these employee types work on a Statutory Holiday then all hours worked are coded using the **Overtime Time Reporting Code (TRC) 615**

Excluded Students/Academic Hourly – receives 5% General Holiday Pay for all regular hours worked exclusive of overtime.

- If an Excluded Student/Academic hourly works on the Stat holiday, then all hours worked are coded using the **Overtime Time Reporting Code (TRC) 615**


Auxiliary Hourly - receives 5% General Holiday Pay on all regular hours worked exclusive of overtime.


- If an auxiliary hourly employee works on the Stat holiday, then all hours worked are coded using TRC 022. The employee will also receive a day in lieu coded using TRC 070 which would be based on the employees regular hours. (This is best practice)
- If the day in lieu is to be taken on a different day, TRC 022 would be coded for the hours worked on the stat holiday and then the TRC 070 entered on the day the employee takes as the lieu day. **(Please ensure that comments are made on the timesheet for these situations).**


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 4. The From Date and To Date should be for the **Statutory Holiday date**


ZTL_DIST_TIME_HISTORY_AUDIT - Time Entry (online) audit


First Deptid (0000 for all) 

Final Deptid (ZZZZ for all) 

Faculty (% for all) 

Employee ID (% for all) 

From Date 

To Date 

5. All fields **MUST** be entered
6. If you require ALL Department ID's; First Deptid field = 0000 and Final Deptid field = ZZZZ. Don't forget the Faculty code.

Start the hourly employee audit by:

1. Filter on column **A - Payable_Time** and column **J - Time Reporting Code (TRC)**
2. Select one TRC at a time and review for accuracy – confirm employee actually worked

Example below shows an employee entered regular hours and submitted for approval. The hours were paid incorrectly and the time was removed from the time sheet, which are the negative hours shown. (off-setting entries)

Descr	Quantity
Regular Hours (Cas FT Student)	-3.000000
Regular Hours (Cas FT Student)	3.000000
Regular Hours (Cas FT Student)	-7.000000
Regular Hours (Cas FT Student)	7.000000

3. If hours are keyed incorrectly the Timekeeper should:
 - Alert the employee and Supervisor that an error has been made and requires correction **OR**
 - Correct the time sheet on behalf of the employee and add a note in the comments section of the time sheet for audit trail

Audit 7 – Hourly time entered past the current pay period - Audit Weekly

Employee time sheets require an audit on hours entered into the future. These entries cause Rejected Time if the employee is terminated before the hours are paid.

1. Set your Run Control From Date and To Date to the next pay period dates
2. If the report is blank or no hours to report, then no further steps are required for this audit
3. Filter on column **A - Reported_Time** and navigate to column **I – Date under Report**
4. If hours are displayed in the drop down list the Timekeeper should:
 - a. Alert the employee to not enter hours in advance of the last shift worked
 - b. Alert the Supervisor to not approve hours in advance
 - c. Ask the employee to remove the hours from the timesheet OR
 - d. Timekeeper can remove the hours once the employee has been notified then enter a comment on the timesheet for audit purposes

Audit 8 – “0” on the Timesheet – Audit Weekly

Employee time sheets require an audit on 0.000000 hours entered. These entrees cause the Time Administration Batch process to slow down. Remind your employees and Supervisors that zeros are not to be entered on a time sheet

5. Filter on column **A - Reported_Time** and navigate to column **L - Quantity**
 6. Click on the Quantity filter and select '0.000000'
 7. If 0.000000 is not identified in the drop down list, no further steps are required for this audit
 8. If 0.000000 hours are displayed in the drop down list the Timekeeper should:
 - Alert the employee and Supervisor that an error has been made and requires correction **OR**
 - Correct the time sheet on behalf of the employee and add a note in the comments section of the time sheet for audit trail
 - Remind employees and Supervisors that '0' entered on the time sheet is not required or advisable.
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Payable Time Status Codes

Code	Description	Steps to be Taken
NA	Needs Approval	Ensure all hours are approved by the Supervisor BEFORE Mass Approval is run
AP	Approved	Hours have been approved by the Supervisor and will go to Payroll for pay processing
PB	Pushed Back	<p>Hours have been pushed back to the employee for correction. These hours will remain in this status until the hours are corrected. They will NOT be paid (Hourly Employee) in the Mass Approval process</p> <p>REMINDER: Pushed Back time is corrected differently when the hours were pushed back in error. Refer to QRG Managing Pushed Back Time</p> <p>REMINDER: Pushed Back Banked Time must be corrected in the Pay Period it was incurred.</p>
CL	Closed	Payroll has closed these hours
PD	Distributed	Hours have been paid

Helpful Hints

- Know your Approval **Cut-off Times**.
- Time must be entered for the current pay period before the cut-off times.
- You can revise time previously entered/submitted up to 2 months in the past from current date.