

---

UNIVERSITY OF ALBERTA

PeopleSoft HCM

# Understanding the Time and Labor Process

---



Prepared by: HR Operations

Created on 7/13/2018 3:16:00 PM

Copyright © 2018 University of Alberta  
All rights reserved.

The information contained in this manual is proprietary and confidential to the University of Alberta. No part of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without express written permission from the University of Alberta.

Every effort has been made to make this manual as complete and as accurate as possible. The University of Alberta shall accept neither liability nor responsibility to any person or entity with respect to any loss or damages in connection with or arising from the information contained in this manual.

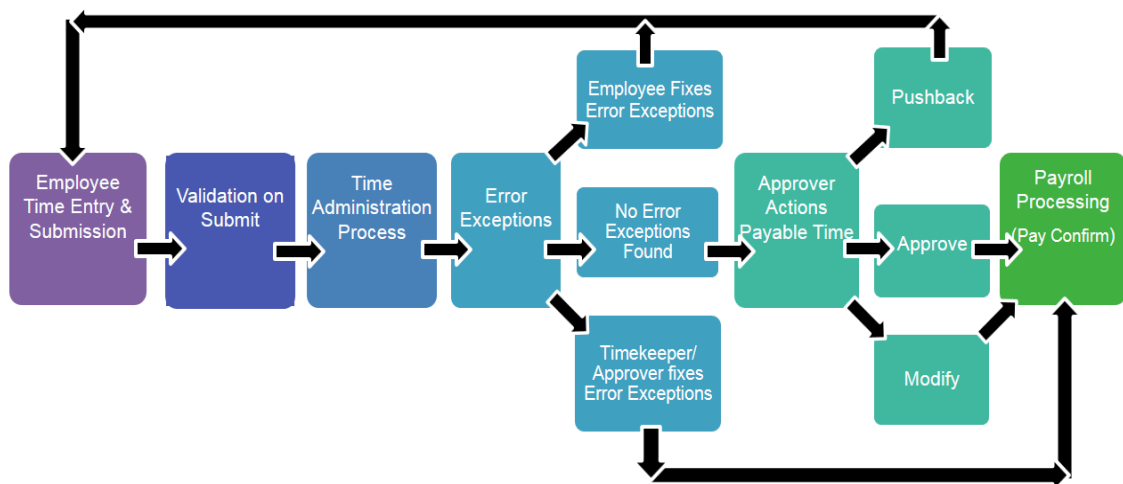
The names of software products referred to in this manual are claimed as trademarks or registered trademarks of their respective companies.

## Understanding the Time and Labor Process

In this topic, you will learn about the time and labor process, your role within this process, and the timeline surrounding this process based on Payroll deadlines.

### Procedure

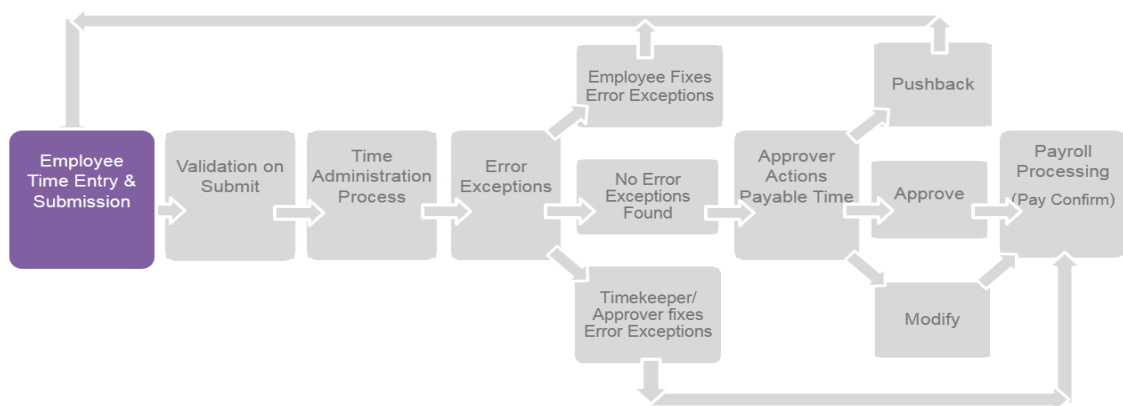
### Time and Labor Process



#### 1. **Stage 1:** Employee Time Entry and Submission

All time entered is referred to as 'Reported Time' and can be entered by an employee, a timekeeper, or by Human Resource Services.

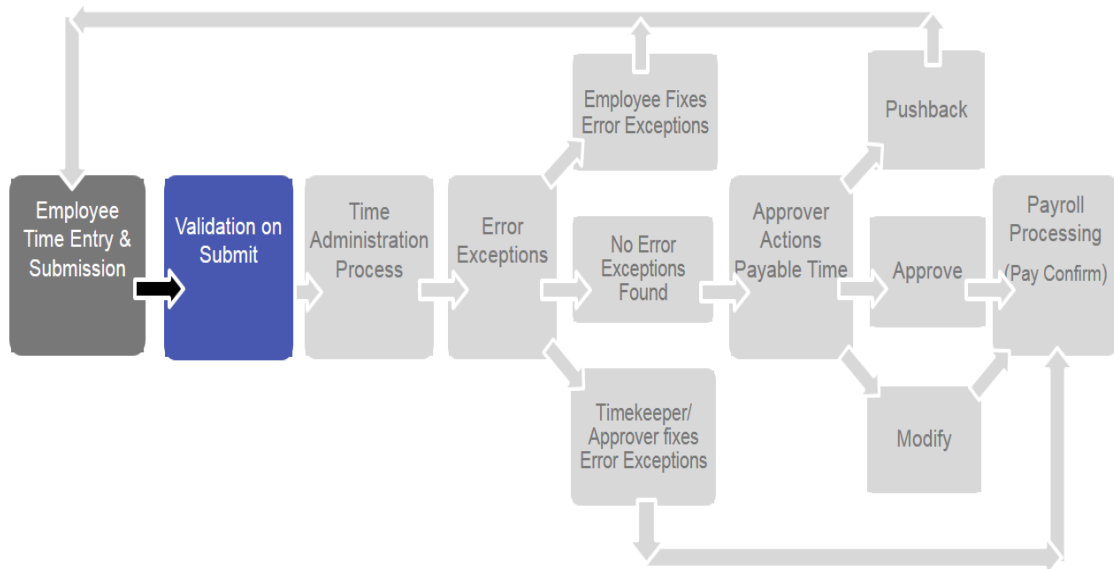
Refer to the topic 'Employee Time Entry' for your employee type (Hourly or Salaried) for details on how to enter your time.



**2. Stage 2: Validation on Submit**

System validation is performed immediately and will stop invalid entries from being saved.

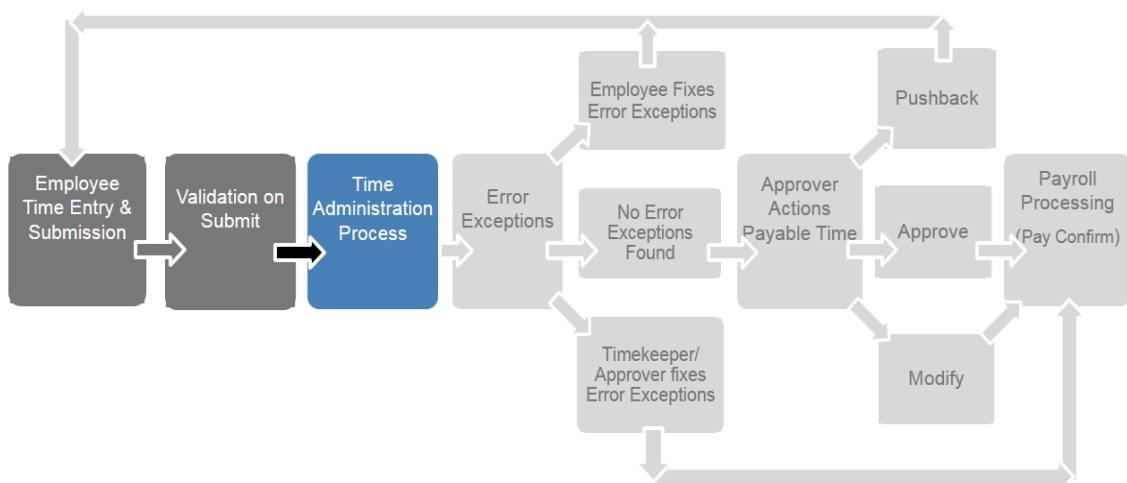
A list of validation errors is available on the 'Time Entry Validation Errors' reference document. (Links to training material is provided at the end of this topic.)



**3. Stage 3: Time Administration Process**

System Validation against specified business rules. This Process runs at Noon and 7 pm, Monday to Friday.

**NOTE:** The Time Administration process DOES NOT run on the weekends or on Statutory Holidays.

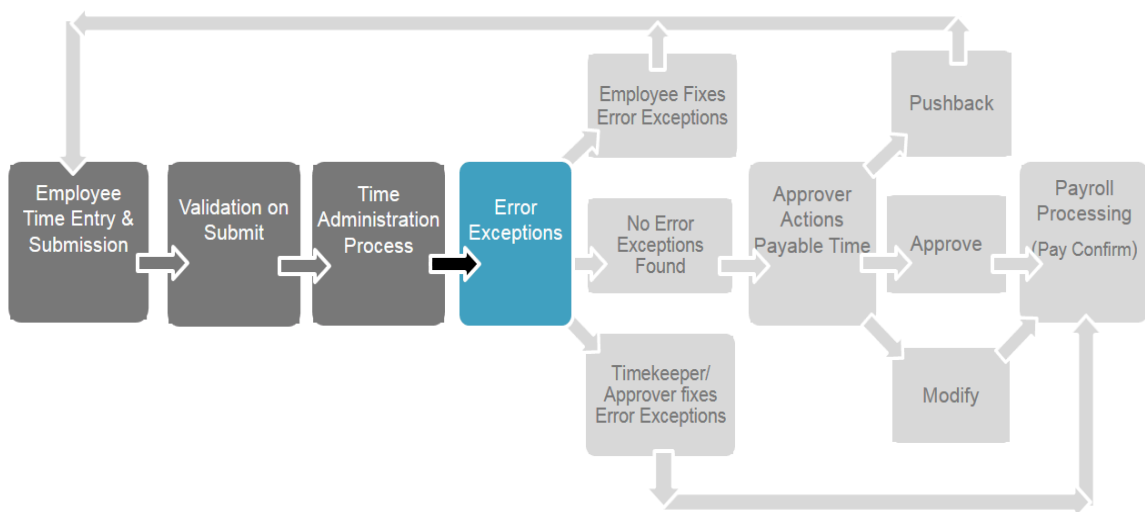


**4. Stage 4: Error Exceptions**

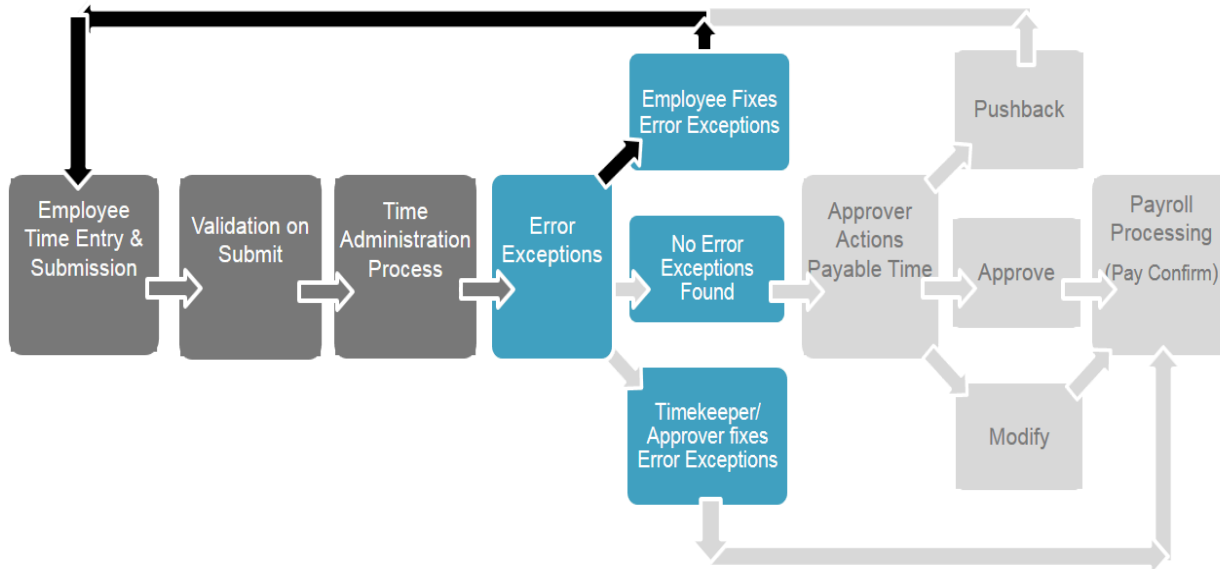
Error Exceptions occur because of the Time Administration batch process being unable to validate against the specified business rules.

These exceptions must be addressed before the related time will move to the next phase of the process.

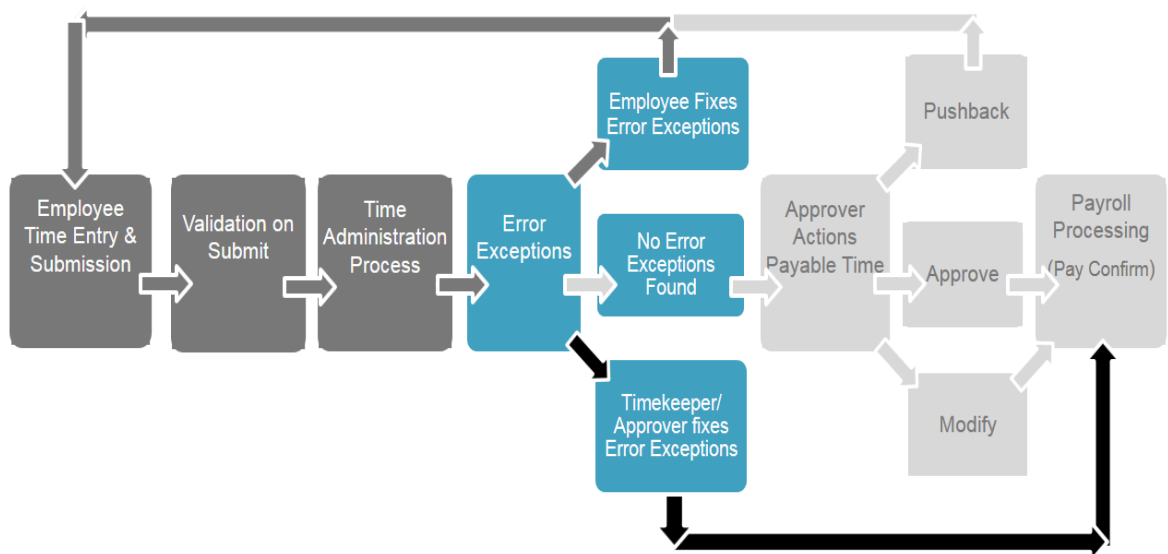
A detailed list of the error exceptions and how to resolve them is available on the 'Time and Labor Exception Messages' reference document. (Links to training material is provided at the end of this topic.)



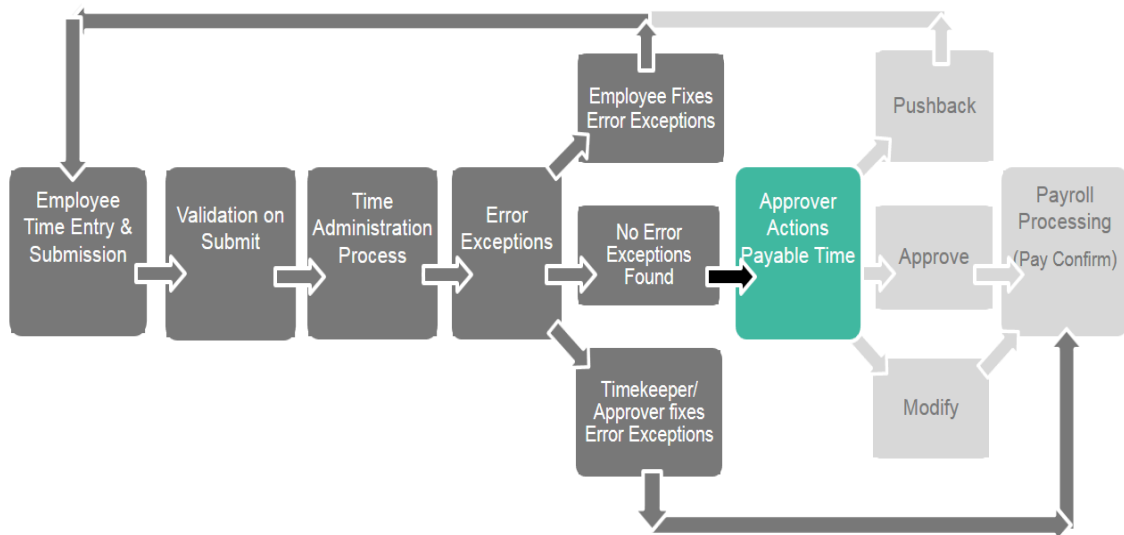
- If the employee fixes the error exception, the related time must be re-submitted through the time and labor process.



- If the Timekeeper/Approver deals with the error exception, the related time is automatically approved and goes straight to Payroll to be processed.

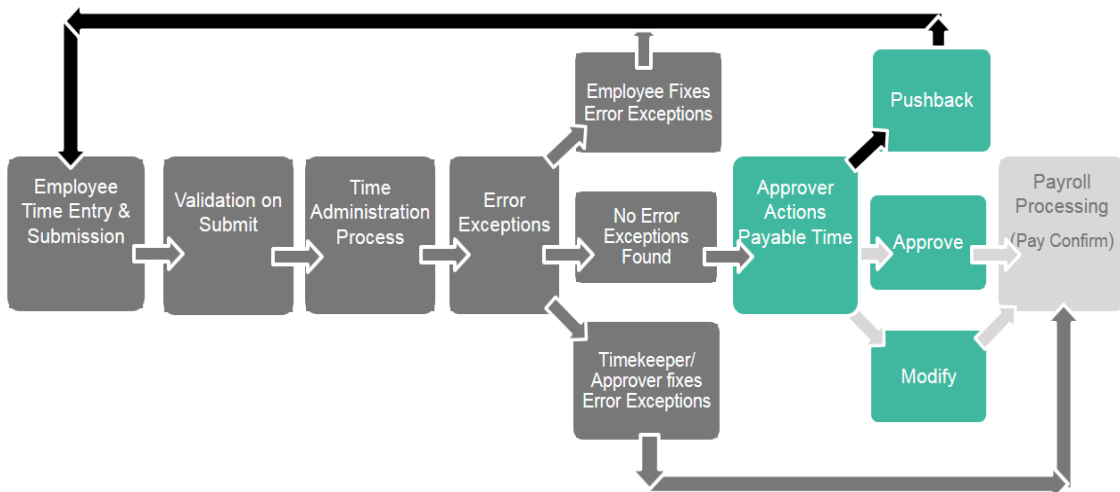


- If No Error Exceptions are found, the entered time proceeds to the Approver Action phase.



### 8. **Stage 5: Approver Actions Payable Time**

The Approver can Pushback, Modify, or Approve time.



9. If changes to the submitted time are required, the approver can choose to **Pushback** the time to the Employee and must include comments on what needs to be changed.
10. The Approver can choose to **Modify** the entered time themselves.

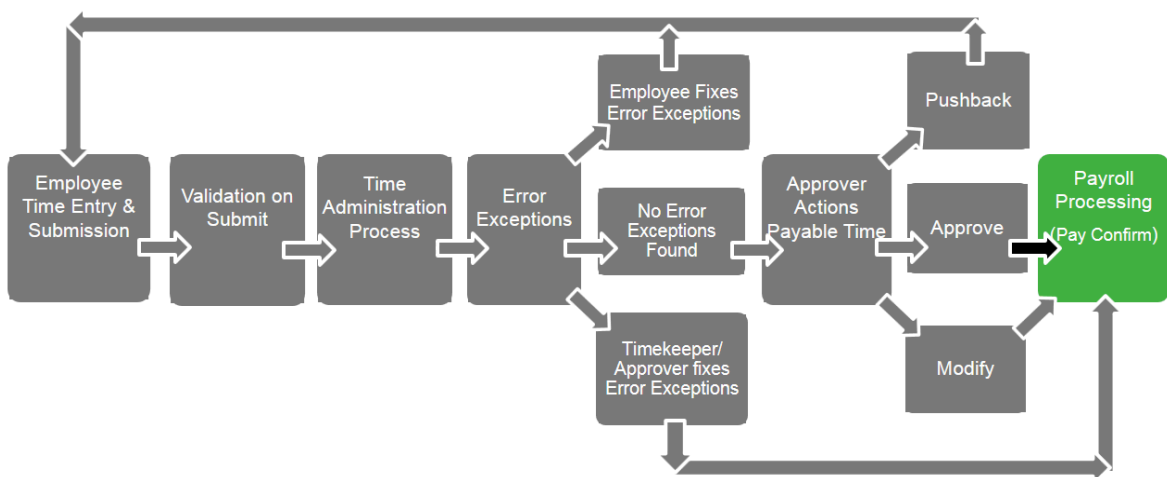
The system will automatically consider the corrected entries as approved and send the time through to the last stage of the Time and Labor process.

11. If the entered time is correct and no further changes are required, the approver can **Approve** the time.

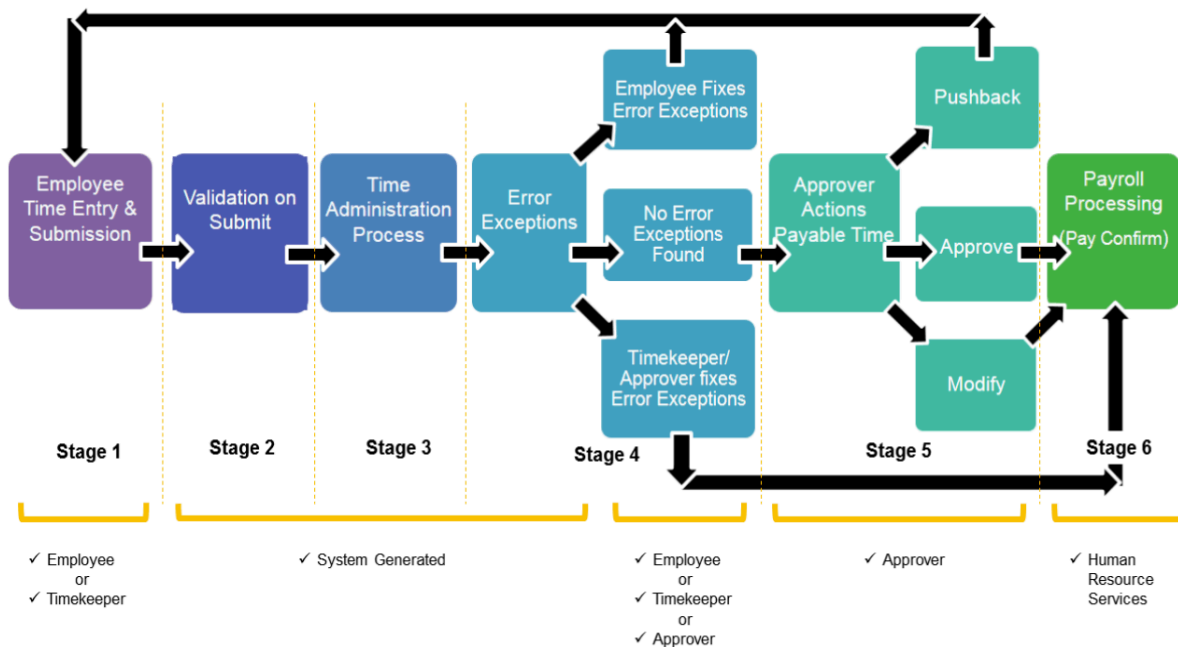
12. **Stage 6: Payroll Processing**

All time entered that reaches this stage is referred to as 'Payable Time'. This is what gets paid to employees and/or recorded in Finance.

Payroll Processing is a system process (also called Pay Confirm) that is run by Human Resource Services.

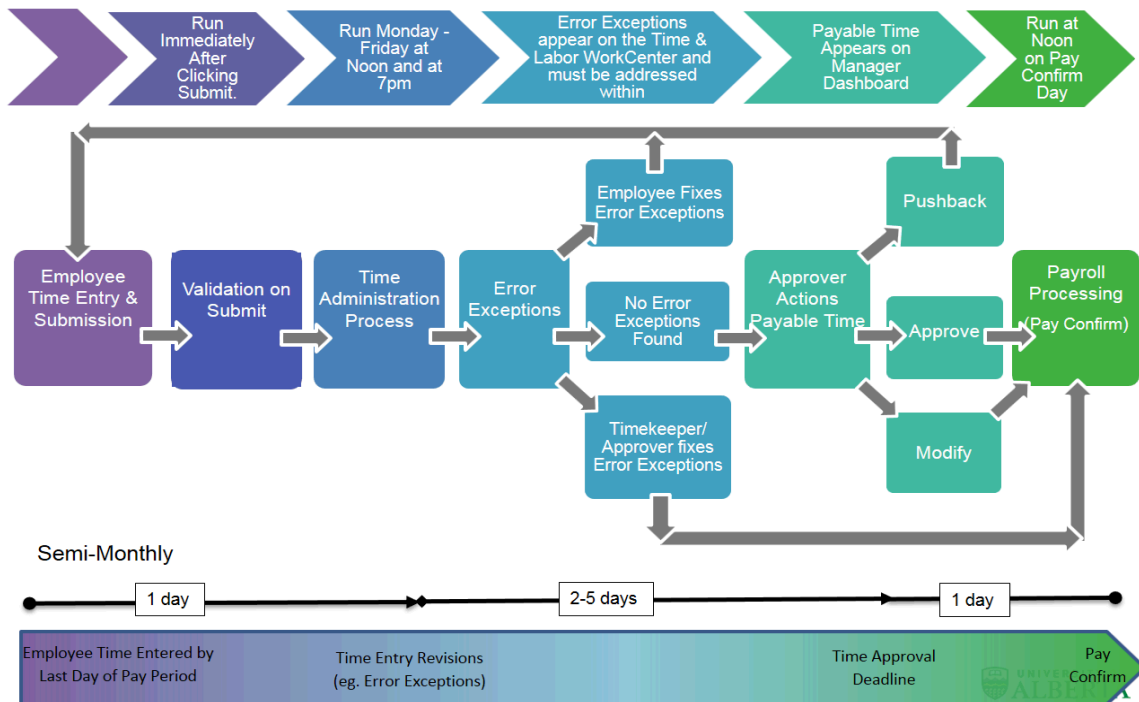


13. Provided in this diagram is the Summary of the 6 Stages of the Time and Labor Process and the roles that are involved.





14. This next diagram provides the Time Frame around the stages of the Time and Labor process.

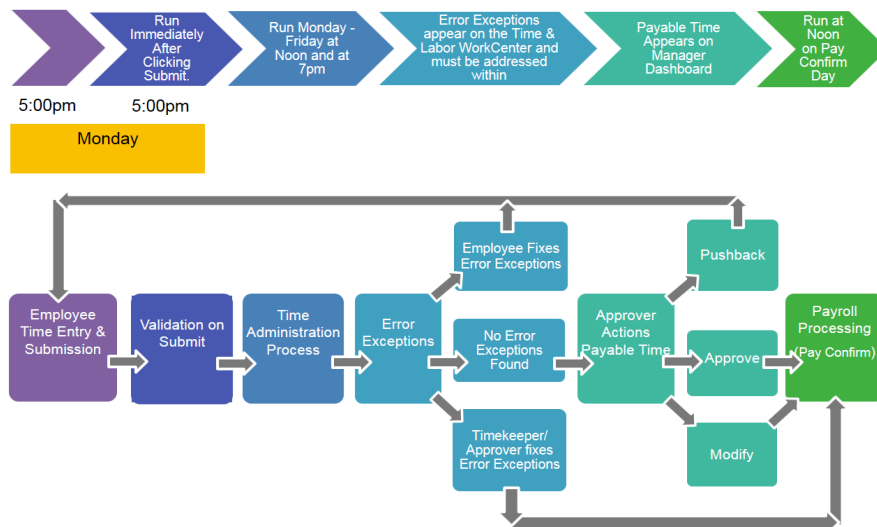


15. Employee Time for the current pay period can be entered at any time during the pay period.

Validation on Submit is run immediately after clicking the submit button.

For example, on Monday you work from 8 am to 5 pm. At the end of the shift, you enter your time for the day.

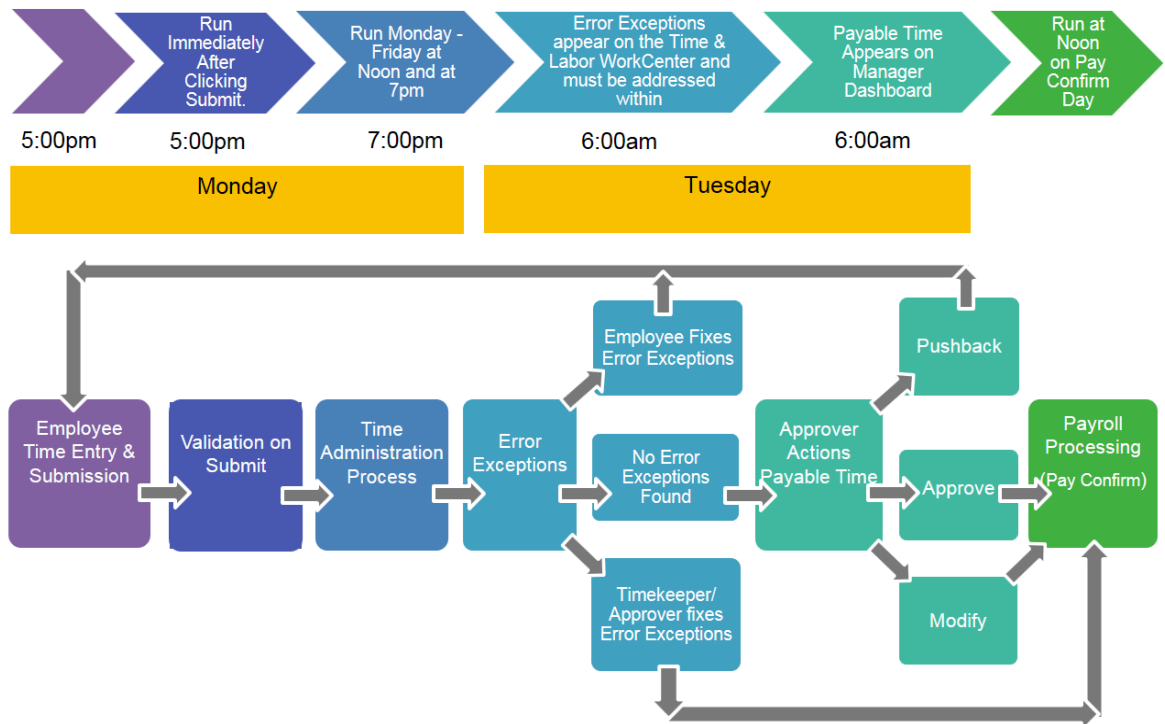
Example: Enter time at the end of your shift on Monday



16. The Time Administration Process is run at Noon and at 7:00 pm, Monday to Friday.

In this example, the time would be picked up at 7:00pm by the time administration process.

Example: *Enter time at the end of your shift on Monday*

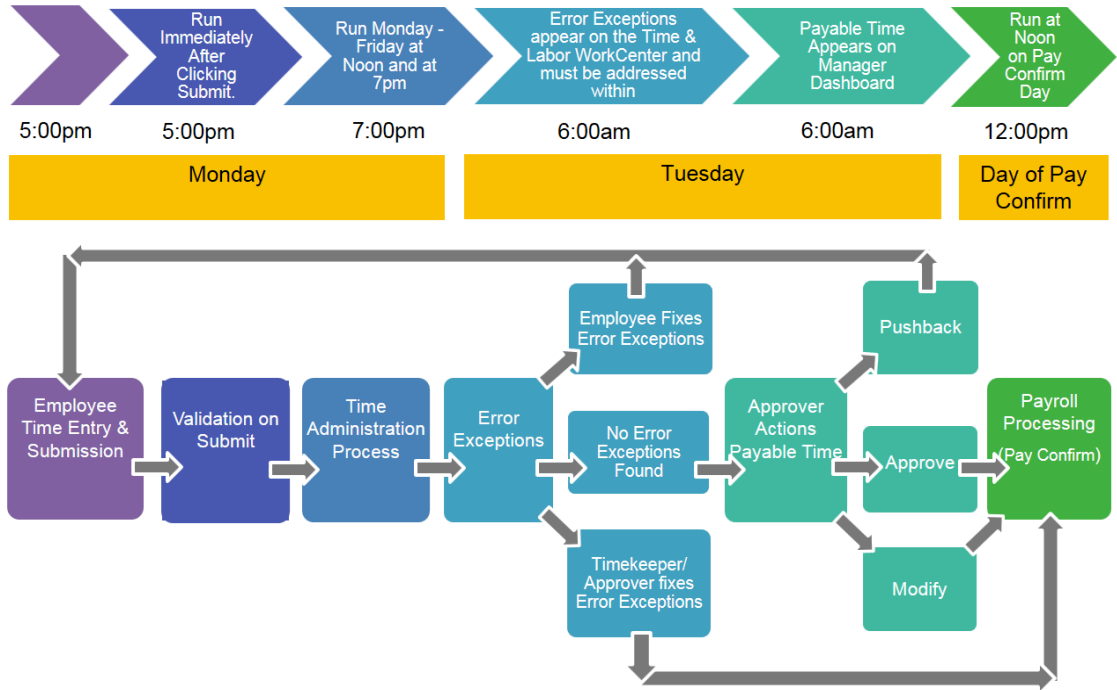


17. Any Error Exceptions will appear on your Time and Labor WorkCenter, on the Error Exceptions tab, approximately 1 hour after the Time Administration Process ends. As well, all your reported time will appear on your approver's Manager Dashboard, including those with error exceptions.

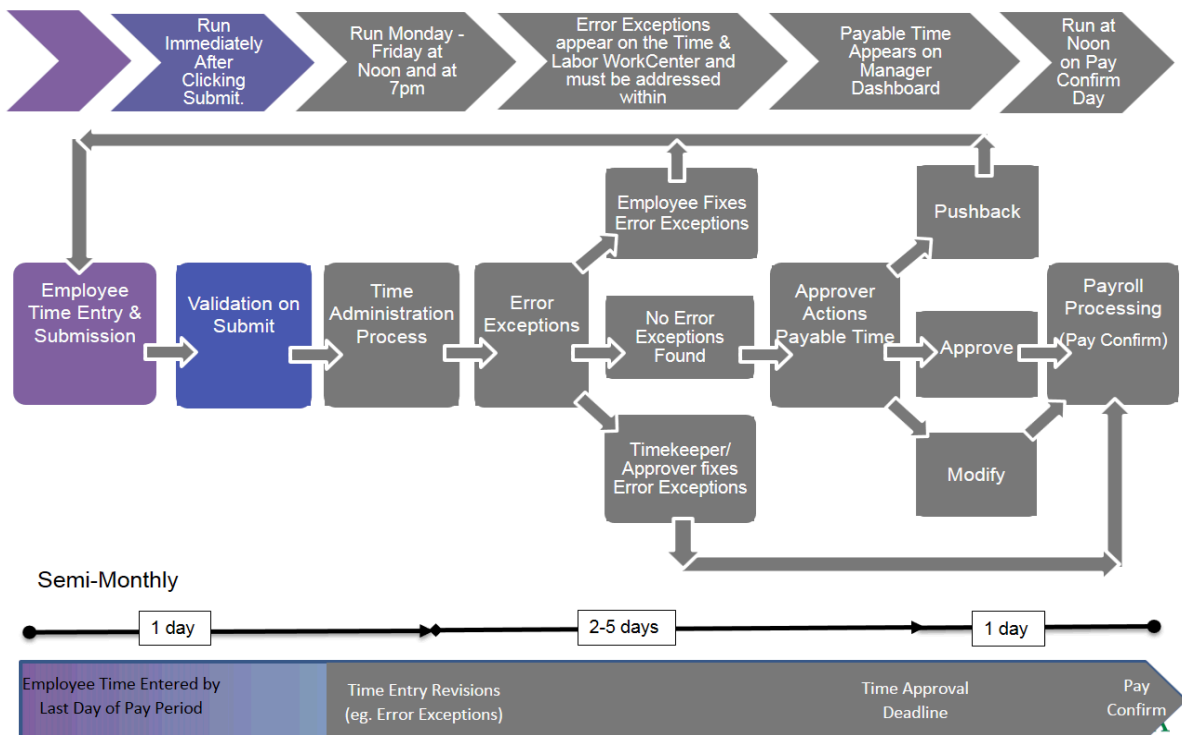
In this example, any error exceptions would appear in your Time and Labor WorkCenter Tuesday morning. Your approver can also go to their Manager Dashboard on Tuesday morning to review and approve your Monday reported time.

Remember, any error exceptions need to be addressed before the time will be submitted for approval.

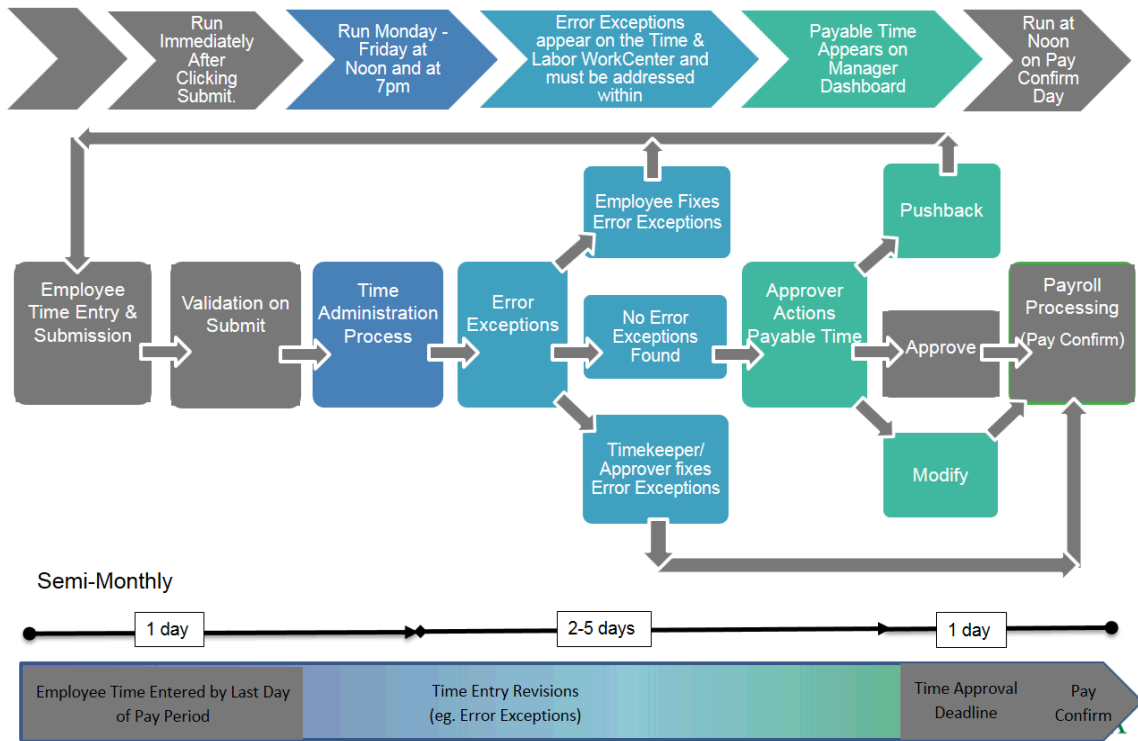
Example: Enter time at the end of your shift on Monday



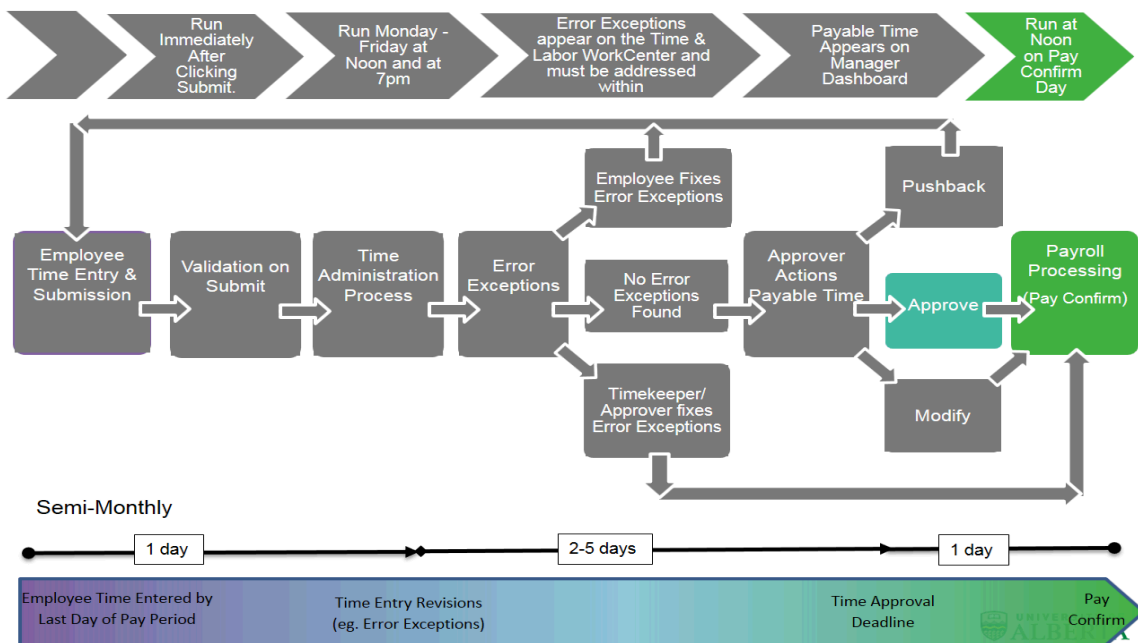
18. When your reported time is approved, it is ready and waiting to be processed by payroll on the next Pay Confirm Day.
19. Timelines are crucial when matched with the Payroll Deadlines. All of your time must be entered by the last day of the Pay Period.



20. Revisions and Error Exceptions must be addressed and fixed within the 2 to 5-day Time Frame.



21. All reported time must be approved by the Time Approval Deadline for it to be processed by payroll on the day of Pay Confirm.



22. To meet the Payroll deadlines and still provide time to address any issues that may arise, it is recommended to enter and submit your reported time daily at the end of your shift.
23. Congratulations! You have completed the training on Understanding the Time and Labor Process.

For reference materials and more tutorials please see the links provided below."

**End of Procedure.**



For **Employees**, all PeopleSoft HCM Learning Reference Materials are available within the Faculty & Staff website under the applicable sections of the Employee Self Service web page (<https://www.ualberta.ca/faculty-and-staff/my-employment/employee-self-service>).



For **HR Professionals**, all PeopleSoft HCM Learning Reference Materials are available within the Human Resource Services website under the PeopleSoft Training web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training>).



Refer to the Online Learning web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training/online-learning>) within the Human Resource Services website for all Online Tutorials and videos.