Hourly Payroll Guidelines

Objective: Because of the elimination of the Hourly Supplemental Paycheck, this directive will guide you to the tools available to you to ensure that all hourly time is entered, approved, and accounted for.

Helpful Tips for the Overall Hourly Payroll Process:

- Be clear of the T&L deadlines
 - The deadlines were extended to give departments more time to gather, enter, and approve time
 - o If the deadline is Wednesday at Noon, you must have time entered by Tuesday afternoon to allow for Time Admin to run
 - o Take advantage of yearly T&L deadline document to allow future planning (FY13 Hourly Deadlines tab)
- Time Admin is a process that must run to take the RHW entered into the Timesheet and convert it to Payable Time

 Time Admin for hourlies runs twice a day- 11 AM to 1 PM and again overnight
- You will want to check your hourly time BEFORE Payroll creates the checks. Payroll begins right after the deadline. To ensure the time is correct, you will want to check the time before the day of the deadline to give you an opportunity to make corrections.
- Flow of Hourly Time:



EIS Pages and Reports for the Hourly Process

- EIS Pages
 - o Report/Enter Hourly Time
 - UNTS Time and Labor → Report Time → Timesheet
 - Use this to report/enter all hourly time
 - o Approve Payable Time
 - UNTS Time and Labor → Approve Time and Exceptions → Payable Time
 - Payable Time is the final step of hourly time and it must be approved before payment
 - Use this page to Approve time
 - o Payable Time Detail
 - UNTS Time and Labor → View Time → Payable Time Summary
 - Instructions on Payable Time Detail tab
 - Use this to give you a summary of what step the time is in the process and who approved and when
- Reports
 - o Instructions (Running EIS Reports Tab) and explanations (Reading the Reports tabs) of each report included
 - o Employees by Group Report
 - UNTS Time and Labor → Reports → Employee by Group
 - A list of all the active hourlies with job information like hourly rate, account #, record #
 - Use this to check for the correct Record Number to use when entering Hourly time
 - o Non Reported Time
 - UNTS Time and Labor → Reports → Non Reported Time
 - A list of all employees for a time period that have nothing entered into the timesheet
 - Use this to get a list of employees with no time entered into the timesheet for a given time period
 - o UNTS Reported Time Summary
 - UNTS Time and Labor → Reports → UNTS Reported Time Summary
 - A summary of all time *entered* into the timesheet by date range
 - Use this to compare against the Payable Time Summary. Reported Time and Payable Time should match exactly for a given time period
 - o UNTS Payable Time Summary
 - UNTS Time and Labor → Reports → UNTS Payable Time Summary
 - A summary of all time *approved* in Payable Time by a date range
 - Use this to compare against the Reported Time Summary. Only approved time will be on this report. Payable Time should match the Reported Time exactly

Hourly T&L Deadlines

Keep in mind: If the deadline to approve is the Friday at noon, you must have all time entered by Thursday to allow Time Admin to run overnight

Hourly Payroll Deadlines for Time & Labor

FY 2013

AII	deadline	s are	at '	12	PN	
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September			October			November			December		
Pay Pariod	Deadline	Pay Date	Pay Period	Deadline	Pay Date	Pay Pariod	Deadling	Pay Date	Pay Period	Deadline	Pay Date
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9/1 to	/	(/	10/1 to	()	1 /	11/1 to	1	/ /	1211 to	1 /	(
9/ 1 5	9/18/2012	10/112012	10 /15	10125/2012	11/112012	11115	11/2612012	121312012	1 2115	12/19/2012	11212013
9/16 to			10/16 to			11/16 to			12116 to		
9/30	10/3/2012	10/1512012	10131	11/8/2012	11/1512012	11130	12/10/2012	1211712012	1 2131	1/10/2013	1/15120 1 3

January			February			March			April		
Pay Period	Dead line	Pay Date	Pay Period	Deadline	Pay Date	Pay Period	Deadl i ne	Pay Date	Pay Period	Deadline	Pay Date
1 /1 to			211 to			3/1 to			4/1 to		
1/15	1128/ 20 13	21112013	21 1 5	2125/2013	3/112013	3/15	3/26/2013	4/112013	4/15	4/25/201 3	5/ 1 12013
1/16 to			2116 to			3/16 to			4/16 to		
1131	2/11/2013	211512013	2128	3/ 11/2 013	3/ 15 120 1 3	3 13 1	4/9/2013	4/1512013	4/30	5/9/2013	5/1512013

Мау			June			Jully				August		
Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date	
5/1 to 5/15	5128/ 2 013	6/312013	6/1 to 6/15	6/25/2013	7/112013	7/1 to 7/15	7/26/2013	8 /112 0 13	8/1 to 8/15	8/27/2013	9/3/2013	
5/16 to 5/31	6/11/ 2 013	6/1712013	6/16 to 6/30	7/912013	7/1512013	7/16 to 713 1	8/9/2013	8/1512013	8/16 to 8/31	9/3/2013 by 5 PM	9/16/2013	

Instructions for using Payable Time Detail- Status of Hourly Time

1. Navigate to "Payable Time Detail" under "View Time"



2. Put in Group ID or EMPL ID

II.

- a. Choose the person/record you would like to check on
- 3. Once in the page, put in the Start and End date of the time period you would like to view

Note: this page is limited to a 31 day window

	ime Deta					
Akem ,Ashley	Obenakem		Employee I	D:	10655127	
Job Title: Stu	udent Assistant II	I - Reg	Employee F	Record Number	: 300	
			Next Er	mployee >>		
Payable Time D	etail displayed fo	or up to thirty-one da	iys.			
Select Payable S	Statuses to view	from the Payable St	atus Filter expandable	e section.Use th	e Refresh	
button to refresh	the display of th	e selected statuses	3			
Start Date: 05	/01/2012 🕅 E	nd Date: 05/15/2	012 🕅 🕏 Refresh			
Payable Statu	s Filter					
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4. The Status will show you where the time is



- a. <u>Nothing populates:</u> If you see nothing:
 - i. Either
 - 1. Time has not been entered into the timesheet. Check to make sure.
 - ii. OR
 - 1. Time Admin has not run. Time Admin runs 11am to 1 pm and again overnight.
 - 2. Check again after Time Ad min has run.
- b. "Needs Approval": Has not been approved in Payable Time
 - i. This is what you *don't want to see* when you are checking your students- go to Payable Time and approve the time or they will not get paid.
- c. "Approved": Time has been approved in Payable Time and you are OK forth is hourly.
 - i. This means time has been approved but not pulled into Payroll to pay yet.
 - ii. As long as it is approved by the deadline, it will be paid on the next check.
- d. "Closed": The check to pay the employee has been created.
 - i. Payroll turns "Approved" to "Closed" when they finalize a check

5. To see who approved the time and when

a. Click on the Task Reporting Elements tab

refresh the di splay of the selected statuses Start Date: J04/15f2012 B) End Date: J04/30/2012 B) (Refresh)

			Payable	status Ftl	ter						
			Payable 0W'efvi	Time ,, , m	ne Reportir	ng Element	s Task Repo	rting Elements Cha	rtFields		
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Steps: These are the steps to run all reports

- 1. Sign in to EIS and navigate to the report based on the navigation in the Guidelines
- 2. Leave the "Run Control ID" blank and click "Search"



- 3. If a previously create ID populates, select it and go to Step 4.
 - a. This is what it will look like if you have an ID previously created:

Employeesby Grou	qı
Enter any mformat1on you emm¥N'111	have and click Search. Leave fields blank for a list of all values.
Max1mum number of rows Search by: Run Co 10	to retu1n (up to 300) ntrol begins
Search A <u>dvanced</u> S	Search
Search Results	
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Run C <u>ontr</u> ciiO <u>JLB BYPASSPAYROLL</u> .till <u>tlb0501</u>	Lanouaoe Code English English English

b. If nothing populate	es when you click "Search":
You must create a Run Con	troiiD. This is a one-time set up. Once created, your Run Control
ID will populate when you c	slick on "Search"
Steps to create a Run Contr	roiiD:
1. Select "Add New Valu	e,"
	Employees by Group
	Enter ony information you have and Search. Leave
	*Cld@iM_ijM. Add a New Value
2. Input an ID of your cre	ation and click "Add" suggest using your EUID but anything will work)
ſ	Employees by Group
	Find an Existing Value Add a New Value
	Run Control 101/160501
	Add
Once you click	on "Add"- the system will take you directly into Step 4

- 4. For Employees by Group Report
 - a. Input your Group ID and a date range of your choosing
 - b. To keep the report as clean as possible, choose a date range within a fiscal year

Employees by	Group							
Run ControiiO:	jib			Report Mar	nager	Process	Monitor	Run
 " It"Group 10: start Date	SS018 (11!1)1/2012 (12/31/2012	862651-AVC Business	Se!Vices	5				

4. For Non Reported Time Report

- a. Input your Department ID and a date range of your choosing
- b. For best use of report, choose one time period at a time

Department & Manager Level					_
Run ControllD: jib			Report Manager	Process Monitor	Run
"Department [S62651		AVC Business Services			
"From Date [<u>1110112012</u>	!Til				
"To Date <u>Q1130/2012</u>	!Til				

- 4. For UNTS Reported AND Payable Time Summary Report
 - a. Input your Group ID and a date range of your choosing
 - b. For best use of report, choose one time period at a time

w•t' *"	+Hn••			
Run ControllE): jib	Report Manage	er <u>Process Monitor</u>	Run
"Departm "From D "To D	ent [S62651 A Date [1110112012 !]]] Date B1/30/2012	AVC Business Services		

- 5. Select "Run"
- 6. On this page
 - a. Make sure that Type is either "(None)" or "Email"
 - b. Make sure that Format is either "(None)" or "CSV"
 - c. Select "OK"

Process Schedule	er Request						
User 10:	jb0501		Run C	onlroiiD: jib			
Server Name:	PSUNX	Run Date:	:0111012013	W	rent Oa	teiTim	
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Select Description		Proces	s Name	Process TliJ!!!	:11'.1!!	format	Distribution
O Em loees 8	Grou	GPYJ3	8012	PSJo	Email	CSV	Dostnbution

7. In 5-10 minutes, an Excel file of this report will email itself to your University email.

Understanding the Information in an Employees by Group Report

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gpy3QI2e						
Group10	SH018					
End Date	12/31/2012					
Grp Oeser	Emplid	Emp Red Name	JobCode JobTitle	DeptId Acct Cd	Houriy Rt Eff Date	Status Std Hrs
S62651·AVC Business Services	10479196	304 J'o8linaga,PhilipThomas	1814 Non-Student Help·Ho <miy< td=""><td>S62651 SY769-062651-50006S</td><td>11 8/1/2012</td><td>Active 19</td></miy<>	S62651 SY769-062651-50006S	11 8/1/2012	Active 19
S62651-AVC Business Services	10572213	300 Mathew, Shiin Sajee	1710 St>JdentAssistant · Regular	S62651 SY769.062651.500054	7.75 12/14/2012	Active 20
S62651-AVC Business Servie <s< td=""><td>10621066</td><td>304 Keen, CMdace N</td><td>1710 St>Jdent Assistant- Regular</td><td>S62651 SY769-062651-500054</td><td>7.75 8/1/2012</td><td>Active 30</td></s<>	10621066	304 Keen, CMdace N	1710 St>Jdent Assistant- Regular	S62651 SY769-062651-500054	7.75 8/1/2012	Active 30
S62651-AVC Business Services	10669759	301 carawan, Melissa Anne	1710 St>JdentAssistant · Regular	\$626\$1 \$Y769.0626\$1.500054	7.75 3/1/2012	Active 20
S62651-AVC Business Se";ces	10672734	300 Randolph-Pearce, Phyllis M	1814 Non-Student Help-Ho <miy< td=""><td>S62651 SY769-06265!-500068</td><td>11.3 7/18/2012</td><td>Active 40</td></miy<>	S62651 SY769-06265!-500068	11.3 7/18/2012	Active 40
S62651 AVC Business Services	10683383	3()6 Ulrich, cole Elizabeth	1710 St>Jdent Assistant - Regular	S62651 SY769.062651.500054	8.5 9/1/2012	Active 20
S62651-AVC Business Services	10683383	307 Ulrich,tlifcole Elizabeth	1711 St>JdentAsstFedCWSFall	S62651 SY769.062651.500054	8.5 9/1/2012	Active 20
S62651·AVC Business Services	10683383	3Q8 Ulrich, cole Elizabeth	17U SI>Jdent Asst • Fed Cwsp Sprire	\$6<651 \$Y769.06265!-500054	8.25 3/1/2012	Active 20
S62651·AVC Business Services	10706423	O Re <ld,reagan c<="" td=""><td>1710 Student AssistantRegular</td><td>\$62651 SY769.062651.500054</td><td>7.75 12/14/2012</td><td>Active 20</td></ld,reagan>	1710 Student AssistantRegular	\$62651 SY769.062651.500054	7.75 12/14/2012	Active 20
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S62651-AVC Business Services	10910007	0 Nyoego, Chortyne Kwombola!	1710 St>Jdent Assistant - Regular	S62651 SY769-062651-500054	7.75 12/14/2012	2 Active 20

Grp Oeser: Group Description or Name of Dept

Emplid: Employee ID

Emp Red: Employee Record

Name: Name of Employee

Job Code: Job Code depending on type of hourly and semester

Job Title: The title associated with the Job Code

DeptId: Department ID number

Acct Cd: The account the money will deduct from

Example: SY769- 062651-5000068

SY769: Institution Code

062651: Funding Dept ID/Proj ID (This is the account the money paid comes from)

5000068: Account/Object Code or Expense Line (associated with Job Code)

Hourly Rt: The rate of pay per hour

Eff Date: The last effective date of hire or change made to employee record

Status: Since this report gives you all active employee, this should say "Active" for all

Std Hrs: The standard hours per week

Understanding the Information in the Non Reported Time Report

REPORT:	Non Reported Time			
Dept:	S62651 AVC Business Services			
From Date:	1-Nov-12			
To Date:	31-Jan-12			
Program:	GPY6603R			
Hourly				
Emplid	Employee Name	Emp Re	c Descript i on	Reports To
105 7221 3	Mathew,Shijin Sajee	300) Student Assistant - Regular	Fuller, Pamela Sue
10706423	Redd,Reagan C		0 Student Assistant - Regular	Fuller, Pamela Sue
108655 7 8	Beamon, Caitl n Noel	30	1 Student Assistant - Regu	Asher, Donna Brooks
10910007	Nyaega, Charlyne Kwamboka	ar		Fuller, Pamela Sue
			0 Student Assistant- Regular	

Note: this report will give you Hourly and Salaried employees for the department used

Emplid: Employee ID

Name: Name of Employee

Emp Red: Employee Record

Description: Job Title

<u>Reports To</u>: The supervisor of the hourly that is in the system.

Based on the time period that was used (11/01/12-01/31/2012) these are the employees who have nothing at all reported in that date range

Using the Reported and Payable Time Summary Reports

TLEIapsed Tir	ne Summa	ary			Tl Payable Tim	e Sum	nmary			
gpy3001e					gpy3002e					
Group 10	SH018				Group iO	SH01	18			
Start Date	12/1/2	2012			Start Date	12/	/1/2012			
End Date 12/15/2012			End Date 12/15/2012							
Emplid	Emp Re	d	Name	RHW	Emplid	Emp	Rcd	Name	RHW	EsLGross
104791	196	304	J euinaga, Philip Thomas	41	1047919	6	304	Aguinaga,Philip Thomas	41	451
105722	213	300	Mathew, Shijin Sajee	36.1	105722	13	300	Mathew,Shijin Sajee	361	279.78
106727	734	300	Randolph Pearce, Phytlis M	40	1067273	4	300	RandolphPearce,Phyllis M	40	452
10706	423	0	Redd,Reagan C	35.4	1070642	23	0	Redd,Reagan C	35.4	274.35
10865	578	301	Beamon 1 Caitlin Noel	34.9	1086557	78	301	Beamon, Caidin Noel	34.9	270.48
109100	007	0	Nyaega,Charlyne Kwamboka	35.7	1091000)7	0	Nyaega,Charlyne Kwamboka	35.7	276.68

Note:The "TL Elapsed Time Summary" is the Reported Time and the "TL Payable Time Summary" is what was approved for the given time period

After approving Payable Time, these reports should mirror each other. This is how you can check to make sure that every hour entered into the timesheet was approved and that the hourly will receive the correct payment for hours worked.

For example: the first hourly had 40 hours entered for 12/1-12/15 and 40 hours were approved, giving him an estimated gross of \$451.00