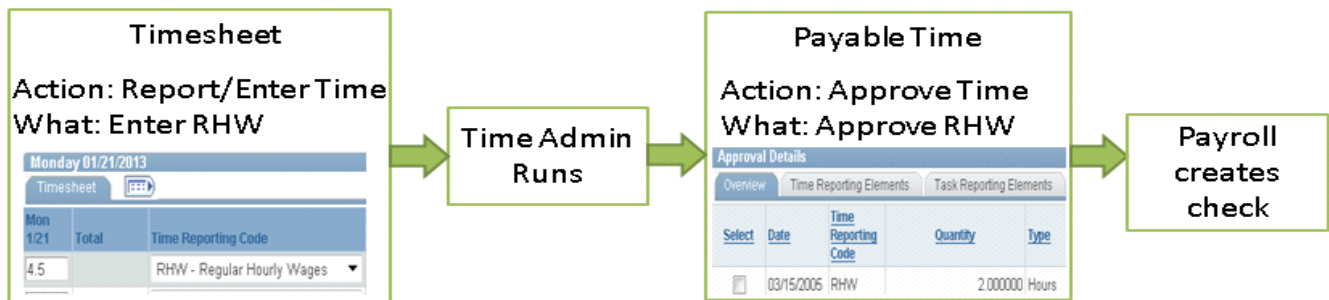


Hourly Payroll Guidelines

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
 - If the deadline is Wednesday at Noon, you must have time entered by Tuesday afternoon to allow for Time Admin to run
 - 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
 - Report/Enter Hourly Time
 - UNTS Time and Labor → Report Time → **Timesheet**
 - [Use this to report/enter all hourly time](#)
 - 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](#)
 - 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
 - Instructions (Running EIS Reports Tab) and explanations (Reading the Reports tabs) of each report included
 - 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](#)
 - 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](#)
 - 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](#)
 - 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

All deadlines are at 12 PM

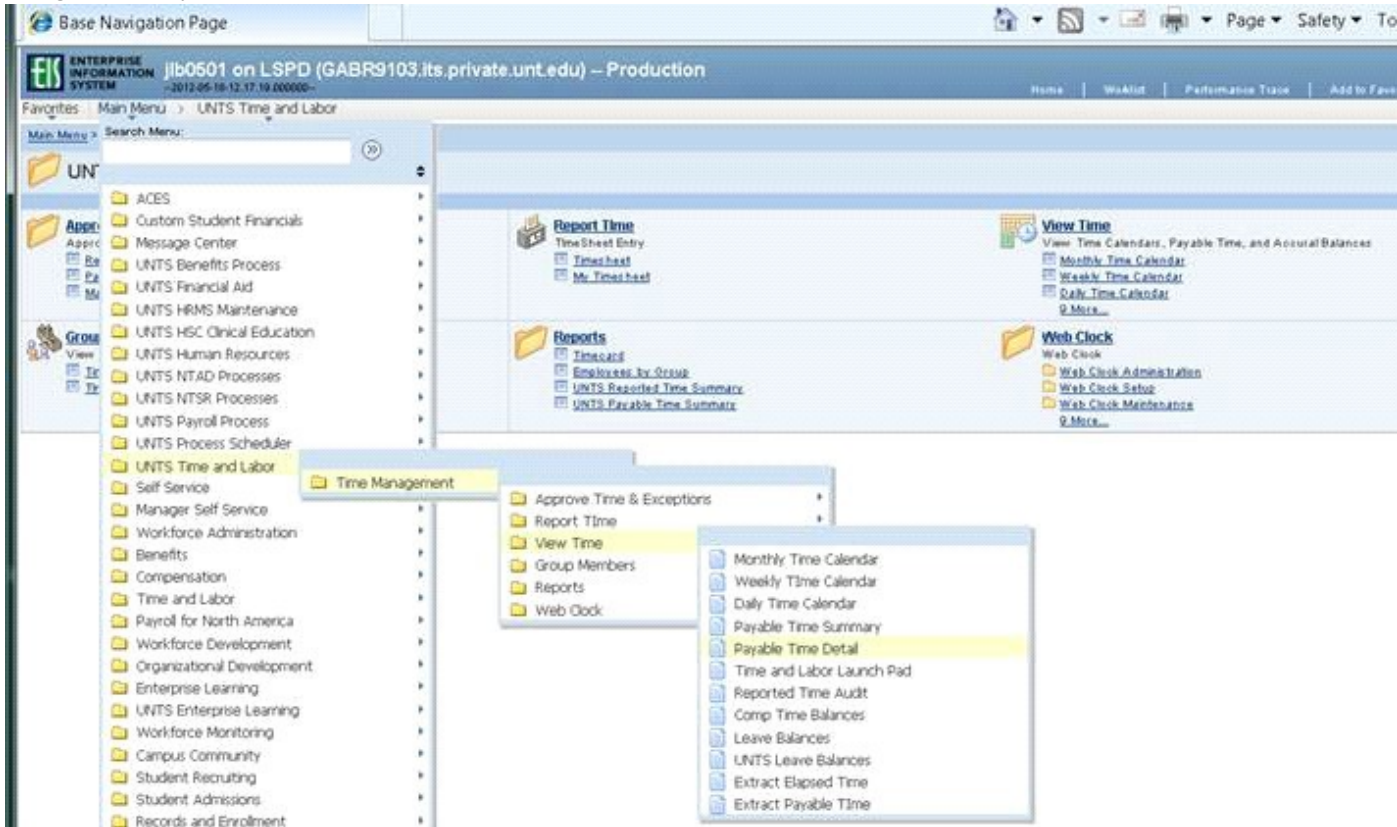
September			October			November			December		
Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date
9/1 to 9/15	9/18/2012	10/11/2012	10/1 to 10/15	10/25/2012	11/1/2012	11/1 to 11/15	11/26/2012	12/13/2012	12/11 to 12/15	12/19/2012	1/21/2013
9/16 to 9/30	10/3/2012	10/15/2012	10/16 to 10/31	11/8/2012	11/15/2012	11/16 to 11/30	12/10/2012	12/11/2012	12/16 to 12/31	1/10/2013	1/15/2013

January			February			March			April		
Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date	Pay Period	Deadline	Pay Date
1/1 to 1/15	1/28/2013	2/11/2013	2/1 to 2/15	2/25/2013	3/11/2013	3/1 to 3/15	3/26/2013	4/11/2013	4/1 to 4/15	4/25/2013	5/11/2013
1/16 to 1/31	2/11/2013	2/15/2013	2/16 to 2/28	3/11/2013	3/15/2013	3/16 to 3/31	4/9/2013	4/15/2013	4/16 to 4/30	5/9/2013	5/15/2013

May			June			July			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	5/28/2013	6/3/2013	6/1 to 6/15	6/25/2013	7/1/2013	7/1 to 7/15	7/26/2013	8/1/2013	8/1 to 8/15	8/27/2013	9/3/2013
5/16 to 5/31	6/11/2013	6/17/2013	6/16 to 6/30	7/9/2013	7/15/2013	7/16 to 7/31	8/9/2013	8/15/2013	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
 - 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

Payable Time Detail

Akem ,Ashley Obenakem Employee ID: 10655127
 Job Title: Student Assistant III - Reg Employee Record Number: 300
[Next Employee >>](#)

Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses

Start Date: 05/01/2012 [BT] End Date: 05/15/2012 [BT] [Refresh](#)

Payable Status Filter

Payable Time						
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
05/02/2012	Approved		RHW	Hours	5.100000	NONTASK
05/04/2012	Approved		RHW	Hours	7.600000	NONTASK
05/07/2012	Approved		RHW	Hours	5.500000	NONTASK
05/09/2012	Approved		RHW	Hours	5.100000	NONTASK
05/11/2012	Approved		RHW	Hours	7.200000	NONTASK
05/14/2012	Approved		RHW	Hours	3.100000	NONTASK
05/15/2012	Approved		RHW	Hours	3.300000	NONTASK

Running Reports

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"

Employees by Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Fmd an Ex1stmg Value Add a New Value

Maximum number of rows to return (up to 300):

Search by: Run ControiiO begins with , . . . : = - - - - - ,

Search Advanced 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:

Employees by Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

ommN'11 Add a New Value

Maximum number of rows to return (up to 300):

Search by: Run Control ID begins With 10

Search Advanced Search

Search Results

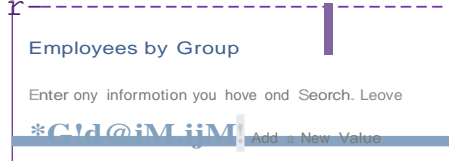
Run Control ID	Language Code
<u>JLB_BYPASSPAYROLL</u>	English
.till	English
tlb0501	English

b. If nothing populates when you click "Search":

You must create a Run Control ID. This is a one-time set up. Once created, your Run Control ID will populate when you click on "Search"

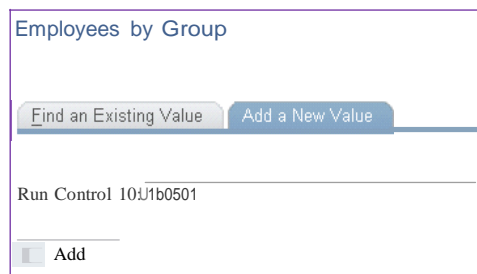
Steps to create a Run Control ID:

1. Select "Add New Value"



2. Input an ID of your creation and click "Add"

(We suggest using your EUID but anything will work)

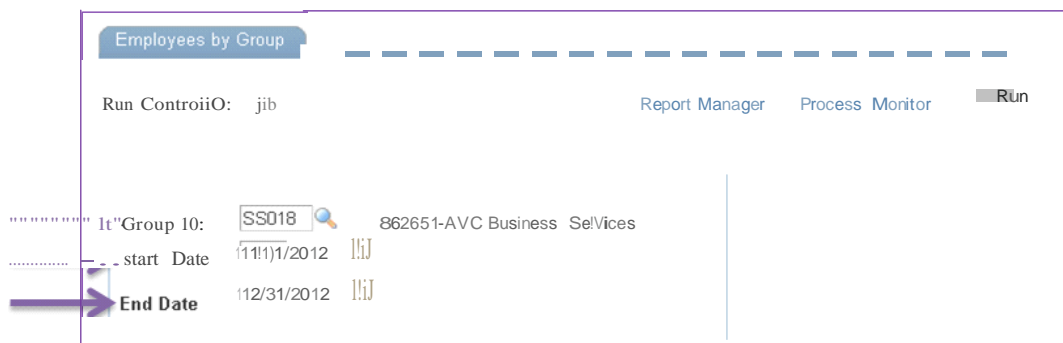


Once you click on "Add"- the system will take you directly into Step 4

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



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 ControlID: jib Report Manager Process Monitor **Run**

"Department [S62651] AVC Business Services

"From Date [11/01/2012]

"To Date [01/30/2012]

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

wot"*"+Hn

Run ControlID: jib Report Manager Process Monitor **Run**

"Department [S62651] AVC Business Services

"From Date [11/01/2012]

"To Date [01/30/2012]

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 Scheduler Request

User ID: jib0501 Run Control ID: jib

Server Name: PSUNX Run Date: 11/11/2013 W

Time Zone: Run Time: 11:00:13PM Reset to Current Date/Time

Recurrence: Run Time: 11:00:13PM Reset to Current Date/Time

Select	Description	Process Name	Process Name	Type	Format	Distribution
<input type="radio"/>	Employees By Group	GPYJ3012	PSJob	(None)	(None)	Distribution

OK Cancel Refresh

User ID: jib0501 Run Control ID: jib

Server Name: PSUNX Run Date: 11/11/2013

Recurrence: Run Time: 11:41:44AM Reset to Current Date/Time

Time Zone: Run Time: 11:41:44AM Reset to Current Date/Time

Select	Description	Process Name	Process Name	Type	Format	Distribution
<input type="radio"/>	Employees By Group	GPYJ3012	PSJob	Email	CSV	Distribution

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

Grp Oeser	Emplid	Emp Red Name	JobCode	JobTitle	Deptld	Acct Cd	HourlyRt	Eff Date	Status	Std Hrs
S62651-AVC Business Services	10479196	304 Jo8linaga, Philip Thomas	1814	Non-Student Help-Ho<Miy	S62651	SY769-062651-500068	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 Services	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	S62651	SY769-062651-500054	7.75	3/1/2012	Active	20
S62651-AVC Business Services	10672734	300 Randolph-Pearce, Phyllis M	1814	Non-Student Help-Ho<Miy	S62651	SY769-062651-500068	11.3	7/18/2012	Active	40
S62651-AVC Business Services	10683383	306 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, Ilifcole Elizabeth	1711	St>JdentAsstFedCWSFall	S62651	SY769-062651-500054	8.5	9/1/2012	Active	20
S62651-AVC Business Services	10683383	308 Ulrich, cole Elizabeth	1710	St>Jdent Asst - Fed Cwsp Sprire	S62651	SY769-062651-500054	8.25	3/1/2012	Active	20
S62651-AVC Business Services	10706423	0 Re<ld, Reagan C	1710	Student Assistant Regular	S62651	SY769-062651-500054	7.75	12/14/2012	Active	20
S62651-AVC Business Services	10865578	301 Seamon, cai in Noel	1710	St>JdentAssistant - Regular	S62651	SY769-062651-500054	7.75	12/14/2012	Active	20
S62651-AVC Business Services	10910007	0 Nyoego, Chortyne Kwombola!	1710	St>Jdent Assistant - Regular	S62651	SY769-062651-500054	7.75	12/14/2012	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

Deptld: Department ID number

Acct Cd: The account the money will deduct from

Example: SY769- 062651-500068

SY769: Institution Code

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

500068: 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 Rec	Description	Reports To
1057223	MathewShijin Sajee	300	Student Assistant - Regular	Fuller,Pamela Sue
10706423	Redd,Reagan C	0	Student Assistant - Regular	Fuller,Pamela Sue
10865578	Beamon, Caitl n Noel	301	Student Assistant - Regular	Asher,Donna Brooks
10910007	Nyaega, Charlyne Kwamboka	ar	0 Student Assistant- Regular	Fuller, Pamela Sue

****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

Reports To: 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

TL Elapsed Time Summary				TL Payable Time Summary				
gpy3001e				gpy3002e				
Group iO		SH018		Group iO		SH018		
Start Date		12/1/2012		Start Date		12/1/2012		
End Date		12/15/2012		End Date		12/15/2012		
Emplid	Emp Red	Name	RHW	Emplid	EmpRcd	Name	RHW	EsLGross
10479196	304	Jeuinaga, Philip Thomas	41	10479196	304	Aguinaga, Philip Thomas	41	451
10572213	300	Mathew, Shijin Sajee	36.1	10572213	300	Mathew, Shijin Sajee	36.1	279.78
10672734	300	Randolph-Pearce, Phyllis M	40	10672734	300	RandolphPearce, Phyllis M	40	452
10706423	0	Redd, Reagan C	35.4	10706423	0	Redd, Reagan C	35.4	274.35
10865578	301	Beamon, Caitlin Noel	34.9	10865578	301	Beamon, Caidin Noel	34.9	270.48
10910007	0	Nyaega, Charlyne Kwamboka	35.7	10910007	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